

SAUNDERSFOOT COMMUNITY COUNCIL

1st September 2022 Minutes



Minutes of the General Meeting of The Saundersfoot Community Council held on Thursday 1st September 2022 at the Regency Hall, Saundersfoot. A live link, via Zoom, was available on request.

These arrangements are compliant with the Local Government and Elections (Wales) Act 2021 s47

Present in person: Cllrs D Ludlow (Chair), M Williams BEM (Vice Chair), Ladan Harper, A Cormack, S Clarke, S Cole, M Knibbs, P Robinson, D Parcell, R Hayes MBE, County Council C Williams BEM, and the Clerk

Present via Zoom live link: Three members of the Public

Members of the Public were afforded the opportunity to ask any questions regarding items listed on the agenda. – No members present.

All Saundersfoot Community Council meetings are regulated by its Standing Orders.

Meeting commenced at 18.05

In the absence of Cllr Wainwright, Cllr Ludlow Chaired the meeting.

2022/09 94 Apologies for Absence - Cllr N Cleevely

2022/09 95 To accept Mr Wainwright's resignation and commence the Co-option process

Cllr Ludlow advised the Council that Mike Wainwright had, via Email, advised the Clerk of his resignation as Chair and Community Councillor for Saundersfoot (South). Cllr Ludlow requested the Clerk to thank Mike, on behalf of the Council, for his dedication and contribution to the Council and Saundersfoot during his time as a Councillor.

2022/09 96 To appoint a Chair of Saundersfoot Community Council

Cllr Ludlow was nominated and seconded as Chair to Saundersfoot Community Council. As no further nominations were received, no vote was required and Cllr Ludlow thanked the Council for his nomination and made his Declaration of Office as Chair to Saundersfoot Community Council.

2022/09 97 If required – To appoint a Vice Chair of Saundersfoot Community Council

Cllr Williams BEM was nominated and seconded as Vice Chair to Saundersfoot Community Council. As no further nominations were received, no vote was required and Cllr Williams BEM thanked the Council for his nomination.

2022/09 98 To Receive any Declaration of Interests as per the Code of Conduct

Cllr Ludlow declared a personal interest in agenda item – 2022/09 106 B the applicant is known to Cllr Ludlow

Cllr Parcell declared a personal and prejudicial interest in agenda item 2022/09 117 as Cllr Parcell is the treasurer of the Saundersfoot Sports and Social Club Ltd

2022/09 99 Chairman's Report – Nothing to report that is not covered within the agenda.

2022/09 100 To Receive the Minutes of the Meeting Held on the 4th August 2022

It was proposed and seconded that the Minutes, as presented, be accepted as a true record of the meeting held on 4th August 2022 and be signed by the Chair as a true record of the meeting. All Cllrs in full agreement.

2022/09 101 Matters Arising from the Minutes – Information Only - None

2022/09 102 To Receive the Minutes of the Extraordinary Meeting held on the 28th June 2022

It was proposed and seconded that the Minutes, as presented, be accepted as a true record of the meeting held on 28th June 2022 and be signed by the Chair as a true record of the meeting. All Cllrs in full agreement.

2022/09 103 Matters Arising from the Minutes – Information Only - None**2022/09 104 Account(s) for Payment/acknowledgement**

| | | | |
|-------------------------|--|-------------|--------|
| INCOME - | | | |
| 12.05.2022 | Manorbier | £ 63.84 | Acc 01 |
| 12.05.2022 | Whitland | £ 85.13 | Acc 02 |
| 12.05.2022 | Penally | £ 35.48 | Acc 03 |
| 12.05.2022 | St Mary Out Liberty | £ 28.37 | Acc 04 |
| 14/08/2022 | BUSKING LICENCE - Repayment of fees | £ 105.00 | Acc 07 |
| 25/08/2022 | PEMBROKESHIRE CC Precept | £ 29,225.00 | |
| 31/08/2022 | Interest | £ 3.82 | |
| 31/07/2022 | Interest | £ 2.26 | |
| | | £ 29,548.90 | |
| Uncleared Income | | | |
| | | £ - | |
| To Be Considered | | | |
| | Galaxy Fireworks - New Years Eve | £ 2,200.00 | |
| | Replacement invoice Awaited | | |
| 01.09.2022 | Pembrokeshire County Council - Payment 1 | £ 3,000.00 | |
| | Towards costs of extra opening hours s/Foot Library - Up to £11,000 budgeted | | |
| | | £ 5,200.00 | |

