

## SAUNDERSFOOT COMMUNITY COUNCIL

### Minutes of the meeting held in the Regency Hall, Saundersfoot on the 6th October 2016

#### 1. Chairman's Report

Cllr Boughton Thomas reported that she had no official duties this month but the village has been buzzing in September.

We have been privileged to host the new Saundersfoot Triathlon, play our part in Ironman Wales and the Distinguished Gentleman's Bike Ride the following week was a great success and raised over £5,000 for charity. Saundersfoot is definitely established on the Pembrokeshire map.

She was delighted to tell Cllrs that the contract for the extended winter opening hours for the library has been signed and confirmed and from 1<sup>st</sup> November 2016 the winter hours will revert to those in place in the year 2014/15 and the library will only be closed on a Monday, instead of Wednesdays as previously.

#### 2. Declarations of Interest

Cllrs Baker and McDermott declared an interest in any discussions taking place on Harbour issues. Cllr Cavell declared an interest in any discussion taking place on Saundersfoot Sports Club and Cllr Hayes explained that she had dispensation for any discussions on this issue.

#### 3. Minutes of the meeting on 4<sup>th</sup> August 2016

Cllr Boughton-Thomas thanked Cllr Mattick for compiling the 4<sup>th</sup> August 2016 minutes under difficult circumstances.

##### a) Item 61 (Speeding on Ridgeway)

Cllr Boughton-Thomas said that she had been approached by a local resident who suggested placing a flashing 30mph warning system at the top of the Ridgeway.

Cllr Cavell said it was very dangerous by the bus stops on both sides of the road at the entrance to North Close.

Members thought that a speed check should take place on the Ridgeway and Cllr Baker said that he would raise this issue at the next Police meeting and also speak to Darren Thomas, PCC on the matter.

After a few minor adjustments it was proposed by Cllr John & seconded by Cllr Hayes that the minutes be signed as a true record. All members agreed.

#### 4. Minutes of the meeting on 13<sup>th</sup> September 2016

##### a) Item 4(a) Hean Castle Estate

Cllr Mattick informed members that an email had been sent to Hean Castle Estate thanking them for cutting the grass in the cemetery, but members thought that a letter would be more appropriate.

With regard to a meeting with Price & Kelway, our solicitors, should be delayed until the new Clerk has been appointed.

##### b) Item 8(a) Defibrillator in Tesco

Cllr Baker said that he had spoken to Mr Steve Roberts, Ambulance Trust, who suggested contacting Mr Tony Wall for a training session. He went on to say that the defibrillator in Tesco had been inspected and maintenance undertaken.

##### c) Item 8(d) Bus Service Tenby to Haverfordwest

Cllr Baker informed members that he would invite Mr Owen Roberts, Transport Officer, PCC to a

future meeting of the Council to discuss this issue.

**d) Item 9(b) Dog Fouling Signs, Sensory Garden**

Cllr Mattick informed members that there was one 'Dog Fouling' sign in the Sensory Gardens by the entrance from Cambrian Terrace, and thought there should be more signage there.

Cllr John said that PCC can issue on the spot signs for dog fouling and asked if SCC could do the same.

Cllr Baker queried if the PCC Dog Warden covered private spaces and said that he would speak to PCC requesting more signage for the gardens.

**e) Item 9(g) Long Course Weekend, Saundersfoot**

Cllr Baker informed members that he had spoken to Mathew Evans, the organiser of the event, and was told that he had written to SCC regarding a joint meeting, but had not received a response and added that it had been an excellent meeting with many organisations attending. He went on to say that Hean Castle had not been contacted and most of the event took place on their land and hopefully this would be sorted out by next year.

Cllr Baker informed members that he would also investigate the progress on the proposed lighting in the tunnels.

**f) Item 11(a) Japanese Knotweed**

Cllr Baker said that he had spoken to Mr Glenville Codd, PCC on the matter and PCC would monitor the situation on a regular basis.

**g) Minutes of the P & C meeting 13<sup>th</sup> September 2016**

It was proposed by Cllr Allsop and seconded by Cllr Baker that these minutes be signed as a true record. All members agreed.

