**MINUTES OF THE ORDINARY MEETING OF SAUNDERSFOOT COMMUNITY COUNCIL HELD ON 9TH JUNE 2016 AT REGENCY HALL SAUNDERSFOOT AT 6.30PM**

 **Present**: Cllrs S. Boughton-Thomas (Chair); A Mattick; M. Allsop;

 R. Hayes MBE; M Cavell; S. John; T. Pearson; D. McDermott; P. Baker;

 D.Poole; M. Williams; W. Cleevley

The Chair invited Mr Phillip Parker, Saundersfoot Harbour Commissioner to address councillors on the latest developments at the harbour. He referred to the letter received from Mrs Blackmore which was replied to by the Saundersfoot Harbour Commission Chief Executive Officer. Phase 2 of the Marine Centre of Excellence had been approved the previous day and Mr Parker thanks SCC for their unanimous support. In relation to the Coal Office he envisages changes prior to the planning application. There would be structured changes and the green area would be raised to the level of the car park. He assured members that the SHC were sensitive to the needs of Saundersfoot, adding that in every meeting to date all decisions had been unanimous. Should councillor have any concerns he invited members to contact him.

 **30. Chairman’s report**

Cllr Boughton- Thomas reported that her first month in office has been quiet. However, the village has been very busy and productive and of course, the exceptional weather has helped to ensure that we have had lots of visitors here in the last couple of weeks.

On 11th May she attended the Code of Conduct Training session at Amroth Village Hall, along with Councillors Baker, McDermott, Mattick, Poole and Williams. It was well run and presented and that everyone came away from there having gleaned more knowledge about Conflicts of Interest and similar subjects.

The week before the Bank Holiday was very busy, and thanks must go to Councillors Pearson, Mattick, Hayes and Williams for all their hard work and effort in making the Sensory Gardens look so much better, in time for the Bank Holiday. Footlights “Lifetime” show, staged the following week at the Regency Hall, has received a very positive and enthusiastic response. The production was modern, innovative and enjoyable to watch, and they must be congratulated for all the effort and work which went into it. Coppet Week was also a great success, and the sailing boats looked a picture on the glistening sea in the sunshine.

At the same time, our MUGA project is now well on the way and should be finished in the next couple of months, but no doubt our intrepid MUGA leaders will report further on the Agenda.

**31.Apologies for absence**

 Virginia Taber - Clerk

**32. Declarations of interest**

Declarations of Interests - To disclose any personal interests in items of business listed below. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

Cllrs Baker and McDermott as Saundersfoot Harbour Commissioners’ declared prejudicial interest in matters arising regarding the Old Coal Office and Gardens.

**33.Minutes of the Meeting of 10th May**

The Minutes were accepted and approved as an accurate record of the meeting.

**34.Minutes of The Meeting of 26th May**

After amendments were Approved as an accurate record of the meeting.

**35.Matters arising from the minutes of May 10th Meeting (for information only)**

**Bonville’s Coach Park**

Clerk had received an email date 8th June from Mr Shimmin stating that he was willing to talk to Cllr Baker.

It was **resolved** to ask the clerk to contact Mr Shimmin and say that this was acceptable as long as the Chair was also present.

**Tesco Award**

 The Tesco financial award had not to date arrived in councils bank account, but was due the first week of July.

**Cambrian Terrace Road Works**

The mini roundabout project had started and would be completed in three weeks.

**Memorial Bench**

The clerk had received a letters from Ms Penny Brace re memorial bench on Coastal path and that she had withdrawn her plan to proceed with permission to site a bench.

**Donations**

Letters of thanks for donations from Saundersfoot in Bloom, The Caring Association and Footlights were received and noted.

**Saundersfoot Beach**

Cllr Baker said that Ched Evans will be arranging for the removal of straw from the beaches but nothing else.

**Captain’s Table Boat**

In relation to the alleged breach of planning, Karen Bolton had written to confirm she will be investigating and report in 12 weeks.

