

# 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 March 2021

This meeting was open to members of the public.

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

Also present –The Clerk

Due to technical difficulties Cllr Cleevely joined the meeting after agenda item 2021/03 111. For agenda items 2021/03 107, 108, 109 and 110 were chaired by Cllr Wainwright

## **2021/03 107 Apologies for Absence - Cllr A Upham**

**2021/03 108 Chairman's Report** – On joining the meeting - Cllr Cleevely advised the Council that he had nothing to report, this month, that was not to be covered in the Agenda.

## **2021/03 109 Declaration of Interests**

Cllr Sefton declared a personal and prejudicial interest in agenda item 2021/03 114 (4) Cllr Sefton is the applicant

Cllr Boughton-Thomas declared a personal and prejudicial interests in agenda item 2021/03 113 Cllr Boughton-Thomas is the Treasurer of the Regency Hall

Cllr Boughton-Thomas declared a personal interest in agenda item 2021/03 114 (3) as the applicant is a near neighbour

Cllr Pearson declared a personal interest in all matters relating to Apple Tree Gallery and the Residents Association

Cllr Williams BEM declared a personal interest in all matters relating to Apple Tree Gallery and the Residents Association as a family member is a member of the Residents Association and near neighbour of Apple Tree gallery

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

Cllr Baker declared a personal and prejudicial interest in any matters relating to Coed-derw as the applicant is well known to Cllr Baker

## **2021/03 110 To Receive the Minutes of the Meeting Held on the 4<sup>th</sup> February 2021**

It was pointed out to the Clerk that two reports had been duplicated within the printed Minutes which in turn offset the numbering of Agenda Items. This item will be carried over to the April 2021 meeting once an amended copy had been received by all Councillors.

## **2021/03 111 Matters Arising from the Minutes – Information Only**

None

## **2021/03 112 Account(s) for Payment and Bank Reconciliation**

Cllr Williams BEM proposed that the bank and cashbook reconciliation be accepted as a true and accurate record of the Council's accounts, Cllr Ludlow seconded the proposal with all Councillors in full agreement. Cllr Boughton Thomas enquired about the Vodafone item, the Clerk explained that this is the apportioned Broadband service at the shared office.

Following consideration of the Budget/Spend report, Cllr Williams BEM proposed that the report be accepted as a true record; Cllr Boughton Thomas seconded the proposal with all Councillors in full agreement.

**2021/03 113 Consideration of payment of the March Grant payment to the Regency Hall in the sum of £1,075.00**

Cllr Boughton Thomas left the virtual meeting room

Following discussion, Cllr Baker propose that Saundersfoot Community Council make payment to the Regency Hall in the sum of £1,075.00; Cllr Hayes MBE seconded the proposal with all Councillors in full agreement.

Cllr Boughton Thomas re-joined the virtual meeting room

**2021/03 114 Planning Application(s) Received –**

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

- 1 NP/21/0093/TPO Oakleigh, St. Brides Hill, Saundersfoot  
Works To Trees (TPO) SN13600438 Deadwood & reduce tree by 25%

The Council consider that this is necessary works and raised no concerns

- 2 NP/21/0028/FUL 16, Ocean Point, Saundersfoot  
Extension of domestic curtilage to north-east of dwelling house, re-profiling of this area of land. Addition of garden structures, dormer windows, side balcony, access gates and other alterations (retrospective)

The Council noted that this application is for retrospective planning permission. Cllr Boughton Thomas proposed that Saundersfoot Community Council support this retrospective planning application; Cllr Williams BEM seconded the proposal with a majority vote in favour of such.

- 3 NP/21/0029/FUL Long Park Cottage, Ragged Staff, Saundersfoot  
Extension of existing balustrade

Following consideration of the position of the site and neighbouring properties, Cllr Ludlow proposed that Saundersfoot Community Council support this planning application with the consideration that that there would not be any issues with intrusion into neighbouring properties privacy and the applicant is making good use of the surrounding views; Cllr Wainwright seconded the proposal with a majority vote in favour of such.

- 4 NP/21/0034/FUL 23, Whitlow, Saundersfoot  
Part demolition of garage and change of use of garage to study/utility. In addition, provision of single storey bedroom extension

Cllr Sefton left the virtual meeting room.

The Council acknowledged that this application has been made by a Fellow Councillor

Following discussion Cllr Wainwright proposed that the Saundersfoot Community Council support this application; Cllr Ludlow seconded the proposal with a majority vote in favour of such. It is considered that these proposed alterations will be within keeping of neighbouring properties which have made similar additions and/or alterations to their properties with no ongoing concerns.