**5. Planning Applications**

NP/16/0503/FUL	-	Extension, Coppet Hall Beach Centre, Saundersfoot
NP/16/0524/FUL	-	Balcony, 3 Ocean Point, Saundersfoot
NP/16/0514/TPO	-	Remove Ash Tree, Tringham, Saundersfoot
NP/16/0508/TPO	-	Reduce Oak growth, Lanes End, Saundersfoot
NP/16/0510/TPO	-	Crown reduction, 2 Bonvilles Close, Saundersfoot

Members raised no issues with regard to the above applications.

Cllrs Baker, John, McDermott & Williams declared an interest in NP/16/0503 and took no part in this debate. Cllrs Mattick, Cavell, Cleevely and Williams declared an interest in NP/16/0524 and took no part in this debate. Cllrs Hayes and John declared an interest in NP/16/0514 and took no part in this debate.

Permission had been granted for the following applications:-

NP/16/0398/TPO	-	Tree works, 9 Ocean Point, Saundersfoot
NP/16/0312/FUL	-	Proposed garages, Bonvilles Court, Saundersfoot
NP/16/0302/FUL	-	Change of use, 3 Pharmacy Court, Saundersfoot
NP/16/0344/FUL	-	Security Fence, Beddoes Court, Saundersfoot
NP/16/0372/FUL	-	Replace retaining wall, Harbour, Saundersfoot
NP/16/0328/FUL	-	Retention of holiday chalet, Ridgeway Close, Saundersfoot
NP/16/0443/TPO	-	Reduction of tree growth, 15 Scandinavian Heights Saundersfoot

With regard to NP/16/0303 (signage, 3 Pharmacy Court, Saundersfoot) although the Council opposed this application it was granted permission by National Parks and members decided to write to National Parks to ask why this application was granted.

Also it was decided to write to National Parks requesting that an officer attends a future meeting of the Council to explain the changes in the regulations regarding Planning Applications.

## 6. Licence Applications

None received.

## 7. Correspondence Received

- a) The Clerk informed members that the Audit Report for 2015/16 had been received from Grant Thornton. The report outlined issues that needed attention as follows:-

- **Risk Assessment**

Regulation 5 of the Accounts & Audit (Wales) requires local government bodies to ensure that there is a sound system of internal control which facilitates the effective exercise of its functions which includes arrangements for the management of risk, and the report identified that this had not been done.

Other matters raised were:-

- The Council has not demonstrated effective monitoring of its financial position, income and expenditure against the budget throughout the financial year.

- **Internal Auditor Engagement letter**

The Council should ensure that it obtains a letter of engagement from the Internal Auditor. The letter should state their independence and outline the tasks they will undertake.

- **Internal Auditor Appointment Minutes**

It was noted that the Council had not provided a copy of the legal minutes in which the appointment of the internal auditor was confirmed for the financial year. In future, the Council should approve this appointment in a Council meeting on an annual basis and provide a copy of the minute displaying this approval.

Cllr Boughton Thomas informed members that many of these issues had already been addressed.

It was decided that the Council writes to the Internal Auditor requesting that he meets with the Chair and Vice Chair to discuss the Annual Report.

- b) The minutes of the One Voice Wales Area meeting (26<sup>th</sup> July 2016) was received with the agenda for the next meeting (27<sup>th</sup> September 2016).
- c) A letter was received from PCC with the new opening hours for Saundersfoot Library which will commence on the 1<sup>st</sup> November 2016 and a new replacement sign will be erected as soon as possible.

On Christmas Eve, which is a Saturday, the library will close at 1.00pm and re open on Tuesday 3<sup>rd</sup> January 2017 at 10.00am.

- d) A letter was received from the Monitoring Officer, PCC with regard to the Code of Conduct for members.

The letter states that, once adopted, it must be published in one or more newspapers stating that the code has been adopted and a copy sent to the Public Services Ombudsman for Wales.

PCC stated that they will coordinate a composite notice for all Town & Community Councils for a fee of £30.

Members decided that the Council accepts this offer and the Clerk was instructed to inform PCC accordingly.

- e) Various road closures were received from PCC as follows:-

- Francis Lane/Church Terrace – resurfacing – 24<sup>th</sup> October for 5 days
- Valley Road – Railway bridge inspection – 23.00 26<sup>th</sup> October to 06.00 27<sup>th</sup> October
- Station Road – Railway bridge inspection – 23.00 25<sup>th</sup> October to 6.00 26<sup>th</sup> October

- High Street, Saundersfoot – Cabling works – 2 nights 10<sup>th</sup> & 11<sup>th</sup> 21.00 to 6.00.

