

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Annual Meeting followed by the General Meeting of The Saundersfoot Community Council. This was a remote meeting held via the medium of Zoom, on Thursday 6th May 2021.

This meeting was open to members of the public.

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

Also present –One member of the public (joined after agenda item 5) and The Clerk

Annual Meeting Agenda – Meeting Commenced 18.05

2021/05 1 To Elect the Chairman of Saundersfoot Community Council for 2021/2022 and to receive their Declaration of Office

Cllr Cleevely requested for any nominations to be put forward for the 2021/2022 Chair of Saundersfoot Community Council. Cllr Baker nominated Cllr Wainwright as Chair to Saundersfoot Community Council for 2021/2022; Cllr Williams BEM seconded the nomination. No other nominations were received. Cllr Wainwright accepted the Office of Chair, signed his Declaration of Office and commenced Chairing the meeting.

2021/05 2 To Elect the Vice Chairman of Saundersfoot Community Council for 2021/2022

Cllr Wainwright proposed Cllr Ludlow as Vice Chair; Cllr Williams BEM seconded the nomination. No further nominations were received. Cllr Ludlow accepted the Office of Vice Chair.

2021/05 3 Out Going Chairman's Report

Cllr Cleevely reported that from accepting the Office of Chair it had been 8 months like no other, since he had been a Councillor, with many challenges which had been faced on and with the ability to hold remote meetings, Council business has been able to continue.

2021/05 4 2021/2022 Chairman's Address to the Council

Cllr Wainwright thanked Cllr Cleevely and Fellow Councillors for putting their trust in him as Chairman to Saundersfoot Community Council for the ensuing year. He also stated that it was a honour and that he will, when needed, draw on their experience.

2021/05 5 Apologies for Absence – Cllr T Pearson,

2021/05 6 To receive Miss James' Declaration of Office

Cllr James read and signed her Declaration of Office as Councillor to Saundersfoot Community Council. Cllr James thanked Fellow Councillors for offering her the position of Councillor to Saundersfoot Community Council. Cllr Wainwright, on behalf of the Council, welcomed Cllr James.

2021/05 7 To receive any personal and prejudicial Declaration of Interests.

Cllr Boughton-Thomas declared a personal and prejudicial interest in any matters appertaining to the Library – Cllr Boughton Thomas is Treasurer to the Regency Hall

Cllr Upham declared a personal interest in any matters appertaining to the Library – Cllr Upham is a Trustee of the Regency Hall

Cllr Baker declared a personal interest in any matters appertaining to the Library - Cllr Baker is also County Councillor and Pembrokeshire County Council are the Agreement holders for the library

Cllr Baker declared a personal interest in agenda item 16(A) – Cllr Baker is known to the applicant

Cllr Baker declared a personal interest in any matters appertaining to the Pembrokeshire Coast National Park Planning Authority – Cllr Baker holds a seat on the Planning Development Committee

Cllr Baker declared personal and prejudicial interests in agenda item 16 (E) – The applicant is well known to Cllr Baker

Cllr Williams BEM declared a personal interest in agenda item 16 (A) – the applicant is known to Cllr Williams BEM

2021/05 8 Appointment of Committee/Working Party/Task and Finish Group Members

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| Grounds Working Party | Cllrs Hayes MBE, Boughton-Thomas, Upham, Williams BEM and Pearson |
| Sensory Garden Working Group | Cllrs Hayes MBE, Boughton Thomas, Upham, Williams BEM and Pearson |
| Policy Working Group | Cllr Sefton, Upham, Saunders, Boughton-Thomas, James and Baker |
| Asset and Risk Working Group | Cllrs Cleevely, Saunders, and Hayes MBE |
| Personnel Working Group | Cllrs Saunders, Williams BEM, Sefton, Wainwright and James |
| Yearly Audit | Cllr Boughton-Thomas - assistance with documentation |
| Christmas Lights / Festivities Working Group | Cllrs Boughton-Thomas, Williams BEM, Ludlow, James and Baker |
| Disciplinary Panel | Three Councillors and the Clerk (A to Z) |
| Appeals Review Panel | Three Councillors and the Clerk (Z to A) |
| Play Park Task and Finish Group | Cllrs Ludlow, Baker, Upham, Williams BEM, Wainwright, Cleevely, James and Sefton |
| EE Mast Task and Finish Group | Cllrs Baker and Boughton-Thomas |
| 2022/2023 Library Task and Finish Group | Cllrs Upham, Baker, Boughton-Thomas, Williams BEM and Sefton |

