

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Annual Meeting followed by the May General Meeting of Saundersfoot Community Council, held on 4th May 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.

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 M Williams BEM (Chair), C Evans (Vice chair), D Ludlow, M Knibbs, R Hayes MBE, N Cleevely, L Harper, S Cole and A Cormack

Present via live link – Cllr L James

Also present County Councillor Chris Williams BEM and the Clerk

Prior to the commencement of the meeting Chris – A Ranger with Pembrokeshire Coast National Park gave a presentation to the Council regarding possible planting projects, funded by grants, which could be carried out in the Sensory Garden to promote sensory plants native to the Pembrokeshire Coast and to use recycled products to enhance such. This possible project will be added to the June Agenda for a formal proposal to be considered.

Meeting commenced at 18.20

Annual Meeting

2023/05 1 To Elect the Chair of Saundersfoot Community Council for 2023/2024

Cllr M Williams BEM was nominated, and the nomination seconded, as Chair to Saundersfoot Community Council. Cllr Williams BEM accepted the nomination and made his Declaration of Office.

2023/05 2 To Elect the Vice Chair of Saundersfoot Community Council for 2023/2024

Cllr Evans was nominated, and the nomination seconded, as Vice Chair to Saundersfoot Community Council. Cllr Evans accepted the nomination, but stated that, as traditional within Saundersfoot Community Council, he did not wish, at this point in time, to be considered as Chair for 2024/2025.

2023/05 3 Outgoing Chairman's Address to the Council

Cllr Ludlow reported that his last official duty as Chairman was to officially open the bowling club season in April 8th by bowling the first wood. I took my son Lewis and Cllrs Knibbs and Williams came along also.

It was a lovely afternoon with the sun out and a buffet afterwards for us to enjoy & would like to thank them for their hospitality and wish them the best for their up & coming season.

First I would just like to thank my fellow councillors and the Clerk for their help & support throughout my term of office as Chairman of Saundersfoot Community Council.

I took up the Chair not in the normal manner, but under controversial issues which unfortunately have followed me throughout my time as Chair, which was a shame as, I feel it's overshadowed the good work we have done as a new Community Council, which the majority has been done by the new members joining only within the past year.

I hope moving forward under our new Chairman and in the normal fashion we get all get back to working for the good of the village and leave personal issues at the door and work collectively, as this I feel is when we do our best work which can only benefit the village.

I would like to thank our County Councillors for their input on matters in our village and county wide and I am sure they will continue at pace to work with the Community Council to improve further issues within the village.

It's been a great honour for me to Chair Saundersfoot Community Council in the village I have grown up in and hope we can continue to make a difference in Saundersfoot with new challenges and new Councillors joining looking to do the same.

I never thought I would meet Royalty but again being Chairman of Saundersfoot Community Council has given that opportunity will I will always be grateful for that and of equal importance judging the pumpkin competition and many more engagements has been something I have enjoyed immensely.

One duty that I did not expect to carry out was to acknowledge the passing of Queen Elizabeth II and to co-ordinate the book of condolence for Saundersfoot residents to leave their personally messages in. I believe this was done with respect and dignity.

I would like to thank my Vice Chairman for all his help and support throughout my term of office and attending many meeting in the daytime which unfortunately, due to work, I was unable to attend.

I would like to wish Martyn, our new Chairman, all the best in his role and myself and fellow Councillors to support what we the Community Council are all about and make every effort to attend our meetings and get involved with important decisions we must deal with as it's an important role we take on and we do that collectively all under the Community Council banner! Thank you all again for your support it was much appreciated.

2023/05 4 2023/2024 Chairmans address to the Council

Cllr Williams BEM thanked the Council for nominating him, once again, as Chair to Saundersfoot Community Council. He thanked Cllr Ludlow, advising that he was a credit to Saundersfoot and over the past year has acted professionally and with dignity at all times.

2023/05 5 To Receive any Declarations of Office

Cllr James made her Declaration of Office as Councillor to Saundersfoot Community Council.

2023/05 6 Apologies for Absence - Cllr S Clarke

2023/05 7 To receive any Declaration of Interests.

Cllr Cleevely declared a personal and prejudicial interest in agenda item 2023/05 21 (e) – The development land is in close proximity to Cllr Cleevely's private residence.

2023/05 8 Saundersfoot Community Council Working Parties

To nominate and elect members to serve on working parties.

It was agreed that the Grounds Working Party would now encompass the Sensory Garden Working Party and the Play Park Task and Finish Group. Also, there would be three named Councillors as a point of contact for matters arising in that particular area.

