

# SAUNDERSFOOT COMMUNITY COUNCIL

Minutes of the Meeting Held In the Regency Hall, Saundersfoot  
On the 6<sup>th</sup> July 2017 at 6.30pm



**Present:** Councillors A Mattick, S Boughton-Thomas, R Hayes MBE, T Pearson, W Cleevely, M Williams BEM, S John, D Ludlow and N Sefton

**In attendance:** Melanie Priestley - Clerk

**1. Apologies for Absence:** Cllrs: Baker, Beedles and Mrs Upham

**2. Chairman's Report - June 2017.**

June has been a busy month for Councillors with what's now fast becoming a 'two meeting' month.

We also had a very successful evening at The Salvage Bar to recognise the commitment to the community by those Councillors that have stood down namely, Donnie, Dave, Mandy and Mary. The food was great, accompanied by a warm and friendly atmosphere. Thanks, must go to Councillors Beedles and Ludlow for organising the event, Melanie for arranging the certificates and Councillor Ludlow's wife Debbie for making and fitting the frames.

Several Councillors have again attended the children's play area to continue with its enhancement and preservation, and this must continue to ensure a fine finish.

We, as a Council conducted interviews of two prospective Councillors for Council's vacant post and congratulate both applicants on excellent interviews. As a result, we welcome Avril Upham onto Community Council and wish her well within the role.

**3. Declaration of Interest**

Cllr Ludlow – Personal Interest on any Chamber for Tourism issues arising.

Cllr Sefton – Personal Interest on any Saundersfoot Bay Heritage Regeneration Trust issues arising.

Cllr Hayes MBE – Prejudicial Interest on any Saundersfoot in Bloom issues arising.

**4. To Receive the Minutes of the Meeting Held on the 8<sup>th</sup> June 2017**

It was proposed by Cllr John and seconded by Cllr Cleevely that these minutes be signed as a true record, all Councillors were in agreement.

**5. Matters Arising from the Minutes – Information Only**

**a. Letter Received from Mr Rowland Williams Hon. Secretary to Friends of Saundersfoot - Seats at Stammers Road. (5e)**

It was reported that the seats have been repaired and returned to their current position.

**b. Painting Playground Equipment (5g)**

It was reported that progress was being made with the painting of the play equipment, a further few days painting is required to finish it. Cllr Mattick agreed to check availability of dates and revert back to the Council with proposals.

Cllr Ludlow will request a date from Mrs Parker of when she proposes to paint the mural.

Continued.....

**c. Planning Applications – Windyhill (5i ii)**

It was confirmed that when a Retrospective Planning Application is made the application is viewed by the Planning Authority as a new application and no prejudice is formed.

Any further Licences required by Windy Hill Caravan Park for 12 Months occupation of caravans will need to be sought from Pembrokeshire County Council. This is not a Planning issue but a Licencing one.

It was questioned if Planning Applications/requests had been received for caravans South of the A477. Melanie will make enquiries and revert back to Council.

**d. Planning Applications – Lantern Court (5i iii)**

Melanie advised the Council that she is still awaiting response from Caroline Bowen and once the issues have been clarified will revert back to Council.

**e. Flower Troughs (5l)**

The Public Liability insurance implications were brought to the Council's attention regarding the Pembrokeshire County Council's hanging baskets and the flower troughs belonging to Saundersfoot In Bloom. Cllr Hayes MBE advised the Council (on behalf of Saundersfoot in Bloom) that she had a historic letter from a previous Clerk advising Saundersfoot in Bloom that the troughs were insured for Public Liability under the Community Council's Policy. Cllr Hayes MBE will send Melanie a copy of this letter and Melanie will confirm or otherwise ASAP.

Melanie will also ensure that the hanging baskets around the village are insured for Public Liability.

Cllr Hayes MBE passed over to the Council £50 from The Hean Castle Public House as a donation towards their hanging baskets. Melanie to send a letter of thanks and account this money through Petty Cash.

