

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council on Thursday, 3rd October 2019 at 6 pm at the Regency Hall.

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

The Clerk

2019/10 112 Apologies for Absence

Cllrs S Boughton Thomas (Vice Chair) and A Mattick

2019/10 113 Chairman's Report

Attendance – 1st October 2019 LDP 2 Hearing Session 9 – principal Residence/Local Connections Housing; Affordable Housing, Employment and Monitoring Framework

Little applicable to Saundersfoot specifically, most questions which may have been relevant were covered by representatives of communities with specific concerns; Newport, St Brides, Marloes and Dale. Only 4 communities were represented, plus one landlord/developer. Others present were the inspector and her administrative support, 2 from Pembrokeshire Coast National Park Authority and 2 from Pembrokeshire County Council.

Pembrokeshire Coast National Park agreed to investigate and respond to the inspector's remarks and action requests by mid-December 2020.

2019/10 114 Declaration of Interests

2019/09 118 Cllr Sefton declared an interest in planning application NP/19/0479/FUL (Near Neighbour)

2019/10 115 To Receive the Minutes of the Meeting Held on the 5th September 2019

It was proposed by Cllr Wainwright that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 5th September 2019; Cllr Pearson seconded the proposal with all Council in agreement.

2019/10 116 Matters Arising from the Minutes – Information Only

2019/09 98 Correspondence

(a) Cllr Baker confirmed that the road edge condition has been reported to Pembrokeshire County Council.

(b) Tree and Sons No further action required as Tree and Sons have made alternative arrangements.

(e) Mr Simon Hart AM to be changed to Simon Hart MP

2019/09 105 To consider a solution to deter motorists from travelling at excessive speeds along the B4316

Cllr Baker confirmed that he would contact Pembrokeshire County Council to arrange a road survey on the relevant roads.

It has been confirmed by the relevant Authority that, when comparing the plans for the proposed EE Mast and Proposed pay and display car park, the position of the EE mast is the same of both.

Eleven sites were considered by EE as to where to the best reception/placing site of the proposed mast.

The Planning Authority has confirmed that all information on the application has been corrected and further confirmed that the proposed site of the telecommunication mast is in the ownership of Saundersfoot Community Council.

2019/09 108 To consider correspondence received appertaining to Library Services.

It has been confirmed that Mr Mike Cavanagh will attend the November meeting of Saundersfoot Community Council to discuss this heading further.

2019/09 111 To consider and form a second Grievance Panel

Cllr Williams BEM proposed that, using Councillors surnames alphabetically, the first six Councillors form the Grievance Committee and the second six for the Appeal Committee; Cllr Baker seconded the proposal with all Council in full agreement.

Grievance Committee – Cllrs Baker, Beedles, Boughton Thomas, Cleevely, Hayes MBE and Ludlow

Appeal Committee – Cllrs Mattick, Pearson, Sefton, Upham, Wainwright and Williams BEM

Cllr Sefton proposed that this format is adopted and put into practice; Cllr Baker seconded the proposal with all Council in full agreement.

2019/10 117 Account(s) for Payment and Bank Reconciliation and signing of cheques

Cllr Hayes MBE proposed that the bank and cashbook reconciliation be a true and accurate record of the Council's accounts, Cllr Upham seconded the proposal with all Council in full agreement.

Cllr Wainwright proposed that the Accounts, as presented to the Council, be paid in full; Cllr Baker seconded the proposal with all Council in full agreement.

2019/10 118 Planning Application(s) Received

1	NP/19/0479/FUL	Shalom, 26 Whitlow, Saundersfoot	Erection of single story extension comprising games room, utility, bedroom and en-suite
2	NP19/0495/FUL	Morningside, The Glen, Saundersfoot	Demolition of existing utility room to West elevation and replace with two story extension incorporating garage at ground floor level and en-suite bedroom and utility room at first floor level and external terrace area
3	NP/19/0513/FUL	Windy Hill Holiday Park, Stepside	Change of use from 10 touring caravan pitches to 10 seasonal pitches including winter storage facilities
4	NP/19/0514/S73	Windy Hill Holiday Park, Stepside	Variation of condition two of MP/18/0569/FUL

1) NP/19/0479/FUL Shalom, 26 Whitlow, Saundersfoot

No objections to this application. The Council agreed that although it was a large development it was within keeping the surrounding properties.

2) NP19/0495/FUL Morningside, The Glen, Saundersfoot

No objections to this application. The Council agree that the plans include a well landscaped area.

NP/19/0513/FUL Windy Hill Holiday Park, Stepside

NP/19/0514/S73 Windy Hill Holiday Park, Stepside

No Objections to the two above applications appertaining to Windy Hill Holiday Park. The Council consider it will be a welcome addition to the present economy of the village.

