

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of Saundersfoot Community Council's General Meeting held upon Thursday 12th April 2018 at The Methodist Church, Saundersfoot at 6.00pm.

There was a well-attended presentation from Sarah Hirst and Martina Dunne (Planning Officers) from Pembrokeshire Coast National Park Planning Authority relating to The Pembrokeshire Coast National Park Planning Authority's Draft Local Development Plan.

The presentation/discussion related to the Draft Local Development Plan and the proposed addition of three suggested major development sites in the curtilage of Saundersfoot sited at: Sandyhill Road (68 houses – estimate 31 affordable homes), Whitlow (54 houses – estimate 22 affordable homes) and Penny Farm (36 houses – estimate 16 affordable homes). These proposed sites would not be developed as 'self build homes'. Many questions were raised including:-

- How safe vehicular access will be provided to the proposed sites.
- Will there be enough spaces within the local school.
- Will there be enough spaces in the local Doctors' surgery.
- Would there be a provision for affordable housing.
- That consideration be given to potential presence of protected wildlife in these areas.

The Officers confirmed that no decisions would be made until the Consultation period is over **(4.30pm on Friday 1st June 2018)** with the report becoming public at the end of 2019 for the new Local Development Plan to come into force in 2020.

Comments in respect of the proposals, should be sent either in writing to the Head of Park Direction, Pembrokeshire Coast National Park Authority, Llanion Park, Pembroke Dock, Pembrokeshire, SA72 6DY or on-line to devplans@pembrokeshirecoast.org.uk

26 members of the public attended.

Cllr Williams BEM thanked Sarah Hirst, Martina Dunne and all members of the public for attending the presentation and Cllr Baker for arranging it.

Sarah Hirst, Martina Dunne and all members of the public left the building following which Councillors agreed that it was a very worthwhile discussion and that consideration be given to holding a public meeting to enable further discussions before the 1st June 2018 deadline. Proposed date 15th May 2018 6.30pm Regency Hall.

Present: Cllrs M Williams BEM (Vice Chair), P Baker (County Councillor), B Cleevely, R Hayes MBE, T Pearson, S Boughton-Thomas, S John, P Beedles, N Sefton, D Ludlow and A Upham

The Clerk

1. **Apologies for Absence:** Cllr A Mattick (Chair),
2. **Chairman's Report**

Cllr Williams BEM reported that he had attended the Saundersfoot Bowling Club's opening for the 2018 season and had rolled the first few woods and that he had wished the Club good luck for the 2018/19 season from all Councillors.

3. **Declaration of Interest – 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.**

Councillors will declare interests as and when they see fit.

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4. To Receive the Minutes of the Meeting Held on the 8th March 2018

It was proposed by Cllr Boughton-Thomas that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 8th March 2018; Cllr Cleevely seconded the proposal with all Council in full agreement.

5. Matters Arising from the Minutes – Information Only

a) Water Pooling/flooding within the Tunnels (5c)

The Clerk confirmed that she had spoken with Pembrokeshire County Council regarding where the liability lies during any events that take place in or around the tunnels. The Pembrokeshire County Council confirmed that any liabilities lie with the event organisers.

b) Sensory Garden proposed schedule of works for tenders (11b)

Cllr Hayes MBE requested from Council any information regarding the arrival of flowers around the harbour area and the watering thereof. Cllr Baker confirmed that these flowers are historically provided by Pembrokeshire County Council (usually around mid May) and watered by Pembrokeshire County Council and/or employees of the Harbour, he further confirmed that due to Pembrokeshire County Council financial restraints, should they not be provided this year then the Harbour will provide and water them.

Further information was also requested regarding the large, damaged stone planter at the top of the slipway to the beach and whether the Council could remove it. The Council were reminded that this is private property upon private land. Cllr Baker will talk again with Mr Evans.

The Council were advised that there are a number of roses that have been offered to the Council for planning within the Sensory Garden. Cllrs Hayes MBE and Pearson will arrange for this to be carried out.

c) Street furniture painting working party (11c)

Cllr Beedles passed a pre-prepared poster around Councillors regarding a 'painting party' on the 2nd May 2018 which business owners along the Strand had requested be held. Councillors agreed with the arrangements and support the event. Cllr Beedles also suggested to the Council that persons could 'Adopt a Bollard'. It was agreed that this would be discussed further at a later date. This item has been diarised for June.

