

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Annual Meeting of the Saundersfoot Community Council followed by the General meeting of Saundersfoot Community Council held on Thursday 2nd May 2019 at The Regency Hall, Saundersfoot at 6.00pm.

Present - Cllrs M Williams BEM, B Cleevly, P Baker (County Councillor), T Pearson, A Upham, D Ludlow, A Mattick, S Boughton-Thomas, M Wainwright, N Sefton, P Beedles and R Hayes MBE

In attendance – One member of the public and The Clerk

2019/05 1 Apologies for Absence

None

2019/05 2 Chairman's Report

Cllr Williams BEM thanked Cllr Cleevly for the support he had offered to him as Vice Chair during his time as Chair. He also thanked fellow Councillors for all their commitment and support during his year as Chairman to Saundersfoot Community Council, Cllr Williams BEM also acknowledged with thanks the extra works that Councillors undertake on numerous community projects from which the village of Saundersfoot benefits.

2019/05 3 To Elect the Chairman of Saundersfoot Community Council for 2019/2020 and the handing over of Saundersfoot Community Council's Chain of Office

Cllr Boughton Thomas proposed Cllr Sefton as Chairman for Saundersfoot Community Council for 2019/2020; Cllr Baker seconded the proposal with all Council in full agreement.

Cllr Sefton thanked the Council for putting their trust in him and voting him as Chairman to Saundersfoot Community Council.

2019/05 4 To Elect the Vice Chair of Saundersfoot Community Council for 2019/2020

Cllr Baker proposed Cllr Boughton Thomas as Vice Chair for Saundersfoot Community Council 2019/2020; Cllr Mattick seconded the proposal with all Council in full agreement. Cllr Boughton Thomas agreed to Vice-Chair, only on the Council's understanding that she is not considered as the next Chair.

2019/05 5 Declaration of Interests

Cllr Hayes MBE – 2019/05 13 Interest declared in all matters appertaining to Saundersfoot in Bloom (Hon. Secretary), Caring Association (Chairman), Historical Society (Vice Chair), Mr Gerald Rogers (Cousin) and Saundersfoot Sports and Social Club (Trustee of Sports Field).

Cllr Boughton Thomas declared a prejudicial interest in all matters appertaining to the Regency Hall and the Saundersfoot Sports and Social Club Ltd

Cllr Ludlow declared personal interest in all matters appertaining to the Saundersfoot Sports and Social Club Ltd

Cllrs Beedles, Pearson, and Upham declared personal interest in all matters appertaining to the Regency Hall and Saundersfoot Sports and Social Club Ltd

2019/05 6 Appointment of Committee Members

Grounds Committee – Consideration of all grounds works appertaining to land in the ownership of Saundersfoot Community Council.

Cllrs Mattick, Pearson, Hayes MBE, Williams BEM, Baker, Boughton Thomas, Cleevely, and Upham

Planning Committee – Consideration of all Planning and Licencing applications made to either Pembrokeshire County Council or Pembrokeshire Coast National Park Planning Authority.

All Councillors

Projects Committee –Consideration of matters appertaining to the EE mast and Community Car Park

Cllrs Sefton, Boughton Thomas, Mattick, Baker, Williams BEM, Ludlow and Wainwright.

Christmas Lights/Festivities Committee – Consideration of Christmas light displays and festive activities around the village.

Cllrs Sefton, Boughton Thomas, Mattick, Williams BEM, Baker, Ludlow, Beedles and Wainwright

Policies Committee and Yearly Audit – Consideration of Council Policies and information appertaining to Internal and External Audits.

Cllrs Sefton, Boughton Thomas, Baker, Mattick and Hayes MBE

Asset and Risk Committee – Consideration of Asset Register and Risk Register

Cllrs Sefton, Baker, Mattick, Upham and Boughton Thomas.

All Committee meetings to be called and conducted as per the Code of Conduct with the meeting being reported at the following general meeting of the Council.

Saundersfoot Community Council Appointed Bodies

Regency Hall – Cllr Upham

Saundersfoot Harbour – Mr P Parker (First year of a three appointment)

Chamber for Tourism – Cllr Baker

Saundersfoot Harbour Advisory – Cllr Mattick

One Voice Wales – Cllr Cleevely

Saundersfoot Neighbouring Policing Liaison – Cllr Cleevely

Saundersfoot in Bloom – Cllrs Hayes MBE and Pearson

Saundersfoot Community Primary School – Cllr Ludlow

Village Working Party – Cllrs Boughton Thomas, Baker and Mattick. Cllr Sefton to attend occasionally as Chairman to Saundersfoot Community Council.

