

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council. This was a remote meeting held via the medium of Zoom, on Thursday 4th February 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, and M Williams BEM

Also present – Two members of the public and The Clerk

2021/02 88 Apologies for Absence - Cllr T Pearson

2021/02 89 Chairman's Report

Cllr Cleevely welcomed the members of the public and advised the Council that he had nothing to report, this month, that was not to be covered in the Agenda.

2021/02 90 Declaration of Interests

Cllr P Baker declared personal and prejudicial interests in Agenda item 2021/02 94 as the applicant is well known to Cllr Baker

Cllr Baker declared a personal interest in any items in relation to Pembrokeshire Coast National Park Planning Authority – Cllr Baker is a member of the Planning Committee

Cllr Sefton declared a personal interest in Agenda item 2021/02 95 (5) as the applicant is well known to Cllr Sefton

Cllr Williams BEM declared a personal interest in Agenda item 2021/02 95 (5) as the applicant is a near neighbour

Cllr Cleevely brought Agenda item 2021/02 94 forward

Cllr Baker left the virtual meeting room

2021/02 94 NP/20/0407/FUL Coed-derw, St. Brides Hill, Saundersfoot, Pembrokeshire

Demolition of existing garage/workshop, and other extensions. Modernisation of existing building and new two storey extension to form a change in use to provide Key worker accommodation (C3 class) which comprises, 18 No. self-contained studio rooms. The proposal provides 9 No. parking spaces at the front and rear of the property with one being a disabled space. There is also provision for six cycle stands at the rear.

Presentation was made by the two members of the public, advising the Council of all amendments to the original plans as submitted to the Planning Authority. Councillors were given the opportunity of asking any questions they had regarding this application and the new information presented.

Cllr Cleevely requested a show of hands as to who are:-

- in support this planning application - five Councillors raised their hand
- not in support - no Councillors raised their hand

Cllr Cleevely advised that Saundersfoot Community Council support this planning application.

The two members of the public left the meeting

Cllr Baker re-joined the virtual meeting room

2021/02 91 To Receive the Minutes of the Meeting Held on the 7th January 2021

It was proposed by Cllr Sefton that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon 7th January 2021; Cllr Ludlow seconded the proposal with all Council in full agreement.

2021/02 92 Matters Arising from the Minutes – Information Only

2021/02 93 Account(s) for Payment and Bank Reconciliation

Cllr Cleevely proposed that the bank and cashbook reconciliation of the Community Project Bank Account be accepted as a true and accurate record; Cllr Baker seconded the proposal with all Councillors in full agreement.

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

Following consideration of the Budget/Spend report, Cllr Baker proposed that the report be accepted as a true record, but consideration be given to the budgeted amounts unused, due to the Covid 19 Pandemic, but agreed to be used for other approved Council spending, be shown on the report against the agreed spending; Cllr Boughton Thomas seconded the proposal with all Councillors in full agreement.

2021/02 95 Planning Application(s) Received -

All planning information has been circulated to all Councillors prior to the meeting

1 NP/21/0022/FUL Dale View, Sandy Hill Road, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application

2 NP/21/0021/FUL Dale View, Sandy Hill Road, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application with the consideration that the proposed works will tidy up this area and be an improvement to the existing building

3 NP/20/0610/S73 Velfrey Cottage, Church Terrace, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application with the consideration that this will be an essential addition to this development and Saundersfoot Community Council raised this as a concern at the initial planning application and site visit

4 NP/20/0488/FUL 12, Scandinavia Heights, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application

5 NP/21/0024/FUL 27, Whitlow, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application

6 NP/21/0027/FUL Newlands, Sandyhill Road, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application with the consideration that the proposed works are well presented and look appealing

7 NP/20/0552/FUL 10, Scandinavia Heights, Saundersfoot, Pembrokeshire

Saundersfoot Community Council support this planning application with the consideration that this will now finish off the existing building and make very good use of the surrounding views

2021/02 96 Licensing Application(s) Received by Pembrokeshire County Council Licensing Department