**f. Damaged Trees in the Sands/Regency Hall Car Park Entrance (7d)**

Cllr Hayes MBE once again stated concerns over the danger of the damaged/dead oak tree. A report is awaited from Cllr Baker, (absent from this meeting).

**g. Telephone Box at Rushy Lake (7e)**

Cllr Baker reported to Melanie that BT were insistent that all the requisite checks had taken place with a number of mobile networks in the area having a strong signal confirmed. This telephone box is reported to have a long history of non-use. BT is retaining a telephone box on the harbour for coastal emergency use.

**h. Consideration of Applications Received for Co-option of twelfth Councillor (12a)**

Mrs Avril Upham is the twelfth Councillor for Saundersfoot Community Council but unfortunately was unable to attend the July meeting due to a prior commitment.

**i. Poppy Volunteer (12d)**

Councillor's remain concerned over the fact that no person/s have come forward to take on the role as Poppy Distributor for the Saundersfoot area. Melanie to advertise the vacant role with the use of posters in prominent positions and this item has been diarised for August following the gathering of further information from Mr D Poole and The British Legion.

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**j. Signage Required Around the Village**

Cllr Mattick confirmed that a 'Working Parties' meeting will be held on the 19<sup>th</sup> July when signage will be considered.

The Council noted the considerable amount of time expended by Cllr Beedles in the designing of the sign depicting businesses along the Strand as well as involving all the depicted businesses in the design process.

It was also reported that the same type of finger-post signage is being considered for use in the Coppet Hall Area.

**k. Dog Friendly Village Award**

The award has been passed to Cllr Ludlow for displaying in Little and Large Bites.

**l. Brewery Car Park and BT Cable**

Melanie reported Mr Graham Evans has been contacted regarding this matter. It was agreed that further information should be gathered - prior to Saundersfoot Community Council accepting the £1 Easement offer and whether Pembrokeshire Coast National Parks could assist in a non-monetary sense for the benefit of the community of Saundersfoot and future planned projects.

**6. To Receive the Minutes of the Meeting Held on the 20<sup>th</sup> June 2017**

It was proposed by Cllr Boughton-Thomas and seconded by Cllr Cleevely that these minutes be signed as a true record, all Councillors were in agreement.

**7. Matters Arising from the Minutes – Information Only**

**a. Donations in Lieu of Wood**

Cllr Williams BEM made a donation for the wood he received from the trees cut down by the MUGA area – All monies relating to the distribution of fallen wood have now been received and accounted for.

**8. Account(s) for Payment**

Cllr John proposed to accept the accounts for payment, Cllr Boughton-Thomas seconded the proposal and all Councillors were in agreement.

**9. Planning Application(s) Received**

1	NP/17/0340/FUL	Heritage Park, Stepside	Retrospective Application for Engineering Works to Retaining Walls
2	NP/17/0352/FUL	Heritage Park, Stepside	Engineering works to Construct Gabion Basket Retaining Walls to Rear of Existing Property
3	NP/17/0320/FUL	St Issells Estate Stores, Sandyhill Road	Conversion of Existing Agricultural Building into a 2 Bedroomed Dwelling
4	NP/17/0313/FUL	Incline Villa, Westfield Road	Replacement of Monopitch Roof to include two roof lights.
5	NP/17/0295/FUL	High Haven, Wisemans Bridge	Demolish Existing Single Storey Rear Extension and Replace

Correspondence received regarding planning application 3 above.

Declaration of interests:

3- Cllr Mattick

4 - Cllrs Boughton Thomas, Pearson, Hayes MBE, Sefton and John

Continued.....

5 - Cllrs John, Mattick and Boughton Thomas.

Following the perusal of the above planning applications it was agreed that applications 1,2, 4 and 5 did not raise any concerns or objections. Melanie to write to Pembrokeshire Coast National Parks Planning Authority to advise them of such.