- Ground Working Party –
 - Cllrs M Williams BEM, N Cleevely, S Cole, S Clarke, M Knibbs, D Ludlow and R Hayes MBE
- Point of Contacts –
 - Sensory Garden – Cllr Williams BEM
 - Play Park – Cllr Ludlow
 - St Issells Cemeteries – Cllr Clarke
- Community Events Working Party (Previously known as the Festivities Working Party)-
 - Cllrs M Wiliams BEM, M Knibbs, D Ludlow, C Evans and L Harper

- Policies and Procedures Working Party
 - Cllrs M Williams BEM, R Hayes MBE and A Cormack
- Finance Working Party
 - Cllrs S Cole, C Evans, N Cleevely and A Cormack
- Health and Safety Working Party
 - Cllrs Clarke and Knibbs with assistance from outside bodies, when required
- Personnel Working Party – This group is limited to five members and should not include the Chair to the Council.
 - Cllrs N Cleevely, S Clarke, L James, C Evans, A Cormack and S Cole.

As more than 5 Councillors have shown an interest in this working party a private vote will take place via Email to finalise the membership.

- Fields in Trust Task and Finish Group
 - Cllrs N Cleevely, M Williams BEM and R Hayes MBE also County Councillor C Williams BEM
- Installation of Electronic Speed Alerters Task and Finish Group
 - Cllrs A Cormack, S Cole, M Williams BEM and D Ludlow

A meeting will be held as soon as possible to consider the working parties further.

2023/05 9 Saundersfoot Community Council Terms of Reference

The Terms of Reference for each Working Party/Task and Finish Group were accepted. A copy should be available at the first meeting of each group and acknowledged by all Councillors of that party/group.

2023/05 10 To review the Council's representation on outside bodies

- The Community Managed Saundersfoot Library – Point of Contact Cllr L Harper
- Saundersfoot School – Cllr L Harper (Community Governor)
- One Voice Wales – Cllr S Clarke
- Harbour Advisory Committee – County Councillor C Williams BEM

2023/05 11 To review the Financial Risk Assessment.

It was requested that this item be carried over to the June 2023 meeting, giving the finance working party time to consider such.

2023/05 12 2023/2024 Meetings of Saundersfoot Community Council

8th June 2023 6th July 2022

Meeting dates will be approved in the prior meeting – All efforts will be made to hold General Meetings of the Saundersfoot Community Council on the first Thursday of the month.

General Meeting

2023/05 13 To Receive the Minutes of the Meeting Held on the 6th April 2023

It was agreed that the Minutes of the meeting held on 6th April 2023, as presented, be signed as a true record of the meeting.

2023/05 14 Matters Arising from the Minutes – Information Only

- Confirmation was given to the Council that the requested documentation has been received from the Saundersfest Committee.
- Confirmation was given that documentation and dates for the use of the roadway between the play park and MUGA has been received from the Saundersfoot Sports and Social club Ltd.

2023/05 15 To very briefly and anonymously Minute any comments made during public participation

No members of the public were present there for nothing to Minute.

2023/05 16 To acknowledge the recent Email regarding Mr Peter Robinson's resignation as Councillor to Saundersfoot Community Council.

Councillors noted, with sadness, the recent resignation received from Peter Robinson. The observation was made that Councillors are required to have a uniformed approach to all Council business and to work together as one union in a professional manner. Also that, as per the Code of Conduct, the Seven Principles of Public Life (Nolan Principles) should be followed at all times by Councillors and employees of the Council.

2023/05 17 Invoices received – Payments to be acknowledge or approved

<u>PAYMENTS MADE</u>				
04/04/2023	Wages 04	£ 186.00	Regular	
04/04/2023	THE REGENCY HALL Library 2023-2024	£ 4,000.00	2022/12 182	
11/04/2023	MR CHRIS VIGGARS Cut & Hedge	£ 625.00	Regular	
11/04/2023	Support Ukraine Donation S137	£ 520.00	2023/04 289	
11/04/2023	THE REGENCY HALL Donation	£ 650.00	2023/04 288	
13/04/2023	Amazon - Bunting	£ 147.15	Chair approval	
13/04/2023	Amazon - Water Pump	£ 25.91	2023/04 283	
13/04/2023	Flag	£ 13.45	Clerk and Chair	
18/04/2023	VODAFONE LTD	£ 29.34	Regular	
20/04/2023	MR CHRIS VIGGARS Contract Cut	£ 445.00	Regular	
21/04/2023	TOTAL CHARGES TO 30MAR2023	£ 6.20		
24/04/2023	A & C Aggregates	£ 66.00	Clerk and Chair via Email	
24/04/2023	Welsh Slate Water 2023 04 283	£ 870.00	2023/04 283	
27/04/2023	Wages 02	£ 1,593.07	Regular - Chair approved o/t	
27/04/2023	Secateurs	£ 48.96	2023/03 253	
27/04/2023	Brandon Tool Hire Turf Cutter	£ 54.00	Chair approved	
<u>INCOME -</u>				
12/04/2023	Cemetery Fees	£ 890.00		
12/04/2023	Hanging Basket - Donation	£ 40.00		
24/04/2023	PEMBROKESHIRE CC	£ 33,680.82		
		£ 34,610.82		

All payments and credits acknowledged and approved by all Councillors present.