It was proposed and seconded that the payments made be acknowledged and the invoice received from Pembrokeshire County Council as payment on account for the 2022/2023 Library services to be paid in full. Vote taken – All Cllrs in full agreement.

| | | | |
|----------------------|--|------------|-------------------|
| PAYMENTS MADE | | | |
| 01/08/2022 | WEEK 17 | £ 238.25 | Regular |
| 02/08/2022 | GOCARDLESS | £ 3.00 | Regular |
| 02/08/2022 | MR CHRIS VIGGARS contract cut | £ 280.00 | Contract |
| 02/08/2022 | LLEWELLYN DAVIES INT AUDIT 034107 | £ 198.00 | Approved July |
| 02/08/2022 | Net World Sports C01584482 | £ 984.99 | Minuted July |
| 04/08/2022 | GOCARDLESS - Renew of Domain | £ 72.00 | Admin |
| 08/08/2022 | WEEK 18 | £ 238.25 | Regular |
| 08/08/2022 | Zoom Licence renewal | £ 143.88 | Admin |
| 08/08/2022 | Stephen balding Relief Handyman | £ 149.63 | Minuted July |
| 08/08/2022 | UK Signs Litter pick sign | £ 71.06 | Minuted Aug |
| 11/08/2022 | Sandyhill S Gard & Hang Bask | £ 731.82 | Approved Aug |
| 11/08/2022 | ONE VOICE WALES 6105 & 6350 Trainings | £ 95.00 | Admin |
| 11/08/2022 | No parking signs and Councillor badges | £ 54.00 | Admin |
| 11/08/2022 | Amazon- Strimmer Wire | £ 28.99 | Admin |
| 15/08/2022 | WEEK 19 | £ 257.36 | Regular |
| 15/08/2022 | Petrol of Mower | £ 10.38 | Admin |
| 15/08/2022 | Tees R Us High Vis Vests | £ 144.00 | Minuted Aug |
| 17/08/2022 | VODAFONE LTD | £ 30.71 | Regular |
| 17/08/2022 | MR CHRIS VIGGARS scheduled cut | £ 370.00 | Contract |
| 18/08/2022 | Plaques for goal posts | £ 21.29 | Minuted July |
| 18/08/2022 | NBB Recycled Park bins | £ 660.00 | Minuted June |
| 21/08/2022 | TOTAL CHARGES TO 30JUL2022 | £ 5.00 | |
| 22/08/2022 | WEEK 20 | £ 238.25 | Regular |
| 24/08/2022 | Mth 5 | £ 1,211.75 | Regular |
| 25/08/2022 | Mrs M Priestley Travel Costs | £ 18.36 | Approved by Chair |
| 25/08/2022 | Support Ukraine Donation | £ 500.00 | Minuted July |
| 26/08/2022 | WEEK 21 | £ 238.25 | Regular |
| 31/08/2022 | PUBLIC WORKS LOANS | £ 1,682.25 | Direct Debit |
| | | £ 8,676.47 | |

2022/09 105 To consider the Bank Reconciliation

It was proposed and seconded that the finance report, as presented, be signed by the Chair as a true record of the Saundersfoot Community Council's financial position as of 01.09.2022. Vote taken – All Cllrs in full agreement

| | | | |
|------------------------------|---|-----------|-----|
| Cash Flow August 2022 | | | |
| Balance | £ | 54,758.36 | B/F |
| Payments made | £ | 8,676.47 | |
| Payments received | £ | 29,548.90 | |
| | £ | 75,630.79 | C/F |