Cllr Sefton re-joined the virtual meeting room.

**2021/03 115 Licensing Application(s) Received by Pembrokeshire County Council Licensing Department**

1. Kookaba – Saundersfoot – No Comments to add at present

## **2021/03 116 Consideration of Correspondence Received**

- A number of letters/Emails received from the Residents Association appertaining to a recent planning application and a possible Judicial Review (not relating to Saundersfoot Community Council) . The Clerk to respond accordingly
- Reminder to all regarding the Census to take part on the 21<sup>st</sup> March 2021
- Notice received from Pembrokeshire Coast National Park Planning authority advising that the Coed-derw planning application would be considered by the Planning Development Committee on the 10<sup>th</sup> March 2021
- Wayleave application received from Western Power Distribution requesting access to the EE mast site – the Clerk to proceed accordingly
- Confirmation received from the Wales Remuneration Panel advising that Saundersfoot Community Council will be considered in the reviewing process
- Email received from Pembrokeshire County Council advising that Cllr Saunders has been successful in her nomination as Community School Governor at Saundersfoot C.P. School
- Order received from Pembrokeshire County Council for the regularisation of a footpath at the bottom of Scandinavia Heights.
- Thank you letter from Saundersfoot Rainbows acknowledging receipt of their donation
- Thank you letter from Saundersfoot Youth Club acknowledging receipt of their donation
- Email received, by the Clerk, from a member of the public requesting information regarding correspondence purportedly shared. The Clerk has responded advising that the information contained within the Email received is incorrect.

## **2021/03 117 To receive County Councillor's Report – Cllr Phil Baker**

### **County Hall matters**

- Cllr Baker confirmed that at the PCC Full Council meeting held that day the Council had agreed a 3.75% increase in Council tax. This would see Pembrokeshire still having the lowest Council tax in Wales and collecting substantially less than Welsh Government assess that it needs. Substantial savings and efficiencies will still have to be made across many departments.
- Interviews are in preparation to appoint the new Chief Executive.

### **Ward matters**

- Following an inspection by the maintenance team, the lights in the long tunnel have corroded, replacement lights are to be provided and installed.
- Saundersfoot Medical Centre working with volunteers, PCC, PCNPA and SCC have seen 8 half day vaccination clinics held, Cllr Baker extended his thanks to all concerned especially the Team at The Regency Hall.

## **2021/03 118 To Receive Any Reports from Committees/Working Parties**

To include reports from the:

### **Cllr Williams BEM on behalf of the Sensory Garden Working Party-**

- MK have collected the Kronux stars last Friday and apologised for the delay. The vehicle that picked them up was taking them to Switzerland. The posts are still 'in situ' until they deliver the caps.
- The miniature daffodils are blooming well. I was hoping to have the same impact with the miniature tulips but they are too small.
- Hopefully the Grounds Working Party can meet within the next fortnight to determine a schedule of works for this season., taking into account the 'To Do' list which is made up of works approved by Council but put on hold due to the impact of the Pandemic.

- The roses need to be pruned and would welcome any assistance.

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

Cllr Ludlow proposed that the Clerk seek three quotations for the replacement fence and gates as per the specification circulated prior to the meeting; Cllr Baker seconded the proposal with all Cllrs in full agreement.

Cllr Baker proposed that the fence to be replaced, in the position it is now, to the front of the park area, the two trees be removed and a tarmac path be installed, to allow safe passage for pedestrians to the sports field; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

It was also agreed that consideration be given to planting trees in the area known as the 'Old Putting Green'.

Cllr Ludlow also reported that all things being equal Pembrokeshire County council will commence removing the old play equipment around the Library Task and Finish Group.

*(Post meeting note – The Clerk met with the Council's preferred Arborist who confirmed that the two large trees to the rear of the play ground area are affected with Ash Dieback and require attention – Arrangements have been put in place to follow the advice received)*

### **Cllr Sefton on Behalf of the Library Task and Finish Group**

#### **Present:**

Cllr Averil Upham (Chair); Cllr Phil Baker; Cllr Sue Boughton-Thomas; Cllr Martyn Williams; Cllr Neil Sefton also the Clerk

Following discussion about the potential for conflict of interest within membership of the Task & Finish Group, some Councillors left the meeting intending to seek further advice from reliable sources. This action rendered the meeting inquorate and the meeting was closed.