1. Harbour Bites – Saundersfoot – No comments

2021/02 97 Consideration of Correspondence Received

- Email received regarding a further 'rock fall' along the Strand – Cllr Baker confirmed that he was in discussions with the relevant parties involved in rectifying such

- Notice circulated to all Councillors advising of on-line trainings being offered by One Voice Wales regarding Council Procedures
- Email requesting nominations for Community Governor at Stepside School. No nominations for Stepside School but Cllr Boughton Thomas nominated Cllr Saunders to be put forward for consideration as a Community Governor for Saundersfoot School; Cllr Upham seconded the proposal with all Councillors in full agreement. This was a nomination requested 2020 following Cllr Ludlow's resignation.
- Email received from the Caring Association thanking the Saundersfoot Community Council for the kind donation.
- Notice from Pembrokeshire Coast National Park Planning Authority advising that planning application NP/20/049/FUL Sandy Hill Barn Conversion has been withdrawn
- Notice received from the National Lottery Community Grant Fund confirming that the application, made by the Clerk for all-inclusive pay equipment, has been accepted and £9,230 has been awarded
- Telephone call received regarding the location of picnic tables/benches to the side of the slipway leading to Saundersfoot Beach with the positioning of such is causing social distancing to be problematic. It was confirmed that this is the approved location.

2021/02 98 To receive County Councillor's Report – Cllr Phil Baker

County Hall

- The 2021/22 Budget continues to be developed, an improved settlement from Welsh Government has reduced the shortfall to £11 million. A Budget Seminar and Cabinet meeting will provide an option / options of 5%, 3.75% and 3% increases for the next financial year. This substantial shortfall will require all Departments to consider service levels.
- The Covid 19 pandemic sees the three main platforms continue at County Hall (mainly virtually) Gold Command, The Hub and Incident Management Centre all dealing with various aspects of County Life

Ward Matters

- The low level lights in the long tunnel on the coast path have been reported to PCC and all SCC Members have been provided with a contact e-mail address to inform PCC of any issues in the tunnel.
- Cllr Baker confirmed that at PCNPA Development Management the latest Apple Tree Gallery application had been approved and Coed Derw had been deferred.
- The first PC/Town and Community Council/PAVS/Planned meeting had been a great success with lessons learned from the on-going pandemic discussed. The Forum will continue to review communication and collaboration. Once again the North of the County was well represented.
- Cllr Baker wanted to record his thanks to Saundersfoot Medical Centre, Regency Hall and volunteers for the great success of the Covid 19 vaccination clinics. The use of SCC and PCNPA car-parks are key to the safe operation and movement of residents through the hall. SHC have also provided 6 overflow spaces at the harbour car-park for use if needed.

2021/02 99 To Receive Any Reports from Committees/Working Parties

To include reports from the:

Cllr Williams BEM on behalf of the Sensory Garden Working Party

- Mr A Lewis has been given a two-week work schedule
- The area of land behind the Saundersfoot Community Council storage container has been cleared of all rubbish. Notice has been taken regarding the fly tipping which has occurred. If this continues the relevant Authorities will be notified and the appropriate action taken.

- Following Mr Lewis receiving phone calls during out of work hours from non-Members, it was requested that if any Councillors know of any tasks to be added to Mr Lewis' work schedule they should contact the Clerk or Cllr Williams BEM

Cllr Ludlow on behalf of the Play Park Task and Finish Group

Cllr Ludlow advised the Council that a meeting had taken place on the 21.01.2021 which Mr Neil Pigdon from Kompan had attended. Mr Pigdon confirmed that the playground works would take around four weeks from start to finish.

Cllr Baker confirmed that Pembrokeshire County Council will remove the old play equipment prior to works commencing.

Confirmation is still awaited from the Welsh Government regarding the approval for Saundersfoot Community Council to apply for the loan in the sum of £30,000

The replacement fencing and all-inclusive gateways (2 No) will be discussed at the next meeting of the Play Park Task and Finish Group.

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Once all finances are fully in place a site meeting (following all Government imposed restrictions) will be called.

Cllr Upham on behalf of the Library Working Group

The 28/01/2021 Zoom Meeting was attended by Cllrs. Boughton Thomas, Baker, Williams, Sefton and Upham. Together with PCC Head of Service and Snr Officers.