**36. Regency Car Park Toilets**

The meeting was then addressed by Mr John Mills form DANFO, who hold the contract for the maintenance and running of the toilets in the Regency car park. He advised that the toilets in Regency car park were closed early in winter months due to vandalism and even an attempt to set it alight. His company were considering demolishing the existing block with a view to replacing the unit with a smaller 3 room unit. The unit would be far more secure and the extra space available outside could be enhanced with benches and trees. It was envisaged that the toilets would close at 8pm in the winter and remain open for 24 hours in the summer. The present unit was far too big and had not been cared for properly. Saundersfoot would be offered the first enhancement. In the current set up it was difficult to install a changing unit. There was unanimous support from the members for a new unit to be installed by DANFO.

**37.Accounts for Payment**

The following accounts were approved for payment.

Brandon Hire Floor Saw (MUGA) £42.50

Brandon Hire Mini Excavator (MUGA) £100.20

Tenby Town Council Photocopying £21.60

Gareth Davies Council Photographs £98.00

Tenby Observer Advert for Clerk £96.00

Cllr Boughton -Thomas Plants for Sensory Garden £146.48 (Purchased on behalf of SCC)

Regency Hall Hire Fees (April) £39.00

Regency Hall Clean for the Queen refreshments £38.50

HMRC PAYE April £232.62

HMRC PAYE (May) £271.60

Smart Gardens Grass Cutting x April and May @

 St Issells and New Cemetery £960.00

Smart Gardens Removal of Christmas Tree £60.00

**Balance of accounts at 31st May 2016**

Business Money Manager Account £35,734.30

Community Account £5000.00

It was agreed that councillors should not be signatories to cheque for organisations or projects they were involved with.

**38.Planning application**

**PLOT EAST OF 20 SANDY HILL PARK NP/16/0270/FUL**

Cllr Allsop declared an interest in this application and took no part in the decision.

Council will object to this application on the grounds of loss of amenity to neighbouring properties, a loss of green land, together with the fact that originally it should have been a turning area & Over development of the estate. A welcome environmental area on the estate and a natural buffer. Concern in regard to the threat to the root structure of the Oak tree. Planning Policy Wales 8th Edition lists a material consideration, one of which is consideration of the impact of planning on neighbours. Concern at the size of the plot under consideration and confirmation that the measurements are correct



**9 RIDGEWAY CLOSE SAUNDERSFOOT NP/16/0265/FUL**

Cllrs Boughton-Thomas; Mattick; McDermott &Williams declared an interest in the application and took no part in the decision.

It was resolved to offer no objection to the application

**St Govan’s SAUNDERSFOOT NP /16/0296/Ful**

It was resolved to offer no objection to the application.

**Licensing Applications**

None received.

**39.Correspondence received**

Members received an Invitation from John Elsby to celebrate the 60TH anniversary of the Emmanuel Beach Mission on August 6th - there will be sand sculpture on Saundersfoot Beach at 3pm, a meal at the Regency Hall at 5.30pm followed by a service at 7pm.

It was **resolved** to as the Clerk to respond to the invitation and that Councillor should inform the clerk if they were to attend by 1st July.

Cllr Mattick reported that he had received a £20.00 B& Q gift voucher from the Police Mutual team and that it would be spent on Sensory Garden.

Flower Festival – Cllr Hayes told the meeting that the Flower Festival organised by Saundersfoot in Bloom will be held at St Issells Church from 16th – 20th August. Decorating will take place on august 15th and all items will be removed by 22nd August.

**40.Donations**

 **Shelter Cymru**

The application from Shelter was declined as it was a national Charity and it was the practice of the Community Council to consider only local charities and organisations.

**New Year’s Day Swim**

Cllr Williams Declared a personal interest in the application.

A donation if £2000.00 was **agreed** for NYD’s which had been allowed for in the precept.

