

# SAUNDERSFOOT COMMUNITY COUNCIL

## Minutes



Minutes of the General Meeting of The Saundersfoot Community Council. This is a remote meeting held via the medium of Zoom, on Thursday 7<sup>th</sup> January 2021

This meeting was open to members of the public.

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

Also present - The Clerk

### **2021/01 69 Apologies for Absence – None**

Cllr Hayes MBE, due to technical difficulties, was able to hear the meeting and access the screen but was unable to be heard. The Clerk has arranged a trial meeting to find a solution to any technical issues prior to the February 2021 meeting.

The Clerk advised the Council that an Email had been received from Cllr Paula Beedles advising that, due to ongoing, increasing work commitments she unfortunately will have to resign as Councillor to Saundersfoot Community Council.

### **2021/01 70 Chairman's Report**

Cllr Cleevely reported that this really has been a different Christmas with no official engagements being held, but he would like to wish all Members and the Community of Saundersfoot a Happy New Year.

### **2021/01 71 Declaration of Interests**

- Cllr Baker declared a personal interest in all matters appertaining to Pembrokeshire Coast National Parks Planning Authority – as a Member he may have to be party to future considerations of any applications
- Cllr Baker declared a personal and prejudicial interest in agenda items 2021/01 75 (b) and (c) as the Pembrokeshire County Council appointee to the Harbour Commission
- Cllr Williams BEM declared a personal interest in agenda item 2021/01 75 (a) as a family member is a near neighbour
- Cllr Pearson declared a personal interest in agenda item 2021/01 75 (a) as a family member is a near neighbour

### **2021/01 72 To Receive the Minutes of the Meeting Held on 3<sup>rd</sup> December 2020**

It was proposed by Cllr Baker that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon 3<sup>rd</sup> December 2020; Cllr Williams BEM seconded the proposal with all Council in full agreement.

### **2021/01 73 Matters Arising from the Minutes – Information Only**

None

### **2021/01 74 Account(s) for Payment and Bank Reconciliation**

Following discussion, Cllr Baker proposed that Saundersfoot Community Council pay a donation to the Regency Hall in the sum of £1,075; Cllr Williams BEM seconded the proposal with all Councillors eligible to vote in favour of such.

Cllr Boughton Thomas proposed that the bank and cashbook reconciliation be a true and accurate record of the Council's accounts, Cllr Ludlow seconded the proposal with all Councillors in full agreement.

**2021/01 75 Planning Application(s) Received**

1	NP/20/0437/FUL	Apple Tree Gallery, The Ridgeway, Saundersfoot, Pembrokeshire, SA69 9JE	Retrospective planning application for doorway on West elevation and proposed skylights  Consideration of additional information received by the Planning Authority
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**NP/20/0437/FUL – Apple Tree Gallery**

The Clerk advised that a letter from the Solicitor representing the neighbouring property owners had been received and Cllrs confirmed that they had all received a copy via Email.

Following the consideration of further documentation submitted, by the applicant, regarding this planning application, Cllr Sefton proposed that the considerations of Saundersfoot Community Council remain unchanged and that it does not support this application and to advise the Planning Authority of such; Cllr Boughton-Thomas seconded the proposal with all Cllrs eligible to vote in full agreement.

2	NP/20/0592/ADV	Yacht Yard, The Harbour, Saundersfoot, Pembrokeshire, SA69 9HE	2 x internally illuminated fascia signs & 1 x internally illuminated double sided projecting sign
3	NP/20/0593/ADV	Yacht Yard, The Harbour, Saundersfoot, Pembrokeshire, SA69 9HE	1 x internally illuminated fascia sign. 1 x double sided internally illuminated projecting sign 1 x non illuminated sign

**NP/20/0592/ADV and NP/20/0593/ADV – Internally illuminated Signage**

Cllr Baker left the virtual meeting room

Following consideration of the two applications, Councillors requested further information, following which they will further consider these applications.