2022/09 106 Planning Application(s) Received

| | | | |
|----------|------------|---|--|
| A | 22/0081/PA | THE LEYS, Narberth Road, Saundersfoot | Proposed two storey extension. Proposed will include demolishing the existing conservatory and single storey parts of the current building and rebuilding as a two storey home |
|----------|------------|---|--|

Councillors advised the Clerk that they were unable to access the documents provided on the Pembrokeshire County Council's website. A separate meeting to be called, via Zoom, once all Councillors have been able to access the documents.

| | | | |
|----------|----------------|---|---|
| B | NP/22/0473/FUL | Christkindl, High Street, Saundersfoot | Proposed replacement of flat roof with a pitched roof, raising the ridge height |
|----------|----------------|---|---|

Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council do not raise any concerns regarding this application and note that the applicant has acted upon the recommendations of the Planning Authority and reflected such within their application.

| | | | |
|----------|----------------|---|---|
| C | NP/22/0481/FUL | Glendale, St Brides Hill, Saundersfoot | Proposed first floor extension, improvements to parking & turning together with a new detached garage |
|----------|----------------|---|---|

Following consideration of all the information provided by the Planning Authority, it was proposed and seconded that Saundersfoot Community Council do not support this planning application and request the Planning Authority consider rejecting such, taking the following points into consideration:

- Privacy – The proposed extension will add another story to an existing cottage impacting on neighbouring properties privacy. The proposed dwelling also accommodates a balcony which would provide a direct line of sight into neighbouring properties.
- Design, Appearance and Materials – Saundersfoot is a historic village, the proposed dwelling is, in the Council's opinion, not within keeping of the surrounding properties or area. The proposed design and building materials are not reflected within the existing properties in the area.
- Scale of proposed alterations and addition of detached garage – The scale of the proposed development is overdevelopment of the plot. There will be an increase to the footprint of the existing dwelling as well as additional first floor, with the plot being in a raised position above existing properties this will only exacerbate the impact on surrounding existing dwellings.

Members of the Public left the meeting

2022/09 107 Licensing Application(s) Received – None

2022/09 108 Consideration of Correspondence Received

- Telephone call received from New Hedges and Saundersfoot United Football Club thanking the Council for its sponsorship of the football goal post that have arrived and have been erected.
- Telephone call received from EE requesting access to the Mast by one man in a van, required within several hours. Following a number of phone calls to ensure that all parties were aware of the request, EE rang back and advised that access was no longer required at that point in time.
- Correspondence received from the Ombudsman for Wales advising of a complaint received from a member of the public regarding a Saundersfoot Community Council Councillor – The Clerk confirmed that all the information requested will be provided.

2022/09 109 To receive County Councillors Reports

County Councillor Chris Williams BEN – Saundersfoot South

This August has been quiet at County Hall and this has given me the opportunity to catch up on few issues that were still outstanding.

Chased PCC on issues that still haven't been resolved in Saundersfoot South, waiting for the verges to be cut at Brooklands Place, path up at Bonville's Close still hasn't been cleaned up and power washed. Still waiting on the pavement to be cleaned on hill going up to Scandinavian Heights. Other jobs have all been completed. Must also give credit to PCC who empty all the bins around Saundersfoot and the slipway going onto the beach. It has been a very busy summer and the village has always looked clean, during busy times when bins have been full and if I have been notified then the PCC team always come out.

Had a meeting with Highways regarding Milford Street two weeks ago. I previously spoke with them regarding an updated proposal - to have a loading bay put into Milford Street and also include two disabled bays. The taxi rank would then be moved and we are looking at the possibilities of having crossing points in the centre of the village. There would also be options of further bays at Brewery Terrace and I'm sure over the coming months we can make this a reality. To date I haven't been given a timescale but will be chasing this up.