The Member of the Public left the meeting

2021/05 9 To review the Council's representation on outside bodies

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| Regency Hall Representative | Cllr Upham |
| Village Working Party Representatives | Cllrs Boughton-Thomas, Baker and James |
| SCC Grounds Manager | Cllr Williams BEM |
| Saundersfoot Neighbourhood Policing Liaison | Cllrs Cleevely and James |
| Saundersfoot in Bloom | Cllr Hayes MBE |
| Chamber for Tourism | Cllr Baker |

Saundersfoot School

Cllr Saunders

County Councillor

Cllr Baker

Saundersfoot Harbour Advisory

Cllr Boughton-Thomas

One Voice Wales

Cllrs Cleevely and Sefton

2021/05 10 To set the time and dates of the General Meetings of Saundersfoot Community Council (May 2021 to April 2022)

Thursday 3rd June 2021

Thursday 1st July 2021

Thursday 5th August 2021

Thursday 2nd September 2021

Thursday 7th October 2021

Thursday 4th November 2021

Thursday 2nd December 2021

Thursday 6th January 2022

Thursday 3rd February 2022

Thursday 3rd March 2022

Thursday 7th April 2022

Following current Government Guidelines, as from June 2021 Saundersfoot Community Council will be meeting at the Regency Hall (for Councillors only) with a live link for any members of the public to attend remotely.

Meeting conditions will be assessed as and when the Government Guidelines are updated.

2021/05 11 To review the Saundersfoot Community Council's Financial Regulations and Risk Assessment

It was agreed that the Asset and Risk Working Group, along with the Clerk, will consider any amendments required within the Financial Risk Assessment. It was further considered that the Financial Regulations should stay as is.

General Meeting Agenda – Meeting commenced 18.47

2021/05 12 To Receive the Minutes of the Meeting Held on the 1st April 2021

Cllr Baker proposed that the Minutes for the meeting held on the 1st April 2021 be signed as a true record; Cllr Boughton-Thomas seconded the proposal with all Cllrs in full agreement.

2021/05 13 Matters Arising from the Minutes – Information Only

Cllr Williams BEM requested Council to consider how matters of grounds upkeep could be moved on in a more time efficient manner. Cllr Cleevely proposed that the Grounds Maintenance Working Party be able to spend up to the budgeted amount for 2021/2022, to enable works to be carried out in a timely manner. The Responsible Finance Officer to be included in all purchases or contracts; Cllr Boughton-Thomas seconded the proposal with all Cllrs in full agreement.

Cllr Boughton-Thomas advised the Council that Saundersfoot Medical Centre have offered to supply a letter of support regarding the proposed Therapy Garden Project and the application of any grants.

Consideration to be given when drafting the 2022/2023 budget to allow for the ongoing upkeep of the proposed therapy garden.

Cllr Sefton proposed that a Task and Finish group be formed to move the Therapy Garden project forward and bring a formal proposal to the Council for consideration; Cllr Ludlow seconded the proposal with all Cllrs in full agreement.

2021/05 14 Account(s) for Payment and Bank Reconciliation

Following consideration of the information presented to the Council; Cllr Williams BEM proposed that bank/cashbook reconciliation be accepted as a true and accurate record of the Council's accounts, Cllr Hayes MBE seconded the proposal with all Councillors in full agreement.

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| Cash Flow April 2021 | | | |
| Balance | £ | 88,953.64 | B/F |
| Payments made | £ | 8,207.58 | |
| Payments received | £ | 29,359.31 | |
| | £ | 110,105.37 | C/F |

The Clerk requested clarity as to where the fence removal, telecommunication wire relocation and tree works costs should be accounted for. Cllr Baker proposed that the above accounts should be accounted for with none-budgeted funds; Cllr Boughton-Thomas seconded the proposal with all Cllrs in full agreement.