2023/05 18 To Approve The Saundersfoot Community Council's Insurance Renewal

It was proposed and seconded that Saundersfoot Community Council continue using its current insurers and accept the price of £1,622.04

2023/05 19 To approve the bank/cash book reconciliation

Cash Flow April 2023			
Balance	£	55,809.61	B/F
Payments made	£	9,280.08	
Payments received	£	34,610.82	
	£	81,140.35	C/F

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 01.05.2023. Vote taken – All Cllrs in full agreement

2023/05 20 To receive any updates regarding the 2022/2023 Audit process

The Clerk advised the Council that the Audit Information will be prepared and passed to the internal auditor 19.05.2023.

There is still the 2021/2022 Audit outstanding with the External Auditor.

2023/05 21 Planning Application(s) Received

A	NP/23/0214/TPO	The Captains Table, The Harbour, Saundersfoot	Overall crown reduction of horse chestnut with low hanging branches to be lifted - TP033- T13
Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council did not raise any concerns or suggested objections regarding these requested tree works.			
B	NP/23/0191/S73	Netherwood, Saundersfoot, Pembrokeshire, SA69 9BE	Variation of condition No. 2 of NP/12/0025 - Revised plans for demolition
Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council did not raise any concerns or suggested objections regarding this planning application.			
C	22/1206/PA	Adjacent to civic amenity site	Sitting of 20 Shipping/Storage Containers (to be used as storage hire), boundary fencing and associated works on previously brownfield site
Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council did not raise any concerns or suggested objections regarding this planning application. Councillors agreed that the proposed plans will give purpose to the area of currently unused land.			
D	NP/23/0165/FUL	Dolphin House & Myrtle Cottage, High Street, Saundersfoot, Pembrokeshire, SA69 9EJ	Proposed change of use of ground floor holiday booking office to residential. Building to revert back to two full residential cottages & replacement of two ground floor windows to principal front elevation.
Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council did not raise any concerns or suggested objections regarding this planning application. Councillors agreed that the proposed plans will make good use of a currently unused property in the centre of the village.			

E	NP/23/0168/FUL	Land North of Whitlow, Saundersfoot, Pembrokeshire, SA69 9AE	Construction of 54 no. dwellinghouses and residential apartments, with formation of estate roads and associated infrastructure
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Cllr Cleevely Left the meeting room during the debate

Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council did not raise any objections regarding this planning application.

Points raised by the Council –

- Acknowledged that affordable housing was being considered within the development.
- The design has been well thought out and the properties appear to be well spaced, showing sensitivity to the surroundings of such.
- Concerns were raised regarding the possibility of properties being sold as second homes.

2023/05 22 Licensing Application(s) Received

None received

2023/05 23 Consideration of Correspondence

- A letter received raising concern regarding the recent withdrawal for local bus services 351 and 352 – Confirmation has been received that Taf Valley Coaches will provide a new combined 351/352 service. It is hopeful that this new service will commence on 2nd May 2023. The timetable to be confirmed by the Traffic Commissioners Office.
- An invitation received for Councillors and Officers of the Council to join the Eurovision Song Contest celebrations in the Regency Hall from the Support for Ukrainians – Tenby and Surrounding area.
- The wording, in Welsh and English, to be confirmed via Email by all Councillors. Prior to the monolith being ordered.
- Correspondence received relating to the number of dogs frequenting the beaches where the Pembrokeshire County Council imposed bylaw, precluding dogs from the beaches from the 1st May, are in place. County Councillor C Williams BEM advised the Council that there could be a possibility of Saundersfoot Community Council working with neighbouring Local Councils to employ/pay towards an Enforcement Officer to patrol certain beaches. County Councillor C Williams BEM and Cllrs Knibbs and Williams BEM to configure additional signage to be placed in prominent positions to advise where dogs are permitted. It was noted that Saundersfoot Community Council have already placed several flags/signs on the beach advising the areas where no dogs are permitted at certain times.