Car Parking has been an issue but Alec and I are working extremely hard on this to make sure there is sufficient parking. I met Mr Lewis of Hean Castle Estate twice during August to explore the option of using the Meadow Field as an overspill during weekends and extremely busy periods. We have also met Highways on site with the option of looking to explore various options. While this is in its infancy then it could become a really positive step for the village of having a park and walk system. Parking and walking to the harbour would only take 5 minutes thus keeping cars out of the village. We also discussed better signage and making sure everyone knows where they can park and how many spaces are available.

Also working with the Sports club in making sure the field is available every day apart from when they are playing cricket. This field has been a big bonus for the local businesses and I'm hoping this will continue to ease the parking problems. At the sports field Alec and I had a positive meeting with the agent of the adjacent land with the option of leasing for a peppercorn rent and making use of the land by having a sporting activity available. Works are progressing nicely at the field and every passing week there are positive changes all done voluntarily.

I also had a very positive meeting with the owner of the old bus park. After many years of it being unused there is now a strong possibility that this can be used to support additional parking. I would like to see cars park there for families with bikes in tow. They can then cycle to the village as in time this active travel plan will be implemented and we will be looking to encourage more cyclists into Saundersfoot. Meetings will continue to try and support the village needs and the owner in question.

Had positive meeting with Saundersfoot Harbour regarding the World Rowing event and exploring options of events on the Decking and Plaza areas.

Been dealing with many residents from Sandyhill Road and the Ridgeway regarding speeding motorists, and questions regarding the 20mph limit coming into force.

Also had dialogue with residents regarding new planning applications near their properties.

Parking has been arranged for the LCW and Ironman thanks to the support of the Sports Club. 400 cars will be parked each day and I am grateful to Dickie Parcell for making 50% of takings available for a village event.

A meeting is planned next week with business owners to discuss parking.

Well done to the volunteers of the football club for their efforts in getting the field ready for their first home match this coming Saturday. Thanks to all the players, coaches and all that have contributed – may I wish you all the best for the season.

Following Cllr Williams BEM's report, the Saundersfoot Community Council discussed the major on-going issues of vehicles speeding on roads entering and exiting the village. Cllr Ludlow requested that this matter be added to the October 2022 agenda but in the mean time the Council requested that as much evidence as possible be gathered to support this fact. Also that the Clerk make enquiries regarding possible support from grant funding to purchase electronic speeder signs, to contact Pembrokeshire County Council and request a site visit to establish where signs could be positioned and receive any other recommendations they may have to prevent vehicles speeding along these roads.

County Councillor Alec Cormack – Saundersfoot North

As Cabinet Member for Finance I have held multiple meetings regarding the cost of living crisis and its potential impact on the Council's budget for 2023-2024. The news that the energy price cap will rise by 80% for residents in October, as well as inflation already being above 10%, and possibly reaching over 18%, makes cost of living a key issue for the Council and all residents this winter.

The month of August is always quieter at County Hall, as staff members tend to take holiday. This was particularly true as many Officers have been working flat-out on COVID and this was their first chance to take a break.

Saundersfoot North Matters

Multiple residents along the Ridgeway have reported problems on the Ridgeway with speeding cars, parking on pavements. I am in ongoing dialogue with the relevant Officers.

I have escalated requests from residents to PCC for verges to be cut on rural roads, as well as the replacement of missing signage on roads around Sardis.

Saundersfoot Wide Matters

Chris Williams and I continue to meet with several local Saundersfoot groups regarding making better use of the King George V playing fields both short term and long term. Chris will provide more background in his report.

2022/09 110 To Receive Any Reports from Working Parties Including –

Sensory Garden and Grounds – Cllr Williams BEM

I have regularly visited the garden. Last week Carol and myself pruned all the roses as well as dead heading the cosmos, euryops and large daisies. Dead heading ensures that we get new flower growth.

