

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Meeting held on 2nd March 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.

Please note that Audio or Video recording of Full Council meetings is not permitted.

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

Present in Person: Cllrs D Ludlow (Chair), M Williams BEM (Vice Chair), M Knibbs, P Robinson, R Hayes MBE, N Cleevely, S Clarke, S Cole, C Evans, County Councillor C Williams BEM, 2 Members of the Public and the Clerk

Meeting commenced at 18.00

2023/03 241 To Receive any Apologies for Absence – Cllrs L Harper and A Cormack. Also County Councillor C Williams BEM

2023/03 242 To Receive any Declaration of Interests, as per the Code of Conduct

Cllr S Cole declared a personal and prejudicial interest in agenda item 2023/03 248 (E) as Cllr Cole resides in close proximity of the proposed site

Cllr Cleevely declared a personal and prejudicial interest in agenda item 2023/03 249 as Cllr Cleevely resides in close proximity of the proposed site

Cllr Clarke declared a personal interest in agenda item 2023/03 249 as Cllr Clarke resides in the proximity of the proposed site

Cllr Evans declared a personal interest in agenda item 2023/03 248 (B) as Cllr Evans resides in the proximity of the proposed site

2023/03 243 Chairman's Report

Cllr Ludlow requested the Clerk to write a letter of thanks for the Royal oak for the hospitality given during the recent get-together of Councillors.

2023/03 244 To Receive the Minutes of the Meeting Held on the 2nd March 2023

It was proposed and seconded that the Minutes, as presented, be accepted as a true record of the meeting held on 2nd March 2023 and be signed by the Chair as a true record of the meeting. Vote taken – All Cllrs eligible to vote in full agreement of such.

2023/03 245 Matters Arising from the Minutes – Information Only

None

2023/03 246 Account(s) for Payment/acknowledgement

A request was made for the Minute where a payment has been approved to be depicted on the financial report.

All payments and credits are acknowledged and approved

<u>INCOME -</u>			
01/01/2023	GROSS INTEREST TO 31.12.2022	£	20.21
16/02/2023	CHQ IN AT 407080 - Cemetery Income	£	2,595.00
14/02/2023	SAUNDS LIM R SSSC - Inv/10	£	178.20
31/01/2023	GROSS INTEREST TO 30JAN2023	£	24.01
		£	2,817.42

PAYMENTS MADE				
02/02/2023	GOCARDLESS	£	4.20	Regular
02/02/2023	Wales in Bloom Saundersfoot	£	90.00	Regular
17/03/1900	THE REGENCY HALL 2699	£	77.50	Regular
02/02/2023	M I and c Williams Coffee	£	5.40	Clerk
02/02/2023	Eagle Signs 11633	£	64.80	Clerk
02/02/2023	SAFE ELECTRICS SENSORY G 4217	£	78.00	Minuted
02/02/2023	Mr Steve Baldwin	£	93.00	Minuted
09/02/2023	SMART GARDENS CHRISTMAS LIGHTS	£	480.00	Minuted
09/02/2023	David Cox - Garden Works	£	181.17	Minuted
09/02/2023	HMRC PAYE/NIC CUMB615PJ00124325 2210	£	3,246.83	Regular
09/02/2023	Siemens Printer 0043834	£	118.52	Regular
10/02/2023	MR CHRIS VIGGARS Extra works in Cemetery	£	416.00	Clerk/Cllr Clarke
16/02/2023	VODAFONE LTD	£	26.26	Regular
20/02/2023	Mr Steve Baldwin	£	279.00	Minuted
21/02/2023	ED LEWIS - OFFICE Apportioned	£	293.38	Regular
21/02/2023	401623 91727427 INTERNET TRANSFER	£	5.00	
21/02/2023	TOTAL CHARGES TO 30JAN2023	£	5.00	
24/02/2023	Wages	£	1,599.61	Regular/Chair O/T
		£	7,063.67	

2023/03 247 To consider the Bank Reconciliation

Cash Flow January 2023				
Balance	£	62,991.97	B/F	
Payments made	£	5,644.40		
Payments received	£	-		
	£	57,347.57	C/F	

