

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council held on Wednesday 3rd September 2020 at 6pm.

This was a remote meeting held via the medium of Zoom

Members of the public were given the opportunity of joining the meeting by Emailing the Clerk and requesting the meeting details (Email: melaniepriestley.scc@gmail.com)

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

Also present – Two Members of the Public and The Clerk

2020/09 311 Apologies for Absence – Cllr T Pearson

2020/09 312 Chairman's Report – Email Awaited

2020/09 313 Declaration of Interests

Cllr Baker declared a personal interest (due to his position on the Pembrokeshire Coast National Park Planning Authority Committee) in all planning matters and will refrain from any votes appertaining to planning matters

Cllrs Boughton Thomas, Upham and Beedles declared a personal interest (due to being Trustees for the Regency Hall) in all matters appertaining to the Regency Hall and will refrain from any votes in this matter

Cllr Wainwright declared a personal interest in agenda item 318(1) and will not take part in any vote appertaining to this matter

Cllr Hayes MBE declared a personal interest in agenda item 318(1) and will not take part in any vote appertaining to this matter

Cllr Williams BEM declared a personal interest in any matters appertaining to Apple Tree Gallery

2020/09 314 To Receive the Minutes of the Meeting Held on the 5th August 2020

It was proposed by Cllr Cleevely that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon 5th August 2020; Cllr Boughton Thomas seconded the proposal with all Council in full agreement.

2020/09 315 Matters Arising from the Minutes – Information Only

None

2020/09 316 Account(s) for Payment and Bank Reconciliation

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

The Clerk advised the Council that the contractor working on the Bowling Club fence had inadvertently damaged an electrical cable serving the MUGA. The Clerk attended on site and ensured that all was put safe by the Council's appointed electrician. An account has been received in the sum of £90 from the electrician for emergency works. Following discussion as to where the liability of this account lies and agreement by the Council that consideration to pay such should be given but the Bowling Club be made aware that the liability lies with their contractor, Cllr Boughton Thomas proposed that the Accounts, as presented to the Council, be paid in full; Cllr Ludlow seconded the proposal with all Council in full agreement.

2020/09 317 Consideration for the July, August and September 2020 payment of £1,075 to be paid to the Regency Hall

Cllr Sefton proposed that the donation in the sum of £1,075 be paid to the Regency Hall; Cllr Williams BEM seconded the proposal with all Councillors eligible to vote in full agreement

2020/09 318 Planning Application(s) Received

Cllr Baker did not take part in any votes appertaining to any planning decisions

- 1 NP/20/0373/FUL** 4, Windsor Terrace, The Ridgeway, Saundersfoot,
Dining/ Living Extension to South Elevation

No objections or concerns were raised regarding this application. Saundersfoot Community Council consider that the innovative design makes good use of the space available

- 2 NP/20/0370/FUL** Brigstow, St. Brides Lane, Saundersfoot
Single storey kitchen and family room extension

No objections or concerns were raised regarding this planning application. Saundersfoot Community Council consider this to be an attractive design complimenting the neighbouring properties.

- 3 NP/20/0397/FUL** 2, Vanderhoof Way, Saundersfoot
Demolition of existing flat-roofed side garage and construction of single storey side and rear extension. Addition of 3 no. dormer windows to front and 4 no. rooflights to rear roof slopes, conversion of roof space to additional accommodation

Following consideration of the information as provided, by the Pembrokeshire Coast National Park Planning Authority, it was agreed that no other properties in the road have dormer windows to the front. The question was raised if it is a dwelling or business premises. The garage to be demolished is single storey which will be developed to a two storey living quarters linking to a single-story existing garage, this was considered to be over development of the area of plot.

Cllr Sefton proposed that Saundersfoot Community Council, although as presented it is an attractive application, due to the location and nature of the existing building and neighbouring buildings, request that the Planning Authority consider this application for refusal. Cllr Ludlow seconded the proposal with a majority vote in favour (3 Cllrs abstained from the vote).

- 4 NP/20/0390/FUL** The Outlet, The Strand, Saundersfoot
Conversion of Retail Store to Holiday Accommodation.

Following consideration of the information as provided, by the Pembrokeshire Coast National Park Planning Authority Cllr Sefton proposed that a site visit be requested; Cllr Boughton Thomas seconded the proposal with a majority vote in favour.