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The provision for 2021/22 by PCC for the £12,000 precepted for the Library will cover Staffing Costs- 12hrs weekly - £10,786.24 for the year - the surplus £1,214 could be used to cover extra hours possibly.

Volunteers may be able to increase the opening times of the Library.

The Rent and Rates £6,410.00 will be covered by Pembrokeshire County Council.

Consultation – ready in Welsh and English.

Public Consultation: Pembrokeshire County Council will be able to help promote the Consultation and provide a PDF link on its Website and Facebook pages to the general public. They requested a statement from Saundersfoot Community Council Chairman to promote the consultation. However, they will only send consultation information directly to the library users who have given permission to receive communication.

Saundersfoot Community Council would then need to collate the information from the survey.

Cllr Sefton on behalf of the Policies Working Group

Meeting, via ZOOM, 6:00 pm, Thursday 28th January 2021

NOTES OF MEETING

Present: Cllr. Neil Sefton (Chair), Cllr. Phil Baker, Cllr. Sue Boughton-Thomas, Cllr. Averil Upham, Cllr. Moira Saunders, Melanie Priestley (Clerk)

TOPICS

- Review and revision of the Personnel Working Group policy and Terms of Reference:
 - this had been agreed in principle at January's Council General Meeting, with suggestions for change. Reassurances were given to the Clerk that this working group would not intervene in line management of employees of the Council, which should continue as is.
 - As with all sub-groups of the Council, the Chair of Council was entitled to attend any meeting:
 - It was agreed that Cllr. Saunders, as author of the Terms of Reference, would amend the Terms of Reference accordingly:
- Three of the topics for discussion were requested by the Clerk: these were discussed first to enable the Clerk to leave the meeting thereafter.
 - Review of Financial Regulations: it was agreed that the existing Financial Regulations were suitable and appropriate for the Council's need, without revision. As with all policies they will be regularly reviewed to ensure that they remain appropriate and within regulations required of the Council.
 - Review of Financial Risk Assessment: as the document was not made available prior to the meeting it was agreed that the Clerk would supply a copy of the existing document which will be reviewed and revised as appropriate at the next meeting of this working group.
 - Consideration of the model Grievance and Disciplinary Policy (SLCC model): as the document was not made available prior to the meeting it was agreed that the Clerk would supply a copy of the existing document which will be reviewed and revised as appropriate at the next meeting of this working group.
 - After these points were discussed the Clerk left the meeting.
- Further discussion on the Personnel Working Group resulted in the following agreements:
 - The Chair should not take part in any grievance or disciplinary matter to allow for his participation if the matter needed to be escalated:
 - The existing Disciplinary Panel, and Appeals Panel functions should remain.
 - Cllr Saunders agreed to amend the Terms of Reference to ensure these points were clear.
- Review of the Council's policy needs and purpose of this working group.
 - It was agreed that Council should continue to use the sub-group format as it provides flexibility, groups meetings at short notice if required, and without undue formality.

The records, notes of meetings and decisions agreed/taken should be conducted as per the Terms of Reference.

- It was agreed that the existing Terms of Reference for the Policies Working Group were appropriate, including the following clause: ***"PURPOSE: Review and consideration of Council policies, procedures and regulations to ensure that the Council adheres to statutory regulation, published guidelines and follows good practice, allowing transparency and accountability"***. The group's title should therefore remain Policies Working Group.
- The Policies document from 2015 would be circulated for subsequent review.

A date was set for the next meeting: 3:00 pm on Thursday 25th February 2021

2021/02 101 To Receive Reports from Council Representatives

Cllr Hayes MBE – On Behalf of Wales in Bloom

Cllr Hayes BEM advised Councillors that correspondence had been received from Wales in Bloom requesting if Saundersfoot Community Council would like to enter the 2021 competition at a cost of £85.

The Clerk confirmed that the entry fee for 2020, due to the competition having to be cancelled owing to the Pandemic, had been refunded in full.