Application 3 – A letter of concern had been received by Melanie relating to the application made by St Issells Estate Stores. It was agreed that a site visit should take place and that the letter of concern forwarded onto Council members for their perusal before the site meeting. It was agreed also that this is to be a ‘fact finding’ meeting and all discussions regarding this application be carried out at the meeting on the 10<sup>th</sup> August 2017. Melanie to arrange such site visit with the applicant, Planning Officer and Councillors.

## **10. Licensing Application(s) Received**

None received

## **11. Consideration of Correspondence Received**

### **a. Letters received from: Footlights, The Regency Hall Regular Users and Saundersfoot Caring Association**

Expressing their thanks to Saundersfoot Community Council for the recent donations received.

### **b. Letters received from Angela Burns AM – Display on Notice Board**

### **c. Pembrokeshire South East Energy Group – Advising that their last meeting will be held on Thursday 20<sup>th</sup> July at 7pm and thanking the Council for all their support over the past 9 years. Cllrs Pearson and Sefton advised the Council that they will be attending this meeting.**

### **d. Email received from E C Thomas Undertakers – A request received on behalf of a next of kin for certain wording on a memorial. The Council deemed this wording inappropriate for display upon a memorial and following a vote the decision was unanimous to refuse the application. Melanie to advise E C Thomas accordingly.**

### **e. Email received from Steve Granger MRICS on Behalf of Harlequin-Group – Mr Granger is surveying the area to establish a suitable position to erect a mobile phone mast. Cllr John advised that there is already a phone mast in the area ready for sharing. Melanie to request further information.**

### **f. Email received from Rhodri Edwards – Fields in Trust Association – Requesting further information referring to the areas between the Regency Hall/Community Council Gates and the end of the MUGA . This item has been diarised for September.**

### **g. Pembrokeshire Coast National Parks Planning Authority – Confirmation of Planning Consent Namely: Pen y Byd Sandyhill Park, Braysmoor, Sandyhill Road and Saundersfoot Police Station.**

## **12. Agenda Items:**

### **a) Clerks Update**

Melanie reported that:

- i. The Tenants of the New Brewery have left the premises and their current whereabouts are unknown. The land owner requested that if anyone knows where they are or how they can be contacted to please report this information to the Council Clerk or Land Owner/s. Melanie to request the area be cleared of beer barrels and varying debris.

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- ii. All the hanging baskets around the village are now in place. The Three Beaches gift shop now has a suitable bracket, supplied by Pembrokeshire County Council and erected by one of The Harbour workmen.

**b) Wales in Bloom Update**

Cllr Hayes MBE reported that she, Cllr Pearson and Mattick accompanied the judge around the sites of Saundersfoot and Sardis –as a woodland. Cllr Hayes MBE added that the judge seemed impressed and left with a smile, commenting that it was nice to see all the organisations working well together.

Cllr Mattick thanked Cllr Hayes MBE for all the effort and commitment in the preparation of a fully comprehensive portfolio showing the village off to its fullest glory. These thanks were reciprocated by all Councillors.

The results will be announced on Friday the 15<sup>th</sup> September at a presentation ceremony at Pembrey, Burry Port.

**c) Parking by Saundersfoot School Update from PCC**

Due to Cllr Baker's absence this has been diarised for August

**d) Library Winter Opening Times**

Cllr Boughton Thomas reported to the Council regarding the continued support given to the library, and that Saturday afternoon opening during the winter appeared to be very quiet.

Cllr Boughton Thomas proposed the Library opening times remain the same as last year with the amendment to remove the Saturday 2pm-4pm opening through the winter only; Cllr Hayes MBE seconded the proposal with all Council in agreement. Cllr Boughton-Thomas to inform Pamela Anthony at PCC of our decision.

**e) Friends of Saundersfoot – Letter Received**

Cllrs Hayes MBE and Cleevely declared an interest and temporarily left the meeting in this item. Cllr Mattick read the letter received from the Friends of Saundersfoot along with the drafted reply.