Cllr Baker re-joined the virtual meeting room

4	NP/20/0573/FUL	Galiots, Frances Road, Saundersfoot, Pembrokeshire, SA69 9AH	Extensions and alterations, including single and two storey rear extensions with rear balcony
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**NP/20/0573/FUL - Galiots, Frances Road**

Councillors considered that although the proposed building is large it is within keeping of the surrounding buildings and, in their opinion, will not encroach on the neighbouring properties. Cllr Ludlow proposed that Saundersfoot Community Council support this planning application; Cllr Saunders seconded the proposal with all Councillors eligible vote in favour of such.

**2021/01 76 Licensing Application(s) Received – None****2021/01 77 Consideration of Correspondence Received**

- Correspondence received advising that some branches have been damaged in the high winds to the trees located behind the Regency Hall, Sports and Social Club and the Play Park. The Clerk advised that arrangements have been made for this area to be inspected by the Council's preferred arborist as soon as possible.

- Email received from a member of the public advising of several maintenance issues within the ward. Cllr Baker reported that this information will be passed onto the relevant departments within Pembrokeshire County Council.
- Email received from Pembrokeshire County Council advising that their response regarding the Harbour Regeneration Order will remain unchanged.
- A number of correspondence received raising concerns regarding the number of visitors to the village despite Government Covid 19 imposed restrictions. Cllr Williams BEM proposed that the Clerk write suitable letters to various Members in Authority requesting that they consider the safety of residents and persons breaching the Government imposed restrictions; Cllr Saunders seconded the proposal with all Cllrs in full agreement.
- Notice that a virtual seminar (using Zoom) to be held by Pembrokeshire County Council, to consider the best way to work together to ensure that Pembrokeshire citizens are leading the post-COVID recovery – To take place 6pm on 20.01.2021 Emailed to all Councillors
- Notice received from Pembrokeshire County Council advising of proposals to change waiting restrictions within the Glen area

*Post meeting – Email received from Pembrokeshire Food Bank thanking Saundersfoot Community Council for the kind donation of £500.*

Cllr Wainwright joined the meeting

## **2021/01 78 To receive County Councillor's Report**

### County Hall Matters

The 2021/22 Budget continues to be worked on with extremely tight deadlines, PCC staff working on the options over the Christmas period, the worst case scenario currently suggests a possible £25 million funding gap.

Operation Stack is in place to deal with potential delays and import/export inspection at Fishguard and Pembroke Dock Ports

Planning for Covid vaccination programme is underway with PCC providing logistic support and assistance with the preparation of delivery centres

The Hub continues to provide support and guidance for volunteer groups and residents in need of assistance

Area Maintenance Teams provided logistical support in response to flooding around the County over the Christmas period

### Ward Matters

Clarification of December minutes – Coast path long tunnel – PCC have carried out repairs to the potholes which are outside tolerance, not the whole surface and not indentations within tolerance – Officers continue to investigate a suitable repair material and the possibility of grants to undertake the work.

Following a successful Welsh Government grant application, PCNPA is working with PCC to deliver additional EV Charging points around the County, meaning additional points in the Brewery car park

Concerns continue to be expressed in regard to the lack of a bus shelter at the bus stop on adjacent to the amusement arcade Cllr Baker continues to investigate options but this will not be straight forward in the current financial situation.

Planning is well advanced for the Covid vaccination roll out in Saundersfoot, working with The Medical Centre and The Regency Hall.

## **2021/01 79 To Receive Any Reports from Committees/Working Parties**

Sensory Garden Working Party – Cllr Williams BEM

- An on-site meeting was held to discuss the re-structuring of the area of the Sensory Garden behind the hording. Attending – Cllrs Williams BEM, Boughton-Thomas, Mr M Davies, Carys (Harbour Employee) and David Cox (a garden designer). Possible designs will be presented to the Council for consideration.
- A member of the public would like to purchase a tree to be situated within the Sensory Garden – Cllr Williams BEM has advised that this purchase will be an asset to the redevelopment area.
- Most of the Christmas lights have now been removed and are stored safely. The 4 Kronux lights and post remain in situ for the time being.
- The manufacturer will be collecting the stars, following the recall of such, and will be replaced as soon as possible.