2023/05 24 To receive the County Councillors Reports – Taken as Read

County Councillor Chris Williams BEM-	Saundersfoot South
County Councillor Alex Cormack-	Saundersfoot North

2023/05 25 To Receive Any Reports from Working Parties – Taken as Read

- Sensory Garden Working Party – Cllr M Williams BEM
- Grounds Management Working Party – Cllr M Williams BEM

2023/05 26 To Receive Reports from Council Representatives – Taken as Read

- Cllr Harper – Saundersfoot School Governor
- Cllr Clarke – Report from the Police and Crime Commissioner Briefing Seminar
- Mrs A Upham – Regency Hall Saundersfoot Community Managed Library

2023/05 27 ACTION TRACKING - To consider any updates regarding actions appertaining to the following ongoing matters:

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

- i. Enhancing Pembrokeshire Grant – An award has been made – The task and finish group to consider the conditions relating to the award. The Clerk has been requested not to contact the Pembrokeshire County Council Officer regarding the Enhancing Pembrokeshire Grant award despite their request for her to do so.
- ii. 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
- iii. 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. Group members – Cllrs A Cormack, S Cole, M Williams BEM and D Ludlow

2023/05 28 The Consideration Of The Railing Configuration To Be Installed To The Pavement In Front Of The Play Park – County Councillor Chris Williams BEM has secured funding for the installation of railings along the pathway in front of the play park and a raisable barrier to prevent unauthorised vehicles accessing the sports field. The final configuration of these railings is required to be approved by the Full Council. There are three options:

Option A – to have barriers the full length of the pavement, to a height of 1.2 meters

Option B – to have barriers the full length of the pavement with a break in such opposite the gate to the MUGA, to a height of 1.2 meters

Option C – to have three separate barriers, of 3m long, placed in front of the two park gates and to the centre of the pavement opposite the MUGA entrance, to a height of 1.2 meters.

Once agreed these works will coincide with works to be carried out on the MUGA side of the roadway. These works include the installation of a ‘standalone’ electric supply to the MUGA, the replacement of the stones with permeable tarmac and the reconfiguration of the pavement to allow improved vehicle access onto the sports field.

County Councillor Chris Williams lead this agenda heading –

Following consideration of the three possible layouts of barriers along the play park and access road. It was proposed and seconded that (option a) the railings run continuously along the whole length of the play park, with no breaks. Vote taken – Majority of Cllrs in agreement

It was also discussed that the location of the raisable barrier be changed.

The Clerk was questioned as to why the tender document had not been completed. It was confirmed that the draft document had been completed but the decision relating to the configuration of the barrier was required prior to it being distributed following this meeting.

It was also noted that now the positioning of the raisable barrier and entrance to the MUGA was to be reconsidered, the document would have to be re-drafted, once confirmation had been received regarding the new locations. The Clerk awaits further instructions from the Council.

2023/05 29 Public Bins – The removal, by Pembrokeshire County Council, of the public bin located at St Issells Church and the impact of such.

Concerns have been raised relating to the removal of the public bin from outside St Issells Church. The Clerk advised that she had contacted Pembrokeshire County Council – Street Care Team who had advised the bin had been removed due to it being misused and for the disposal of household waste. Cllr Cormack, as County Councillor for Saundersfoot North, to ascertain from Pembrokeshire County Council if the bin could be replaced.

2023/05 30 To Develop a Parking Area Behind The Bowling Club - to be used by persons using the Bowling Club – Saundersfoot Bowling Club members have requested that, at their expense, a parking area, for around 8 vehicles, is developed where the blue storage contain is currently situated.

Following a request from members of the Bowling Club, as above, consideration was given regarding the impact this temporary development may have on the Fields in Trust imposed conditions. It was considered that a temporary development would not impact on the conditions, as the parking would be for members using a sporting facility in the area.

It was proposed and seconded that the Saundersfoot Community Council, agree in principle, to the use of this land for such a car park but the Clerk to request a plan, method statement of works, copies of any relevant insurances and a method statement of how the area will be managed, prior to any works being undertaken. Vote taken – All Cllrs in full agreement

A site meeting will take place to discuss the logistics of using land in the ownership of Pembrokeshire Coast National Park on Wednesday 10.05.2023 at 3pm with Mr Meopham.

2023/05 31 Award Of Tender For Gardening Works – to consider any responses to the advert placed by Saundersfoot Community Council to award a contract for ongoing gardening services.

Due to the confidential nature of information to be discussed under agenda heading 2023/05 29 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.

Following a discussion under Private and Confidential Meeting Conditions it was proposed and seconded that Saundersfoot Community Council offer the Contract of Specialised Gardening Works (as set out in the advert for such tenders) to Mr David Cox for the period 01.05.2023 to the 31.03.2024. Vote taken – All Cllrs in full agreement.

Meeting closed 20.37