

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 6th July 2023 at the Regency Hall, Saundersfoot at 6.00pm

Minutes – 6th July 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 and you will be provided with all relevant information to enable you to log into the meeting.

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

Present in Person: Cllrs M Williams BEM (Chair), C Evans (Vice chair), R Hayes MBE, D Ludlow, A Cormack, S Cole, S Clarke, N Cleevely L James and the Clerk

Meeting commenced at 18.00

2023/06 56 Apologies for Absence - Cllrs M Knibbs and L Harper and County Councillor C Williams BEM

2023/06 57 To receive any Declaration of Interests.

Cllr Ludlow declared a Personal Interest in agenda item 2023/07 67 B – The applicant is known to Cllr Ludlow

2023/06 58 Chairman's Report – Cllr M Williams BEM

June 12 - I attended the opening of the Imperial Dragon hotel at Wooden. It was a lovely evening, highlighted by a Tuk Tuk ride, warm hospitality, lovely food and entertainment as well as stunning decor throughout the hotel.

2023/06 59 To receive an update regarding the Co-option process – Confirmation received, from the Electoral Services Officer, that no Election has been requested.

The Clerk to publish the Co-option Notice, with a closing date of 1st August 2023 for any persons interested in being considered for co-option to apply. The applicant/s will be invited to the August 2023 meeting. (03.08.2023)

2023/06 60 To Receive the Minutes of the Meeting Held on the 8th June 2023

It was proposed and seconded that the Minutes of the General Meeting held on 8th June 2023, be accepted as a true record of the meeting and be signed by the Chair as such. Vote taken – All Cllrs eligible to vote in full agreement of such.

2023/06 61 Matters Arising from the Minutes – Information Only

- **2023/06 44** NP/23/0174/FUL 1, Church Terrace, Saundersfoot - Modifications to the existing roof to introduce a new full width dormer and balcony access to the garden.

A request was made to the Planning Authority to facilitate a site meeting – Pembrokeshire Coast National Park Planning Authority responded advising that they are not able to facilitate site meetings. (Email from Pembrokeshire Coast National Park Planning Authority Emailed to all Cllrs for their consideration). The Clerk to contact the applicants architect and request if they would be able to facilitate a site meeting.

- **2023/06 36** – Following a site meeting an appropriate location for the installation of a defibrillator and cabinet, on the Ridgeway Saundersfoot, has been identified and Mr Tony Wall will make the appropriate arrangements for such to be installed.

2023/06 62 To Receive the Minutes of the Extraordinary Meeting Held on the 15th June 2023

It was proposed and seconded that the Minutes of the Extraordinary Meeting held on 15th June 2023, be accepted as a true record of the meeting and be signed by the Chair as such. Vote taken – All Cllrs eligible to vote in full agreement of such.

2023/06 63 Matters Arising from the Minutes – Information Only

2023/06 EM 54 – Cllrs Williams BEM and Evans along with the Clerk met with the contractor on site, to go through the safety requirements and time line of the works to be completed. Works are expected to be completed within three weeks.

Cllr Williams BEM has spoken with Mr Parcell, from the Sports and Social Club, advising of the intended works and that disruption will be kept to the minimum while works are carried out.

The requested paperwork to be forwarded to the Clerk.

2023/06 64 To very briefly and anonymously Minute any comments made during public participation

No members of the public present at this meeting therefore nothing to Minute.

2023/06 65 Invoices received – Payments to be acknowledge or approved

PAYMENTS MADE

01/06/2023	Handyman	£	744.00	As per contract
01/06/2023	P/SHIRE ENG inv. 3473 Water Feature plate	£	60.00	Minuted April
01/06/2023	Siemens Printer 3748029	£	118.52	Contract
01/06/2023	Gareth Davies Phot Photos 7668	£	88.00	Annual Photo
01/06/2023	ONE VOICE WALES S/FOOT 7198 & 7102	£	111.00	Trainings
01/06/2023	Tindle Newspapers 81265 & 81455	£	154.00	Minuted April
01/06/2023	Greenbarnes Ltd Notice Board 17430	£	1,841.96	Minuted April
01/06/2023	Longboat Club Donation for Sweet	£	175.00	Minuted April
01/06/2023	Grandiflora Hanging Basket 182	£	550.80	Minuted April
01/06/2023	West Wales Pest Bees Nest	£	72.00	Emergency - Clerk
01/06/2023	MR CHRIS VIGGARS Contract Cut	£	460.00	Contract
01/06/2023	Multicell internat Batteries	£	73.32	Chair Ground upkeep
02/06/2023	GOCARDLESS	£	4.20	Contract
13/06/2023	Clerk Reimbursement - Stamps	£	8.29	Clerk
13/06/2023	MR CHRIS VIGGARS	£	165.00	Contract
15/06/2023	Clerk Reimbursement rubbish box and Mike Stands	£	109.92	Chair and Minuted June
15/06/2023	Rabart 79993 - Stain for Sensory Garden	£	68.06	Chair
16/06/2023	VODAFONE LTD	£	31.18	Contract
20/06/2023	SCH Supplies Ltd Bowser	£	253.68	Chair
20/06/2023	M Priestley Screwfix Battery	£	64.00	Chair
20/06/2023	MR CHRIS VIGGARS contract cut	£	280.00	Contract
20/06/2023	Palin Construction Sensory Garden	£	310.00	Notice Board
21/06/2023	TOTAL CHARGES TO 30MAY2023	£	5.00	
22/06/2023	MR CHRIS VIGGARS Behind the Trees	£	165.00	Extra Minuted April
23/06/2023	Wages	£	1,292.71	Contract

