

# SAUNDERSFOOT COMMUNITY COUNCIL



Dear Councillor

You are hereby summoned to attend the General Meeting of The Saundersfoot Community Council to be held on Thursday 6<sup>th</sup> April 2023 at the Regency Hall, Saundersfoot at 6pm, to transact the business stated below.

Yours faithfully

Clerk to the Council 31.03.2023

## 6<sup>th</sup> April 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. If you wish to join the meeting remotely, please contact the Clerk by 1pm on the day of the meeting Email: [Clerk@saundersfoot-cc.gov.wales](mailto:Clerk@saundersfoot-cc.gov.wales) and you will be provided with all relevant information to enable you to log into the meeting.

The Public Participation session **will commence at 6.00pm and will not normally exceed 10 minutes in length**. Members of the public are welcome make representation relating to items listed on the agenda only.

*Model Standing Orders-*

*3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda*

*3f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.*

*3g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.*

*3h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question.*

*3j. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.*

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.

## **Agenda**

*Time allocation for agenda items 265 – 274 = 45 minutes*

**2023/04 265 To Receive any Apologies for Absence**

**2023/04 266 To Receive any Declaration of Interests, as per the Code of Conduct**

**2023/04 267 To receive an update regarding the co-option process and consideration of readvertising the position of Councillor for Saundersfoot South**

**2023/04 268 Chairman's Report**

**2023/04 269 To Receive the Minutes of the Meeting Held on the 2<sup>nd</sup> March 2023**

**2023/04 270 Matters Arising from the Minutes – Information Only**

**2023/04 271 To Receive the Minutes of the Extraordinary meeting Held on the 23<sup>rd</sup> March 2023**

**2023/04 272 Matters Arising from the Minutes – Information Only**

**2023/04 273 Account(s) for Payment/acknowledgement**

**2023/04 274 To consider the Bank Reconciliation**

**2023/04 275 Planning Applications Received – Councillors will receive all information provided by the Planning Authority, prior to the meeting**

- A. Pre-Planning Consultation** - Proposed Rooftop Upgrade At Cornerstone, Saundersfoot, Beddoes Court, Milford Street, Saundersfoot

*Time allocation 10 minutes*

**2023/04 276 Licensing Application(s) Received – None as of 31.03.2023**

*Time allocation 1 minute*

**2023/04 277 Consideration of Correspondence Received to include:**

- **The Pembrokeshire Coast National Park Authority Local Development Plan 2** – monitoring consultation (Emailed to all Cllrs on the 21.02.2023)
- **Pembrokeshire County Council** – Acceptance of Saundersfoot Community Council's Precept request of £101,036.82 (one hundred and one thousand, and thirty six pounds and eighty two pence)
- **Communication received from a member of the public** - requesting that consideration be given to matters that members of the public make representation on be Minuted. Please refer to agenda item 2023/04 285
- **Request received from Evan Pritchard** to use the third tennis court as a store for materials and plant, for two weeks, while works are carried out within Saundersfoot.
- **Decision Notice received from the Public Service Ombudsman for Wales following a complaint made against a Member-** The Ombudsman determined that investigation was appropriate and that the following paragraphs of the Code of Conduct ("the Code") should be considered:
  - 4(b) - Members must show respect and consideration for others.
  - 6(1)(a) - Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.

**No further action to be taken.**

- **Notice received from members of Saundersfest committee** regarding an event that is being arranged to take part at the Saundersfoot sports field on July 8th & 9th 2023. Persons will pass and repass over land in the ownership of Saundersfoot Community Council – 1,500 tickets to be sold. (Email to all Cllrs 09.03.2023)

*Time allocation 10 minutes*

**2023/04 278 To acknowledge receipt of the County Councillors Reports, via Email.**

County Councillor Alec Cormack – Saundersfoot North

County Councillor Chris Williams BEN – Saundersfoot South

*Time allocation 10 minutes*

**2023/04 279 To acknowledge receipt of any Reports from Working Parties, received via Email**

- Sensory Garden and Grounds – Cllr Williams BEM
- Play Park – Cllr Ludlow
- The Policies, Procedures and Finance Working Party – Cllr Robinson
- Personnel Working Group – Cllr Clarke
- Fields in Trust Working Group – Cllr N Cleevely

*Time allocation 10 minutes*

**2023/04 280 To Receive Reports from Council Representatives**

*Time allocation 5 minutes*

**2023/04 281 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.

- ii. Enhancing Pembrokeshire Grant – An award has been made – further information awaited.
- 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 *Email received raising concerns of vehicles speeding on the Ridgeway*
- iv. **To form a Task and Finish group** to consider the conditions relating to the awarding of the Enhancing Pembrokeshire Grant and the installation of Electronic Speed Alerters within Saundersfoot.