County Councillor – Cllr Phil Baker

2019/05 7 Registering of Councillors Interests

All Councillors handed to the Clerk a recent list of their Interests. The Clerk to post such lists onto the Council's website.

2019/05 8 To Receive the Minutes of the Meeting Held on the 4th April 2019

It was proposed by Cllr Hayes MBE that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 4th April 2019 and be signed by the Chair as such; Cllr Boughton Thomas seconded the proposal with all Councillors in full agreement.

2019/05 9 Matters Arising from the Minutes – Information Only

Wording for MUGA Sign (5a)

Cllr Boughton Thomas forwarded suitable wording for the proposed sign. Cllr Baker proposed that the sign be made to A4 size depicting the wording as presented by Cllr Boughton Thomas; Cllr Upham seconded the proposal with all Council in full agreement. The Clerk to arrange for the sign to be made and erected in the MUGA area.

Activity Wales – Long Course Weekend Road Closures (10)

Cllr Baker advised the Council that an alternative route for traffic has been proposed, this proposal would consider traffic using the harbour carpark to access the Strand, and the use of traffic lights and one-way traffic to allow traffic to flow through the village.

Proposed EE Mast and Car Park Update (12 a and c)

It was agreed that an extra meeting be held on 16th May 2019 to discuss the proposed EE Mast installation and matters appertaining to the proposed community car park. It was also agreed that Mr H Rees will be invited to attend as the Council's project Manager for the proposed Car Park.

Any outstanding planning applications requiring discussion by the Council will also be added to the Agenda.

Mr Steve John – Task and Finish Group Meeting Notes and Recommendations (12d)

Cllr Cleevely proposed that the letter to Mr Steve John, as presented by Cllr Sefton, be sent onto Mr Steve John; Cllr Boughton Thomas seconded the proposal with all Council in full agreement. The Clerk to forward the letter on behalf of the Council.

Cleaning of the Perspex Bus Shelter (12g)

The Clerk advised the Council that the bus shelter had been cleaned.

2019/05 10 To Receive the Minutes of the Meeting Held on the 6th April 2019

It was proposed by Cllr Baker that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 6th April 2019 and be signed by the Chair as such; Cllr Williams BEM seconded the proposal with all Councillors in full agreement

2019/05 11 Matters Arising from the Minutes – Information Only

None

2019/05 12 Account(s) for Payment and Bank Reconciliation

Cllr Williams BEM proposed that the finance report is a true representation of the Council's accounts; Cllr Hayes MBE seconded the proposal with all Council in full agreement.

Cllr Boughton Thomas proposed that all accounts presented be paid in full; Cllr Ludlow seconded the proposal with all Council in full agreement. The Clerk to pay accounts as presented.

2019/05 13 Consideration of Donation Requests Received

Following consideration of the donation requests the following requests were approved:

- Saundersfoot in Bloom £100 Proposed by Cllr Baker Seconded by Cllr Upham
- Footlights £500 Proposed by Cllr Boughton Thomas Seconded by Cllr Williams BEM
- The Caring Association £300 Proposed by Cllr Boughton Thomas Seconded by Cllr Ludlow
- Team SaraH £200 Proposed by Cllr Boughton Thomas Seconded by Cllr Pearson
- Fish Week £300 Proposed by Cllr Baker seconded by Cllr Williams BEM (via Chamber for Tourism)
- Saundersfoot Youth Club £500 Proposed by Cllr Boughton Thomas Seconded by Cllr Ludlow To purchase equipment as required.
- Regency Hall Regular Users £1,000 Proposed by Cllr Baker and seconded by Cllr Cleevely To be divided between to local regular users of the Regency Hall.

Monies also allocated to

- British Legion – Poppy Wreath £100
- Trumpet Player – Remembrance Service £20
- Mr G Rogers – Christmas Sweets £100 Proposed by Cllr Cleevely and seconded by Cllr Baker

2019/05 14 Review by the Council of the Burial Fees – St Issells Cemetery

The Council considered information presented by the Clerk appertaining to other burial grounds in the area and their current charges. Cllr Boughton Thomas proposed that Saundersfoot Community Council retain their burial charges as is; Cllr Hayes MBE seconded the proposal with all Council in full agreement.

2019/05 15 Planning Application(s) Received

1	NP/19/0220/PNT	Saundersfoot Sports and Social Club, King George V Playing Fields	GDO Part 24 – Proposed Telecommunication Mast
2	NP/19/0136/FUL	Windy Hill, Stepside	Proposed new dwelling to replace static caravan for site manager’s use.

