

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Meeting Held on 5th January 2023

All Saundersfoot Community Council meetings are open for members of the public to either attend the meeting in person or via a live Zoom link.

Prior to the commencement of the meeting the Clerk was advised that the number system on the Agenda was incorrect. Please note the change in the number system only – no agenda items have been changed.

Present in Person: Cllrs D Ludlow (Chair), M Williams BEM (Vice Chair), M Knibbs, S Clarke, P Robinson, R Hayes MBE, A Cormack, N Cleevely, S Cole, C Evans, Eight members of the public and the Clerk

Also present via a live link – 4 Members of the Public

Meeting commenced at 18.07

2023/01 193 To Receive any Apologies for Absence - Cllr L Harper

2023/01 194 To Receive any Declarations of Office following co-option

Cllr Colin Evans made his Declaration of Office, Cllr Ludlow welcomed him to Saundersfoot Community Council.

2023/01 195 To Receive any Declaration of Interests, as per the Code of Conduct

Cllr Hayes MBE declared a Personal and Prejudicial Interest in agenda item 2023/01 204 – Cllr Hayes MBE is a member of the Friends of Saundersfoot which has already commented on this application to the Planning Authority.

Cllr Cormack declared a Personal Interest in agenda item 2023/01 216 – Cllr Cormac is the Cabinet Member for Finances and will be part of the decision making process at Pembrokeshire County Council.

County Cllr C Williams BEM declared a Personal and Prejudicial interest in agenda items 2023/01 203 and 204 – Cllr C Williams left the room during the debate.

2023/01 196 Chairman's Report – Email awaited

2023/01 197 To Receive the Minutes of the Meeting Held on the 1st December 2022

It was proposed and seconded that the Minutes, as presented, be accepted as a true record of the meeting held on 1st December 2022 and be signed by the Chair as a true record of the meeting. Vote taken – All Cllrs in full agreement.

2023/01 198 Matters Arising from the Minutes – Information Only

2022/12 191 A request has been received, from members of the Church, that that the proposed pathway in St Issell's old Churchyard be placed on hold for the time being.

2023/01 199 Account(s) for Payment/acknowledgement

All payments and Precept credit are acknowledged and approved

PAYMENTS MADE			
01-Dec-22	GOCARDLESS	£ 3.00	Regular
05-Dec-22	MR CHRIS VIGGARS Contract Cut	£ 370.00	Regular
15-Dec-22	MR CHRIS VIGGARS Contract Cut	£ 280.00	Regular
15-Dec-22	THE REGENCY HALL 2457	£ 111.88	Clerk
15-Dec-22	P/SHIRE ENG Sensory Garden	£ 817.20	Minuted
15-Dec-22	FROSTS HARDWEAR SAUCC1	£ 3.99	Clerk
15-Dec-22	ONE VOICE WALES Trainings 6683	£ 105.00	Minuted
15-Dec-22	SAFE ELECTRICS SENSORY G 4193	£ 42.00	Minuted
15-Dec-22	Here to buy - Mobile repair	£ 75.00	Office
16-Dec-22	VODAFONE LTD	£ 27.09	Regular
		£ 1,835.16	
INCOME -			
30/11/2022	GROSS INTEREST TO 29NOV2022	£ 13.57	
12/12/2022	PEMBROKESHIRE CC	£ 29,225.00	
330.10.2022	HSBC Interest	£ 9.91	
		£ 29,248.48	

2023/01 200 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 20.12.2022. Vote taken – All Cllrs in full agreement

Cash Flow Part December 2022			
Balance	£	35,578.65	B/F
Payments made	£	1,835.16	
Payments received	£	29,248.48	
	£	62,991.97	C/F

2023/01 201 To consider the final payment of £1,075 to the Regency Hall

It was proposed and seconded that the final payment of £1,075 be paid to the Regency Hall. Vote taken – All Cllrs in full agreement.

2023/01 202 Planning Application(s) Received

NP/22/0671/FUL Plot adjacent to The Warren, Sandyhill Road, Saundersfoot

Proposed two bedroom dwelling

Following consideration of all the information provided by the Planning Authority, it was proposed and seconded that Saundersfoot Community Council advise the Planning Officer that no concerns or objections have been raised and that Councillors consider that the proposed plans are within keeping of the surrounding properties. They note the addition of parking spaces.