6. To Receive the Minutes of the Meeting Held on the 24th March 2018

It was proposed by Cllr John that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 24th March 2018; Cllr Baker seconded the proposal with all Council in agreement.

7. Matters Arising from the Minutes – Information Only

Cllr John proposed that the following business be conducted under Private and Confidential conditions; Cllr Baker seconded the proposal with all Council in full agreement.

8. Account(s) for Payment and Presentation of Monthly Balance Sheet

Accounts payable for April were presented to the Council. Cllr John proposed that these accounts be paid in full; Cllr Hayes MBE seconded the proposal with all Council in full agreement.

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Copies of March's balance sheet, precept spending and cheques paid were circulated amongst the Council for their perusal. Cllr Ludlow proposed that this is a true record of the accounts; Cllr Baker seconded the proposal with all the Council in full agreement.

9. Planning – Planning will be discussed at a separate meeting to be held on Monday 16th April 2018 at The Regency Hall, Saundersfoot at 6.30pm

10. Licensing Application(s) Received

None

11. Consideration of Correspondence Received

- a) Email received regarding the increased amount of dog mess on pavements around Saundersfoot. The Clerk advised Council that a reply had been sent and that an agenda item would address this problem.
- b) Letter of congratulations received from Mr Andrew Davies, Clerk to Tenby Town Council, acknowledging Saundersfoot Village's recognition in the top 10 best places to live in Wales.
- c) Email received from Pembrokeshire County Council notifying of a meeting to be held in County Hall, Haverfordwest regarding the 2nd Homes Council Tax and the granting thereof of monies for community projects.

12. Reports from Committees Including County Councillor's Report

a) County Councillor Baker's Report

County Hall matters

Cabinet have agreed the model to be used for distributing the 2nd Homes Council Tax, as previously advised Saundersfoot should receive in the order of £57,000. Guidelines for applications will be circulated soon with emphasis on the money being spent to tackle the effects of 2nd homes

PCC have called for nominations for candidate sites for the replacement County Council LDP.

Ward matters

Cllr Baker has been advised that a survey and resulting remedial works to the first tunnel off The Strand will be undertaken early in the new financial year.

The Tramway from Brooklands Place has undergone some repair and tree thinning following the burst Welsh Water main and the very wet winter, unfortunately the whole length has not been reinstated but sections will be reinstated as finances and condition require it.

Swallow Tree to Rhodewood the footway is nearing completion with some final surfacing work, tree planting and white lining to be undertaken, Cllr Baker wished to thank PCC Officers and Evan Pritchard Contractors Ltd who have carried out a fantastic job. The end result has been well worth the long period of funding applications and design.

As previously reported Cllr Baker is delighted that Evan Pritchard Contractors are making a substantial contribution to the kerbing work around the War Memorial in this 100th anniversary of the end of WW1.

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b) Cllr Pearson on behalf of Saundersfoot In Bloom

The Annual General Meeting of the Wales in Bloom was held in the Regency Hall on Friday 16th March. A new treasurer, Michelle Evans was elected and the rest of the officers were re-elected en bloc.

A general meeting was held following the AGM where it was agreed to order the necessary plants for the summer troughs. The Yarn bombers have offered to knit suitable covers to depict Wales in Bloom. Any spare wool would be appreciated.

Dates for the Diary – 11th – 18th July Judging for Saundersfoot in Bloom - Gardens
7th - 11th August St Issells Church Flower Festival

It was also reported that Saundersfoot Community Council had not removed the damaged stone planter at the top of the slipway onto the beach. (see 5b above).

13. Agenda Items:

a) To ascertain the tasks and powers of the Sub Committees

The following Sub committees were discussed:

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| Festivities Sub Committee – | For further discussion when a meeting is required. |
| Planning Sub Committee – | This will include all Council Members and be conducted as a general Council meeting. |
| Projects Sub Committee - | For further discussion when a meeting is required |
| Grounds Sub Committee – | To prepare action lists and reports to be presented to full Council. Meetings to be called whenever further information is required regarding any grounds/lands owned by Saundersfoot Community Council. |

Cllr Cleevely proposed that 1/3 of the sub committee members present with a minimum of 3 should form a quorum; Cllr Baker seconded the proposal with all Council in full agreement.

