

# SAUNDERSFOOT COMMUNITY COUNCIL

## MINUTES



Minutes of the General Meeting of The Saundersfoot Council held on Thursday, 6<sup>th</sup> February 2020 at 6 pm at the Regency Hall, Saundersfoot.

**Present** - Cllrs N Sefton (Chair), S Boughton Thomas (Vice Chair), P Baker (County Councillor), B Clevely, A Upham, D Ludlow, R Hayes MBE, P Beedles and M Williams BEM

One member of the Public and The Clerk

### **2020/02 203 Apologies for Absence**

Cllrs M Wainwright and T Pearson,

### **2020/02 204 Chairman's Report**

Cllr Sefton reported that the Annual Dinner was enjoyed by all and thanked Cllr Upham for organising such. Cllr Sefton also requested that all Councillors consider nominations for the next Chair of Saundersfoot Community Council.

### **2020/02 205 Declaration of Interests**

Cllr Baker declared a personal interest in Agenda item 2020/02 222

### **2020/02 206 To Receive the Minutes of the Meeting Held on the 2<sup>nd</sup> January 2020**

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 2<sup>nd</sup> January 2020; Cllr Boughton Thomas seconded the proposal with all Council in agreement.

### **2020/02 207 Matters Arising from the Minutes – Information Only**

#### **2020/01 189 Poppy Distributors Awards**

The Clerk advised the Council that all information regarding the Poppy Distributors awards has been handed over to the Award Coordinator for West Wales. The Clerk will advise the Council once further information is received.

### **2020/02 208 Account(s) for Payment, Bank Reconciliation and signing of cheques**

Cllr Boughton Thomas proposed that the bank and cashbook reconciliation be a true and accurate record of the Council's accounts, Cllr Williams BEM seconded the proposal with all Council in full agreement.

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

### **2020/02 209 Planning Application(s) Received**

1	NP/20/0019/S73	Coachmans Cottage, Westfield Road	Variation of condition no 2 to allow 2 storey element to rear of dwelling for extra bedroom, fenestration alterations & additional Juliet balconies to front elevations & discharge of conditions 3 & 7 of NP/17/0521/FUL
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2	NP/20/0011/FUL	Avalon, The Glen	Change of use of Tourism Accommodation Unit to Residential Dwelling
3	NP/19/0688/FUL	4, The Strand	Change of use of ground floor from retail (A1) to office (A2).

1. **NP/20/0019/S73** – The Council agreed that this planning application is an appropriate request for variation of conditions and will enhance the location. The Council have no concerns or objections regarding this application.
2. **NP/20/0011/FUL** – The Council agreed that this planning application is positive change from tourism accommodation to a residential dwelling. The Council have no concerns or objections regarding this application.
3. **NP/19/068/FUL** – The Council agreed that they have no concerns or objections regarding this application.

## **2020/02 210 Licensing Application(s) Received**

None

## **2020/02 211 Consideration of Correspondence Received**

- The Clerk advised the Council that a request made under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 had been received. Following legal advice from One Voice Wales, Information Commissioner's Office and Pembrokeshire County Council Data Protection Department this request has been denied. The draft response to such request was read to Councillors who agreed that the response should be sent
- Email received from Saundersfoot Chamber for Tourism inviting Council representatives to attend a meeting to discuss Christmas Events and Christmas Lighting within the village 2020 onwards. Cllrs Sefton and Williams BEM will attend the meeting on 9th March 2020
- Letter received from Cllr Martyn Williams BEM Chairman of Saundersfoot NYDS Ltd thanking the Council for their support and assistance distributing the Swim Medals, which are sponsored by the Council.
- Email received requesting that the pathway from Bonvilles Close Side Lane to Incline Way be cleared of moss and debris as this creates a hazard to users. The Clerk has advised Cllr Phil Baker who has spoken to Pembrokeshire County Council and they have confirmed that this area will be pressure washed by the end of the month.
- Email received from Coastal Development Officer advising that Pembrokeshire has been chosen as the location to host the World Rowing Coastal Championships and Beach Sprint Finals. This is supported by Wales Rowing, Pembrokeshire County Council, Pembrokeshire Coast National Park Authority, Saundersfoot Harbour Commissioners and others.
- Email received from Pembrokeshire County Council advising the Council of a new service being offered namely a Digital Assistant who will be able to assist persons who wish to use alternative/digital methods of communication with Pembrokeshire County Council via the My Account System. This item has been diarised for March when a possible meeting date will be discussed.
- Email received advising of the Consultation period for Councillors to comment on future External Audit Arrangements for Community councils in Wales -This Email to be forwarded to all Councillors for their attention.
- Email received from Pembrokeshire Association of Community Transport Organisations advising of the Take Me Too Project. A lift sharing project funded by the National Lottery Community Fund which matches people who need a lift, or who would like to share a lift with someone who is going their way. For more information call – 01437 775033

