

# SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 04th April 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), James Bishop (JB), Dean Ludlow (DL), Stephen Cole (SC), Peter Robinson (PR), Ray Wise (RW), Mike Knibbs (MK), Rosemary Hayes MBE (RH), Liane James (LJ), Alec Cormack (SC) and Clerk / RFO Bradley Challinor (BC).

## 1 Apologies for Absence

No apologies for absence

## Public Participation

Chair Cllr Colin Evans brought up agenda point 7 to the top of the meeting for the public address the Community Council.

Phil Odley apologised for the cutting of the hedge in the sensory garden. Phil offered to pay for the top soil required in the sensory garden following the hedge cutting (estimated at £400).

## 2 Saundersfoot Harbour CEO Nicola Gandy

Cllrs met with Saundersfoot Harbour CEO Nicola Gandy.

Nicola discussed the importance of Saundersfoot Harbour to the local community and working positively with the Community Council. Nicola presented the Saundersfoot Harbours plans for future events (which can be accessed via the website).

Cllrs confirmed it was lovely to hear how Saundersfoot Harbour are happy to link with the Community Council moving forward to better Saundersfoot. Cllrs highlighted the positive message of Saundersfoot Harbour linking with Saundersfoot, Wales and Britain in Bloom across 2024.

## 3 Declaration of Interests

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

County Councillor Chris Williams expressed interest in planning matters: NP21/0752/FUL and NP24/0160/FUL

## 4 Chair's Report

This will be the last meeting that I will chair, I am unable to attend the May meeting due to prior holiday commitments. I would like to thank my colleagues for their help and support. I wish the new Chair every success for the coming year.

The grounds committee have been working diligently with Saundersfoot in Bloom to make ready the village for the competition Wales and Britain in bloom.

We have resurfaced an area outside the Sport and Social Club, making good on a pot hole.

Myself, Cllr Robinson and Cllr Cleevely spent 3hours sorting out the files from the Tenby office to prepare for our audit in May. All correspondence for the foreseeable future to be sent to the Regency Hall, please see our web site.

The council will be advertising in the near future for a permanent clerk, more information will be forwarded this month.

The council will be organising a public meeting in May to provide our community with information on climate change, the talk will be delivered by the coastal and rivers engineers from Pembrokeshire County Council. The talk will take place in the Regency Hall the date to be confirmed.

Colin Evans  
Chair SCC

## 5 Minutes of the Meeting Held on the 07th March 2024

Minutes of the meeting held at 18:00 on 07<sup>th</sup> March 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).

## 6 Matters Arising from the Minutes (Information Only)

No matters arising from the minutes

## 7 Public Participation

Please see above. Chair Cllr Colin Evans bought up agenda point 7 to the top of the meeting for the public address the Community Council.

## 8 Invoices Received / Payments to Make

Invoices confirmed for payment shown in the table below. Approved by Cllrs.

Payee	Amount
Violet and Wylde	147.00
Sports and Social Club Electric	265.73
Library	4,100.00

Regency Hall	132.00
Frost	2.97
New Year's Day Swim	3,014.93
Steve Balding	372.00
Chris Viggars	535.00
Simon Fussell	3,912.00
David Cox	180.00
One Voice Wales (membership)	597.00
One Voice Wales (training)	38.00
Flag (Newton Flags)	28.80
HMRC	917.30

Payee	Amount
HMRC (N.I Contributions)	1,539.53

Breakdown of HMRC Payment (1,539.53)	Amount
NI Employer Contributions (Mel)	1,131.90
NI Employer Contributions (Brad)	365.57
Pre 2023/24 charges	42.06

## 9 Bank Update / Cash Book Reconciliation / 2023/24 Budget

Clerk BC to complete bank reconciliation for P12 and close the 2023/24 financial year accounts.

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). Finance Committee booked for 25<sup>th</sup> April to finalise accounts to review and finalise statement of accounts (for audit).

## 10 The 2024/25 Draft Budget, Precept and Audit

The 2024/25 draft budget and precept amount finalised in January meeting (please see February minutes for full update).

Audit timetable presented to Cllrs by clerk. Timeline available to the public at request.