On Monday we tackled the erysimum, which dominate the middle of the large central bed. They are a bluesy purple and in order to get a continuous display they must be pruned. Removing the stalks promotes side shoot flowering.

I noticed last week that the acer tree near the gate opposite Periwinkle looks dead. I inspected it this week and found that at its base the bark had been strimmed off. You may have noticed that the plants between the gate and the Christmas tree have mulch around them as well as an aluminium or wood border. This was introduced because we lost two healthy plants because of the bark being strimmed off. The acre has suffered the same fate as two crinidendrons (Chinese lantern tree).

Good work completed yesterday along the boundary of our land and the sports field. The field looked in excellent condition recently when Wales over 65's footballers played the same age group from Pembrokeshire. Tonight the cricket field hosts the quarter final of the 20 over competition when Saundfoot hosts Pembroke Dock.

As there are issues to be discussed by the Grounds committee as well as the Festivities group, I intend calling meetings in the next fortnight and hope members will be able to attend.

Cllr Williams BEM handed a cheque in the sum of £36 to the Clerk. This money was a donation towards flowering plants.

Cllr Clarke added that he had made certain enquiries regarding self-watering system to be installed in the Sensory Garden but at this time they would not be cost productive.

Play Park – Cllr Ludlow

A price of £500 has been received to add a self-closing mechanism to the fire exit gateway between the park and Saundersfoot Sports and Social Club back entrance. It was agreed that at this point in time, as the gate has not been reported as being left open, it will be continued to be monitored and if required the addition of a self-closing mechanism re-considered.

The Policies, Procedures and Finance Working Party – Cllr Robinson

- Bowling Club Lease – the wording within the existing lease was discussed and it was noted that the rent has not been assessed every three years, as per the Lease Conditions. The proposed new lease was discussed and noted that it is not required until May 2025. Cllr Robinson gave an indication of price should a valuation of the land be required.

It was proposed and seconded that prices be sought regarding an independent valuation of the Bowling Green land and once the prices have been received the Working Party will consider such and make instructions accordingly. Also, the Clerk to advise the Council's Solicitor that the preparations of the new lease, required May 2025, be halted for the time being. Vote taken – All Cllrs in full agreement.

- Self-Ticketing Company Contract – Following consideration of the Terms and Conditions of the Contract it was proposed and seconded that Saundersfoot Community Council do not, at this time, enter into such a contract. Vote taken – All Cllrs in full agreement.

The Festivities Working Party – Cllr Williams BEM

Following a request from Cllr Williams BEM, it was agreed that the Festivities Working Party liaise with the relevant bodies and the Clerk to finalise the arrangements for the 2022 Remembrance Service.

2022/09 111 To Receive Reports from Council Representatives

Cllr R Hayes MBE – Saundersfoot in Bloom

Cllr Hayes MBE reported that:

- the recent Flower Festival held at St Issells Church had been a great success with a large number of fantastic flower arrangements on display.

- An update is required regarding the replacement of the large flower planter that was broken by persons unknown. The Clerk will provide such.

Chamber for Tourism Representative – Following discussion it was agreed that Councillors who are interested in this position to Email the Clerk.

2022/09 112 To consider the purchase of Christmas Lights – Streetscape Display

Proposal – The Saundersfoot Community Council purchase, from MK Illuminations, a bespoke designed Christmas Light display, to be erected across the street at an agreed location. The display to depict the silhouette of Monkstone point and the words - Welcome to Saundersfoot. The cost of such – circa £4,800

Following Cllr Williams BEM advising the Council on the design, proposed location for installation and a possible reduction in price, due to the proposed light display being slightly shorter than the one priced for, it was proposed and seconded that the Council use the budgeted monies up to £4,800 to purchase the bespoke designed Christmas Light display, to be erected in the Sensory Garden at an agreed location. Vote taken – Majority of Cllrs in favour of such. The Clerk to place the order with MK lighting for such following confirmation of the price being less than £4,800

2022/09 113 To consider the opening times of the public toilets situate at Coppet Hall, Saundersfoot.