The Council’s considerations of the above planning applications-

NP/19/0220/PNT - Saundersfoot Sports and Social Club, King George V Playing Fields

It is noted that this application has no connection to the Sports and Social Club and is on land in the ownership of the Community Council - The old tennis court and disused putting green

One member of the public addressed the Council regarding their concerns appertaining to the positioning of this telecommunication mast and loss of amenities. These comments were duly noted, and the Council answered any questions asked of them regarding this application.

All Councillors declared an interest in this application as it appertains to land in the ownership of the Council.

The Council, when first approached by representatives of EE, considered their proposal of placing a telecommunication mast on land in the ownership of the Council with due diligence. EE representatives advised the Council that they had considered other potential sites within the area but the proposed site offered the best reception.

The Council considered that there is a great need in the Saundersfoot area for an upgraded telecommunication service with the current mast purported to have been disconnected due to the current lease ending. The Council are aware that some residents of Saundersfoot have been compensated as they are currently unable to access their services offered by EE. Also, during the summer months, with the influx of visitors and addition persons using the telecommunication services, it has been noticed that services diminish greatly with signals being lost on both mobile phones and internet connections being interrupted regularly.

Consideration was given to the fact that this area is a 'green' space and Mr M Higgins being contacted regarding the well-established trees in this area. No trees will be removed, and the Council have been advised by the EE representatives that a tree survey will be conducted.

The Council would like the Planning Authority to consider that if this application is successful the Council will benefit financially (unknown amount at this time) with this money being used on community projects and not for personal self-gain.

The Council to also request that, if this application is successful, consideration be given as to construction works not taking place during the summer months ie to commence after September.

NP/19/0136/FUL - Windy Hill, Stepside

This dwelling is proposed to be built within privately owned land, being used as a holiday caravan park, not having an impact on any near neighbours. The Council consider that there are no concerns regarding this application. The Council also consider that the design of the proposed new dwelling is within keeping of the surrounding area offering the site manager a much more comfortable place to live.

2019/05 16 Licensing Application(s) Received

None received

2019/05 17 Consideration of Correspondence Received

- Email received appertaining to the Pembrokeshire WiFi – the Clerk to pass all information onto the Harbour as the leading authority on this matter.
- Email received from One Voice Wales requesting motions to be considered for the upcoming Annual General Meeting to be held in October 2019. Councillors will consider this matter and report any motions they would like to be considered to the Clerk.
- Email received from Pembrokeshire Coast National Park Planning Authority LDP requesting further information of persons wishing to talk at the meeting to be held on 2nd July 2019, with a prehearing meeting being held on 7th May 2019. Cllr Baker advised the Council that he will attend these meetings and if required will talk at the meeting on the 2nd July 2019.
- Application form received from King George V Playing Fields Association regarding the registering of the proposed change of use of the green area to a community car park. The Clerk to complete the application form and forward to the Association for their consideration.
- Advert received offering 15 Bursaries by the Welsh Government, available to Clerks to reimburse Councils for the cost of CiLCA training. The Clerk to apply for the Bursary.

2019/05 18 Reports from Committees Including County Councillor's Report

Cllr P Baker – County Councillor

Cllr Clevely – On Behalf of One Voice Wales

Pembrokeshire Committee Meeting Tuesday 16th April 2019

Chairman – Diana Lockley – Kilgetty and Begelly Community Council (Absent)

Paul Davies – Acting Chairman

Mel ab Owain – Development Officer – One Voice Wales

The speaker was Dave Astins – The County's Community Asset Transfer Officer. He is based in the Environmental Service Section. He discussed public toilets, play parks etc. There are 130 play parks and was suggesting ways and means for the County to transfer ownership of these to Community Councils. The enhancing Pembrokeshire grant may be applied for. He is pleased to offer advice.

The meeting was informed that the government is to take back external audits and do them in house. The audit procedure will be more sensitive.

At the last meeting of the Liaison Committee between the County Councils and the Community Councils the County was not happy with the fact that not all Community Councils were represented. There is a review to take place, Pembrokeshire Liaison Forum now has a full team of 8. Concerns were expressed again, by some present, that the County Councillor's do not communicate with them. A representative of one voice Wales to join the Hywel Dda University Health board.

Cllr Boughton Thomas on behalf of the Saundersfoot Village Working Party

Notes taken at meeting held 2nd May 2019

The Working Party have arranged to have the land train painted in a heritage green colour. Mike Slade has produced a 30-minute audio track, incorporating our locals with mining memories recalling their experiences, alongside Tenby Male Choir singing mining songs to accompany the memories, and Eric Mullins, a Chorister with a rich deep Welsh voice, speaking the overall narrative along the route.