Cash Flow February 2023				
Balance	£	57,347.57	B/F	
Payments made	£	7,063.67		
Payments received	£	2,817.42		
	£	53,101.32	C/F	

It was proposed and seconded that the finance reports for January 2023 cashflow and February 2023 cashflow, as presented, be signed by the Chair as a true record of the Saundersfoot Community Council's financial position as of 28.02.2023. Vote taken – All Cllrs in full agreement

2023/03 248 Planning Applications Received – Councillors will receive all information provided by the Planning Authority, prior to the meeting

A NP/23/0039/FUL Claremont Hotel, St. Brides Hill, Saundersfoot

Alterations and extensions to the guest house (Replacing the flat roof with a pitch roof design)

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.

B NP/23/0037/S73 Kook A Ba, High Street, Saundersfoot

Variation of condition No. 3 of NP/22/0396/FUL to extend the time of use of the external decked area to 23:00hrs

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 the Council consider it a reasonable request.

C NP/23/0026/FUL 5, Beddoes Court, Milford Street, Saundersfoot

Replace existing glazed windows and door on shopfront with new four-section tri-fold glazed folding doors to provide indoor/outdoor space

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 open the space around the property affording easier and safer access to the shop.

D NP/23/0024/CLE Tree Tops, 2, Bonvilles Close, Saundersfoot

Proposed Certificate of Lawfulness for an existing use as a short-term holiday let

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.

Cllr Cole left the meeting room

E NP/23/0025/FUL White Park Cottage, The Ridgeway, Saundersfoot

Proposed roof replacement to include dormers to front & back elevations

And

G NP/23/0071/S73 White Park Cottage, The Ridgeway, Saundersfoot

Variation of Conditions 2 and 9 of planning application NP/21/0723/FUL to allow amendments to approved plans

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 have been raised.

Cllr Cole returned to the meeting room

F NP/23/0028/S73 St. Brides Cottage, St. Brides Lane, Saundersfoot

Variation of condition No. 1 of NP/17/0728/FUL - Extend planning permission for a further 5 years

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 objections have been raised.

H 22/0785/PA Plum Tree Hall, Stepside, Narberth

Proposed engineering works, agricultural access, construction of stable block and tack room (partly in retrospect)

Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council consider that

- This is a vast development, which has been partly developed prior to any planning approval. The site will become vastly over developed.
- The nature of the proposed business will entail large, heavy vehicles accessing such from an already hazardous road.
- The proposed pans are not within keeping of the surrounding area.

It was proposed and seconded that Saundersfoot Community Council do not support this planning application and request the Planning Officers to consider none approval of such.

2023/03 249 To consider the Pre-Application Consultation – (Responses by 9th March 2023)

Land North of Whitlow, Saundersfoot

Cllr Cleevely left the meeting room

Following consideration of all the information available, Saundersfoot Community Council made the following observations and to request that there are taken into consideration by the developers–

- The entrance to the proposed site is near the proposed commencement area of the Welsh Government imposed 20mph speed limit. This could cause a major hazard and confusion for road users. Is there any possibility for consideration to be given to this being moved.
- The proposed site has been known, historically, to flood. A request to be made for the results of any flood surveys carried out by the developers be made available to the Saundersfoot Community Council.
- As this is one of three large developments that are currently being considered for planning approval in the Wards of Saundersfoot North and Saundersfoot South – are you able to provide confirmation that the current infrastructure and village amenities are able to accommodate such a development?
- Confirmation that a construction traffic management plan will be submitted with the full planning application.
- To provide to the Saundersfoot Community Council further information relating to the affordable housing element of the application.