## 8. Agenda Items

### a) Cemetery Grass Cutting Problems

Cllr John expressed his concern at the dreadful state of both cemeteries in St Issells Church and asked why aren't they being cut on a regular basis and stated that some families are cutting around their family's plots themselves.

Cllr Mattick informed members that the reasons for the delay in cutting the grass were down to confusion with regard to the contract with the contractor and hopefully all will be sorted by next year.

Cllr Boughton-Thomas said she had also received complaints on this issue through Facebook and Cllr John said an apology should be released by Saundersfoot Community Council for the delay in cutting the grass due to unforeseen circumstances.

Members agreed that Cllr Mattick should contact Smart Gardens and ask them to cut the grass by Monday (10<sup>th</sup> October 2016) and if this was not possible, contact another contractor to carry out the work.

Members decided to meet in two weeks' time to draw up contracts for the work to be carried out next year.

### b) MUGA Update

Cllr McDermott updated members and stated that the final cost for completing the project would be £20,700 less £500 credit note from David Rees Fencing, which was on budget and the figures quoted do not include VAT. He went on to say that further costs and work include:-

- Control box £250
- Connect to Sports Club Changing Rooms
- Paint and line tarmac surface
- Posts and net for Tennis Court
- Nigel Ayers (cost for electrical work)

Cllr McDermott had been advised to contact Lorna Livock (PAVS) to look at possible help from Pembrokeshire Funding Portal for grants towards the tennis equipment.

Cllr McDermott informed members that he would be meeting Mr Nigel Ayers next week to progress with the Christmas Lighting and also would check the RCD socket at the Cenotaph in readiness for Remembrance Sunday.

Cllr Williams said that he had received a quote for the tennis posts which was £285.00 and had also sought advice for resurfacing the base and had been advised that professional help should be sought for cleaning the area and the painting of the lines etc. He added that hypochlorite could be applied by our handyman and once this had been done no work could be carried out for a week.

Cllr Boughton-Thomas said that hopefully the project would be completed by the end of October and asked Cllr Williams for obtain quotes for filling the holes and preparing the surface and also a quote for professionally painting the lines on the surface.

Cllr Baker said that he would speak to GD Harries with regard to tarmacking the surface as a Community Project.

### c) Clerk Interviews

Cllr Boughton-Thomas informed members that six applications were originally received but three had withdrawn and interviews would take place on Monday 10<sup>th</sup> October 2016 for 6.15pm – 7.15pm. She suggested that she, along with Cllr Mattick should attend and possibly one other

member. Cllr Cleevely suggested that all members attended with the questions being asked by the Chair and Vice Chair, and Cllr John agreed that the whole Council should be involved. All members agreed and Cllr Boughton-Thomas asked if all members who wanted to be present attend on the evening.

**d) Remembrance Day Service**

The Clerk outlined to members what has to be done prior to the service on the 13<sup>th</sup> November 2016 as follows:-

- Write letters to all organisations participating.
- Seek permission from Mrs James, Old Mill Caravan Site to meet at their entrance.
- Contact Adam Hensman re Last Post.
- Meet with Marianne Osborne, Vicar of St Issells.
- Police arrangements.
- Check speaker system.
- Copies of Service Sheet for public.
- Order of wreath laying.

Cllr Hayes asked if balloons could be released on the day as a peace gesture.

Prior to making a decision it was decided Cllrs Baker and Boughton-Thomas meets with Rev Marianne Osborne to discuss arrangements for the day.

The Clerk said that he would contact Adam Hensman re Last Post.

With regard to a Parade Marshall for the day, Cllr Baker said that he would contact Brawdy Base for possible candidates for this position.

**e) Saundersfoot Sports & Social Club**

At this point Cllr Cavell left the room and took no part in this debate.

Cllr Hayes expressed her concern at the future of the Sports Field in Saundersfoot following the AGM of the Saundersfoot Social Club. She said that at this meeting the Chairman, Secretary and the Treasurer resigned and the meeting was postponed due to lack of the appointment of officers.

She went on to say that a separate committee had been formed to administer the running of the Sports Field and this was completely separate from the Sports Club Committee. The income raised from the car park and car boot sales was sufficient to maintain the playing field and added that it can only be used for recreational purposes.

Cllr Hayes urged as many as possible to attend the next meeting of the Sports Club AGM.

**f) Extra Lighting Frances Lane**

Cllr Allsop said that she had been approached by a resident who was concerned at the lack of lighting in Frances Lane by the School and asked if extra lighting be installed there.