- Poster received advertising the London Male Voice Choir concert to raise money for the Sandy Bear Charity.
- Second Email received from Chamber for Tourism inviting Council representatives to attend a meeting to discuss possible events to commemorate VE Day and to invite Cllr Sefton, Chair of Saundersfoot Community Council to attend, along with named sports celebrities, the Cawl Trail around Saundersfoot. Cllr Sefton has accepted the invitation to attend the Cawl trail and will attend the meeting regarding possible commemorative events for VE day.
- Email received regarding responses received from the Council appertaining to the Council's car park planning application. The Council to form a working party to ensure all questions raised are answered appropriately.
- Email received raising question appertaining to the installation of the EE telecommunication mast. The Council to respond accordingly. This item will be discussed under Agenda item 2020/02 217
- Email received advising the Council of the unsafe and muddy condition of a Bridleway leading from Fan Road to Saundersfoot Village. The Clerk advised the Council that this Email has been passed onto to the Pembrokeshire Coast National Park Authority for their attention. The author has been informed.
- Letter received and circulated to all Councillors – This letter will be discussed at the March meeting under Private and Confidential conditions.

## **2020/02 212 To receive County Councillor's Report**

### **County matters**

Draft budget to be considered by Full Council on 27th February – 5% increase proposed by Cabinet following the 4.1% settlement from Welsh Government.

Major Events – Following discussions between UK Rowing, Welsh Rowing and Pembrokeshire County Council along with the Harbour Commission, Saundersfoot and Pembrokeshire has been selected to be the UK bid location for the 2021 World Rowing Championship, there are many hurdles yet to be cleared for this prestigious event.

### **Ward matters**

Library funding – following a number of e-mail exchanges with the Library Service, Cllr Baker has secured a reduction in the contribution to £13,600 to maintain the existing level of service. In addition, a meeting is to be held on February 28th with PCC Officers to discuss the Saundersfoot Community Council bid to Enhancing Pembrokeshire, whilst it was disappointing that our neighbouring Community Councils did not wish to support the bid, residents using the Library could be asked for their support demonstrating need from a number of areas thus possibly attracting a spread of funding

Cllr Baker reported that the Area Maintenance Team would consider the relocation of the Friends of Saundersfoot Notice Board.

Enhancing Pembrokeshire Bid – Playground, a very successful project was undertaken by Saundersfoot CP School and was presented to Cllr Baker by the School Council with their vision for the playground. In addition, a snapshot of support was recorded from over 200 residents. Both pieces of work have greatly assisted in the submission of the bid.

Cllr Baker was pleased to assist Saundersfoot Bowling Club with their recent bid to the Enhancing Pembrokeshire Grant.

A recent meeting was held between Saundersfoot Sports and Social Club and Cllr Cris Tomos, with a view to explore additional funding ideas to support for the Club.<sup>4</sup>

A productive meeting was held with Fields in Trust / Saundersfoot S&SC/ Sports Field Trustees.

## **2020/02 213 To Receive Any Reports from Committees**

### **Car Park Sub Committee**

It was reported to the Council that the Saundersfoot Community Council's planning application appertaining to the Car Park has been withdrawn at this point in time.

A meeting took place between representatives from Saundersfoot Community Council, Saundersfoot Sports and Social Club Ltd, King George V Fields in Trust and The Trustees of the Saundersfoot Sports Field along with their legal representatives to discuss the future trustees of the Saundersfoot Sports Field. Representatives from the Saundersfoot Sports and Social Club Ltd requested that the Fields in Trust submit a detailed proposal. Following receipt of this proposal a further meeting will be held to finalise the arrangements.

### **Sensory Garden Sub Committee**

It was reported that plants have been ordered in preparation for spring planting.

### **Working Party - Saundersfoot Library**

It was reported that a meeting will be held 28<sup>th</sup> February 2020 with members of Pembrokeshire County Council to discuss potential options for financing and maintaining the library service offered by Saundersfoot library.

The Clerk advised the Council that the offer made by Pembrokeshire County Council of £13,600 to be paid by Saundersfoot Community Council, £1,500 precepted 2020/2021 Library costs and £12,100 from reserved funds, has been accepted. (This figure includes the 20% discount)

## **2020/02 214 To Receive Reports from Council Representatives**

None

## **2020/02 215 Clerks Update**

- St Issells New Cemetery - Price received to cut by hand the hedgerow to the right of the gateway to the new cemetery - £432.00
- St Issells Old Cemetery – Price received to remove unwanted small trees, originally saplings now established approx. 12 ft high. Also to remove brambles and ivy growth. All debris to be removed from site and disposed of in the appropriate manner. - £1,008.00

These costs will be covered by cemetery income and not precept monies.

Cllr Upham proposed that the Council accept the above prices for the above works; Cllr Hayes MBE seconded the proposal with all Council in full agreement.

### **Agenda Items**

## **2020/02 216 Saundersfoot Senior Citizens Christmas Dinner - Consideration of arrangements for 2020 dinner based on the 2019 dinner**

Cllr Boughton Thomas advised the Council that due to the current caterers, of the Christmas Dinner held at the Regency Hall, retiring alternative arrangements will have to be made. Three options were presented to the Council for their consideration. (These will be Emailed to all Councillors for their perusal). This has been diarised for March.