2023/03 250 Licensing Application(s) Received – None

2023/03 251 Consideration of Correspondence Received

- Email received from a member of the public requesting information relating to the Saundersfoot Community Council's donation policy and procedure – It was confirmed that the information had been provided.
- Email received from the Regency Hall Trustees raising concerns relating to a vehicle that is parked for long periods of time within the Car Park alongside the Regency Hall, which is owned by the Saundersfoot Community Council but managed by the Regency Hall, Bowling Club and Saundersfoot Sports and Social Club. The Trustees request that the Saundersfoot Community Council, as the landowner, write to the car owner advising that the car park is only to be used by persons using the sporting facilities and that a permit should be displayed. The trustees further confirmed that they had left several notices on the vehicle, all to no avail. The Clerk to write a suitable letter advising the car owner of the above.
- Email received from a member of the public congratulating the Clerk and Saundersfoot Community Council on the well written planning application response.
- Notice received regarding the Hywel Dda consultation on new urgent care hospital. Further information available on - 03003038322
- Email received raising concerns that vehicles remain to travel above the speed limit along the Ridgeway.

- Email received requesting a donation – The Clerk confirmed that the donations policy and application form was sent to the author on 26.01.2023, via Email

2023/03 252 To acknowledge receipt of the County Councillors Reports, via Email.

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

2023/03 253 To acknowledge receipt of any Reports from Working Parties, received via Email Sensory Garden and Grounds – Cllr Williams BEM

Points raised from the report –

The Clerk to:

- Order 3 x 2.5l of the recommended preservative - to be applied to the raised beds in the Sensory Garden by Mr Baldwin
- Order 1 ton of washed top soil to be applied to the raised bed in the Sensory Garden
- Arrange for a price to be submitted for the trimming of the Holm Oaks within the Sensory Garden and to arrange for such to be carried out, once the price is approved.
- Order a set of secateurs as advised by Cllr Williams BEM

It was proposed and seconded that Saundersfoot Community Council accept, in principle, a grant offer managed by Pembrokeshire Coast National Park Authority for an additional fence to be installed, running parallel to the existing fence, along the play park. Confirmation required as to –

- The Plans
- The method statements
- Risk assessment (for works and the impact of installing such)
- Who will manage the project – If it is the Saundersfoot Community Council then the appropriate procurement process will have to be followed.

Play Park – Cllr Ludlow

- It was noted that the lock to the service gate, at the back of the park, had been removed – The Clerk replaced it as soon as being notified.
- The top gate barrier has been removed for safety reasons, following severe damage being caused by persons unknown.
- Several pieces of play equipment remain unfixed. The Clerk to arrange for such to be replaced/repaired
- Litter picking of the play park to be added to Mr Baldwins schedule of works.
- The Clerk to draft a tick sheet that can be used to record weekly visual safety checks on the play park and play equipment.

The Policies, Procedures and Finance Working Party – Cllr Robinson

As agenda item 2023/03 258

Personnel Working Group – Cllr Clarke

Cllr Clarke confirmed that the Working Party are continuing to consider the Clerk's job description and amended Contract of Employment.

Fields in Trust Working Group

Cllr Cleevely advised the Council that the application form regarding a possible land swap to release the area behind the Bowling Green and MUGA from the terms of the King George V Trusteeship, had been submitted and confirmation of receipt received.

2023/03 254 To Receive Reports from Council Representatives Including –

- Saundersfoot Chamber for Tourism – Cllr D Ludlow

Cllr Ludlow advised the Council that, during a recent meeting with Members of the Saundersfoot Chamber for Tourism, he was advised that the Saundersfoot Chamber for Tourism had made the very difficult decision to disband. Further information will be released relating to the events that the Chamber have organised and supported over the last 20 years. The Clerk to write a letter of thanks to the Chair Dilys and her Fellow Members of Saundersfoot Chamber for Tourism.

2023/03 255 ACTION TRACKING - To consider any updates regarding actions appertaining to the following ongoing matters:

a. **VEHICLES SPEEDING ON THE RIDGEWAY AND SANDYHILL ROAD**

- 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.
- Enhancing Pembrokeshire Grant - Update on decision awaited.
- Emails continue to be received raising concerns of vehicles speeding on the Ridgeway

2023/03 256 Donations and itemised budget figures

Following a lengthy discussion it was proposed and seconded that Saundersfoot Community Council amalgamate all the itemised budget and none itemised budget allocations for donations within the Saundersfoot Community Council's 2023/2024 budget and have one central donations pot, (Money granted under Section 137 to be accounted for separately £2,000), with requests for donations being made via the approved donations request form, which is then initially screened by the finance working group, a proposal formulated and brought to the Full Council for its consideration on a quarterly basis (July, October, January and the following March). Vote taken – with a majority of Cllrs in favour of such.