**41. Refurbishment of the Children’s Play area /park – Cllr Allsop**

A discussion took place about the refurbishment of the children’s play area, which is owned by Pembrokeshire County Council. It was agreed that Saundersfoot Community Council are not in a position to take over the playground. Match funding for play equipment may be available from the Rural Community Development Fund. Some members considered that the equipment was satisfactory but what was needed was for it to be painted.

It was ***resolved*** to ask the Clerk to contact organisations with parents whose children use the park to ascertain if parents were willing to assist with the painting. Cllr Baker would contact PCC to ensure that the grass was cut on a regular basis.

**42.To consider establishing Saundersfoot Community Good Citizen Awards.** **– Cllr Mattick** – to recognise individuals within the community who has served a particular organisation for an amount of time; a personal achievement; fund raising efforts; helped or volunteered within the community.

It was **agreed** the Councillors should not be recipients of such awards. Nominations could be received from the general public as well as councillors. Any person within the electoral area could be nominated.

**43. New Code of Conduct - The Clerk**

It was **resolved** to accepted the new Code of Conduct.

It was noted by Cllr Baker in relation to declaration of gifts received that the value above which a member is required to register a gift of hospitality, material benefit or advantage, remains at a level of £25.00.

**44.Meeting with Mike Cavanagh – Director of PCC – Cllr Boughton -Thomas**

The meeting, attended by Cllr Boughton- Thomas and Cllr Baker was called to discuss the contract for re-instating the winter opening hours for Saundersfoot Library from Winter 2016 onwards, along with discussing variety of options for ensuring the sustainable future of the library. Cllr Boughton -Thomas reported that they had asked for confirmation that if SCC guarantee the additional hour’s financial contribution, will this agreement be on-going and are PCC likely to change their ideas in future years. Mike Cavanagh told them that an agreement would be on-going but nothing is future-proof at the current time. The new agreement for the support of winter hours would remain in force until cancelled by either side

With regards the annual financial contribution, which was put originally at £2600, this figure could change slightly as a) we have opted to leave the summer opening hours as they are now, (2 hours less than originally discussed) and b) we emphasised that overall responsibility for staffing costs in any shape or form remain with PCC i.e. SCC are just contributing a sum towards the overall costs of re-instating the winter opening hours, regardless of the content. Annual leave, staff benefits, Sick pay etc. is to remain with PCC, so a fixed sum will be calculated by PCC to cover this movable figure and they will inform SCC of the final amount, which should still be in the region of the £2600 included in the precept this year. An amended contract to suit SCC requirements will be drawn up by PCC accordingly for us to sign. Re the future – Newport Library and Narberth are two test cases for a different style of operating currently being trialled by PCC. One is being operated as a charity and the other as a sub-lease with a Community Group running it. As both these trials are starting next month, it was agreed that a further meeting would be arrange and update in approximately 3 months –at the beginning of October, to discuss how Saundersfoot and PCC can learn from the trials and move forward.

**45.St Issells Church Yard**

Despite continued investigation regarding the ownership of the lower cemetery a definite answer was not yet forthcoming. Cllr Cleevely suggested that another avenue of enquiry would be with the Burial Board – which had been established to ensure that everyone had a burial and the boards were independent of the churches. The Burial Board was replaced by the Parish Council who acted as the Burial Board.

Cllr John confirm that when he and the former clerk had sent items to the archive the deeds were not in the boxes sent.

It was **resolved** that Cllr Mattick would contact the Burial Board. However, it was **resolved** that in the interim until a conclusion had been arrived at that the council’s insurance cover would be extended to cover the lower cemetery.

**46.To consider if it is appropriate to respond to media reports regarding Council matters and if it is, how it is best achieved. - Cllr Boughton -Thomas**

Council discussed a letter that has recently been print in the Tenby Observer regarding the Council and consider that there were a number of factual inaccuracies in it and that it was **resolved** to write to the correspondent personally about the concerns raised.

