

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 01st February 2024 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 (CE) (Chair), Nicola Cleevely (NC) (Vice Chair), Cllr Alec Cormack (AC), James Bishop (JB), Lidan Harper (LH), Rosemary Hayes MBE (RH), Dean Ludlow (DL) and Clerk / RFO Bradley Challinor.

1 Apologies for Absence

Cllrs Liane James (LJ) and Steve Cole (SC)

2 Declaration of Interests

No Councillors declared an interest in any of the agenda items.

Agenda item 11 Planning Application (NP/21/0752/FUL) moved up the agenda to accommodate Mr Andrew Milne public participation.

NP/21/0752/FUL	Mountain Ash Cottage, Sandy Hill Road, Saundersfoot, Pembrokeshire, SA69 9P	The erection of 2 no. 4 bedroom detached dwellings
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Outcome from the PNCPA meeting regarding application NP/21/0752/FUL (email from Mr Andrew Milne):

The PCNPA members were very courteous and allowed me to speak asking questions once I had concluded. My objections were outlined in the letter you circulated to the CC last week.

The outcome of their deliberation was to agree to a site visit.

In my concluding points I highlighted the SCC objection to the plan, I think this was well received.

I believe the site meeting will be scheduled Monday 19 February this will be confirmed by the park, however it would be nice if a member of the SCC could be there to show support to the SCC views.

Cllrs agreed to uphold previous objection submitted. Cllrs agreed that Chair Cllr CE would be delighted to support Mr Andrew Milne at the site visit and any further meeting regarding the planning application.

3 Chair's Report

1 I supervised closure of the Tenby office. All the files are stored in our office /shed, to be reviewed, filed or shredded. Need to agree a new postal address for correspondence.

2 I intended to complete One Voice Wales training, equality and diversity, unfortunately, the course was cancelled due to lack of sufficient attendees, and I will rebook as soon as a course is available.

3 Attended a meeting with Angharad Llewelyn, PCC and Greg Guthrie of Sustainable Coastal Communities who informed the council on the impact of climate change on Saundersfoot village. I will be recommending a public meeting to inform our community, especially those who live on the strand. Greg Guthrie will conduct a seminar to inform the village of the increase of sea levels and the impact on the village.

4 Attended a meeting with Saundersfoot Community Events to discuss the need for various volunteer groups to coordinate their efforts for the benefit of the village as a whole to ensure various festivities are organised for the coming year.

It was led by County Councillor Chris Williams BEM, there was agreement to meet further and agree outcomes.

5 Attend a meeting with Saundersfoot in Bloom to discuss actions for Britain in Bloom UK finals.

Colin Evans
Chair SCC

4 Minutes of the Meeting Held on the 04th January 2024

Minutes of the meeting held at 18:00 on 04th January 2024 in the Regency Hall, Saundersfoot proposed and approved by Saundersfoot Community Council chair (CE) and seconded by Cllr DL.

Minutes to be scanned and electronically archived by clerk (BC).

5 Matters Arising from the Minutes (Information Only)

No matters arising from the minutes

6 Public Participation

Public participation regarding planning application NP/21/0752/FUL (please see agenda discussion above)

7 Invoices Received / Payments to Make

Cllr CE confirmed no access to the bank yet (ongoing). Cheque the only form of payment.

Invoices confirmed for payment (cheques written out and posted by clerk) shown in the table below.
Approved by Cllrs AC and JB.

Invoices Received	Payment Amount
Sharp Printer	530.75
David Cox	360.00
Wales in Bloom	90.00
Regency Hall	15.00
Siemens Printer	237.04
L&P Removals	420.00
JDR & EG Lewis (office space)	1,068.95
Clerk wages (previous clerk)	704.35
Tredeml Prints	86.40

HMRC	1,330.91
Frost Hardware	32.97
Loan repayment	1,651.88
CST Law (EON Electric)	161.54
Steve Balding Gardening	372.00
Regency Hall	81.00

8 Bank Update / Cash Book Reconciliation / 2023/24 Budget

Cllr CE confirmed no access to the bank yet (ongoing).