As a result, there has been no further action taken by the group in relation to the proposed survey of the residents, nor further research into options available to the Council and the residents/library users in order to decide whether:

- to establish a Community Managed Library, and if so, using what constitutional form,
- pay PCC, from the precept, to maintain the current library provision, with potential changes to the service in terms of facilities, staffing and opening hours
- accept the option to receive a once weekly mobile library service by PCC

Regarding declaration of personal and prejudicial interest, members of the group researched the guidelines and/or took advice from PCC Monitoring Officer. They have reached the conclusion that all members could maintain membership of the Task & Finish Group, declaring a personal interest if they felt it was necessary. The primary purpose of the Task & Finish Group is to research options for the future of the library service in the village: the findings will then be presented to full Council to make any decisions. Participation at meetings of the group will therefore not require declaration of prejudicial interest.

The proposal is that the existing members of the Library Task & Finish Group should remain on the group, arrange a meeting in due course, and get on with the task in hand.

### **2021/03 119 To Receive Reports from Council Representatives**

To include reports from:

**Cllr Sefton on behalf of One Voice Wales**

**Report of One Voice Wales, Pembrokeshire Area Committee Meeting, 2<sup>nd</sup> March 2021**

The meeting was held remotely using a system called 'Star Leaf'

Hosted by Alun Harries, Development Officer One Voice Wales and Chaired by Claire George.

This was the first meeting of this group since February 2020.

- The minutes of the meeting held on 21<sup>st</sup> February 2020 were approved
- Update on community Council meetings in Pembrokeshire – (paper from PCC)
  - The majority of T&CCs are meeting and are meeting on-line. Meeting on-line does not seem to have impacted on attendance levels. A smaller number of T&CCs have met in person, usually indoors.
- There was review of the period since the last meeting (over one year ago)
  - some Councils reported that they had taken the initiative and developed community activities during the COVID crisis. The value of good relations between T&CCs and their County Councillor was emphasised.
- Feedback from PCC seminars on Jan 20<sup>th</sup> and Feb 25<sup>th</sup>
  - those who had attended the seminar(s), stated they were very well received.
- Digital connections project
  - related to use of digital meeting platforms, use of website and of social media: some Councils say they put their agendas, minutes, and other community information on social media. There were comments about poor broadband in some areas and the help available from PCC was mentioned.
- News and reports from Councils
  - Few Councils reported. I reported that SCC had provided hand sanitizers and supported the use of some parking spaces to provide more room for social distancing, prompted and enabled by Councillor Baker.
- Reports from bodies on which the Area Committee is represented - none
- AOB
  - PLANED representatives summarised their work on Councils having a Wellbeing Plan for their communities, soon to be published.
- Local Government & Elections (Wales) Act 2021 – Alun Harries reported on three new regulations now enacted:
  - From May 2022 every T&CC has to produce an Annual Report for the period of the financial year (not the Council year) 1<sup>st</sup> April to 31<sup>st</sup> March. This means Councils need to start this process from April 2021.
  - From May 2022 a new General Power of Competence will be introduced allowing Councils to pursue additional expenditure, funding etc with less red tape: this only applies to Councils with a turnover (not precept) of more than £200,000.
  - From May 2022 every Council must produce an annual training program for Councillors and employees.
  - None of the above are expected to be huge tomes or masses of work.
- Correspondence:
  - Training from One Voice Wales for Councillors, some courses free to attend
  - Hywel Dda Health Board asked if they could attend and address a future meeting
  - Annual Remuneration Report for next year 2021/2022 – same as this year
- Next meeting tbc, possibly end of May, probably still remote/digital

### **Cllr Hayes MBE on Behalf of Wales in Bloom**

Cllr Hayes MBE confirmed that Saundersfoot Community Council's application for Saundersfoot to be entered into Wales in Bloom has been accepted. Cllr Hayes MBE also made comment regarding the lack of rubbish bins around the village. Cllr Baker advised that certain bins had been removed

by Pembrokeshire County Council due to the fact that they were being abused by persons unknown fly tipping and disposing of domestic refuse. Cllr Ludlow also advised that several of the blue bins that were painted by volunteers were to be replaced once the painting completed.

## **Agenda Items**

### **2021/03 120 Financial Regulations, Financial Risk Assessment and Grievance and Disciplinary Policy** – To consider any proposals put forward by the Policies Working Group

Cllr Sefton advised the Council that the above policies have been scrutinised by the Policies Working Group and the following considerations are put forward to the Council:

Financial Regulations – To remain as is and adopted at the May Annual Meeting

Financial Risk Assessment – Further consideration required by the Asset and Risk Working Party

Grievance and Disciplinary Policy – This requires breaking into two smaller documents and will be brought back to Council for consideration of adoption at a later meeting.