Works within the Sensory Garden were discussed and it was established that:-

- Mr A Lewis, following the completion his daily tasks, will work under the direction of Cllr Williams BEM for one day a week.
- Any smaller decisions can be made between three Councillors. Any long term actions or major decisions are required to be put to full Council for their decision and consideration.
- Up to £200 can be used when purchasing single items.
- The Clerk to be kept informed of any changes and monies being spent to ensure that the Precept is observed.

Cllr Sefton offered thanks to Cllr John for all his hard work, all Councillors present agreed.

b) To set a date for the meeting regarding the Leases

It was agreed that a meeting be held and that two representatives from the Regency Hall, Bowling Club and Saundersfoot Sports and Social Club invited to attend along with Cllrs Mattick and Williams BEM representing the Council to discuss the renegotiation of the Leases. The Clerk to also attend.

Potential dates: 19th April or 26th April

The Clerk to contact the above parties and arrange the meeting.

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c) Curb/grass works around the Cenotaph

Cllr Baker reported that Evans and Pritchard Contractors had given a very competitive quotation for raised curbs, disabled access ramp and reinstatement works around the Cenotaph. They have also offered to contribute £1,500 themselves as a gesture of good will, with The Pembrokeshire County Council also paying a contribution it leaves Saundersfoot Community Council with £700 to pay. The Clerk advised that there is a budget within the St Issells Cemetery income that could fund this.

Cllr Baker proposed that these works be carried out and the £700 payment be made from the St Issells Cemetery budget; Cllr Boughton-Thomas seconded the proposal with all Council in full agreement.

These works will be completed before November 2018.

The Clerk to inspect the Cenotaph for any further works required.

d) Sensory Garden update to include response to Oakfield Garden Centre

Maintenance Contract in favour of Oakfield Garden Services – The Clerk advised the Council that at the time in question the previous Clerk had left and a replacement had not been appointed, that no signed Contract could be located and following scrutiny of previous minutes was unable to find any reference to the term of any long term maintenance contract in favour of Oakfield Garden Services.

It was concluded by the Council that there was no obligation to Oakfield Garden Services to continue with their services for another season.

Mower – It was brought to Councils attention that the small mower is cutting out and could consideration be given to purchasing a new one. This item has been diarised for May.

Water Feature – Mr Don Poole and Mr Dave McDermott have kindly offered to repair the water feature.

Personal Protective Equipment – Mr A Lewis has requested face guard and ear protectors to wear while strimming and grass cutting. The Clerk to purchase these.

Grass Turf – Cllr Williams BEM advised the Council that he has obtained three quotations for grass turf for use within the Sensory Garden. This will be placed in the areas under the Christmas Tree structure, by the Brail sign and by the water feature.

Discussion took place if artificial grass could be used with Councillors agreeing that real grass would be preferable.

The preferable quotation was for £140 – 30m²

Cllr Boughton Thomas proposed that the Council purchase the grass turf and soil for use in the areas listed above within the Sensory Garden; Cllr Sefton seconded the proposal with all Council in full agreement.

Site meeting with Mr Mike Higgins – Tree Officer Pembrokeshire Coast National Parks – Cllr Williams advised the Council of his meeting with Mr Mike Higgins regarding the trees within the Sensory Garden. Mr Higgins advice was:-

The Removal of the Willow Tree – Due to the unhealthy state of this tree Mr Higgins could see no reason to be concerned over its removal.

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The remaining Willow Tree – Mr Higgins would like to see this tree staked to prevent it from falling over and damage being occasioned.

5 trees around the perimeter of the garden – These trees requiring shaping once they have grown this season. Mr Higgins advised that a picture of the tree with superimposed proposed shape marked on it would ensure that the right shape is maintained. These works are not to be carried out until autumn. The Clerk to advise Mr Higgins of any tree works before they start due to the Garden being within the Conservation area.

2 Home Oak Trees – These are the large trees in the centre part of the garden, they can potentially grow to an enormous 30ft by 30ft. Mr Higgins advised that these trees are, in autumn, cut to a much smaller size and cut regularly to ensure they do not over grow the garden.

Caribbean Pine – Mrs Betty Duncan donated a tree to Saundersfoot that was planted within the barbecue area. Mr Michael Davies has suggested that this tree be relocated, at the Harbour's cost, within the Sensory Garden.

Cllr Williams proposed that this tree be relocated at the harbour's cost; Cllr Cleevely seconded the proposal with Council in agreement.