*Time allocation 10 minutes*

**2023/04 282 To consider the Remuneration Decisions for 2023/24**

**Proposal** - For Saundersfoot Community Council to re-adopt the Remuneration Decisions as made November 2022.

*Cllr Robinson – (5 minutes)*

**2023/04 283 King Charles III Coronation**

**Proposal** – For Saundersfoot Community Council to accept the estimate of costs, as presented, in the sum of £1,360, for a slate monolith to be installed in the Sensory Garden. This water feature to be engraved in Commemoration of King Charles III Coronation.

*Cllr Knibbs - (5 minutes)*

**2023/04 284 Saundersfoot Community Council – Health and Safety Working Party**

**Proposal** – For Saundersfoot Community Council to form a working party to consider and oversee all Health and Safety implications.

*Cllr Clarke – (5 Minutes)*

**2023/04 285 The recording of Public Representations in the Minutes**

**Proposal** - Comments made during public participation will be (very briefly) minuted; there will not be a verbatim record. Libellous, offensive and discriminatory comments will not be minuted.

*Cllr Cleevely – (5 Minutes)*

**2023/04 286 Saundersfoot Community Council to consider engaging the services of a self-employed gardener**

**Proposal** - a meeting to be arranged between the policies working group and grounds working group to ascertain what exactly is required, and then the post to be advertised and the position filled as soon as possible.

*Cllr Robinson – (5 Minutes)*

**2023/04 287 Saundersfoot Community Council – The Clerks Job Description**

**Proposal** – To formally adopt the reviewed Clerks Job Description to include the Clerk, Responsible Finance Officer and Burial Officer responsibilities and duties.

*Cllr Clarke – (10 Minutes)*

**2023/04 288 Donation Request received from The Regency Hall Management Committee**

Put forward by the Policies and Finance Working Party - Following receipt of a completed donation request form, from the Regency Hall Management Committee, regarding a request for financial assistance in the sum of £650 towards funding of a 'Royal afternoon cream tea' to celebrate the Coronation of King Charles III. The event is to take place in the Regency Hall Community Centre on May 7<sup>th</sup> between 2 pm and 4 pm. The project will benefit approximately 120 members of the community of Saundersfoot, covering all age groups.

**Proposal** – Saundersfoot Community Council grant a donation in the sum of £650 regarding the above event.

**2023/04 289      Donation request received from the Support for Ukrainians – Tenby and Surrounding Area**

Put forward by the Policies and Finance Working Party - following receipt of a completed donation request form from the Support for Ukrainians – Tenby and Surrounding Area. The request is for financial assistance in the sum of £520 towards two projects, one funding English classes and informal conversation sessions for 2 x 2 hour sessions per week from April to September 2023. One session per month, for 6 months, is to be held at Sunnyvale to encourage greater participation and easy availability for learning English. The second project is a cultural event with Ukrainian music and food, prior to watching the Eurovision Song Contest. This will be held at the Regency Hall, Saundersfoot on 13th May 2023 and the event will be open to the public. The total cost of the projects is £720 with £200 having been raised from other sources.

**Proposal** - – Saundersfoot Community Council grant a donation in the sum of £720 regarding the above event.

Cllr Cleevely– (5 Minutes)

**2023/04 290      To consider the donation request received from the Saundersfoot in Bloom**

Following receipt of a completed donation request form - To consider the donation request received from the Saundersfoot in Bloom - The project is to focus on recycling/upcycling, improving diversity and seasonal planting around the village. The request is in the sum of £250 (match funded by the Saundersfoot in bloom £250)

Cllr Clarke – (5 Minutes)

**2023/04 291      Community Notice Board**

To install a notice board within the Sensory Garden – to be used by the Friends of Saundersfoot, United Churches of Wales and the Saundersfoot Community Council.

**Proposal** – For Saundersfoot Community Council to accept the price and design of the Notice Board referred to as A on the information provided at a cost of £1,674.37 installed. This to be funded from the 2022/2023 Grounds Maintenance Budget Line.

Cllr Williams BEM – (5 Minutes)

**2023/04 292      St Issells Church Gates**

The Saundersfoot Community Council owned gates to the old Church Yard at St Issells Church are in need of some remedial repairs and re-coating.

**Proposal** – For Saundersfoot Community Council to accept the price, as depicted on quotation B, in the sum of £969.9.00 to have the gates collected, several spindles repaired/replaced, shot blast cleaned, powder coated and refitted. This to be funded by the income from the Cemetery.

Cllr Williams BEM (5 Minutes)

**2023/04 293      To address the management of the Working Parties**

Cllr Williams BEM – (10 Minutes)

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.

If you wish to receive a link to the meeting, please contact the Clerk at – [Clerk@saundersfoot-cc.gov.wales](mailto:Clerk@saundersfoot-cc.gov.wales)