## 11 Donation Requests

No donation requests

## 12 Planning Applications

Planning Number	Address / Property	Planning Proposal
NP/21/0752/FUL Amended Plans	Mountain Ash Cottage, Sandy Hill Road, Saundersfoot, Pembrokeshire, SA69 9PL	The erection of 2 no. 4 bedroom detached dwellings
Cllrs confirmed objection to planning application (as per March meeting). Action for the clerk to write a letter to PCNPA highlighting the Community Councils concerns.		
NP/24/0146/FUL	Sandyhill Nurseries & Garden Centre, Sandyhill Road, Saundersfoot, Pembrokeshire, SA69 9DR	Proposed over cladding of existing leaking glazed roof with box profile Plastisol coated roof sheeting (Green in colour)
No objection		
NP/24/0160/FUL	Land to the front of Coal Building, Saundersfoot, Pembrokeshire, SA69	Change of use of land to accommodate a French van style catering unit (A3)
No objection (vote required). Cllrs expressed concern around the sighting of the van in a small area.		
NP/24/0082/FUL	Apple Tree Gallery, The Ridgeway, Saundersfoot, Pembrokeshire, SA69 9JE	Retrospective change of use from ancillary residential use to independent residential use, retention of a porch, proposed extension to the east elevation and proposed solar panels.
No objection		
NP/24/0179/FUL	Dirleton House, The Ridgeway, Saundersfoot, Pembrokeshire, SA69 9JE	Extensions to side & rear
Clerk to ask PCNPA extension to review at the next Community Council meeting (02.05.2024)		

## 13 Licencing Applications (Pembrokeshire County Council)

No licensing application for discussion

## 14 Consideration of Correspondence

### a) OVW Training Dates

Training dates forwarded to Cllrs.

### b) Sustainable Coastal Communities – Saundersfoot

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 meeting on Friday 21st June between 9am and 12pm in the Regency Hall Community Centre.

**c) Historical speed assessments (enhancing Pembs grant)**

Cllr AC allocation of speed indicators agreed by the community council (based on email circulated). Cllr CW has supported to process and consulted with community. Funding will come from the Enhancing Pembrokeshire grant. Clerk to follow up actions from Cllr AC (costings and erection).

**d) Waste Bin for the Strand (funding)**

Cllr Williams confirmed the waste bin on the strand will not be moving forward.

**e) Saundersfoot Sports & Social Club (drainage issue and new sign)**

Community council have supported Simon Fussell to commence work on the drainage issue (working ongoing). Cllrs discussed new sign (design, size, location, etc.). Cllr DL to meet with SSSC to finalise the new sign.

**f) Regency Hall Land (Cllrs Chris Williams email)**

PCC cleared the land (Cllrs thanked Cllr CW and PCC for their support). Cllrs queried if the land is the responsibility of SCC or Regency Hall (via the lease agreement). Lease agreement supplied by Regency Hall – but no clear boundary of who will be responsible moving forward.

Cllr PR to look into the lease and a possible amendment to the lease agreement.

**g) Music License**

Saundersfoot Harbour confirmed they have a music licence and are happy to support community council events moving forward.

**h) Seat by Westley Chapel**

Cllr DL and CW confirmed the movement of the bench from outside the spar to Westley Chapel

**15 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](mailto:clerk@saundersfoot-cc.gov.wales)

**16 Working Group Reports (sent in advance by email)**

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

a) Grounds Management Working Group: **Cllr DL**

b) Personnel Working Group: **Cllr RW**

c) Health and Safety Working Group: **Cllr MK**

Cllr MK confirmed the need for a yellow chemical cabinet

d) Finance Work Working Group: **Cllr AC**

Subcommittee organised for the 24.04.2024

e) Community Working Party: **Cllr NC**

Cllrs voted and agreed on purchasing Community Council Cllr polo t-shirts

f) Saundersfoot School Governor: **Cllr SC**

Cllr SC was put forward for the community school governor position

## **17 Sensory Garden**

Chair Cllr Colin Evans confirmed the sensory garden had been discussed with Phil Odley at the public participation agenda point.

## **18 Britain in Bloom**

The point of contact for Britain in Bloom and Wales in Bloom has been confirmed as Martyn Williams and Julie Davies. Enhancing Pembrokeshire Grant has been submitted and Cllrs are happy.

Finance Working Group have been tasked to ensure budget for 2024/25 can support the timeline of work presented by the Britain in Bloom group.

## **19 Wisemans Bridge Toilets**

Cllr MK visited and checked the toilets. Only issue found was the disabled toilet lock.

## **20 Community Council Annual Report and Training Plan**

Cllr NC sent around annual report for Cllrs to complete their areas in preparation for the AGM in May 2024. Cllr AC to format the report.

Clerk to compile a 2023/24 training plan.

## **21 Co-option Process**

Approval obtained co-option process advertised for vacant Cllr post

## **22 Community Council Service Contract Arrangements**

Service contract arrangements for Chris Viggars, David Cox and Steve Balding to be finalised at the Finance Committee meeting on the 24.04.2024

## **23 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.

## **24 Date and Time of the next Community Council Meeting**

Community Council Meeting Thursday 02<sup>nd</sup> May 2024