Cllr Cleevely proposed that Saundersfoot Community Council enter the Wales in Bloom Competition at a cost of £85; Cllr Boughton Thomas seconded the proposal with all Cllrs in full agreement.

The Clerk requested if Electronic Banking Details were available, Cllr Hayes BEM advised in the negative and stated that a cheque was preferable.

Agenda Items

2021/02 102 Financial Regulations – To consideration any proposal put forward by the Policy and Procedure Working Party

2021/02 103 Financial Risk Assessment– To consideration any proposal put forward by the Policy and Procedure Working Party

Agenda items 101 and 102 are to be carried over to the March 2021 meeting

2021/02 104 Play Park – Consideration regarding the future inspections of the proposed new play park

All Councillors confirmed that they had received the two price comparisons prior to the meeting.

The schedule of inspections consists of

- ten one monthly visual inspections with a tick sheet report
- one half yearly inspection with written report
- one full annual inspection with comprehensive written report

Consideration was given to which inspecting party would be able to offer a program of works once inspections had taken place, ease of sourcing spare parts and the price of the inspections. Cllr Sefton proposed that Saundersfoot Community Council use the installers of the play equipment for future inspections; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

2021/02 105 CCTV– To consider the prices received to install CCTV equipment to cover the play park and MUGA areas

The Clerk confirmed to the Council that, despite numerous attempts to source a third estimate, it had not been possible.

It was agreed that the Clerk would contact another company and once a tender is received an Extraordinary Meeting will be called.

Post meeting note: The Clerk met a CCTV company on site 05.02.2021 and the equipment specification has been sent via Email.

2021/02 106 Grass Cutting Contract 2021 Onwards – To consider the amended grass cutting contract

All Councillors confirmed that they had received a copy of the Grass Cutting Contract prior to the meeting.

Cllr Williams BEM advised the Council that the following have been added to the tender document but would be paid for by income generated by the Cemeteries and not the Precept (the precept only being used to pay for the grass cutting).

- The stream to be cleared twice yearly
- Certain hedges to be cut twice yearly
- All the new cemetery to be cut every fortnight.

Cllr Williams BEM proposed that the Saundersfoot community Council accept the Contract, as presented, and offer a five year contract with a review after three years; Cllr Ludlow seconded the proposal with all Cllr's in full agreement.

The Clerk to make to appropriate arrangements and the Tenders will be considered at the March 2021 meeting.

2021/02 107 Saundersfoot 2020/2021 Library Agreement - To Consider the reply from One Voice Wales regarding the Library Agreement 2020/2021

The Clerk advised the Council that clarification had been sought from One Voice Wales regarding the Agreement entered into with Pembrokeshire County Council (March 2020) to provide a Library service in Saundersfoot at a cost of £13,600 from April 2020 to March 2021 and the fact that due to the unprecedented situation, due to the Covid 19 Pandemic, a full library service was not able to be offered, are Saundersfoot Community Council committed to paying for such service not able to be provided.

The advice received stated that as 'the agreement is specific in relation to the amounts to be paid in relation to the agreed service to be provided. It would normally follow therefore that the Community Council would only be responsible for contributing to the costs relating to the actual provision of the said services'.

It was suggested by One Voice Wales that the Community Council consider writing to the relevant Director in the County Council requesting a review of this year's charges based on the impact of the unforeseen pandemic and consider the response accordingly.'

Cllr Baker was concerned that the "cart had been put before the horse" in this matter and Saundersfoot Community Council should have discussed this before referral to One Voice Wales

It was brought to the Clerk's attention that One Voice Wales was not provided with all of the relevant information which had been received from Pembrokeshire County Council during an exchange of Emails with Cllr Baker in June and July 2020.

Cllr Cleevely proposed that the Clerk provide One Voice Wales with the Email exchange which took place in July 2020, following which the Council will reconsider this agenda item; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

Cllr Baker Proposed that Saundersfoot Community Council also re-open meaningful communication with Pembrokeshire County Council regarding the Library Service offered to Saundersfoot in 2020/2021; Cllr Boughton Thomas seconded the proposal with all Cllrs in full agreement.

Date of next meeting – 04.03.2021

Meeting closed 20.40