

SAUNDERSFOOT COMMUNITY COUNCIL

7th April 2022 Minutes



Minutes of the General Meeting of The Saundersfoot Community Council held on Thursday 7th April 2022. This was a hybrid meeting, with Councillor's meeting in the hall and any members of the public or Councillors, who preferred to meet remotely, being offered a live link to the meeting via Zoom.

These arrangements are compliant with the Local Government and Elections (Wales) Act 2021 s47 and in line with the current Government imposed Covid 19 Restrictions.

Present in person - Cllrs M Wainwright (Chair), D Ludlow (Vice Chair), P Baker BEM (County Councillor), R Hayes MBE, M Williams BEM, S Boughton Thomas, A Upham, N Sefton, T Pearson and the Clerk

Present remotely- Three members of the public

Due to technical issues the meeting commenced at 18.15

2022/04 229 Apologies for Absence Cllr B Cleevely

2022/04 230 Chairman's Report

I attended various meetings in the Sensory Gardens with Cllr. Williams and Michael Davies from the harbour.

I also attended a Teams meeting with Pembrokeshire County Council for an election briefing, giving a run down on how the election will be handled and what you need to do as to voting and nomination. It was very helpful and informative.

A meet and greet meeting for anybody that was interested in being a Councillor was held in the Regency Hall. Unfortunately, this was not very well attended, but the two people who were interested in being Councillors have gone on to be nominated.

Although not an official engagement, I did attend the treasure chest day in the Regency, giving local groups a chance to bid for grant money to fund various projects. I managed to talk to all the representatives and found it very interesting and learnt a lot about what is going on in the village and how they are struggling for people to help, attend and to finance.

A meeting was held in the Regency Hall, organised by the Chamber for Tourism, chaired by Dilys Hackett and was attended by many organisations, the Community Council represented by myself, Cllr Ludlow and Cllr Williams. Many ideas were mooted about and another meeting is to be arranged to digest ideas. It was requested on two occasions if we could have the Queen's Jubilee thoughts discussed as this will be very soon upon us, but sadly this was not to be.

Finally, it is a sad time to see so many experienced Councillors hang up their boots, so to speak, due to various reasons which of course we all respect. They will be a hard act to follow and I for one thank them very much for the friendliness and experience that they have passed on, whether knowingly or not, to people like myself trying to learn the ropes and hopefully getting things right. So, thank you for what you have done for us and the people of Saundersfoot.

I wish you health, wealth and happiness.

There will be lots of challenges ahead and we will have to look at new Councillors to see what strengths and ideas they have to bring to the Council, so that we can carry on and match the achievements of Councillors that are leaving.

Thank you very much.

The warm wishes were echoed by the Vice Chair Cllr Dean Ludlow and Cllr Williams BEM.

2022/04 231 To Receive any Declaration of Interests as per the Code of Conduct

Cllr Upham declared a personal interest in any matters appertaining to the Regency Hall/Library – Cllr Upham is a Trustee of the Regency Hall

Cllr Upham declared a personal and prejudicial interest in agenda item 2022/04 239 (D) as the applicant is well known to Cllr Upham

Cllr Baker declared a personal interest in any matters appertaining to the library - Cllr Baker is also County Councillor and Pembrokeshire County Council is the Agreement holder for the library

Cllr Baker declared a personal interest in any planning matters relating to Pembrokeshire Coast National Park Authority as he is appointed by PCC to that Authority.

Cllr Pearson declared a personal interest in any matters appertaining to the Regency Hall/Library – Cllr Pearson is a Trustee of the Regency Hall

Cllr Boughton-Thomas declared a personal and prejudicial interest in any matters appertaining to the Regency Hall/Library – Cllr Boughton Thomas is Treasurer to the Regency Hall. Cllr Boughton Thomas has been granted a Dispensation by Pembrokeshire County Council - Standards Committee to speak, but not vote, on any matters relating to the Regency Hall/Library.

Cllr Hayes MBE declared a personal interest in any matters appertaining to the Saundersfoot Sports Field – Cllr Hayes MBE is a Trustee of the Sports Field

Cllr Wainwright declared a personal and prejudicial interest in agenda item 2022/04 (B) as the applicant is a neighbour to a member of Cllr Wainwright's family.

2022/04 232 To Receive the Minutes of the Meeting Held on the 3rd March 2022

Councillors requested clarity as to the item considered under Private and Confidential meeting conditions. – to rectify the confusion, it was agreed to add the agenda item number at the beginning of the resolution.