£ 7,205.64

INCOME -

30/06/2023	GROSS INTEREST TO 29JUN2023	£ 40.81
08/06/2023	HMRC VTR	£ 7,127.55
		<u>£ 7,168.36</u>

All payments and credits are acknowledged and approved

Invoice received regarding plants for use in the Sensory Garden amounting to £633. The Clerk requested confirmation for the Council for such to be paid as it had not been per approved – as per the Financial Regulations.

It was proposed and seconded that the above invoice be paid in full and a meeting be arranged to ensure that all spends are pre-approved and when possible accounts, held by Saundersfoot Community Council, are used when purchasing such. Vote taken – All Cllrs in full agreement.

2023/06 66 To approve the bank/cash book reconciliation

Cash Flow June 2023

Balance	<u>£ 71,886.50</u>	B/F
Payments made	£ 7,205.64	
Payments received	£ 7,168.36	
	<u>£ 71,849.22</u>	C/F

The Clerk advised the Council that the Banking Mandate had been approved and the signatories for Saundersfoot Community Council are Cllrs Hayes MBE, Cole and Clarke.

Remuneration payments have been made to –

Cllrs M Williams BEM	£150	Info required
Cllr C Evans	£37.50	
Cllr L Harper	£150	
Cllr R Hayes MBE	£150	
Cllr D Ludlow	£900	TBC??
Cllr S Clarke	£150	

All payments processed as per HMRC requirements.

2023/06 67 Planning Application(s) Received

A	NP/23/0292/FUL	White Oaks, Frances Road, Saundersfoot, Pembrokeshire, SA69 9AH	Alterations and extensions to dwelling with various fenestration amendments.
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Following consideration of all the information provided by the Planning Authority, Saundersfoot Community Council note the large size of the proposed alterations but consider that several properties, within the vicinity of White Oaks, have been developed in the same manner. Saundersfoot Community Council does not raise any concerns and support this planning application.

B	NP/23/0113/FUL	Checkley House, Westfield Road, Saundersfoot, Pembrokeshire, SA69 9JQ	First floor extension over existing garage and car port to create annexe to provide additional habitable accommodation that is to be used solely in conjunction with the use of the main existing dwelling.
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Following consideration of all the information provided by the Planning Authority Saundersfoot Community Council does not raise any concerns and support this planning application.

2023/06 68 To consider any Planning Applications received following the publication of this Agenda – None

2023/06 69 To acknowledge any Licencing Applications received by the Pembrokeshire County Council - None

2023/06 70 Consideration of Correspondence Received to include:

- Email received from Pembrokeshire County Council advising of the proposals to change vehicle waiting restrictions within Saundersfoot and the addition of two disabled parking bays in Milford Street. Emailed to all Cllrs and noted.
- Letter received from Saundersfoot In Bloom advising of the upcoming Flower Festival at St Issells Church. Saundersfoot Community Council has been allocated a pedestal in the North Aisle to display an arrangement of flowers. Cllr Williams BEM to ask Mrs Rachel Treadway-Williams if she would like to act on behalf of the Council and provide an arrangement, with a budget of up to £50.
- Two letters of thanks received, thanking Cllrs Williams BEM and Knibbs, for arranging for the replacement medals.
- Email received from Pembrokeshire County Council requesting any feedback from Councillors following the recent Long Course events and the impact of such on the community of Saundersfoot.
- Email received regarding the access afforded to Saundersfoot beaches to persons using wheelchairs or pushchairs and the difficulties for such persons to access the beaches. – with the permission of the author the Clerk to forward such to Pembrokeshire County Council.
- Email received from Pembrokeshire Coast National Park requesting information regarding the installation of safety barriers along the area by the MUGA – The Clerk to forward photographs once the work commences.