Cllr Baker said he would contact PCC requesting the possibility of extra lighting being installed there.

**g) Christmas Day Lunch for Lone Residents**

Cllr Allsop suggested organising a lunch for residents who were on their own on Christmas Day and thought it would be a nice gesture.

Cllr Boughton-Thomas thought it would be a great idea, but it would be very difficult to organise with problems such as venue, transport and who prepares the meal etc.

All members agreed it would be a good idea and decided to place it on the agenda for November

for further ideas and Cllr Allsop would speak to Powells Holidays who used to organise this event.

## **9. Reports from Committees including County Councillors Report**

### **a) County Councillors Report**

Cllr Baker reported as follows:-

#### **Ward Matters**

- The moss growth on the footways entering Bevelin Hall & Sandyhill Park has been scrapped and sprayed
- Cllr Baker was pleased to report that the reconstruction of Francis Lane and Church Terrace is to be undertake unfortunately over half term but this is when school parking is not a problem.
- Closures were also posted for inspection of the railway bridges along Valley Road and near Pentlepoir.
- Cllr Baker also advised that PCC are monitoring the new layout at The Cambrian development, the incidents of drivers driving the wrong way along Cambrian Terrace has reduced significantly, the location of the mini roundabout will be amended when the team are next in the area.
- Following discussions with Area Maintenance the slot drains on St Brides Hill have been cleaned following a number of recent down pours highlighting the build-up of debris.
- Cllr Baker has contacted the PAD co-ordinator and the Saundersfoot defibrillator will be serviced and training provided in the next month.
- Cllr Baker met with PCC officers who are reviewing Village signs in regards to car parking and local services.

### **b) Saundersfoot Neighbouring Police Forum 3<sup>rd</sup> October 2016**

Cllr Cleevely reported as follows:-

Present:- PCSO Moffatt, PC Roberts & PC Harries, also 18 members of the public.

- Crime figures for the whole area were only 17 in total. Saundersfoot had 1 public order – Threats with violence, 2 common assaults, 1 burglary and one sexual assault on a 13 year old girl.
- PCSO Moffatt introduced Sue Lewis from PCC Transport Strategy Dept. She talked about walking and cycling routes and was looking for advice on how to improve them in the Saundersfoot area. This did not include leisure routes. The authority had insisted on including the railway station.
- There is an alcohol and cannabis awareness scheme running in the area.
- Two men dressed in Welsh Water uniforms are operating distraction crimes in the area.
- There has been and will continue to be a series of meetings concerning the way the Sands Club is operating. Noise is a serious concern.
- PCSO Moffatt has finally made contact with a Mr Barry John of the Fisheries concerning the collecting of cockles in the Glen. Mr John says there is no problems as long as they don't get into the food chain. He is prepared to come and talk to the group.
- There was a burglary on the Harbour on Saturday morning.

### **c) Wales-in-Bloom**

Cllr Hayes was pleased to report that Saundersfoot gained a Silver Gilt Award (3<sup>rd</sup> Prize) in the large village category in the recent Wales-in-Bloom competition.

She said it was a glowing report and was an improvement on last year and was only six marks off gaining second place.

Cllr Pearson suggested a plaque be erected in the border maintained by the Saundersfoot School in recognition of their achievement.

### **d) Grounds Manager's Report**

Cllr Mattick reported that Alwyn Lewis had carried out many of the tasks he was asked to do and

there are some still to do, which he will undertake next week.

Cllr Cavell commented on the poor state of the Children's Play Area. Cllr Baker said he would ask if the offer of free paint from PCC was still available and if so, volunteers could carry out painting the equipment to enhance the area.

e) **Harbours Commissioners Report**

Mr Parker (Harbour Commissioner Representative) reported to members as follows:-

- Meeting held on Thursday 8<sup>th</sup> September, there was no meeting in August.

**Operational Report**

- The outer harbour pontoons have been used, however there has been more problems this season than last with juvenile seagulls fouling the pontoons. New methods during the winter layup will be explored to hopefully manage this problem better.
- The fishing fleet has not had a productive summer season with a number reverting from whelks to crabs to sell locally. Two boats proposing to relocate to Fishguard for the winter season.
- The racking system has worked well this season, awaiting the forklift delivery. The online racking booking system has worked well with a few minor problems that were resolved quickly.
- Maintenance program to commence 1<sup>st</sup> October, with rows 3 and 4 to be replaced, also removing the remainder of the old gabion baskets in the harbour to aid sluice water direction.
- The yellow outer Harbour speed markers were relocated further out into the bay to reduce speed and this has had the desired effect and creates a safer navigational area.