Cllr Baker abstained from the vote.

Sharp edges to metal work around a tree – Cllr Beedles brought to the Council's attention sharp parts to an ornamental metal piece placed around a tree. Cllr Williams BEM advised the Council that he would remove all sharp parts.

Tendering process for sleeper works – Cllr Williams BEM raised questions over the tendering process. The Clerk went through the process and produced all relevant documentation.

It was agreed by the Council that the tendering process was followed.

It was also established that a list of 4 names of persons to tender was not passed to the Clerk.

All Councillors agreed that the sleeper and repair works taking place within the sensory garden are first class and a great improvement to the garden.

e) Amroth and Saundersfoot proposed joint initiative - Litter Picking on the Beaches

Cllr Baker advised the Council of an Email received from Amroth Community Council proposing the Amroth Community Council and Saundersfoot Community Council combine to appoint a Pembrokeshire County Council employee for an initial 1 year contract, with the cost of this service being paid jointly from the Second Home Community Grant Scheme.

Initial thoughts were – Do Saundersfoot Community Council actually have any responsibilities to any beaches. Discussions took place as to what parts of the beaches were owned by whom.

It was agreed that a meeting with Amroth Community Council should be held and further information be gained. It was also agreed to diarise this following the May meeting.

Cllr Ludlow informed the Council that all coffee shops within Saundersfoot have signed up to the Clean Seas Pledge.

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f) Remuneration Panel Outcome

The Clerk advised Councillors of the recent decision of the Remuneration Panel to make mandatory a once a year payment, to all Councillors, of £150 (subject to PAYE conditions) for the reimbursement of such things as printing, paper, telephone calls and internet access costs. If Councillors do not wish to accept this payment they can advise the Clerk in writing.

g) The appointment of an Auditor in preparation of annual internal audit

The Clerk advised the Council of the two quotations received to date. Councillors requested that a decision be made following receipt of the third quotation. This item has been diarised for May.

h) Dog mess - The consideration of supplying bags and dispensers

Cllr Bought Thomas provided pictures of potential dog-waste bins and bag dispensers. Following a discussion on this heading, Councillors decided that this is something that could be discussed further at the proposed joint meeting with Amroth Community Council, it is understood that they supply dog waste bags and special bins throughout Amroth.

The positioning of notices was also discussed. Cllr Baker will enquire from Pembrokeshire Council Council information regarding notices depicting the dates when dogs are excluded from the beaches and also signage depicting that fines will be issued to offending parties.

i) The MUGA – Stones on Surface and the putting out of the tennis net

The Clerk advised the Council that there is still a problem of stones being thrown onto the MUGA area. Mr Lewis sweeps the surface of the MUGA every morning, but is unable to do so at the weekends as he is off work.

It was agreed that the tennis net could be put up for the season. The Clerk to request Mr Lewis to put the net up.

j) The Community Car Park update

Cllr Baker advised the Council that he has arranged a meeting with Mr Marc Owen from Pembrokeshire County Council to seek advice regarding Traffic Orders and the costs of Pembrokeshire County Council employees' traffic managing the Community Car Park.

It was agreed that a meeting of the grounds sub committee be held on Monday 23rd April at 4pm to discuss matters further and report back to full Council on the 3rd May 2018.

This item has been diarised for May

k) Signage for the Old Cemetery

The Council agreed for signage within St Issells New Cemetery depicting 'please us the bins'. The Clerk to order and arrange for the signs to be erected.

l) The Clerk's update

Regency Hall grass cutting – The Clerk enquired if payment is required from the Regency Hall for this service provided by Saundersfoot Community Council. Councillors agreed that no payment should be sought.

Talks with liaison officers and decorated grave owners start soon

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Information/invoices - Please do not give any invoices or correspondence to the Clerk just prior or following a meeting.

Cleddau Memorials – A meeting has been arranged for next week to meet with Cleddau Memorials and discuss the requisite paper work and memorial fees.

Cllr John proposed that the remainder of Councils business be conducted as Private and Confidential; Cllr Baker seconded the proposal with all Council in full agreement.

Meeting ended at 22.00

Date for May Meeting May 3rd 2018 6pm at the Regency Hall, Saundersfoot.

Note: May Meeting will encompass the Annual Meeting of Saundersfoot Community Council.