2023/06 71 To receive the County Councillors Reports

County Councillor Chris Williams BEM- Saundersfoot South – Taken as Read

County Councillor Alec Cormack- Saundersfoot North – Taken as Read

2023/06 72 To Receive Any Reports from Working Parties

• **Grounds Management Working Party – Cllr M Williams BEM**

- The 'drive' on the bowser was rectified by the purchase of a new 24volt battery.
- The Mountfield mower has been repaired and serviced
- Members of the public continue to be impressed by the display of plants in the garden. The choice of perennials this year will mean a reduction, in future, regarding the purchase of annuals.
- It is unfortunate that the fountain will not be functioning in time for the visit of the Wales in Bloom, judges on July 6.
- A combined group of Saundersfoot in Bloom members and Saundersfoot Community Councillors has worked hard to prepare a portfolio for the judges and I thank Councillor Hayes MBE for her efforts.
- The splendid new noticeboard is in place and under the instruction of the vicar the former noticeboard has been removed. There are eight key holders for the new noticeboard.
- The flags in the Sensory garden have all been removed by Smart Gardens and myself. As they were being taken down a few locals expressed their disapproval.
- On the 29th of June there was a positive meeting held at the entrance to Nash Place to determine the location of the new defibrillator. Present were, Tony Wall (First

responder), County Councillor, Chris Williams BEM, Councillors Knibbs and Williams and Mrs Bridgette Robinson. We all agreed on the location of the defibrillator.

- Appropriate signage is required within both the Sensory Garden and the playpark regarding 'No alcohol' and 'No smoking'.
- It is extremely rewarding that the Bowling Club, the Sports Club and the Regency Hall representatives are all working together to manage parking in the area along the Regency Hall, in the ownership of the Saundersfoot Community Council

- **St Issells Cemetery** – Cllr S Clarke – Report taken as read.

It was proposed and seconded that a meeting be arranged with Cllrs Clarke, Williams BEM, the Clerk and the handymen to assess the extra works required and to allow up to 4 hours a month for such to be carried out, such being paid for from the income generated by Burial Fees. Vote taken – All Cllrs in full agreement.

It was proposed and seconded that a meeting be arranged with Cllrs Clarke, Williams BEM, the Clerk and the Contractor responsible for the grass and hedge cutting in the Cemeteries to assess the current state of the Cemeteries. Vote taken – All Cllrs in full agreement.

The Clerk to provide a copy of the Grounds Maintenance Contract to members of the Finance Working Party.

2023/06 73 To Receive Reports from Council Representatives

To include reports from:

- Cllr Harper – Saundersfoot School Governor – None received

2023/06 74 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.
- ii. A meeting has taken place between members of the Working Party and Officers at Pembrokeshire County Council. Various locations for the installation of electronic speed alerters to be considered.
- iii. Pembrokeshire County Council to carry out road usage/vehicle speed surveys on all roads leading into and out of Saundersfoot Village. These results will be considered at the next meeting diarised for August.

2023/06 75 Consideration to adopt the draft Lone Workers Policy

The Saundersfoot Community Council, as an employer, is responsible for the health, safety and welfare of its employees while at work and of those affected by their work.

It was concluded that the Personnel Working Party will further consider the above draft Policy and any proposals be brought to the August 2023 meeting.

2023/06 76 To receive an update regarding the replacement/repair of the public bench situate on the Ridgeway, Saundersfoot.

The existing bench, situate outside the Wesleyan Chapel, is in a poor condition, and requires to be re-placed, re-paired or removed.

It has been concluded that the above mentioned seat is the responsibility of Saundersfoot Community Council.

Considering the location of this seat and the fact that it is well used, Cllr Williams BEM will ensure that the seat is taped up, to prevent persons using such, for the time being.

It was proposed and seconded that the contractor, who carries out general maintenance tasks for Saundersfoot Community Council, be requested to carry out the repairs required to such. Vote taken – All Cllrs in full agreement.

2023/06 77 To formally acknowledge and consider the Email received from Mr Gary Meopham – Pembrokeshire Coast National Park Authority

To consider the response from Pembrokeshire Coast National Park Authority following a request made by Saundersfoot Community Council for Permissive Consent to enable parking, on match days by persons using the Bowling Club, on land situate behind the Bowling Green.

All Councillors acknowledged that they had received the information provided by Pembrokeshire Coast National Park Authority and that it was acceptable to the Saundersfoot Community Council.

2023/06 78 To consider the use of WhatsApp by members of Working Parties to communicate with each other.

The use of WhatsApp will only be for the general communication of members of groups and no formal correspondence will take place.

Following a discussion it was acknowledged that all communication should be all inclusive and that not all Councillors have access to WhatsApp or would consent to being contacted through WhatsApp. It was concluded that Working Parties which include Councillors who do not wish to use WhatsApp communication should be via Email, telephone or face to face.

Cllr Cleevely will draft a Communication protocol/policy to be considered at the August 2023 meeting. This draft document will include all forms of communication used by Saundersfoot Community Council.

Meeting closed 19.23