Taking the above amendment in to consideration, Cllr Ludlow proposed that the Minutes for the meeting held on the 3rd March 2022 be signed as a true record; Cllr Williams BEM seconded the proposal with all Cllrs eligible to vote in full agreement.

2022/04 233 Matters Arising from the Minutes – Information Only

None

2022/04 234 To Receive the Minutes of the Extraordinary Meeting Held on the 23rd March 2022

Cllr Wainwright proposed that the Minutes for the Extraordinary Meeting Held on the 23rd March 2022 be signed as a true record; Cllr Sefton seconded the proposal with all Cllrs eligible to vote in full agreement.

2022/04 235 Matters Arising from the Minutes – Information Only

None

2022/04 236 Account(s) for Payment and to consider the Bank Reconciliation

Following consideration of the information presented to the Council; Cllr Boughton-Thomas proposed that the bank/cashbook reconciliation be accepted as a true and accurate record of the Council's accounts, Cllr Ludlow seconded the proposal with all Councillors in full agreement.

£47,479.96 Cash Book balance to be carried forward to 01.04.2022

Cash Flow March 2022			
Balance	£	50,080.24	B/F
Payments made	£	12,806.43	
Payments received	£	10,206.15	
	£	47,479.96	C/F
Play Park Donation	£	-	
Council	£	36,621.96	
Cemetery	£	10,858.00	
	£	47,479.96	

Councillors requested clarity as to the back pay payments, paid to the employees. It was explained that the NALC pay rates for 2021/2022 had finally been agreed and the Personnel Group had approved the figures of back pay to be processed through the PAYE system. Both Employees had been paid at the incorrect rate for 2021/2022 until a new rate was settled by the NALC.

2022/04 237 To approve the End of Year Income and Expenditure Report

Councillors requested if the Income and Expenditure report could depict the transfer of funds from one budget line to another as depicted on March's finance report.

It was agreed that the figures presented were a true record.

2022/04 238 To consider the Insurance Quotation received and the renewal of such

It was agreed that Saundersfoot Community Council accept the insurance price as presented (£1,462.05) and renew the Council's insurance for one year.

2022/04 239 Planning Application(s) Received

A NP/21/0421/OUT 1, Nash Place, New Dwelling
Saundersfoot

Following consideration of all information presented by the Planning Authority Saundersfoot Community Council support this application.

B NP/22/0102/FUL Ocean Cottage, The Three storey rear extension, reprofiling
Ridgeway, Saundersfoot of site, associated works

Cllr Wainwright left the room – Cllr Ludlow Chaired this agenda item

Following consideration of all information presented by the Planning Authority it was noted that this is a considerable sized extension but is located to the rear of the existing property. Saundersfoot Community Council do not have any objections regarding this application.

Cllr Wainwright re-joined the meeting.

C NP/22/0187/FUL Restings, 8, The Strand, Raising ridge, third storey rear
Saundersfoot extension with balcony, rooflights

Following consideration of all information presented by the Planning Authority it was noted that this is a considerable sized extension on the beach side of the existing property. The footprint of the building remains the same with neighbouring properties having made similar alterations. The Council also considered that the plans, as submitted, are making good use of the beach view.

Mr Rob Scourfield – Conservation Officer's comments have been noted by the Council.

D 21/1173/PA

Ash Farm, Ivy Chimney
Lane, STEPASIDE,
Narberth

Expansion of alpaca textile workshop
and studio with visitor
exhibition/demonstration facility
together with internal re-configuration
to provide 2 No. Holiday let units (partly
in retrospect)

Cllr Upham left the room

The Clerk confirmed that she had spoken to the Planning Officer who confirmed that this property is on the boundary between Saundersfoot Community Council and Kilgetty/Begelly Community Council. Both Community Councils have been requested to consult on such by the Planning Authority.

Councillors requested it to be noted that part of this application is for retrospective Planning permission.

Consideration was given to the fact that this property is 'standalone' with no near neighbours and offers an attraction for visitors to the area in turn supporting the local economy.

Saundersfoot Community Council do not have any objections or concerns regarding this application.

Cllr Upham returned to the meeting.

2022/04 240 To consider the Pre-Application Consultation in respect of Proposed development of 72 residential units' at Sandy Hill Road, Saundersfoot.