New Clerk BC to complete bank reconciliation for P10 (January 2024) / year to date and 2023/24 budget update once online banking is available.

Clerk (BC) has updated HMRC following recent change in clerk. New HMRC portal created and contact details updated.

2023/24 budget and bank reconciliation completed up to P9 (December 2023).

9 The 2024/25 Draft Budget and Precept

The 2024/25 draft budget and precept amount finalised in the extraordinary meeting held on Wednesday 10th January 2024.

Chair of the Community Council Finance Committee Cllr AC ran through each draft 2024/25 budget line (basing increases around inflation (4%) and Cllrs discussions in relation to projects moving into financial year 2024/25).

Increase budget lines were made to the MUGA upkeep (increase of £1,250) to support development. Garden maintenance and flower / hanging basket budget lines increased to support upcoming Wales and Britain in Bloom competitions. Wiseman Bridge toilet costs confirmed with PCC at £14,176.00.

A 9.52% decrease was made to donations to support the increased costs stated above.

The Saundersfoot Community Council Cllrs unanimously agreed to set the financial year 2024/25 precept at £110,831.09.

The precept is a 9.7% increase from financial year 2023/24 (£101,036.82).

The community council's financial year draft budget sets are available on request.

10 Donation Requests

Donation request received from Saundersfoot Sailing Club for £720.00. The club would like to train their members in first aid (12 volunteers on the 1 day first aid course). The course will support school trips and community courses.

Saundersfoot Community were in full support of the donation request and approved a cheque for £720.00.

11 Planning Applications

Planning Number	Address / Property	Planning Proposal
NP/23/0642/FUL	The Dingle, The Glen, Saundersfoot, Pembrokeshire, SA69 9NT	New First floor extension to northern facing facade of building with solar panel array proposed to an area of the existing roof.
Saundersfoot Community Council approve of planning proposal and give support.		
NP/24/0029/FUL	4 Plantation Cottages, Sandy Hill Road, Saundersfoot, Pembrokeshire, SA69 9HP	Erection of timber building to be used as Holiday Let accommodation
Saundersfoot Community Council approve of planning proposal and give support.		
NP/24/0040/FUL	15, Scandinavia Heights, Saundersfoot, Pembrokeshire, SA69 9PE	First floor extension, insertion of roof lights and additional glazing to front elevation
Saundersfoot Community Council approve of planning proposal and give support.		
NP/21/0752/FUL	Mountain Ash Cottage, Sandy Hill Road, Saundersfoot, Pembrokeshire, SA69 9P	The erection of 2 no. 4 bedroom detached dwellings
Please see comments above (discussed at the beginning of the community council meeting).		
NP/24/0019/FUL	4, Vanderhoof Way, Saundersfoot, Pembrokeshire, SA69 9LH	Attic conversion with dormer windows on front and rear elevations
Saundersfoot Community Council approve of planning proposal and give support.		
NP/24/0033/FUL	30, Swallowdale, Saundersfoot, Pembrokeshire, SA69 9PP	Provision of roof windows to rear extension (Previous planning approval reference - NP/22/0568/FUL).
Saundersfoot Community Council approve of planning proposal and give support.		

12 Licencing Applications (Pembrokeshire County Council)

No licensing application for discussion

13 Consideration of Correspondence

a) OVW Training Dates

Training dates forwarded to Cllrs.

b) Sustainable Coastal Communities – Saundersfoot

Excellent feedback from Cllrs and Chair that attended (please see chairs report agenda point 3).