(Post meeting note – Following correspondence with the Planning Officer – Saundersfoot Community Council was advised that this planning application will be refused as the Planning Authority will not consider a change of use on this building at this point in time – Therefore no site visit required)

- 5 NP/20/0396/FUL** Kook A Ba, High Street, Saundersfoot
Change of use of external garden (C3 use) to external seating associated with existing restaurant (A3 use) and replacement of existing decking with new timber decking at same level. In addition, associated zinc perimeter balustrading/fencing and external lighting

Cllrs wished it to be noted that this is a retrospective planning application with works being carried out before planning permission was sought – works were carried out to enable the outdoor space to provide a very much required dining area due to the Government imposed restrictions regarding indoor space and social distancing.

No objections or concerns were raised regarding this planning application. Saundersfoot Community Council consider this additional outdoor space will assist in the increase of hospitality being offered by Saundersfoot Village.

2020/09 319 Licensing Application(s) Received

None

2020/09 320 Consideration of Correspondence Received

- 1) Two emails received regarding dogs being permitted on the beach during the Byelaw seasonal ban of such. – the Clerk advised that a response had been sent to the authors of the Emails and with their approval their complaints been passed onto the relevant Authority
- 2) Two Emails received regarding two different accidents within the Wisemans Bridge Tunnel - the Clerk advised that an understanding response had been sent and with their approval their information has been passed onto the relevant Authority.

Concerns were raised by Councillors regarding the number of accidents which occur in this tunnel due to poor lighting and uneven surface. Cllrs were reminded that the lighting was to protect differing species of Bats which are present in the tunnel (as per report produced by Professionals on behalf of Pembrokeshire County Council) and that the surface is regularly inspected. Cllr Baker confirmed that he will continue liaising with the Pembrokeshire County Council and advise them of the Saundersfoot Community Councils concerns.

(Post meeting – Cllr Baker has forwarded the Bat Report to all Councillors for their consideration)

- 3) Email to Saundersfoot Sports and Social Club advising that the yellow post at the beginning of the access road to the Sports Field should remain in the up position unless access is required for parking on the field.
- 4) The Clerk advised Cllrs that the letter received from a member of the public raising concerns regarding the Saundersfoot Community Council's and the Clerk's actions following receipt of a recent Planning Application (circulated to all Cllrs prior to the meeting) had been passed to the Council's Solicitor for their consideration and advice.
- 5) Cllr Williams BEM advised the Council that he had received concerns from a resident of Ridgeway Close regarding vehicles being parked on the junction to the Close causing obstruction. Cllr Baker advised that he will liaise with the residents and Pembrokeshire County Council regarding this matter, as it was not the first time this had been brought to the attention of the Council.
- 6) Email received raising concerns over items being removed, by the Clerk, from a grave in St Issells Cemetery. *(Due to the personal nature - this item was discussed under Private and Confidential meeting conditions proposed by Cllr Baker; seconded by Cllr Sefton with all Cllrs in full agreement)*

It was agreed that Cllr Williams BEM (As Grounds Manager) will speak with the owner of the Grave, explaining the Terms and Conditions of the Cemetery and on behalf of the Clerk and the Community Council apologise for any upset caused.

2020/09 321 To receive County Councillor's Report

County Hall

Mr Ian Westley the CEO has decided to leave the Authority, he has been at PCC for 17 years he believes the time is now right to move on and allow new leadership to build on the foundations that are firmly in place.

Officers have been working on the mammoth task of reorganising and providing school transport for the return to school.

The recovery committees continue to work on various aspects of County life, Cllr Baker being part of the Communication & Infrastructure Cell and the Business and Economy Cell.

Ward

Cllr Baker has worked with Officers to provide additional social distancing posters and banners for the Village

Additional space has been provided by the suspension of some of the parking bays, this allows for social distancing, queuing and in some area's café culture.

It is fantastic to see the Saundersfoot Connect Group providing volunteers to paint the Village street furniture, the original materials have been provided by PCC and sponsors are providing additional materials.

At a recent meeting Cllr Baker reported that Western Power are to start the relaying of the underground cable in The Strand, this work was postponed in July as our shops had only just reopened. It has been agreed that WP will start at the northern end of the working area and work toward the harbour in short sections. Reinstatement will be carried out as the trench progresses to minimise the impact.