2019/10 119 Licensing Application(s) Received

None received

2019/10 120 Consideration of Correspondence Received

- Invite received from Guirl Guiding for the Chair and guest to attend the annual review 13/10/19 – The Clerk to confirm attendance of the Chair and guest.
- Invite received from the Three Amigos for the Chair to attend the Christmas Toy Run 12/10/19 – The Clerk to confirm attendance of the Chair.
- Poster received advertising PLANED Community Health – Poster to be displayed in the Regency Hall
- The Council were advised that a recent incident involving a wheelchair user occurred in one of the tunnels between Saundersfoot and Coppet Hall. Cllr Baker will advise the Pembrokeshire County Council.
- Invite to attend Police & Crime Commissioner's CCTV Event Wednesday 9th October 2019, 17:30-19:30 – Cllr Wainwright to attend. The Clerk to advise of such

2019/10 121 To receive County Councillor's Report

Available upon request

2019/10 122 To Receive Any Reports from Committees

Car Park Sub Committee

Letter received from King George V Fields in Trust suggesting that additional evidence be submitted before a decision can be made by the Trustees regarding the change of use of part of the land held in Trust.

Cllr Sefton proposed that Cllr Mattick drafts a letter to the Trustees of the King George V Fields in Trust stating the benefits of such a proposed car park and the detrimental effect that minimal car parking spaces has on the users of the Regency Hall, Saundersfoot Sports and Social Club, Bowling Club, Library, Children's play park, MUGA and the sport field (football and cricket teams) during certain times of the year; Cllr Williams BEM seconded the proposal with all Council in full agreement.

Grounds Committee – EE mast update

The Council confirmed that the preferred route of access to the EE mast, for installation and maintenance, is along the Pembrokeshire Coast National Park Authority Car Park and along the land in ownership of the Council running behind the Bowling Green.

Grounds Committee – Sensory Garden update

It was reported that:

- All plants that required moving to allow for the temporary hording has been completed with assistance from harbour personal.
- The raised bed running along the Coffee Tavern will be moved by the contractors.
- A number of bulbs have been purchased. Cllr Sefton proposed that if any bulbs are not required, they be donated to the Saundersfoot in Bloom for planting in the planters around the village; Cllr Wainwright seconded the proposal with all Council in full agreement.
- Three bushes running along the boundary of the Sensory Garden and the Harbour Carpark have grown to large to be managed from the ground. The Clerk to arrange to have these three bushes cut to a manageable size.
- Bind weed is problematic in some areas of the Garden. Cllr Baker proposed that the Clerk source a recycled ground covering for use in these areas; Cllr Ludlow seconded the proposal with all Council in full agreement.
- Confirmation has been received from the Harbour Commissioners that any damage occasioned to the Garden during the developments will be 'put back' as required by the Council.
- The Harbour Commissions have offered door/s be placed in the side of the Coal Office building too enable access to the Sensory Garden. Cllr Williams will forward the proposed plans to all Councillors and the Clerk. Any door/s would be in full control of the Council.
- Crocus bulbs will be planted by members of Saundersfoot Rotary Club to promote their End Polio Now Campaign.

2019/10 123 To Receive Reports from Council Representatives

To include a report from –

Cllr Hayes MBE on behalf of Saundersfoot in Bloom

Cllr Hayes MBE reported that Saundersfoot in Bloom have purchased 12 planters to be placed along Brewery Terrance.

Post Meeting Note – It was agreed by the Council that larger planters would be purchased to replace the smaller planters along Brewery Terrace – Four large planters were placed around the village in May 20019 following the removal of the smaller planters along Brewer Terrace.

Cllr Hayes MBE regarding the results of the 2019 Wales in Bloom competition.

Cllr Hayes MBE reported that she had attended the prize giving award ceremony and read the report received from the Wales in Bloom Judges (Available upon request). Saundersfoot was rewarded the Silver Gilt Ward.

Cllr Sefton Thanked Cllr Hayes MBE for attending the Ceremony and all Councillors for all their sterling efforts in making the village 'blooming marvellous'

Cllr Sefton proposed that Cllr Hayes MBE be reimbursed for travelling costs at 45p per mile; Cllr Baker seconded the proposal with all Council in full agreement. (114 Miles @.45p = £51.30)

Working Party Report

It was reported that the Land Train will be running for the Big Bang weekend and possibly sometime over Christmas. Consideration is being given as to the 2020 summer running.