Application made by Persimmon Homes, West Wales

You may inspect copies of the proposed application, the plans; and other supporting documents online at <http://www.geraintjohnplanning.co.uk/current-consultations/>

The Clerk confirmed that correspondence has been received regarding this agenda item and has been forwarded to all Councillors for their consideration.

- The Council noted the review of the existing highway network and would look to see further discussion with Pembrokeshire County Council in regard to highway capacity and passing places.
- The Council noted that traffic data seemed to be linked to East & West Sussex and Norfolk.
- There was no mention of the expected reduction of the default 30mph to 20mph expected in 2023.
- Further narrative in regard to Active Travel links between the site and the Village would be welcome.
- Council noted one of the new access points is opposite Braysmore and wondered if there was scope to remodel that access to remove potential vehicular light nuisance.
- In general, the house types seemed appropriate, the Council would seek assurances that the 3 storey apartment units avoided loss of amenity for existing neighbours.
- The Council noted the LDP2 inclusion of 68 homes with 24 affordable for this housing allocation, compared to the 72 homes with 24 affordable as proposed.
- Could the affordable model be provided – shared ownership, social landlord or reduced market value
- Is there bus service provision on the site
- Council requested clarification that the pumping station would be adopted by Dwr Cymru/Welsh Water
- Council requested clarification that the main site roads would be adopted and sought more detail in regard to the shared roads
- Additional information in regard to the attenuation pond would be welcome – safety considerations, mode of operation, future maintenance, ultimate responsibility.

The Council understands that neighbours and other stakeholders will be taking part in the consultation and looks forward to reviewing the consultation report.

2022/04 241 Licensing Application(s) Received

None

2022/04 242 Consideration of Correspondence Received

- Email received from BT requesting access to the EE mast to enable a lock to be changed – The Clerk responded requesting a risk assessment and access method statement – this information was shared with the Saundersfoot Sports and Social Club Ltd as part of the access road is shared access.
- Confirmation received that Mr Lewis has passed his Working at Heights and COSHH courses.
- Wayleave received from BT – Emailed to all Councillors prior to the meeting. It was agreed to advise BT that the proposed Wayleave and route of cable is acceptable to Saundersfoot Community Council.

2022/04 243 To receive County Councillor's Report

County Hall matters

- On 3rd March Pembrokeshire County Council set the Budget for 2022/23 with an increase of 5%. The budget papers included the individual Town and Community Council Precept element. Saundersfoot Community Council Band D is set at £47.40. This compares favourably with other Community Councils – Solva £63.70, Rosemarket £51.56 and Tenby £69.95
- Cllr Baker confirmed that Mr Richard Brown had been appointed as Assistant Chief Executive Officer

Ward Matters

- Construction on Milford Street progresses well with the new bus and taxi rank alignment, a new bus shelter to be installed and a loading bay on the opposite side of the road.
- Additional funding is expected from Welsh Government for Active Travel routes in Saundersfoot – announcements will be made following the pre-election period.

2022/04 244 To Receive Any Reports from Working Parties Including –

Sensory Garden and Grounds – Cllr Williams BEM

In response to the development of the area adjacent to the Coal Office, Michael Davies has called a meeting at the Harbour on April 12th. Also present will be members of the SBHRT group which includes fellow Councillors. Our Chair will also attend. Michael Davies has already agreed to purchase various items for the Sensory Garden. These include a few sleepers, top soil (15 Westland bags already received and been spread), a galvanised decorated panel, plants and a discussion in relation to a water feature and a replica or silhouette of Rosalind.

Mr Lewis is back from his holiday in North Wales and from this week will be working 25 hours per week. He will keep a record of his daily work in a diary which starts with checking the playpark and MUGA area followed by a litter pick.

The contractor who was due to start in the Sensory Garden has informed the Clerk that he would no longer be doing the work. This morning, however, he informed the Clerk that he may be able to start soon. We should get a definite answer tomorrow. During the meeting a text message was received and the contractor is unable to carry out these works and will return the deposit paid.

As Evan Pritchard will be on site for a few weeks I suggested to Cllr Baker that they could quote for replacing the chippings outside the MUGA with tarmac. Cllr Baker agreed to contact Dan Griffiths of EP for a quote.

The notice board used by places of worship will be removed by Gerald Rogers and a new wooden one placed there. We also need to make a decision on the other sign.

Hopefully, the Grounds committee can meet in the Garden next week to decide. Can I suggest either Monday or Wednesday at 10am?