Cllr Cleevley, on behalf of the Council, thanked Cllr Williams BEM for all his efforts in creating such a magnificent display of Christmas lighting enjoyed by many.

Play Park Task and Finish Group – See agenda items 2021 01 85 to 2021 01 87

## **2021/01 80 To Receive Reports from Council Representatives - None**

### **Agenda Items**

## **2021/01 81 St Issells Cemetery – To Minute the resolution reached at the Emergency, Private and Confidential meeting of Saundersfoot Community Council held on 17<sup>th</sup> December 2020**

Following a request for a burial to take place in the St Issells Old Cemetery (in the ownership and management of Saundersfoot Community Council), an emergency meeting was held under private and confidential meeting conditions, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public did not attend this meeting. This was due to the sensitive nature of items being discussed.

Cllr Baker proposed that any requests for burials within the St Issells Old Cemetery will be considered individually by the Council with the Council reserving the Rights to permit or deny the requested burial; Cllr Wainwright seconded the proposal with all Cllrs in full agreement.

It was also agreed that the Terms and Conditions of St Issells Cemeteries, when next considered, will be altered to reflect such.

## **2021/01 82 Staffing Working Group – To confirm the formation of a working Group to oversee any staffing matters**

Following discussions Cllr Boughton-Thomas proposed that a Personnel Working Party be formed and the Heads of Terms for such be adopted with the amendment to include the Chair in any new employment processes; Cllr Upham seconded the proposal with all Cllrs in full agreement.

This will be discussed further at the next Policy and Procedure working group meeting (end January 2021)

## **2021/01 83 2019/2020 External Audit Report – to acknowledge and accept the Report received from Grant Thornton, on behalf of the Auditor General for Wales**

All Members confirmed they had received a copy of the External Auditors Report prior to the meeting.

The Clerk advised the Council that an Un-qualified report has been received with no recommendations by the Auditor.

Cllr Cleevley, on behalf of the Council, thanked the Clerk for preparing all accounts and information required to complete the Audit process under very challenging circumstances, due to the Government imposed restrictions.

The Clerk confirmed the relevant Completion of Audit Notice will be displayed.

All Councillors confirmed they had received all information relating to the following three agenda items via Email.

Cllr Ludlow reported to the Council the considerations of the Play Park Working Party and answered any queries raised. All Councillors discussed the quotations provided.

**2021/01 84 Play Park** – Consideration of the three quotations received for play equipment (£30,000 project total spend and £50,000 project total spend) and the recommendations of the Task and Finish Group

**2021/01 85 Play Park Fencing**– To consider a further application for an Enhancing Pembrokeshire Grant to replace the rotting fencing around the play park

**2021/01 86 Play Park Further Equipment** – To consider increasing the potential loan to purchase additional play equipment

Taking the above three agenda items (84, 85 and 86) into consideration along with all information provided to Councillors, Cllr Ludlow proposed that Saundersfoot Community Council accept Kompan as the preferred contractor for the play park project, a budget of £71,000 be set for the whole project with the proposed loan amount being increased from £20,000 to £30,000 and for grant funding to be applied for up to the value of £10,000; Cllr Baker seconded the proposal with all Cllrs in full agreement.

It was also agreed that if any other grant funding is available, this should be applied for to purchase extra all-inclusive play equipment.

**2021/01 87 To Consider dates for meetings of the:**

**Play Park Task and Finish Group** – Cllrs Ludlow (Chair), Upham, Williams BEM, Baker, Wainwright and Sefton

21.01.2021 6pm via Zoom– The Kompan representative to be invited to attend

**The Policy and Procedure Working Party** – To review the Financial Regulations and Financial Risk Assessment and to consider the draft Model Grievance and Disciplinary procedure for adoption by Saundersfoot Community Council.

28.01.2021 Via Zoom - Time to be confirmed

### **Library Working Party**

Cllr Boughton Thomas requested that a meeting of the Library Working Party be held on 11.01.2021 Via Zoom at 3pm to consider information received from Pembrokeshire County Council.

**Date of next meeting** – 4<sup>th</sup> February 2021 6pm via the medium of Zoom

**Meeting closed 19.52**