The Working Party has a meeting tomorrow (Friday) to finalise everything, but hopefully the train will be with us later this month and will run on weekends until the school holidays and there after daily until the end of August.

The Working Party are currently in the process of putting together the advertising and publicity for the project, whilst ensuring all the necessary legal and financial regulations are being adhered to, before the launch, but the committee visualise the project being up and running within this month.

Agenda Items:

2019/05 19 Sensory Garden Update - The Purchase of Flowers as Minuted April

Cllrs Williams BEM, Hayes MBE, Pearson and Boughton Thomas advised the Council that arrangements have been made to purchase a variety of plants to the value of £1,000 as minuted April 2019.

Cllr Williams BEM also advised the Council that certain plants require to be moved from the barbeque area as soon as possible. The Clerk to make arrangements for such.

Cllr Williams BEM requested that the Council consider the following works,

To scrape back 2 areas of soil measuring 4m² down to a depth of 300mm adjacent to the metal Christmas tree. This will remove the small roots of bushes that have already been removed. The soil to be removed by the Groundsman and stockpiled on the old tennis court. This area will be covered with fresh health soil.

To dig a narrow trench, 250mm wide and 100mm deep for a distance of 5 metres on the central grass area behind the bench and bin. The soil removed will be transported and stockpiled on the old tennis court. This trench is to receive a wooden sleeper border to support the soil in the central flower border. These proposed works have been offered to be completed on a voluntary basis. Cllr Boughton Thomas proposed that the above works be carried out in the Sensory Garden; Cllr Ludlow seconded the proposal with all Councillors in full agreement.

**2019/05 20 Consideration of the Memorial Poppy Wreaths on the Cenotaph
(Information Emailed to all Councillors)**

Following consideration of the information received. Cllr Baker proposed that all Poppy Memorial Wreaths should remain in situ at the Cenotaph and be removed the day before the following Remembrance Service (unless they are considered to look untidy and then to be removed before); Cllr Ludlow seconded the proposal with all Councillors in full agreement.

The Clerk to make enquiries as to the possible purchase of a stand for the displaying of poppy wreaths around the Cenotaph.

**2019/05 21 Update regarding the purchase of larger flower planters to
be placed along Brewery Terrace**

The Clerk advised the Council that three of the four large flower planters had been located and reserved for purchase later the following week. If a fourth was unavailable then a second design could be chosen.

The Council was advised that Saundersfoot In Bloom would be planting these pots at the beginning of June. The Clerk advised Cllr Hayes MBE (on behalf of Saundersfoot in Bloom) if 48 hours' notice was given the pots would be in place ready for planting.

(Post Meeting – The Clerk can confirm that all four planters are in positions, as agreed by the Council, and ready for planting by Saundersfoot in Bloom on Monday 3rd June 2019)

**2019/05 22 Consideration of request made by Saundersfoot Rotary Club
to borrow Community Council's litter picking equipment**

It was agreed that the litter picking equipment be loaned to Saundersfoot Rotary Club for their use. During discussions it was brought to the Council's attention that during fish week there will be a number of beach cleans taking place along Saundersfoot's beaches, therefore the Council considered it prudent to postpone their organised beach clean for the time being.

**2019/05 23 The use of the Second Community Council Bank Account by
the Working Party**

The Clerk advised the Council that a request had been made to use the secondary bank account for all banking transactions regarding the running of the Heritage Land Train as a Community Council lead community project. The Clerk raised concerns regarding the use of this bank

account and the Council's financial regulations. Following discussions it was decided that further advice would be sought from One Voice Wales.

(Post Meeting – One Voice Wales confirmed that the secondary bank account can be used for all transactions appertaining to the Land Train but to be managed as per the Council's Financial Regulations, with Cllr Boughton Thomas being given the authority to bank all cash paid by persons using the land train. All transactions and bank/cash book reconciliation will be presented to the Council each month).

2019/05 24 Saundersfoot Sports and Social Club – Consideration of the proposed remodelling of the current leases – Date for meeting

The recent letter received form Mr Parcell, on behalf of the Saundersfoot Sports and Social Club, was read out for consideration. The Clerk and Cllr Mattick gave a brief recap of matters appertaining to this heading.

It was agreed that the Clerk and Cllr Mattick should pen a response to Mr Parcell's Email outlining the actions of the Council over the past 18 mths.

The date for a meeting to discuss the possible remodelling of the current leases further - Saturday 11th May 2019 9am at the Methodist Chapel.

Date for June Meeting – NOTE CHANGE IN DATE AND VENUE

13th June 2019 6pm at the Methodist Chapel, Saundersfoot