Cllr Williams BEM suggested that a slight amendment be made to agree with the Friends of Saundersfoot, Cllr Boughton Thomas proposed that the reply be sent; Cllr Williams BEM seconded the proposal with all Council in agreement. Melanie amend the reply accordingly and forward it to the Friends of Saundersfoot.

**f) Jodie Snow – Letter Received**

A further Email has been received from Jodie confirming that she is unable to produce proof of price and date of purchase of the trainers damaged by wet paint. Cllr Williams BEM proposed that a £35 donation be given as a gesture of good will; Cllr Boughton Thomas seconded the proposal with all Council in agreement. It was also agreed that this proposal is not made public until all the painting is completed to exclude future bogus claims. (To be deleted prior to making public)

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**g) MUGA update**

- Electrics – Completed
- French Drain – Week Commencing 18<sup>th</sup> July
- Pathway – Week Commencing 24<sup>th</sup> July
- Painting – Week Commencing 24<sup>th</sup> July

Opening to be arranged for ASAP following all works. Cllr Williams BEM agreed to retrieve the games equipment being stored in Mr Poole's garage and have them erected on the courts following painting. Cllr Boughton Thomas requested a week's notice to ensure adequate notice be given to Tesco to attend the opening. Invites to go to:

Mr Donnie Poole, Mr David Mac Dermott, Mel Stevens, Philip Booth, Tesco and the Buffs Club. These invites cannot be sent until an opening date has been confirmed.

It was suggested that once the opening arrangements are underway a one off notice be placed in the Tenby Observer advising what a MUGA is, where it is and when it is open.

When a date is **agreed** a short meeting will be held to finalise arrangements.

**h) Enumeration**

**The Enumeration points were voted upon as follows:-**

1. **Majority No**
2. **Majority No**
3. **Majority Yes – As per Financial Regulations**
4. **Majority No**
5. **Majority Yes – As Per HMRC Current Figures**
6. **Majority Yes**
7. **Majority No**
8. **Majority No**

**i) Preferred Strategy - Pembrokeshire Coast National Parks Planning Authority**

Due to Cllr Baker's absence this item has been diarised for the August meeting.

**j) Park and Pay Along Side the Regency Hall**

Cllr Mattick reported to the Council that a number of Councillors have been working hard to gather information regarding the proposal of a pay and display car park along the side of the Regency Hall.

Cllr Boughton Thomas reported that, at present, there are no grants available for this type of project but if the Council deemed this project viable would continue with her efforts in finding such grant aid.

Cllr Mattick proposed a vote to confirm or otherwise that the land along the side of the Regency Hall be used as a pay and display car park; Cllr Sefton seconded the proposal.

Cllrs voting yes – Williams BEM, Mattick, Boughton Thomas, Pearson, Sefton and John (6)

Cllrs voting no – Cleevely, Ludlow and Hayes MBE (3)

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Cllr Cleevely reiterated that locals will be unable to park without paying and they have always enjoyed free parking. Cllr Williams BEM commented, with many Councillors agreeing, that it is not only locals who enjoy the free parking bays with many holiday makers and visitors to Saundersfoot making a beeline for the free area. It was also stated that monies raised from the charges would be spent within the Saundersfoot Community for the benefit of enhancing the village.

Cllr Mattick ensured the Council that as this project develops the Council will be consulted on all **developments and proposals**.

**k) Proposal Received From Bowling Club Re: Putting Green Land**

It was agreed that a suitable reply be given to the Bowling Club when it is appropriate to do so.

**l) Cluster (CC's Working Together)**

**SCC – PLANED AGM 16<sup>th</sup> June and related meeting, re “Clustering”  
Cllr Boughton Thomas’ Report**

- 1 On 16<sup>th</sup> June, Councillor Pearson and I attended the PLANED AGM at the Picton Centre in Haverfordwest, and the key note speaker, after the event, was Claire German, from Welsh Government, who gave a very informative presentation with a subject of “Renewed and Resilient: Local Govt White Paper”.