Pembrokeshire Engineering have increased the number of hooks on the lower two circles of the tree. This will make it a lot easier to attach the lights and will avoid using zip ties and tape.

I attended the PAVS ceremony at the Regency Hall recently and was pleased with both the event and the award of £480 to the Lonely Tree. It was lovely meeting so many worthwhile organisations that enhance our village.

This will be my last report to several Councillors. Only Dean, Michael and myself remain. I will contact individually the colleagues that are leaving but wish to express my personal thanks to all of you for your outstanding work during your time with the Council. Some of you have been on the Council for many years and some for a much shorter period. The common factor, however, is that you all have made an immense contribution and your work, unseen by many, has been of great benefit to our lovely village.

Personnel – Cllr Wainwright

Due to the personal nature of items to be discussed, this agenda item will be considered at the end of the meeting under private and confidential meeting conditions.

Christmas Lights – Cllr Williams BEM

The pre-loved lights have been received, checked and are stored in Cllr Williams BEM's garage until required. The Nordic Sun is in the container.

Promoting New Councillors – Cllr Ludlow

Cllr Ludlow also expressed his disappointment that not more people attended the meet and greet held in the Regency Hall, but noted that the two persons who had attended have applied to be Councillors.

Thanks were expressed to Mrs Debbie Ludlow and Mrs Knibbs for making the teas and coffees.

Although the meet and greet was not as well attended as hoped for, 10 of the possible seats for Saundersfoot North and South have been filled leaving only one in Saundersfoot North and one in Saundersfoot South to be filled by co-option following the May 2022 meeting.

Cllr Ludlow suggested that a meeting could be held between the May 2022 and June 2022 meetings to enable the new Councillors to go through an agenda and ask any questions regarding the Council meetings and finances. This was agreed to.

Putting Green Area - Cllr Boughton-Thomas

Cllr Baker passed around a copy of the first draft plan of a suggested layout of the area known as the old putting green. It was agreed that this is the first step in a very long process and once the new Council is settled a meeting to be called inviting all relevant parties to attend and discuss such. Consultation with neighbours and other stakeholders is key, Cllr Baker to visit neighbours as soon as possible.

2022/04 245 To Receive Reports from Council Representatives Including:

The Lonely Tree Preservation Society – Cllr Williams BEM

Cllr William BEM advised that PAVS had awarded a grant from the Saundersfoot Treasure Chest to the Lonely Tree Preservation Society and that he and Ms Mallen would meet on a regular basis for catch ups regarding the tree. Separate meetings to be arranged with Mr Mike Higgins -

Pembrokeshire Coast National Park Tree officer and Adrian – Arborist to discuss the next stages to ensure the tree is maintained safely.

2022/04 246 To receive an update regarding the meeting held to discuss Christmas in the Village 2022

Cllr Baker reported that this was a very successful meeting with a number of suggestions being discussed. Some ideas included:

- The siting of timber chalets during December as a street market with a difference
- Consideration to the type of Christmas lights in the village (street scape lighting) this could be LED lights that could be remotely managed. Funds from the already approved Enhancing Pembrokeshire Grant could be used to fund part of this, if acceptable.
- The Chamber for Tourism will be launching a Christmas Website.
- A possible Mince Pie and Mulled Wine trail.
- It was noted that Saundersfoot village is usually very busy during the week between Christmas and New Year.

2022/04 247 To consider the celebrations for the Queen's Platinum Jubilee Celebration - Saundersfoot Community Council works with Saundersfoot Chamber for Tourism and Saundersfoot Harbour Commission to provide a community celebration.

Cllr Baker reported that the Saundersfoot Chamber for Tourism (SCT) are willing to collaborate with the Saundersfoot Community Council (SCC) and the Saundersfoot Harbour Commission (SHC) to facilitate a Jubilee celebration for the village in June 2022.

The SCT, with permission of SHC are suggesting having a village street party picnic on the Harbour decking on Saturday 4th June (date to be confirmed with SHC) from 2:00pm until 5:00pm, with Villagers bringing their own chairs and picnic, and music provided by local musicians or recordings and a toast to Her Majesty at 3:00pm.

The SCT are happy to decorate the area with 1000m of bunting and 12 Union flags purchased by SCC and with the help of the Saundersfoot Connect, spread the word to the community to come along to the harbour, bring a picnic and enjoy the day. The SCT are happy to facilitate a best dressed window display for the village and even a best 'vintage' outfit for those coming along on the day to the decking with prizes being purchased from the precept budget. The SCT with the help of the Saundersfoot Connect group will encourage local music 'buskers' to sing and the Harbour are happy to play music from the 1950's through to 2022 from the schooner to create a party like atmosphere.