**47.MUGA update and to consider sending a letter of thanks to the Harbour for help – Cllr Boughton -Thomas**

Staff at the Harbour has assisted on two occasions with work at the MUGA site and a letter of thanks had been sent.

Following a brief discussion, it was **resolved** to replace a gate in the fence perimeter. The Chair said that following completion of the MUGA she would arrange a meeting with PLANED, the administrators of the Rural Community Development Fund, in order to gain information which would enable SCC to put forward an expression of interest for the proposed skate park. She invited Cllrs Poole, Mattick and McDermott to attend that meeting with her.

**48.Sensory Gardens Service Contract and Grass Cutting and other maintenance Contract renewal. – Cllr Mattick**

Cllr Mattick informed the meeting that he had received a quote from Oakfield for work at the Sensory Garden. Two other firms had been asked to quote but had not done so. It was **resolved** to accept Oakfield’s quote to do work in the garden for 3 weeks in order to bring the garden to an acceptable standard before judging in the Wales in Bloom judging in July.

**49.The Oak tree at the entrance to the Regency Car Park Adjacent to The Sands Club - Cllr Hayes**

It was **resolved** to ask the clerk to speak to Mike Higgins about the state of the Oak tree which appears to be dying.

**Private and confidential Agenda**

**50. Recruitment of New Clerk**

One application for clerk had been received as at the 9th June 2016.

**Handyman/ Groundsman’s Contract and work schedules – Cllr Mattick**

Cllr Mattick reported that Mr Lewis was completing his daily diary as requested. Cllr Mattick told the meeting that as the employer, council had a duty of care to the groundsman. After a lengthy discussion it was agreed that the groundsman did not have the appropriate equipment to water the hanging basket. Purchasing the equipment would be at a significant cost and Cllr Baker agreed to approach PCC to water the basket during the season.

**51.Reports from Councillors**

**County Councillors Report - Cllr Baker**

**Police Forum –** due to the lateness of the hour Cllr Cleevley will report next month

 Cllr Cleevley praised the new Crime and Police Commissioner for replacing his allocated BMW with a more economical car and not appointing a deputy.

**Saundersfoot Community Primary School - Cllr M Cavell**

Simon Hart MP has visited the school assembly last month and enjoyed a tour of the school and grounds accompanied by the school ambassadors. He commented that Saundersfoot School was a credit to the area and thanked everyone for his tour.

Two very successful sports days were heled in glorious sunshine. The Ron Brabon house cup was won by Coppet. Mr Allen, Head teacher spoke of Ron’s love and dedication for the school over the many years he had served as a governor.

Three borders outside the school needed attention and Cllr Baker under took to contact PCC to get this done.

**Saundersfoot Bay Heritage Trust – Cllr John**

Cllr John reported that all existing members if Saundersfoot Bay Heritage Trust have been re-elected.

**Any other business - for information only.**

Cllr Hayes reported that Wales in Bloom judged will be in Saundersfoot in July.

Cllr Boughton-Thomas announced that the Birthday Celebrations for Queen will be held at the Regency Hall on Saturday 11th June between 2 -4 pm. Visitors will enjoy free tea and scones.

Cllr Hayes reported Chinese Cockle Pickers’ back in numbers on Glen Beach. The Clerk would be asked to contact St Mary - Out -Liberty to inform them.

Cllr Cleevley observed that the meeting had lasted nearly four hours and there was a danger of making bad decisions are 9. 30pm.Cllr Baker wonder if Planning and finance matters could be dealt with at a separate meeting.

Cllr John reported a hole in Valley Road. He had received complaints about the lack of progress in installing the free Wi-Fi provided by Pembrokeshire County council.

Cllr Williams had been approached by members of the Cricket Club complaining that they had been subject to vandalism to both changing room area and hoardings. There had even been incidents of beer bottles being inverted in to the boundary area. The bottles had been smashed leaving the jagged edges of the neck in the ground. Cllr Cleevley confirmed that this was a matter that had been discussed at the June Meeting of the police liaison meeting.

 Chairman ………………………