County Cllr C Willimas BEM left the room

2023/01 203 To consider the response from the Pembrokeshire Coast National Park Planning Officer regarding planning application - NP/22/0621/FUL

Land East of Sandy Hill, Saundersfoot - Proposed development of 70 residential units

Due to constraints regarding Planning Officers' time, the Planning Authority was unable to facilitate the requested site meeting but suggested that the Saundersfoot Community Council may wish to arrange a site meeting with the developers.

The Council considered that, as this is such a large proposed development which will have an impact on the community and following the suggestion of a site meeting with the developers made by the Planning Authority, it was agreed that the Clerk should request such a site meeting.

*Two members of the public left the meeting room and one member of the public left the Zoom link
Cllr Hayes MBE left the meeting room*

2023/01 204 To consider the response from the Pembrokeshire Coast National Park Planning Officer regarding planning application - NP/22/0359/FUL

Royal Oak Inn, Wogan Terrace, Saundersfoot, Pembrokeshire, SA69 9HA - Demolition of part of host building and provision of rear extension to enlarge host building, wrap around first floor balcony, roof lantern and provision of new 3 storey residential apartment complex containing five apartments within the rear garden area and associated external works.

Due to constraints regarding Planning Officers' time, the Planning Authority was unable to facilitate the requested site meeting but suggested that the Saundersfoot Community Council may wish to arrange a site meeting with the developers.

Following a lengthy discussion, the following points were raised by Councillors:

- The proposed plans do not preserve nor enhance the character or appearance of the conservation area in which the existing building is located, potentially causing an imbalance of the aesthetics of the village.
- The submitted plans, in the opinion of Councillors and members of the public who have written into the Council, do not show the proposed three story development in context with the existing surroundings. Although the proposed development will be behind existing buildings it will be visible from a near distance by existing residents, businesses and persons accessing the heart of the village.
- The proposed plans do not preserve any features of special architectural or historic interest which it currently possesses.
- The proposed plans would cause major overdevelopment of the plot, potentially being dominant, overbearing and intrusive to the heart of a conservation area and for the residents living within that area.
- Although not a planning consideration, the logistics of the building process would cause major problems to all road users.

If this application were to be approved by the Planning Authority, the Saundersfoot Community Council are concerned that it would set a precedence for future overdevelopment, which does not preserve nor enhance the character or appearance of a historic village within a conservation area.

It was proposed and seconded that considering all the points raised, Saundersfoot Community Council does not support this planning application and requests that the Planning Authority consider refusal of such. Vote taken – a majority of Cllrs in favour of the proposal.

Cllr Hayes MBE and County Cllr C Willimas BEM re-joined the meeting room

Three members of the public left the meeting.

2023/01 205 Licensing Application(s) Received – None

2023/01 206 Consideration of Correspondence Received

- Notice received from Pembrokeshire County Council that the public pathway through the tunnels situated at the end of the Strand will be closed for 5 days from the 16th January 2023 to enable maintenance works to be carried out.

- The Clerk confirmed that the remaining, after bank charges, £1,315 which was being held by the Saundersfoot Community Council for the Rory Rogers Wheel Park Project has been returned to PAV's nominated bank account.
- Telephone call received advising that Pembrokeshire County Council were unable to empty the four bins located within the St Issells Cemetery but if the bags were tied and placed by the public bin, just outside the wall, they would take the rubbish away. If any persons wish to volunteer to prepare the bags for collection, please contact the Clerk.
- Email from One Voice Wales requesting a Council representative – Cllr Clarke advised that he would like to represent the Council. The Clerk to advise One Voice Wales accordingly.

2023/01 207 To receive County Councillors Reports

County Councillor Chris Williams BEN – Saundersfoot South – Taken as read
County Councillor Alec Cormack – Saundersfoot North – Taken as Read

The Saundersfoot Community Council acknowledges and supports both County Cllrs Cormac and C Williams BEM in the actions they have taken regarding the introduction of the 20mps speed limits in and around Saundersfoot.

Cllr Cormac advised the Council that there will be a Cabinet meeting 9th January 2023 regarding the possible introduction of the Flying Start scheme at Saundersfoot School. If agreed, a meeting will be arranged to enable further information, relating to the scheme, to be shared prior to February 2023 meeting.

Cllr Cormac also added that the Christmas Lunch, held at the Regency Hall, was very well attended and enjoyed by all, despite the freezing weather conditions.

