



## Minutes 2<sup>nd</sup> November 2023

Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 2nd November 2023 at the Regency Hall, Saundersfoot at 6.00pm

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

Present in Person: Cllrs Colin Evans (Acting Chair), James Bishop, Steven Clarke, Steve Cole, Alec Cormack, Lidan Harper, Rosemary Hayes, Liane James, Dean Ludlow

Apologies: Nicola Cleevely, County Councillor Chris Williams, Melanie Priestley (Clerk)

### **2023/11 149 Apologies for Absence**

Apologies were noted from Cllr Nicola Cleevely and County Councillor Chris Williams

### **2023/11 150 To receive any Declaration of Interests.**

No Councillors declared an interest in any of the agenda items

### **2023/11 151 Acting Chair's Report**

Cllr Evans welcomed everyone to the meeting. Colin Notified all attendees that the meeting would be recorded. He reported that the clerk was on sickness absence and he wished her a speedy recovery. He thanked all councillors for pulling together until the clerk returns. He asked Cllr Cormack to take minutes on today's meeting.

### **2023/11 152 To Elect the Chair of Saundersfoot Community Council for remainder of 2023/2024**

Cllr Evans called for nominations from any councillors. None were forthcoming so Cllr Evans volunteered to take on the role. He was proposed by: Cllr Cormack, Seconded by Cllr Hayes. Carried unanimously.

The Chair read and signed the oath of office. Witnessed by Cllr Cormack

### **2023/11 153 To Elect the Vice Chair of Saundersfoot Community Council for the remainder of 2023/2024**

It was unanimously agreed that the election of the vice-chair be postponed until the December meeting

### **2023/11 154 Appointment of Temporary Acting RFO**

The Chair outlined the need for a Temporary Unpaid Acting Responsible Finance Officer until the Clerk returns from sick leave. The Chair proposed Cllr Cole, Seconded by Cllr Ludlow. Unanimously carried.

## **2023/11 155 Minutes of the Meeting Held on the 2<sup>nd</sup> October 2023**

Due to the illness of the Clerk these minutes are not yet available for approval and will be presented at the December Council meeting.

## **2023/11 156 Matters Arising from the Minutes – Information Only**

N/A

## **2023/11 157 To very briefly and anonymously Minute any comments made during public participation**

A member of the public advised that she had been given information from an undertaker that a headstone of a certain size would be allowed. But she had then been told by the clerk that the headstone was not permitted because it exceeded the maximum size.

A member of the public asked Councillors to consider renting Apple Tree Gallery which has been used for 20-30 years as an art workshop by local people. The landlord suggested that rather than him renting it out commercially, he suggested the Community Council might rent the gallery space £200 per month. This would allow the art group to continue. The space could also be used as a meeting space to offset the cost, hopefully breaking even. Currently there is an open door policy allowing people to wander in and out unattended. There was currently no toilet, but he suggested one could be made out of an outbuilding.

A member of the public requested support from the Council in arranging an informative session in Saundersfoot, empowering the community with knowledge of how they can help reduce the impact of waste discharges into our sewer and then the water quality in rivers and sea. The session would also discuss surface water drainage issues. Please would the Council consider hosting an event or support the resident financially in putting on an event and help with engagement with the County Council?

## **2023/11 158 Invoices received – Payments to be acknowledge or approved**

It was reported that in the clerk's absence Councillors did not have access to internet banking. Now that Cllr Cole had been appointed RFO it was hoped that this would be resolved shortly.

Cllr Cole was able to request bank statements. These had been circulated to all councillors. In the clerk's absence payments have been made by cheque.

The chair of the finance working group (Cllr Cormack) said that he was confident that there had been no unauthorised withdrawals have taken place. He noted that it was likely that we haven't paid all regular payments since without having access to the bank account we cannot currently access the payee details.

Cllr Cormack emphasised that financial control through separation of responsibility had been maintained, because all payments have been made by cheque. Two councillors (out of Coles, Clarke and Hayes) have signed those cheques. The authorisation of the payments was made by the acting Chair - Cllr Evans, Chair of the Finance Working Group, Cllr Cormack, in conjunction with other members of the Finance Working Group.

The Council voted their satisfaction with the information circulated on email and the report of the Finance Working Group Chair. With details to follow as soon as the RFO has full access to the bank

details. Proposer: Cllr Ludlow, Seconder: Cole. Unanimously approved.