Cllr Boughton Thomas proposed that Saundersfoot Community Council support this event and purchase the items, as requested, with monies being used from the prearranged budget for such (£1,000); Cllr Ludlow seconded the proposal with all Cllrs in full agreement.

2022/04 248 To receive and update regarding the library arrangements from 2023

Cllr Boughton-Thomas reported that:

It was confirmed by the Charities Commission mid March, that the Regency Hall Objects can be changed to incorporate Library Services.

This enables the working party to move forward to finalise the transfer from a PCC run library to a Community Managed Library.

The working party was hoping to hold a meeting with Mike Cavanagh and Anita Thomas from PCC prior to the elections on May 5th, but unfortunately, it was felt by Mike Cavanagh that the meeting should be delayed until after the elections, due to pre-election protocols.

This does create some problems, as Cllrs Sefton, Baker, Upham and myself are not standing for re-election, but as Cllr Upham and myself are trustees of the Regency Hall, we can wear our other "hats" for meetings, and if everyone here is in agreement, we could ask Cllr Baker to attend as a Community Consultant, using his extensive knowledge both from County and Community aspects, and Cllr Williams would continue to attend on behalf of SCC, and report back to Council on the progress

On the finance side, until we are able to meet with PCC, we have no definite idea of what the on-going library running costs will be in the future, but would ask for a commitment from SCC, that, as this is a community confirmed project, some, albeit reduced, levels of funding will be made available from the annual precepts, for the foreseeable future, to part cover the running costs.

The Clerk confirmed that £11,000 has been budgeted for the 2022/2023 Library costs, any further commitment would have to be considered at the setting of the 2023/2024 budget.

It was agreed that the library working party would remain the responsibility of the Saundersfoot Community Council but request that Cllrs Baker and Sefton remain members to ensure continuity.

2022/04 249 To consider how Saundersfoot Community Council is able support Ukrainian refugees who may find themselves being homed in Saundersfoot.

As Saundersfoot Community Council has secured unexpected funding during the reconstruction of the footway and bus shelter on Milford Street. Cllr Baker's agenda item requests that the payment of £2,000 received from Evan Pritchard Contractors Ltd for the temporary storage compound should be ring fenced to support Ukrainian refugee families who may be resident in the area in the very near future. Cllr Boughton-Thomas proposed that Saundersfoot Community Council ring fence the income received from Evan Pritchard, including any possible additional income after the Easter break, with any decisions for the allocation of this ring fenced money being made by full Council; Cllr Baker seconded the proposal with all Cllrs in full agreement.

The Clerk will account for this money separately.

One Member of the Public left the meeting.

2022/04 250 To consider the Financial Risk Assessment, Financial Regulations and the Reserve's Policy - for adoption by Saundersfoot Community Council.

Cllr Sefton advised that the Financial Regulations and Financial Risk Assessment need to be cross referenced and any amendments made to ensure that both documents are compatible to each other. The Clerk and Cllr Sefton to arrange to meet and work through these documents.

A draft copy of the Reserves Policy was circulated for Councillors to consider.

2022/04 251 To consider the arrangements for the next meeting, taking into account the May 2022 Election and the possibility of members of the public attending the meetings in person.

It was agreed that the next meeting of Saundersfoot Community Council will be the Annual Meeting and held on Thursday 19th May 2022. It was concluded that members of the public will be permitted to attend in person but in accordance with section 47 of the Local Government and Elections (Wales) 2021 Act a live link will be available for any persons who request such.

New Councillors will be invited to attend from 5pm with the meeting commencing at 6pm.

Two Members of the Public left the meeting

2022/04 244 To Receive Any Reports from Working Parties - Continued

Personnel Working Group – Cllr Wainwright

Cllr Wainwright, in accordance with the Public Bodies (Admission to Meetings) Act 1960, proposed that, due to the personal nature of the business to be considered and discussed appertaining to the Personnel Working Group's Report, the meeting should continue in closed session and all discussions to remain confidential; Cllr Ludlow seconded the proposal with all Cllrs in full agreement.

The Clerk declared a personal and Prejudicial interest and left the room

Discussions took place.

The Clerk returned to the meeting

Normal meeting conditions were resumed.

Meeting closed 21.37

DRAFT