As you all know, some time ago, Welsh Government was aiming to amalgamate the smaller local councils, but this idea has now changed somewhat and the following are the main points as Tessa and I understood it:

They are looking towards greater regional working, a renewed scope for voluntary merging of local councils to create a better framework for local leadership. – to quote “A commitment to open up an honest debate about what the future of Community Councils might look like and consider what the right organisational format is to support local communities, with a recognition that the sector cannot stand still in the meantime”

Specific actions the Welsh Government are going to put in place:

- 1 Supporting the taking on of services and assets
- 2 Re-energising the ties between Community and County Councils
- 3 Facilitating the creation of “Clusters”
- 4 Getting more consistency in the way community reviews are conducted
- 5 Encouraging participation and diversity
- 6 Accessing General Power of Competence
- 7 Considering Training needs
- 8 Providing a right to make representation

In effect, they want the various Town and Community Councils to tell Welsh Government what they want, and not the other way around. If the Council has an annual income of over £200K, then the Act comes into play, but as our income is less than £100K, they are looking to us to “Cluster” ie put into practice co-operative working with neighbouring councils, and they are asking all Community Councils to liaise with their communities and ask what projects etc would they like to come into play over the next few years

Cllr John advise the Council that a Welsh Paper several years ago addressed ‘Clustering’ and that advice given by One Voice Wales’ Dr Lyn Cadwallader advises to check the Terms and Conditions as to which Council will carry out which tasks.

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Cllr Sefton advised the Council that other coastal Councils should be included, not just Saundersfoot and Amroth.

Cllr Boughton-Thomas proposed that Cllrs Sefton, Pearson and herself to research Marine Conservation and revert back to Council in August; Cllr John seconded the proposal with all Council in agreement. This item has been diarised for August.

**m) Councillor's Declaring Membership of Committees**

Cllr Mattick reminded all Councillors of the importance of following the Code of Conduct. Several Councillors and Melanie would be attending training sessions on this topic. Melanie confirmed that most of the Declaration of Membership of Committee forms had been received.

**n) The Handling of Complaints/Concerns**

Cllr Mattick advised the Council of his concerns that the same complaint/concern is being reported to several Councillors, hence being reported to Council several times leading the Council to believe more complaints/concerns are being made than they actually are. Cllr Mattick proposed that a Complaints/Concerns Register be implemented to ensure that complaints/concerns are being continuously monitored and addressed without being duplicated; Cllr Ludlow seconded the proposal and all Council were in agreement.

Melanie to implement such a Register and to record any complaints/concerns received by any Councillors and then to report such at the appropriate meeting.

**o) Signage at Sandyhill Park**

Cllr Hayes MBE reported that the signage at Sandyhill was incomplete. Numbers 37 – 51 are not depicted on any signs with all other dwellings being listed on their appropriate signs. It was requested Cllr Baker to make enquiries with Pembrokeshire County Council.

**p) Fencing on Cricket Pavilion**

Cllr Williams BEM met with David Rees to assess what fencing could be used around the changing room area to help prevent vandalism. The price to match the MUGA fencing would be circa £3,500.

Cllr Williams proposed that a meeting be held with the sports field committee to assess their initial thoughts regarding the fencing and funding it; Cllr John seconded the proposal with all Council in agreement. Cllr Williams will liaise with Melanie and arrange a meeting. Cllr John also advised that the police should have an input into the final design of the fencing as they have experience in dealing with vandalism.

**q) Land Opposite the Sands Nightclub**

Cllr Pearson advised the Council of concerns over the disused land opposite the Sands Night Club and its future plans, as it is now becoming an eyesore. Melanie to contact the developers and ascertain their future plans for this land.