2023/01 208 To Receive Any Reports from Working Parties Including –

Sensory Garden and Grounds – Cllr Williams BEM

Following the discovery of a possible chemical sludge at the bottom of one box of lights, the lights were damaged but despite the valiant efforts of the Fire Brigade, who kindly dried the lights out in their drying room, the set continued to play up and tripped the lights. A certified electrician checked every set and socket and discovered that the damaged set were the problem. Measures were taken and everything worked well.

Advice has been sought to establish if an independent electrical supply can be installed within the Sensory Garden and the MUGA area.

When the raised beds were replaced, it was ensured that they were a couple of inches above the previous beds. The tons of large chippings placed inside the beds is making its way to the top. It helps drainage but plants don't have enough soil. A task for early spring is to spread top soil over various beds.

The temporary car park behind the MUGA has been of immense benefit in relation to parking during home football matches.

It has been established that the Saundersfoot Community Council own the land to the left of the pathway in the old St Issells Cemetery, including the wall and the church owns land to the right. The Saundersfoot Community Council also own both main pillars as well as the gates.

These gates require maintenance work and replacing them would be extremely expensive. In my opinion a local company needs to look at them to determine whether they can be sand blasted and powder coated. There is also very minor work required to provide arrow heads for two spokes.

Hanging baskets – Cllr Williams BEM to arrange for Grandiflora to collect them

Arrangements to be made to enable the Saundersfoot Community Council to hire a cherry picker and driver to assist with the erection of the 2023 Christmas lights.

Play Park – Cllr Ludlow

- There are a few minor issues that require attention prior to the next inspection.
- The Clerk to chase the replacement of the two pieces of play equipment which are broken.

The Policies, Procedures and Finance Working Party – Cllr Robinson

- A donation request has been received from the Walking Football Group that meets in Saundersfoot for £106 towards equipment needed by the club. It was proposed and seconded that Saundersfoot Community Council purchase the equipment, on behalf of the Club, up to the value of £106. Vote taken – All Cllrs in full agreement
- It was agreed that a working party be formed to consider the application to be made to the Fields in Trust in relation to a 'land swap'. Members of the group are – Cllrs M Williams BEM, N Clevely, P Robinson, S Clarke, D Ludlow and County Councillors A Cormac and C Williams BEM.
- Contact is awaited from Mr Hopkinson regarding a possible date to carry out the valuation of the Bowling Club.

Personnel Working Group

It was acknowledged that this working group does not, at this point in time, have a Chair – The Clerk to arrange a meeting, of the group, to enable a Chair to be appointed and any outstanding matters discussed.

2023/01 209 To Receive Reports from Council Representatives Including –

The Saundersfoot Community Lead Library Steering Group – Report received from Mrs A Upham and M Saunders

The Group meeting took place 5.1.23 with Anita and Sam from Pembrokeshire County Council.

- Action Plan - is on track and the official date for the Regency Hall running of the Library is set for the 4th April'23.
- Our next meeting with PCC representatives is set for the 19th January'23 to update the Action Plan.
- Following the Action Plan meeting we had an Open Meeting with prospective Volunteers who have expressed an interest. We were delighted with the response as 12 people attended and we have possibly another 7 who are also interested.
- Training will be provided for 8 Volunteers by PCC at Tenby Library and they in turn will cascade the training to the other Volunteers. Training will commence in February.

A further update will be reported in February.

2023/01 210 ACTION TRACKING - To consider any updates regarding actions appertaining to the following ongoing matters:

a. VEHICLES SPEEDING ON THE RIDGEWAY AND SANDYHILL ROAD

- i. The Clerk to write to Pembrokeshire County Council – highways, requesting a site meeting with Councillors to ascertain where and what traffic calming measures could be installed. No site visit approved, at this point in time, due to the time constraints of Pembrokeshire County Council Officers and the rolling out of the 20mph speed limits. Further information received from Pembrokeshire County Council – to be considered by Councillors
- ii. Cllr Williams BEM to forward an Expression of Interest application to the Enhancing Pembrokeshire Grant. Expression of Interest form approved – Full application forms to be completed. Closing date 23rd January 2023

- iii. The Clerk to collect any evidence of vehicles speeding or parking inappropriately in the areas, sent to the Council. A number of photographs and several Emails, raising concerns, have been received by the Clerk.

One member of the public left the meeting.