Plans were circulated to all Councillors depicting the two proposed routes for vehicular access and laying of services to the site of the EE telecommunication mast for their consideration.

Discussion took place regarding the annual payment offered by EE. Cllr Sefton proposed that Saundersfoot Community Council accept the alternate route between the MUGA and Bowling Green for cables and vehicular access alongside the MUGA by means of the established hard surface track, to accept payment of £3,098.88 per annum for a term of ten years, no building works to commence before September 2020 due to health and safety implications and the Heads of Terms forwarded to the Council's Solicitor for his consideration; Cllr Williams BEM seconded the proposal with all Council in full agreement.

The Clerk to advise Saundersfoot Community Council's Surveyor accordingly.

This item has been diarised for March.

**2020/02 218      Office Space for the Clerk** – To consider the possibility of payment towards office space where Clerking duties may be carried out.

This item was discussed under Private and Confidential meeting conditions.

Following discussion, under Private and Confidential meeting conditions, Cllr Sefton proposed Saundersfoot Community Council agree the payment of £97 per month towards office space in Tenby for the Clerks use, and that the Council reassess the situation in three months; Cllr Upham seconded the proposal with all Council in full agreement.

**2020/02 219      Wales in Bloom** – Consideration of the formation of a task and finish group to ensure all preparation works are carried out prior to the Wales in Bloom Judging.

Cllr Williams BEM advised the Council that the Sensory Garden Sub Committee will compile a list of task that require completing and report to Council with any proposals for additional assistance and/or materials.

**2020/02 220      Possible relocation of Notice Board within the Sensory Garden** – To consider the proposal from Pembrokeshire County Council regarding the repair and replacement of one of the Public Notice Boards in the Sensory Garden.

It was confirmed that the position of the bench has been agreed with the Pembrokeshire County Council on land in their ownership. Pembrokeshire County Council has offered, at their expense, to move the Notice Board owned by the Friends of Saundersfoot to a more accessible position in the Sensory Garden and replace the legs. The Clerk to contact Friends of Saundersfoot and advise them of the Pembrokeshire County Council's proposal and confirm that the Notice Board is insured and inspected regularly.

Cllr Boughton Thomas proposed that if the Friends of Saundersfoot accept the proposal made by Pembrokeshire County Council to replace the legs and relocate their Notice Board within the Sensory Garden the Saundersfoot Community Council support the relocation of such; Cllr Sefton seconded the proposal with all Council in full agreement.

Cllr Hayes MBE raised concerns regarding the aesthetics of the black bench and the negative impact this could have on the village's entry into the Wales in Bloom competition. It as confirmed that this bench is not on land in the ownership of the Community Council and permission has been granted for its location by the landowners.



**2020/02 221 Committees/Subcommittees Membership and Terms of Reference -**  
Consideration and confirmation of the structure, meeting requirements and Terms of Reference for Committees and Subcommittee

Cllr Sefton confirmed that the draft Terms of Reference for Committees and Sub-Committees will be circulated to all Councillors and the Clerk for their consideration. This item has been diarised for March.

**2020/02 222 Pembrokeshire County Council - Community Works Grant -** Consideration of Saundersfoot Community Council applying for the above Grant scheme offering the opportunity for Community Councils to submit bids for small highway schemes.

This scheme offers the opportunity of Community Councils to apply for grant aid to pay towards small highway projects eg pathways, signage, highway walks etc. Councillors to consider any possible projects. This will be discussed further at the March meeting.

**2020/02 223 Possible Christmas Day Combined Event with The Chamber for Tourism -** To consider the formation of a working party to contemplate the possibility of a Christmas Day event within the village to offer company to persons who otherwise may not see anyone on Christmas day.

The Clerk advised the Council that correspondence had been received from the Chamber for Tourism (see Minute 2020/02 212) inviting two representatives from the Council to attend a meeting, with other representatives of Saundersfoot Community Groups, to form a working party and discuss Christmas in Saundersfoot 2020 onwards. It was considered that this working party could consider the above Christmas day event. As the meeting to be held after the March meeting of the Community Council, Cllr Sefton will present a working party report at the April meeting.

**2020/02 224 Litter Picking Equipment -** Saundersfoot Community Council to consider distributing their litter picking equipment to volunteers in the Village in an aim to assist the PCC street cleaning team

Cllr Baker proposed that the litter picking equipment held by Saundersfoot Community Council be made accessible for persons to use on a 'look after and use it basis'; Cllr Beedles seconded the proposal with all Council in full agreement. Any persons wishing to use this equipment can acquire red refuse bags from the Library. Any persons wishing to use this equipment please contact Cllr Phil Baker or the Clerk.

**2020/02 225 The Local Development Plan -** Consideration of the Council's response (if any) regarding the Local Development Plan (Pembrokeshire County Council Planning Authority) via the Public Consultation

It was determined that there are no sites to consider within the Pembrokeshire County Council Local Development Plan (2) within Saundersfoot. Further information regarding all Candidates sites can be found on the Pembrokeshire County Council Web Site.