Following a number of concerns in regard to the fly tipping in street bins there have been a number of changes, one bin has been removed from The Ridgeway due to tipping of domestic waste, the bin at North Close has been replaced to allow recycling and the bin on The Strand has been removed due to constant filling with commercial waste.

Cllr Baker is aware of the collection and presentation being planned for PCSO Jim Moffatt as he plans to leave Pembrokeshire. Jim will be greatly missed by everyone in the Village and especially at the PACT meetings where he has been a driving force. Cllr Baker was sure that everyone wishes him well in his new position.

2020/09 322 To Receive Any Reports from Committees/Sub-Committees

Sensory Garden Sub-Committee – Cllr Williams BEM reported:

- The Sensory Garden Sub-Committee will be meeting soon to prepare the garden for Spring
- A proposal will be composed, to be put to the Council, regarding the purchase of Christmas lights to be installed in the Sensory Garden

Policies Sub-Committee – Habitual and Vexatious Complainant Policy (sent to all Councillors prior to meeting)

Cllr Baker proposed that Saundersfoot Community Council adopt the Habitual and Vexatious Complainant Policy, as provided by One Voice Wales; Cllr Boughton Thomas seconded the proposal with all Councillors in full agreement.

Play Park Sub-Committee- Cllr P Beedles reported:

- Two CCTV companies had been contacted regarding pricing for CCTV coverage of the playpark and MUGA areas.
- The Regency Hall Trustees and The Saundersfoot Sports and Social Club Committee are both giving consideration to housing the CCTV equipment, on behalf of the Saundersfoot Community Council
- A virtual meeting with Kompan Representative will be arranged as soon as possible.

Projects Committee

EE Mast – Update from Solicitors – The Clerk advised the Council that unfortunately the report had not been received from the Community Council's Solicitor

Car Park Update – Viability of current plans in light of the ruling from King George V Playing Fields

Cllr Baker proposed that Saundersfoot Community Council do not move forward, regarding the car park in the area behind the Bowling Green and MUGA, as the King George V Playing Fields in Trust Trustees were not satisfied with the plans; Cllr Boughton Thomas seconded the proposal with all Council in full agreement.

One Member of the Public left the meeting

2020/09 323 To Receive Reports from Council Representatives

Cllr Hayes MBE on behalf of Wales in Bloom

Cllr Hayes MBE advised the Council that, due to the Government imposed restrictions, the Wales in Bloom competition was unable to take place but she was requested by the judges to provide a written report, including photographs, of the efforts Saundersonfoot had gone to.

In August Cllr Hayes MBE, on behalf of Saundersonfoot Community Council, received a certificate from the Wales in Bloom Judges recognising the efforts that everyone had gone to to ensure Saundersonfoot Bloomed though a world-wide pandemic. Councillors thanked Cllr Hayes MBE for producing such a comprehensive and informative report.

One member of the public left the meeting

Agenda Items

2020/09 324 The old Grave Yard adjacent to St Issells Church – It was agreed two years ago that, once the tree report was received, the Council would move forward with the possibility of removing two large trees to the front of the Old Grave Yard. The report and certain documentation have now been received.

Following discussion and confirmation that all relevant parties have been contacted regarding the possible removal of these trees, Cllr Ludlow proposed that Saundersonfoot Community Council pay the Community Council appointed Arborist to remove the two large trees and the one tree identified with Ash Dieback up to the agreed value of £2,500; Cllr Upham seconded the proposal with all Cllrs in full agreement.

2020/09 325 Saundersonfoot Library Service 2021 Onwards – To consider the formation of a working party and the holding of a meeting to contemplate the future funding/service to be offered by the Library - 2021 onwards

Cllr Boughton Thomas confirmed that she does not have a Prejudicial Interest in this heading

Cllr Baker proposed that a working party be formed to move this heading forward; Cllr Sefton seconded the proposal with all Cllrs in full agreement.

Cllrs Baker, Boughton Thomas, Upham, Williams BEM and Sefton will form a working party and arrange a meeting as soon as possible, following which they will report back to Full Council their considerations.

2020/09 326 Saundersonfoot Play Park – To consider a second application to Enhancing Pembrokeshire Grants for the purchase of replacement fencing and 2 new gates to afford pushchairs and wheelchairs access to the play park.