Cllr Sefton further reported:

- The list of policies that Community Council should hold requires reviewing – the Policies Working Group will redraft this
- The Personnel Working Group – Membership of this group to be considered at the May Annual Meeting. The purpose of this group is to provide the Council structure around the Employees and not their workload
- The pay scale of the Clerk and Handyman will be reviewed once further information is received from One Voice Wales and the Society of Local Council Clerks (SLCC)

### **2021/03 121 CCTV**– To consider the prices received to install CCTV equipment to cover the play park and MUGA areas

The three prices received were presented to the Council.

Following discussion of such, Cllr Boughton-Thomas proposed that Saundersfoot Community council accept the lowest quotation for the installation of the CCTV equipment to cover the play park and MUGA area; Cllr Ludlow seconded the proposal with all Cllrs in Full agreement.

### **2021/03 122 Grass Cutting Contract 2021 Onwards** – To consider any tenders received regarding grass cutting contract

The Clerk advised the Council that only two tenders were received despite advertising such in the Tenby Observer.

The Council agreed that the two tenders be considered.

Following consideration of the two tenders Cllr Boughton Thomas proposed that Saundersfoot Community Council accept the lower tender received from Mr Chris Viggars and offer a five year grass cutting contract with a six month probation period; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

### **2021/03 123 Saundersfoot 2020/2021 Library Agreement** – (a) To Consider the Email received from Pembrokeshire County Council and the refund, from the Welsh Government, of monies paid towards the 2020/2021 Library Service (b) the consideration to re-budget such refund

Cllr Baker declared a personal interest in this agenda item

Following discussions, Cllr Baker proposed that Saundersfoot Community Council request a refund of monies paid to Pembrokeshire County Council amounting to £4,533.33; Cllr Ludlow seconded the proposal with all Cllrs in full agreement.

Cllr Baker further proposed that the refund be apportioned as £4,000 added to the play park budget and £500 pay for the purchase of plants to be planted in the flower pots around the village; Cllr Sefton seconded the proposal with all Cllrs, eligible to vote, in full agreement.

Prior to the vote Cllr Ludlow declared a personal interest as his wife has volunteered to plant the plants and took no part in the vote.

**2021/03 124 Saundersfoot Bowling Club** – to consider the installation a new deeper “French drain” along the Southern edge of the Bowling Green on Saundersfoot Community Council land. (Cost to be met by the Bowling Club). The two options available for the positioning of such –

- a. Between the new fence and the trees
- b. 3m (approximately) from the new fence on Saundersfoot Community Council land

The Saundersfoot Community Council consider this a necessity and approve any draining works in this area providing the land is left as is before any works.

**2021/03 125 Saundersfoot Bowling Club** – SBC advised that during their drainage investigation it became apparent that a manhole was required on the Saundersfoot Community Council land near the storage container, the club wished to draw this to the attention of Saundersfoot Community Council as the work could be carried out when the French Drain was to be installed.

Cllr Baker gave a brief background into what works are required and why.

This area has been water logged for a number of years, which has a detrimental effect on part of the bowling green.

Cllr Baker proposed that Saundersfoot Community Council waive the lease fee for 2021/2022 to assist the Bowling Club with the costs of the additional drainage works; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

Cllr Baker further proposed that Saundersfoot Community Council pay £365.92 to enable a manhole be installed in the existing culvert to assist with the drainage problems; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

**2021/03 126 Possible Change in Saundersfoot Community Council's Solicitor** – To consider the on-going legal representation of Saundersfoot Community Council and if a change of such should be considered

Cllr Boughton Thomas requested that Council consider the possible change of Solicitor to a more local firm following the completion of any outstanding business. The Clerk to make certain enquiries and report back to council at a later date. Cllr Baker suggested that the Clerk also discusses with the other Councils that she works with that a joint approach could be made. This reflects exactly the collaboration that PCC are promoting

**2021/03 127 Consideration of an all-Inclusive Therapy Garden** – To be located on the grounds behind the Bowling Club known as the old putting green

Cllr Boughton Thomas advised the Council that the area known as the ‘Old Putting Green’ could be turned into a Therapy Garden. It was agreed that the Grounds Working Party would make certain enquiries and report back to the Council when they have all the relevant information.

Date of next meeting 01.04.2021 6pm via the medium of Zoom

Meeting closed 20.24