2023/01 211 To further consider the 2023/2024 Draft Budget for Saundersfoot Community Council- the draft budget has been formulated by the relevant working party and will be brought to full Council for consideration. Once agreed the Precept amount will be set for 2023/2024

Following a lengthy discussion, it was proposed and seconded that £1,500 be added to the budget heading Workplace Pension – Council Contributions as a provisional amount, and that enquires to be made relating to the Council's obligations to a Workplace Pension. Vote taken – All Cllrs in full agreement.

This agenda item has revisited following agenda item 2023/01 216

The below depicts the final budget.

	C/F	From others EE mast, councils and cemetery	Budget	Precept
Clerk Wages Gross	£ -		£ 17,784.00	£ 17,784.00
Clerks O/T	£ -		£ 3,952.00	£ 3,952.00
Employers National Insurance	£ -		£ 1,744.32	£ 1,744.32
Pension Contributions	£ -		£ 1,500.00	£ 1,500.00
Handyperson or tasks to be contracted out	£ -		£ 12,500.00	£ 12,500.00
Admin Costs	£ 1,000.00	£ 586.00	£ 4,273.50	£ 2,687.50
Office Space (Apportioned)	£ -		£ 1,500.00	£ 1,500.00
Training/Seminars	£ -		£ 1,000.00	£ 1,000.00
Professional Fees	£ -		£ 4,285.00	£ 4,285.00
Grass Cutting Contract village	£ -		£ 2,000.00	£ 2,000.00
Grass Cutting Cemeteries	£ -		£ 6,000.00	£ 6,000.00
MUGA Upkeep	£ -		£ 750.00	£ 750.00
Play Park upkeep including inspections £650 per year	£ -		£ 1,500.00	£ 1,500.00
Grounds Upkeep and Maintenance	£ 4,000.00		£ 9,750.00	£ 5,750.00
Sensory Garden Maintenance and plant costs	£ -		£ 2,000.00	£ 2,000.00
Purchase Flowers Hanging Baskets 17 no and village flowers	£ -		£ 1,250.00	£ 1,250.00
Christmas Lights in the Sensory Garden Maintenance and display	£ 750.00		£ 1,750.00	£ 1,000.00
Car park maintenance	£ 500.00		£ 1,000.00	£ 500.00
Electronic Speed Alerters	£ 6,000.00		£ 6,000.00	£ -
Donations made under section 137 of the LGA 1972			£ 2,000.00	£ 2,000.00
Donations or sponsorship	£ 2,500.00		£ 5,000.00	£ 2,500.00
Ukraine Previously Ringfence	£ 3,200.00		£ 3,200.00	£ -
Christmas Lunch For Members of Saundersfoot Wards	£ -		£ 800.00	£ 800.00
Library (2023/2024 season)	£ 3,000.00		£ 4,000.00	£ 1,000.00
NY Day Swim (Sponsorship of the ribbons)	£ -		£ 5,000.00	£ 5,000.00
Fireworks (New years eve)	£ -		£ 2,200.00	£ 2,200.00
Playground Loan (£3,402.80 - EE income £3,098.88) Year 3 of 10	£ -	£ 3,098.00	£ 3,400.00	£ 302.00
Councillors reimbursement of pre-approved expenses	£ -		£ 1,000.00	£ 1,000.00
Possible Election Costs	£ 2,000.00		£ 4,000.00	£ 2,000.00
Remuneration	£ 1,800.00		£ 4,204.00	£ 2,404.00
Toilet Payment	£ -		£ 13,128.00	£ 13,128.00
Kings coronation	£ 400.00		£ 1,400.00	£ 1,000.00
Extra Works Cemetery	£ 4,500.00	£ 5,675.00	£ 10,175.00	£ -
	£ 29,650.00	£ 9,359.00	£ 140,045.82	£ 101,036.82

It was proposed and seconded that Saundersfoot Community Council approve the above budget, taking into account agenda item 2023/01 216, and request a precept of £101,036.82 (one hundred and one thousand and thirty-six pounds and eighty two pence) from Pembrokeshire County Council. Vote taken – All Cllrs in full agreement.

2023/01 212 To consider a date for the Finance Working Group to meet and discuss how the certain budget headings could possibly be better utilised within that remit

Following a discussion, it was proposed and seconded that the Finance Working Group meet and formulate a proposal, to present to full Council at the February 2023 meeting, regarding the application process and the awarding of all donations or the purchase of sponsored equipment from April 2023.