**Project Development:- Wales International Coastal Centre (Phase 2)**

- Faithful + Gould were appointed as the project management consultants for the phase 2 developments on 10<sup>th</sup> August through a competitive single tender process.
- The old J&T land has now been transferred to the Harbour Commissioners ownership.
- The CEO presented the development strategy at the Carmarthen Bay RAG meeting on 1<sup>st</sup> September which was well received with positive suggestions on how to increase the marina habitat value of the coastal lido.
- The PCC contract for the Coal Building to be finalised before the end of the year.
- The Chair and CEO presented at the Swansea Bay Business Club breakfast meeting at St Brides Spa Hotel on 8<sup>th</sup> September with 40 attendees from businesses, both from Swansea and West Wales.
- The Chair reported on progress with Welsh Government to strengthen the Harbour Order in light of the phase 2.

**Quality Assurance**

- Commissioner McDermott and the CEO are progressing with ideas for new tripping boat ticket offices.

**Tourism & Non Marine Commercial Report**

- Jewellery Box, Unit 2 Cambrian Terrace has given notice to withdraw from the shop by 10<sup>th</sup> November 2016.
- Community WIFI will have an additional responder fitted on 9<sup>th</sup> September 2016 to increase the harbour coverage.
- The Craft Stalls trial on the Harbour Deck in August went well, with similar opportunities in 2017.

**Activities/Events**

- The CEO attended the Village in Bloom presentation at St Brides Spa Hotel on 27<sup>th</sup> July where the Harbour received 1<sup>st</sup> prize for best floral commercial premises.
- The Pig Roast event organised by the Rotary Club on 29<sup>th</sup> July was a great success.
- The first Saundersfoot Sprint Triathlon will be on Saturday 17<sup>th</sup> September starting 08:00 and will be completed by 13:00. A large section of the car park to be utilised (similar to the Christmas Market)
- The Vintage Motorcycle Club event will be on the Harbour 10<sup>th</sup> & 11<sup>th</sup> September.

**Communications & PR Report**

- Good coverage of the inner harbour landing pontoon for disabled access in both the Western Telegraph and Tenby Observer.
- The CEO reported that Andrew Low is refreshing the Harbour logo to a higher quality.

**Stakeholders Report**

- The CEO was invited to do a presentation at the County Show by PCNPA on 16<sup>th</sup> August with the AM Minister for Environment – Lesley Griffiths in attendance. The CEO highlighted the strong working relationship between TPS and the PCNPA. Letter of thanks had been received from Tegryn Jones CEO – PCNPA.

**Environmental & Risk Management**

- The CEO reported to the Commissioners about an incident with a car in the harbour car park that had nearly gone into the harbour but was stopped by the ladder railings, it was due to driver error.

Cllr Cleevely asked when the new development would commence and Cllr Baker informed Cllr Cleevely that it would be within the next 2 months.

**10. Any Other Business**

- a) Cllr Hayes expressed her concern at the condition of the tree by the Sands at the entrance to the Regency Hall Car Park.

Cllr Boughton-Thomas said that Mr Mike Higgins, Tree Officer, PCNPA was contacted some time ago on this matter with no success, but she would write to Mr Booth requesting progress.

- b) Cllr Hayes asked if extra signage is erected in the Coppet Hall area with regard to the location of toilets there. Cllr Boughton-Thomas suggested asking Hean Castle Estate for extra signage to be erected there.
- c) Cllr Cavell informed members that the Notice Board by Coppet Hall beach is illegible and there is no point of it being there.

Cllr Baker said that he would speak to Mr Myrddin Dennis, Beach Officer, PCC and Cllr Boughton-Thomas said that possibly PLANED could assist.

- d) Cllr McDermott informed members that he had informed Western Power of the Christmas Lighting arrangements for Saundersfoot over the Christmas period.
- e) Cllr John said that the pot hole outside his house was getting bigger and Cllr Baker said that it is on the County Councils list of tasks to be carried out.

The next meeting of the Council will be held in the Regency Hall, Saundersfoot on **Tuesday** 8<sup>th</sup> November 2016 at 6.30pm.