2023/03 257 King Charles III Coronation

Saundersfoot Community Council to receive updated information from Cllr Knibbs regarding the events to be held to celebrate the Coronation of King Charles III, within Saundersfoot (Saturday 6th May 2023)

Cllr Knibbs reported that –

- A Donations request form has been completed by the Regency hall and a formal proposal will be presented to the Council at the April 2023 meeting
- Raffle prizes are required – Please contact the Clerk if you or know of anyone who would like to donate a prize. Any money raised from the raffle being given to a Local Charity of choice.
- A great deal of time has been spent researching locally obtainable Welsh slate Monolith water features, to be placed in the Sensory Garden. Proposed size of slate 600x400x350 cm with the suggested engraving on the front plate *"Donated by Saundersfoot Community Council to commemorate the Coronation of King Charles 111 6th May 2023"*
- I will work with the Clerk to draft a formal proposal to be considered at the April 2023 meeting. This will include the design of the feature and all associated costs.

2023/03 258 Saundersfoot Community Council's Staff Appraisal Procedure and accompanying documentation.

It was proposed and seconded that Saundersfoot Community Council approve and implement the amended Saundersfoot Community Council's staff appraisal procedure, as set out in the draft Performance Appraisal Policy. Vote taken – all Cllrs in full agreement.

2023/03 259 Grass Cutting in the far part of the old Cemetery at St Issells

Currently this area is cut four times a year, but concerns have been raised regarding the unkempt appearance and that the graves in this area not accessible due to long grass and bramble encroachment.

It was proposed and seconded that Saundersfoot Community Council increase the number of grass cuts in the far part of the old Cemetery at St Issells from four a year to two a month, in line with all other scheduled cuts, at an extra cost of £2,310 for 2023/2024. To be funded from revenue generated by the Cemetery and not the Precept for 2023/2024. Vote taken – all Cllrs in full agreement

2023/03 260 Saundersfoot Community Council Health and Safety Policies and Procedures

To consider what policies and procedures are required by Saundersfoot Community Council relating to all health and safety matters

It was agreed that the Saundersfoot Community Council requires a number of documents (policies and procedures) relating to the on-going business of the Council. The Policies Working Group and the Clerk to prioritise what is required and commencing drafting such.

2023/03 261 Youth provisions within Saundersfoot and surrounding area

To consider what provisions are already available and how the Saundersfoot Community Council can provide any assistance and support to such.

Following a lengthy discussion it was agreed that the Clerk will gather information relating to clubs and/or classes which are held in Saundersfoot for the Youth of Saundersfoot. Following such consideration be given to a community engagement meeting to ascertain what residents would like Saundersfoot to offer the youth.

2023/03 262 Email response received from the Saundersfoot Sports and Social Club Ltd

To consider the response received, from the Saundersfoot Sports and Social Club Ltd, to the letter sent by the Saunderfoot Community Council raising health and safety concerns.

The Clerk to arrange a meeting with Members of the Sports and Social Club to discuss various outstanding matters.

2023/03 263 Community Noticeboard to be placed at an agreed location in the Sensory Garden

Following consideration of the prices prepared it was concluded that the size of the Noticeboard priced would be too large for the location, notwithstanding the fact that the notice board will be used by the Friends of Saundersfoot, The United Churches and the Saundersfoot Community Council. This item will be re-presented in April 2023 (Suggested Notice Board size 1500mm x 900 mm - 16 sheets of a4 paper with two doors)

2023/03 264 Address to the Council by the Chair

Due to the confidential nature of information 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 were requested to leave whilst this item was discussed.

Nothing to Minute

Meeting closed at 20.37