**2023/11 159 To approve the bank/cash book reconciliation**

See 158 Above

**2023/11 160 Planning Application(s) Received**

<b>A</b>	<a href="#">NP/23/0432/FUL</a>	12, Bonvilles Close, Saundersfoot, Pembrokeshire, SA69 9LY	Multi-purpose garden room for ancillary accommodation to main dwelling etc
		Councillors noted that the increase in scale of the building did not seem excessive and was not visible from the road. Councillors had no objection.	
<b>B</b>	<a href="#">NP/23/0474/FUL</a>	Hean Castle Estate, Saundersfoot, Pembrokeshire, SA69 9AL	Access track between fields
		Councillors had no objection to the application.	
<b>C</b>	<a href="#">NP/23/0496/FUL</a>	4, Vanderhoof Way, Saundersfoot, Pembrokeshire, SA69 9LH	Attic conversion with front and rear dormer windows
		Councillors voted to object based on this being overdevelopment of the site, given the scale of building, overlooking and loss of amenity of the neighbouring properties.	
<b>D</b>	<a href="#">NP/23/0526/FUL</a>	19, Lawnswood, Saundersfoot, Pembrokeshire, SA69 9HX	Proposed front balcony above existing garage.
		Councillors noted the new large balcony, apparently moving further forward toward the road, might be used for entertaining, particularly on summer evenings when the neighbouring property No. 20 might have their windows open. Councillors voted to object, drawing PCNPA's attention to this potential loss of amenity for the neighbours.	

**2023/11 161 To acknowledge any Licencing Applications received by the Pembrokeshire County Council.**

None received as of 28/10/2023

- Boundary Commission - Consultation re review of Pembrokeshire Community Council boundaries. Cllr Cormack outlined the background. That small community councils with the min. 6 councillors and perhaps only 50 voters per councillor may be encouraged to merge with neighbouring councils.

Since Saundersfoot has 12 councillors with 1918 electors we have 160 voters/councillors - well in excess of the (80-120) that is seen as ideal. The most likely outcome is therefore that the number of councillors be increased for Saundersfoot. Unlikely that there will be a serious detrimental impact for Saundersfoot.

Unanimously voted that as a council we did not want to give feedback as a council at this stage.

- Dwr Cymru - Email from Ms J Davies (Circulated to Councillors on email)

Councillors enquired about the costs. Dwr Cymru would attend for free. Only cost would be room hire and possibly limited marketing funds. Ms Davies was asked whether she wanted the Community Council to put on the event or for her to arrange it using her expertise with financial support from the Council? Ms Davies agreed to organise the event. It would be relevant to residents and visitors, but would start with one event for residents and review Cllr Cormack said he and County Cllr Williams would help manage the engagement with PCC. It was suggested Ms Davies try to see if Saundersfoot School would like to be involved..

Unanimously approved the Council would support an event as proposed by Ms Davies covering cost of room hire.

- Offer by Mr Mannings for SCC to Rent Apple Tree Gallery (Circulated to Councillors on email)

Councillors asked questions. What is the gain for the Council? To retain the cultural heritage of the village. Hopefully break-even for the benefit of the community as a whole - by supporting the existing group, an organisation that exists.

Points made by Cllrs: Too small for our meetings. No toilet currently. No kitchen facilities, (but sink and could have a kettle). It is left unlocked currently, people can just walk in and out - Council insurers would not agree to this. Since we only have one employee it would not be

practical to unlock and lock the building for each hire. Isn't the Regency Hall a potential venue for the art group if the gallery is rented out commercially? Grants may be available from the County Council that the art group could apply for. Community Council needs to prioritise limited funds towards things that might benefit the whole community (like public toilets).

Councillors voted unanimously to decline the offer to rent Apple Tree Gallery.

- Councillors Training Modules Available (Circulated to Councillors on email)

Cllr Evans and Bishop requested training courses and Cllr Cormack will email OneVoiceWales with the bookings. Other Councillors were encouraged to read the list and email Cllr Cormack on any courses they wanted to attend.

- Britain in Bloom 2024 / Wales in Bloom Awards Ceremony 2026 (Circulated to Councillors on email)

Wales in Bloom meeting has been provisionally arranged for 6th December. It was agreed to try to arrange a daytime meeting possibly on that date. Cllr Hayes asked to organise the meeting, book a room at Regency Hall once date/time confirmed and circulate invite to Councillors.

#### **2023/11 163 To receive the County Councillors Reports (sent in advance by email)**

County Councillor Alec Cormack - Saundersfoot North - noted  
County Councillor Chris Williams - Saundersfoot South - noted

#### **2023/11 164 To receive Any Reports from Working Groups (sent in advance by email)**

To include reports from the:

- Grounds Management Working Group – Cllr Ludlow

Cllr Ludlow reported that the contractor had tried to fix a wobbling drain . But still a problem. Contractor to be called back

Snagging meeting needed with MUGA works contractor to ensure all items are now completed satisfactorily.