2023/01 213 To consider the installation of gates - to possibly install a set of bespoke gates on the white pillars to the entrance to the Saundersfoot Community Council's owned land adjacent to the Regency Hall. Possibly to be part funded with grant monies.

Following consideration of the estimate of costs received, from Cllr C Williams BEM, it was proposed and seconded that, at this point in time, Saundersfoot Community Council will not install gates on the pillars situated at the entrance to the car parking area, which the Saundersfoot Community Council own, along the side of the Regency Hall. Vote taken – All Cllrs in full agreement

2023/01 214 To consider and adopt the amended Safe Guarding Policy

All Councillors confirmed that they had received a copy of the proposed new Safe Guarding Policy as drafted by Cllr Cleevely.

It was proposed and seconded that Saundersfoot Community Council adopts this policy with such being reviewed periodically. Vote taken – All Cllrs in full agreement

2023/01 215 To receive the report regarding the meeting at St Issells' old Cemetery – to acknowledge the Saundersfoot Community Council/Church Boundary and extra works to be carried out.

Cllr Clarke advised the Council that certain tidying works are required to be carried out in the Old Cemetery at St Issell's Church. It was agreed that the grounds keeper for the Cemeteries be given a schedule of works to be carried out over four days. It was agreed that Cllr Clarke will take the lead on all matters appertaining to the St Issell's Cemeteries upkeep.

2023/01 216 To consider the request from Pembrokeshire County Council regarding the public toilets situate at Wisemans Bridge - for the Saundersfoot Community Council to possibly accept the asset transfer from Pembrokeshire County Council of the public toilets situated at Wisemans Bridge, the estimated annual cost for the running of such being in the region of £13,128. This includes cleaning, cesspit, consumables, responsive repairs, utilities, vehicles, management charges and overheads.

Following consideration of the possible impact on the community, it was discussed whether the public toilets, situated at Wisemans Bridge, should be closed due to financial constraints. After further discussion regarding the possible effect on the budget, it was proposed and seconded that Saundersfoot Community Council, should the necessity of such be confirmed by Pembrokeshire County Council, and following an appropriate meeting, accept the financial responsibility only and agree to pay Pembrokeshire County Council £13,128 to ensure the aforementioned public toilets remain open for 2023/2024. Vote taken – All Cllrs in full agreement

Further consideration to be given for the Saundersfoot Community Council to request financial contributions from neighbouring Community Councils or businesses in close proximity to the location of the toilets.

2023/01 217 To consider the use of a time allocated agenda in future full Council meetings

In an attempt to try and adhere to s3 of the Standing Orders – *A meeting shall not normally exceed a period of 3 hours. After such time a member of the Council may propose that the meeting shall be extended until all business is transacted. If seconded the Council will vote on the proposed, otherwise the meeting shall be adjourned to another meeting,* it was proposed and seconded that the agenda remain structured as it is at present but an amount of time be allocated for each agenda item, to a maximum meeting time of three hours. Flexibility in terms of timing will remain if required. If an agenda item is going to overrun its time allocation, the Council can make the decision as to whether the discussion should continue; a separate meeting be called or it is delegated to a smaller group to investigate and bring a proposal back to the next meeting or a special meeting be called. Vote taken – All Cllrs in full agreement

2023/01 218 To consider the arrangements and how Saundersfoot Community Council can celebrate the Coronation of King Charles III within Saundersfoot

(Saturday 6th May 2023)

Cllr Knibbs advised the Council of several items he had designed to commemorate the Coronation. He also advised that he had spoken with the Manager of the RHCC regarding different events which could be held within the Regency Hall for residents to attend. It was agreed that the Festivities Working Group, along with the Regency Hall Manager, formulate a programme of potential events, and a possible commemorative gift to be distributed within the community. The costs of which to be presented to the Council at the February 2023 meeting for consideration.

2023/01 219 To consider the installation of separate, standalone electricity supplies to the Sensory Garden and MUGA area

It was confirmed that the Clerk has requested Safe Electrics to confirm the logistics of installing separate, standalone electricity supplies to the Sensory Garden and MUGA area. It was agreed that once this information is received the Clerk is to draft a tender document to ascertain prices for the required works.

Meeting closed 21.10

If you wish to receive a link to the meeting, please contact the Clerk at – Clerk@saundersfoot-cc.gov.wales