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## **r) Facebook Account for Saundersfoot Community Council**

Discussion took place regarding Saundersfoot Community Council joining the world of social media and committing to a 'Facebook Page' promoting the Council and Saundersfoot as a village. Cllr John advised that a Social Media Policy will be required. Cllr Mattick offered to manage the site as an on going task. Cllr Mattick proposed further information be gathered

regarding Saundersfoot Community Council having a Facebook page; Cllr John seconded the proposal with all Council in agreement.

## **13. Reports from Committees Including County Councillor's Report**

Cllr Cleevely proposed that the Councillor's Reports be addressed earlier in the meeting; Cllr Williams BEM seconded the proposal with all Council in agreement. Melanie to adjust future agendas accordingly.

### **Cllr Baker's Report (County Councillor)**

#### County Hall

A range of training sessions and seminars is underway including sessions on 'transformation'.

Cabinet approved a 5 year support package for Ironman.

#### Ward Matters

Watering of troughs underway

Footway Rhodewood to Cwmgwennol underway – traffic management will be removed for the Long Course weekend

The emptying of bins on the beach is constantly under review

Following a number of issues raised by the PACT meeting the following responses have been provided:-

The signs were not noticeably obstructed by overgrowing buddleia but will be referred to Street Care to be checked and if necessary enforced. In the meantime any obstructing vegetation

to be monitored and trimmed back. The "no entry" sign on the left when viewed from The Ridgeway junction is to be angled slightly which may make it more obvious and a "one way" sign will be added to the post, it was not quite as easy as first thought as it is a lit sign.

2. The stone backfilling of the drainage channel in The Strand Tunnel is to be topped up to minimise the potential drop / trip from the footpath. There does, however, appear to be a reasonable gradient through the tunnel and it may therefore be feasible to remove the channel. This will be investigated, together with the possibility of locally improving / renewing the existing surface of the path. In addition the possibility of installing an additional lantern towards the Coppet Hall end of the tunnel will be checked and will be carried out if the existing cables permit. It was also noted that cyclists travelling from The Strand dismounted when entering the tunnel but those approaching from Coppet Hall did not. It was found that there is no sign at the Coppet Hall end, and this will be rectified (as previously raised).
3. The signs advising cyclists to dismount at the Wisemans Bridge tunnel will be checked to ensure they are not obstructed.

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4. The surface of the path through the Wisemans Bridge and Coppet Hall tunnels is primarily composed of the cut face of the stone and was formed when the tunnels were originally excavated. The depth of the surface irregularities has been examined in some detail previously and whilst uneven there are no measurable trip defects. The shadowing formed by the low-level lighting tends to accentuate the undulations but the surface it is not considered

hazardous for normal use as a rural cycle path. PCC are not aware of any 3<sup>rd</sup> party tripping claims, and despite hearsay the numbers of reported incidents remain low. The presence of the bats will remain an issue so long as it is classified a nesting site.

### **Cllr Cleevely - Report on behalf of Saundersfoot Neighbourhood Policing Forum**

**Officers present – PCSO Moffatt, PCSO Kendall , Chief Constable Collins and 25 members of the public.**

Chief Constable Collins was introduced and he went on to talk about his background in the Police. He discussed the Police Crime Plan. He also commented on the new night-rota in the area but stated he will change it if he feels it is not working. The problems with the Sands Night Club were discussed. The members gave their support to the present CPSO's and stated they wanted continuity.

Crime Figures – There was a fall of 17% compared to last year.

3 Violence against person

1 Theft

1 Criminal Damage

Matters discussed – Dogs in cars, Cockles being collected in large quantities off beach, fake £20 notes, jumping into the harbour entrance, the forming of the Saundersfoot Residents Committee, selling coins and jewellery around doors, a scam promising a refund on Council Tax.

Priorities for July – Car parking outside the laundrette

Children behaving badly around the village during the school holidays.

### **14. Date for August Meeting**

**10<sup>th</sup> August 2017 6.30pm**

**Meeting closed at 10.35**