Cllrs agreed to hold a meeting for the public to update them on the climate impacts on Saundersfoot in the next 100 years. Clerk to email PCC to arrange possible dates in the Regency Hall Community Centre.

c) Historical speed assessments (enhancing Pembs grant)

Cllr AC leading on agenda point 12d and will discuss further with PCC highways regarding the total amount of speed assessment poles in Saundersfoot. Meeting arranged in March 2024.

d) Waste Bin for the Strand (funding)

Cllr Williams would like to request funding support for the reinstatement of a bin on the strand. Cllrs CW waiting on funding reply from the Beach Court. Agenda Item moved to March meeting.

e) Saundersfoot Sports & Social Club (drainage issue)

Quote requested from Simon Fussell building contractors to support Andy Miller's recent correspondence regarding drainage issues following recent work to the playing fields. The Community Council are fully aware of the issues raised and wants to reassure you that the remedy will be in place ASAP.

f) Removal of the Tenby Office

Removal van / company completed move.

g) D-Day Landings and 80 Years of the end of the 2nd World War

Cllrs DL and CE to discuss at the new Saundersfoot Events meeting with Cllr Chris Williams.

h) Cllrs Christmas Meal

Christmas meal organised and booked for Sunday 04.02.2024

i) Apple Tree Gallery Funding Support

Cllrs politely declined as supporting funding applications can be a conflict of interests / not in the community council's remit.

j) Community Council Training Plan

Cllrs agreed the requirement of a training plan and will allocate responsibility once new co-opted Cllrs are on board

k) St Issells Church Toilet

Cllrs in agreement on the St Issells church toilet plans

14 County Councillors Reports (sent in advance by email)

County Councillor Alec Cormack: Saundersfoot North (report supplied and available on request)

County Councillor Chris Williams: Saundersfoot South (report supplied and available on request)

County Councillor reports are available on request from the Clerk mailbox: clerk@saundersfoot-cc.gov.wales

15 Working Group Reports (sent in advance by email)

a) Grounds Management Working Group: Cllr Ludlow

Cllrs discussed issues with Christmas tree lights and potential solutions for Christmas 2024.

b) St Issells Cemetery

Cllrs agreed and approved KJ headstone. Cllrs JB to contact clerk and approve. Amendments are needed to the policy.

c) Personnel Working Group: Cllr C Evans

The Chair urged the group to appoint a new personnel group lead and to finalise a new permanent Clerk and RFO. New lead will be decided on the appointment of new co-opted Cllrs.

d) Health and Safety Working Group

A new lead will be decided on the appointment of new co-opted Cllrs.

e) Finance Work Working Group: Cllr Cormack Cllr AC

2024/25 budget and precept finalised and submitted to PCC. Meeting to be organised to finalise 2023/24 budget and carry forward.

f) Community Engagement Working Group: Cllr Nicola Cleevely

Report supplied and available on request

g) Saundersfoot School Governor: Cllrs Lidan Harper

No school meeting in January 2024

County Councillor reports are available on request from the Clerk mailbox: clerk@saundersfoot-cc.gov.wales

16 Sensory Garden

Chair CE discussed Sensory Garden plans moving into the new 2024 calendar year (linking to Saundersfoot and Britain in Bloom).

Cllrs CE, DL and RH to meet in January 2024 to assess what needs to be done to support the Sensory Garden. Cllr DL to organise.

17 Britain in Bloom

Application successful. Point of Contact for Britain in Bloom Martyn Williams. Cllrs agree to the Sensory Garden plan of action and will attend the next Wales / Britain in Bloom meeting on Wednesday 7th February.

Cllr AC will search for grant funding to support the cost (estimated at £5,000).

Cllrs agreed to hold the 2026 Wales in Bloom awards. Cllr CE will contact Martyn Williams.

18 Wisemans Bridge Toilets

Cllrs approved the cost of toilets in the budget and precept for 2024/25. Saundersfoot Community Council will be paying the maintenance and upkeep of the Wiseman Bridget toilets for financial year 2024/25.

16 Community Council Annual Report

Cllrs agreed to create an annual report as part of the Community Council AGM in May 2024. Cllrs to decide on a finalised template prior to the March meeting.

Cllrs to finalise their biographical information and send to Cllr Cleevely before the March meeting.

19 Confidential Correspondence and Matters Arising

Due to the confidential nature of the information to be discussed and in accordance with S2 of the Public Bodies (Admission to Meetings) Act 1960, no minutes were taken.

20 Date and Time of the next Community Council Meeting

Community Council Meeting Thursday 07th March 2024