The opening times of these public toilets are restricted with the running and maintenance costs to support these hours being paid by Hean Castle Estate - Consideration to be given as to whether the Saundersfoot Community Council should provide financial support to increase the hours already being offered.

Cllr Cormack advised the Council of the limited opening time of the public toilets at Coppet Hall and requested if the council consider it prudent for him to make enquiries as to the cost implication if the toilets were to remain open for a longer time. It was agreed for Cllr Cormack to report back with any information gained for the Council to consider such.

2022/09 114 To consider a format for all Councillors to use on correspondence.

To ensure continuity, clarity and professionalism - all Councillors to use the same signatory format on any correspondence they may send as a Member of Saundersfoot Community Council.

It was proposed and seconded that all Community Councillors use the same signatory format when signing an Email they may send as a Member of Saundersfoot Community Council, this to include the Cllrs name, Saundersfoot Community Council, the Clerks phone number and the Council's Email address. Vote taken – all Cllrs in full agreement.

2022/09 115 Removed prior to the meeting

2022/09 116 To consider the Bowling Club Lease

To review the current rate of rent to be paid by the Bowling Club, in line with the existing Lease and to consider postponing the re-negotiation of the new lease (required May 2027) for the time being.

Covered in agenda item 2022/09 110

Cllr Parcell left the room

2022/09 117 To consider whether the donation of £4,300 per annum to the Regency Hall should continue after the agreed end date of December 2022

Since May 2019 Saundersfoot Community Council have made a monetary donation to the Regency Hall amounting to £15,675 to date. Since May 2019 the Regency Hall have afforded the Saundersfoot Sports and Social Club Ltd a 'Rent Holiday' and accepted £500 per annum in rent.

Cllr Robinson – on behalf of the Policies and Procedures Working group, discussed with the Council the legal implications if the above donation was to continue.

It was proposed and seconded that, due to possible legal implications, Saundersfoot Community Council would not make any further donations to the Regency Hall under this agreement. Vote taken – all Cllrs in Full Agreement.

It was also discussed that if either party wished to make a request for a donation directly to the Council such would be considered by the Working Party, upon receipt of the completed application form, and a proposal put to full Council for consideration.

2022/09 118 To receive information relating to a tree identified with Ash Die Back at 27 Incline Way, Saundersfoot.

Cllr Hayes MBE advised the Council that she had been contacted by the owners of 27 Incline Way who in turn had been advised by Pembrokeshire Coast National Park Authority to contact the Council and instruct such that they would be carrying out certain works on trees in their ownership which have been identified with Ash Dieback for safety reasons – The Council noted such and thanked Cllr Hayes MBE for the information.

2022/09 119 To review the ordering of goods and services process

Cllr Robinson requested that a formal ordering of goods/service procedure be formulated. It was agreed that Cllr Robinson work with the Clerk to draft such documents for adoption by the full Council.

2022/09 120 To consider additional means of contact within the Saundersfoot Community Council – Suggested WhatsApp

Cllr Ludlow advised Fellow Councillors that all modes of correspondence could be accessed if a request is made under the Freedom of Information Act 2000 and that all official correspondence should be via Councillors Email addresses.

2022/09 121 Wales in Bloom

Cllr Williams BEM advised the Council that he had been invited to the forthcoming Wales in Bloom award Ceremony. (9th September 2022). Cllr Ludlow advised Cllr Williams BEM that if required the Council would cover any out of pocket expenses as he was representing the Council.

2022/09 122 To receive a report and any proposals from the Personnel Working Party

Due to the confidential nature of information to be discussed under this agenda heading and in accordance with s2 of the Public Bodies (Admission to Meetings) Act 1960 members of the public and press will be requested to leave whilst this item is discussed.