2019/10 124 Clerks Update

Remembrance Parade - The Clerk confirmed that:

- Wreaths ordered
- Invites are to be sent out once the date has been confirmed for the delivery of the wreaths
- Trumpeter arranged
- Cllr Sefton to read the Roll of Honour
- Cllr Mattick to read the order in which the Wreaths will be laid
- Road closure Notice applied for (Pembrokeshire County Council)
- First Aider arranged
- Risk assessment completed
- Cenotaph pressure washed

St Issells Cemetery

The Clerk, Cllrs Williams BEM, Upham and Hayes MBE attended a meeting with Mr C Viggars (the cemetery grounds keeper). It was commented on how well the cemeteries are being tended to and how nice they are looking. Several saplings were pointed out which require removing. Several graves are overgrown with nettles and brambles, Mr Viggars was asked to cut them back. Also Mr Viggars was requested to cut back several shrubs that have been planted on graves.

Agenda Items:

2019/10 125 The consideration of correspondence received requesting a donation from the Council

Discussion took place following the receipt of a letter requesting a donation to support the presence of differing animals on the Saturday of the two day Christmas Market (6th and 7th December 2019).

Cllr Baker proposed that a donation of £100 be made; Cllr Cleevely seconded the proposal with all council in full agreement.

2019/10 126 The consideration of correspondence received appertaining to the propose car park and the Council's responses to such

Twelve letters were received by the Clerk personally addressed to each Councillor (Wednesday 2nd October 5.30pm) – The Clerk confirmed that these letters had been hand delivered to each Councillor's home address the evening received. Each Councillor confirmed receipt of such (One Councillor away from home at present)

The Clerk to draft a suitable response for presentation at the November meeting and then to be signed by all Councillors.

Post meeting note – All twelve Councillors have confirmed receipt of letter)

2019/10 127 To consider the use of the Sensory Garden by the Chamber for Tourism over the Christmas period.

Saundersfoot Community Council confirm that the Chamber for Tourism can use the Sensory Garden for staging the Enchanted Forest and fully support such. It was confirmed that:

- the garden will not be fenced off and remain open to the public at all times
- no charge to be made to persons entering the Garden
- The appropriate risk assessment is carried out

2019/10 128 To consider the quotation received to purchase electrical equipment to provide further electrical sockets in the Sensory Garden for Christmas lighting.

The Clerk presented the price received from the Council's usual electrical supplier, for the additional electrical sockets around the Sensory Garden. The positioning of such as discussed by the Sensory Garden Subcommittee. (£200 plus VAT)

Cllr Sefton proposed that the Council purchase the electrical supplies, Cllr Wainwright and Mr a Lewis to run the cabling, following which these will be inspected by a NICEIC Registered Electrician; Cllr Williams BEN seconded the proposal with all Council in full agreement.

2019/10 129 To consider the use of Private Email accounts, which are password protected, by all Councillors.

The Clerk advised the Council that Email address will be set up for all Councillors. This item has been diarised for December.

2019/10 130 Pembrokeshire Coast National Park Authority – Local Development Plan. Attendance at the meeting on the 1st October 2019 and the Council's response.

Cllr Sefton attended the meeting – Report available on request.

2019/10 131 To consider the possibility of offering a Park and Ride facility into Saundersfoot Village during busy periods.

Cllr Ludlow proposed that Cllr Baker continue with his efforts to locate a possible site for a Park and Ride car parking space with the possibility of applying for funding from the Enhancing Pembrokeshire Scheme; Cllr Upham seconded the proposal with all Councillors in full agreement.

2019/10 132 To consider the requirement to replace the Children's Play Park Equipment and the possibilities of funding such.

Cllr Beedles advised the council that a meeting had been held with Mr N McCarthy from Pembrokeshire County Council. The advice received was that the play equipment is in need of being replaced due to Health and Safety implications.

Cllr Baker proposed that the Play Park Subcommittee continue with their efforts in planning a new play park area considering that any new play equipment should be for varying ages (toddler to teens) that equipment be accessible to less abled users, recycled materials used wherever possible and that an application be made to the Enhancing Pembrokeshire Scheme; Cllr Sefton seconded the proposal with all Councillors in full agreement.

The Council acknowledged that any application made to the Enhancing Pembrokeshire Scheme, which is successful, Saundersfoot Community Council will be required to fund 20% of monies applied for.

2019/10 133 The structuring of Committees, sub committees and working parties and the calling, holding and reporting of such meetings.

Cllr Sefton proposed that the structure of Committees, Subcommittees and working parties be updated and formatted.

This would be in the format of Four main Committees from which Subcommittees are formed.

First Draft-

<u>Committee</u>	<u>Subcommittee</u>
Grounds Committee	Sensory Garden Subcommittee Play Park Subcommittee
Planning Committee	
Projects Committee	Pay and Display Car Park Subcommittee EE Mast Installation Subcommittee
General Purposes Committee	Festivities Subcommittee Policies and Procedure (Inc Yearly Audit) Subcommittee Asset and Risk Subcommittee Wales in Bloom Subcommittee

The Clerk to draft Terms of Reference for Committee and Subcommittees.

Date of next meeting – Thursday 7th November 2019

Meeting closed 21.45