During the onsite meetings with Play Park designers, it was brought to the attention of the Play Park Sub-Committee that the fence surrounding the play park area had become rotten in places and only offers one entrance/exit which is not wheelchair/pushchair usable. (Playparks should offer at least two entrances/exits)

Cllr Baker Proposed that the Clerk make certain enquiries as to the costing of the fence, to three sides of the play park, to be replaced offering two wheelchair/pushchair friendly entrances/exits in preparation to enable an application be made to the Enhancing Pembrokeshire Grant Scheme; Cllr Sefton seconded the proposal with all Cllrs in full agreement.

2020/09 327 Saundersonfoot Play Park - To consider the possibility of the Saundersonfoot Community Council applying for a loan (funded by income from the EE mast) with the loan being added to the already approved Enhancing Pembrokeshire Grant for the remodelling of Saundersonfoot Play Park

Following consideration of the expected income from the EE mast, Fields in Trust's condition that all income from land in their Trust must be spent on land in their Trust and the fact that Saundersfoot Community Council are upgrading the play park, Cllr Baker proposed that Saundersfoot Community Council investigate regarding making a loan application up to the sum of £20,000 to be used to purchase further play equipment for the play park and repaid using the income from the EE mast; Cllr Sefton seconded the proposal with all Cllrs in full agreement.

2020/09 328 Saundersfoot Bowling Club – To consider the request made by the Bowling Club to assist with the payment of certain drainage works and equipment to help prevent the flooding to part of the Bowling Green

Cllr Sefton proposed that while the Bowling Club already have the persons and equipment to install such pumping equipment, Saundersfoot Community Council assist with this ongoing problem and purchase a pumping station and stone up to the value of £2,000, with the Bowling Club supplying the labour for the installation of such; Cllr Baker seconded the proposal with all Cllrs in full agreement.

2020/09 329 Future Meetings of Saundersfoot Community Council – To consider a possible date for the Annual Meeting of Saundersfoot Community Council and whether meetings should continue being held remotely via the medium of Zoom

Cllr Boughton Thomas, on behalf of the Regency Hall Trustees and Management, advised the Council that the Regency Hall is not yet able to offer a suitable space to hold face to face Council meetings. The Clerk also advised that no further directives have been received from The Welsh Government regarding the holding of Face to face Council meetings at this point in time.

Cllr Sefton proposed that Saundersfoot Community Council continue to hold any meetings remotely via the medium of Zoom until directive is received from the Welsh Government stating that face to face meetings can reconvene; Cllr Boughton Thomas seconded the proposal with all Cllrs in full agreement.

Cllr Sefton requested from the Clerk confirmation that Saundersfoot Community Council can hold their Annual Meeting on Thursday 17th September 2020 at 6pm, remotely via the medium of zoom. The Clerk, in compliance with the Coronavirus Act 2020 agreed to such.

Any nominations for Chair or Vice Chair to be presented to the Clerk by 12th September 2020

2020/09 330 Personal Email Accounts for all Councillors – To consider Email Accounts being set up using the Council's domain name, for all Councillors.

Cllr Wainwright requested if all Councillors could be supplied with an Email address purely for Council business. The Clerk advised that the Domain Name **saundersfoot-cc.gov.wales** has been purchased and Email accounts are in the process of being set up, the complication being setting such up on each Councillors devices to enable them to access such.

2020/09 331 Identification Badges for all Councillors and Employees of the Saundersfoot Community Council – To consider and approve the draft Identification Badge as Emailed to all Councillors prior to the meeting

Following consideration of the draft ID badge design, as circulated to all Cllrs it was agreed that the information to be shown of such is a photograph, a signature and an expiry date. Cllrs Baker and Williams BEM to liaise regarding the use of the software and printing machine.

(Post meeting note – The Clerk will make the badges using laminating pouches and plastic display pockets)

2020/09 332 Recording of all meetings of Saundersfoot Community Council – This has been approved by the Council at the March meeting.

To consider how to record meetings and how long the recording should be kept for.

Following consideration that meetings will continue remotely via the medium of Zoom and that Zoom offers a recording facility, Cllr Wainwright proposed that the Clerk for Saundersfoot Community Council record all meetings (as previously approved) using the facility offered by Zoom and that the recordings are held on the computer for three months; Cllr Baker seconded the proposal with all Cllrs in full agreement.

Date of next meeting -

Annual Meeting of Saundersfoot Community Council 6pm on 17th September 2020 Via the medium of Zoom

General Meeting of Saundersfoot Community Council 6pm on 1st October 2020 via the medium of Zoom

Meeting closed 9pm