Cllr Ludlow and Grounds Committee to pursue these matters.

- St Issells Cemetery – Cllr S Clarke

Cllr Clarke checked he understood the size of the headstone that had been proposed by the member of the public. He explained that it exceeded the specification for the cemetery. The resident had unfortunately been given incorrect information.

It was proposed (Cllr Evans, seconded Cllr Cormack) that as per the cemetery policy it would be appropriate to form an appeal panel of 3 Cllrs (Clarke, James and Bishop) to meet onsite and consider the request and make a decision to be reported back to the December Council meeting.

The cemetery regulations have now been added to the web page.

- Community Engagements Working Group

Has been organised but has not yet met. Cllr Cleevely will organise and ensure all people who wrote to Council prior to October Council are fully engaged with.

- Christmas Lunch at the Regency Hall

Is being organised with the Regency Hall committee. See also 2023/11 172 below

- Health and Safety Working Group

It was agreed that the Health and Safety Policy based on the One Voice Wales document produced by Cllr Clarke should be uploaded to the website

## **2023/11 165 To Receive Reports from Council Representatives**

To include reports from:

Cllr Harper – Saundersfoot School Governor

Gave a brief verbal update but there was nothing to be reported in the minutes this month

**ACTION TRACKING** - To consider any updates regarding actions appertaining to the following ongoing matters:

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

- Report from the 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 Cormack, Cole, Ludlow and County Councillor C Williams .

Cllr Cormack agreed to follow up the grant conditions with PCC Highways.

## **2023/11 166 Review of Roles and Responsibilities and actions for all Councillors in Planning and Running the Remembrance Day Service on 12th November**

Cllr Ludlow outlined detailed plans and updated the ToDo list.

### **2023/11 167 To Consider Arrangements for Saundersfoot Christmas Lights**

Cllr Ludlow stated Pembrokeshire Engineering were to install Christmas Tree base in week of 20/11. Volunteer councillors needed for Saturday 25th when Cherry Picker will be onsite.

Christmas lights all have Residual Current Device so no risk of electrocution. Electrician on standby if there are any problems when we plug in.

SCC will be erecting the same lights this year as have been erected in previous years - all in the Sensory Garden, Christmas Tree and Welcome to Saundersfoot Sign. Switch on 1st December - Cllr Cleevely may switch on lights in Cllr Evans absence.

Press release to be produced explaining in a positive way what SCC would be providing for the Christmas - ask Cllr Cleevely to produce?

### **2023/11 168 To Consider the Purchase of Additional Plants for the Sensory Garden**

The sensory garden contractor had suggested a list of autumn plants (£373) to be considered for the sensory garden. After discussion it was agreed Cllr Clarke would talk to the contractor with the aim of identifying perennials alternatives rather than annual plants so that in future years we would not need as much ongoing expenditure. What will the garden look like in 6 months? Grounds Committee to supervise the garden contractor going forward.

### **2023/11 169 To Consider any Donation Requests Received.**

New Years Day Swim request circulated by email to councillors

There was in-depth discussion of the donation request from the NY Day Swim for £4108. This was a reduction from £5,000 historically. There was huge support expressed for this iconic event. It was agreed that there would be a meeting with NYDS committee Cllrs Evans, Cole, Cormack to discuss the request and their plans to obtain commercial sponsorship rather than rely on a large donation from public funds. The councillors will then make a recommendation to the December SCC meeting on the donation request.

### **2023/11 170 Wisemans Bridge Toilets - April 2024 Onwards**

A letter from PCC had been received asking what Saundersfoot's plans are for financially supporting Wiseman's Bridge toilets from April 2024 onwards.

Since Councillors had agreed to finance the running costs of the toilets from our precept at the October SCC meeting, Mr. Cormack was unanimously asked to write to PCC and confirm SCC would finance the toilets for 2024-25.

### **2023/11 171 Ward Maintenance Issues**

Cllr Hayes raised an issue that there was mud by the Churchyard Gates. The Grounds Committee would ensure this was resolved prior to Remembrance Sunday.

**2023/11 172 Christmas Lunch Invitation Qualification**

It was resolved that the qualification criteria should be

**EITHER** Living in the Saundersfoot Community Council area **OR** inside the Saundersfoot signs

Proposed: Cormack, Seconded: Harper. Unanimous

**2023/11 173 To Discuss Confidential Correspondence and Matters Arising**

Due to the confidential nature of information to be discussed 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.

**Meeting Closed 20:56**

**AKC**