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

2021/05 15 To receive any updates regarding the 2019/2021 Audit process

The Clerk advised the Council that all the relevant information and files have been taken to the internal auditor for his consideration.

Information requested in the Governance Statement included – copies of the Clerks Contract of Employment, October 2020 pay slip and PAYE submission.

The Clerk also advised that the Internal Auditor has been requested to ensure that the correct process has been adhered to regarding the apportionment of any invoices between the Councils the Clerk works for.

2021/05 16 Planning Application(s) Received

A NP/21/0161/S73 Kook A Ba, High Street, Saundersfoot, Pembrokeshire Variation of Condition 3 re: NP/20/0396/FUL

Cllr Baker advised the Council that he would not take part in any debate regarding this application but offered to share any back ground information that may be of benefit.

Following consideration of all the information provided, the Council agreed that no objections have been raised regarding this application and the Planning Authority should be advised of such.

B NP/21/0232/FUL Bonville Court Cottage, Valley Road, Saundersfoot Erection of a Storm Porch to the Rear Elevation at First Floor Level

Following consideration of all the information provided, the Council agreed that no objections have been raised regarding this application and the Planning Authority should be advised of such.

C NP/21/0160/FUL 22, North Close, Saundersfoot, Pembrokeshire

Demolition of existing single storey conservatory structure and provide 1 ½ storey rear extension comprising family room at ground floor level with bedroom, en-suite at first floor level and associated external works

Following consideration of all the information provided, it was considered that the proposed extension covers the majority of the remainder of the plot and to enable an informed decision the Council request a site visit.

**D NP/21/0213/FUL 17, Swallow Dale, Saundersfoot, Pembrokeshire
Proposed first floor extension above existing garage, proposed two storey extension to rear with internal alterations**

Following consideration of all the information provided, to enable an informed decision the Council request a site visit.

Cllr Baker left the virtual meeting room

**E NP/21/0251/FUL Coed-derw, St. Brides Hill, Saundersfoot, Sir Benfro, SA69 9NP
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(staff) worker accommodation (C3 class) which comprises, 16 No. self-contained studio rooms. The proposal provides 8 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.**

Following consideration of all the information provided, Councillors agreed that all the concerns raised previously had been addressed within this application. Cllr Williams BEM proposed that Saundersfoot Community Council support this planning application; Cllr Upham seconded the proposal with a majority vote in favour of such.

Cllr Baker returned to the virtual meeting room

2021/05 17 Licensing Application(s) Received

None received

2021/05 18 Consideration of Correspondence Received

- Email received from the Remuneration Review Panel advising that the virtual meeting has been rescheduled.
- Email received from a resident, whose property is adjacent to the Sports Field, raising concerns regarding a tree on the boundary they consider to have ash dieback. The Clerk advised the Council that the Saundersfoot Sports and Social Club and the resident have been advised accordingly.
- Email received requesting an update as to when the tennis net will be in situ. A response has been sent advising that it will be ASAP
- Notice received from Pembrokeshire County Council advising that the graffiti reported will be removed ASAP
- Email received raising concerns regarding the diesel engines of the ice cream vans, on the beach, being left idling releasing fumes. Cllr Baker will contact Pembrokeshire County Council and advise the author accordingly. The Council acknowledged that the area of the beach referred to is privately owned land.
- Email received from the King George V - Fields in Trust – Acknowledging and supporting the proposed future project of a therapy garden on land known as ‘The Old Putting Green’.

2021/05 19 To receive County Councillor's Report

County Matters

IMC and Gold continuing and are dealing with the day to day response to the pandemic

PCC working closely with D-P Police and other Agencies during opening up of the Visitor Economy

Café Culture being rolled out in a number of Communities across the County

D-P Police and PCC Covid Enforcement Teams engaging with businesses around the County,

Ward Matters

Café Culture will commence on The Strand 26th April

Café Culture and social distancing measures will commence on Cambrian Terrace 17th May – coinciding with reduced indoor dining

2 Foot paths have been surfaced – Stammers Lane and Scandinavia Heights

Active Travel funding for Saundersfoot

£248,000 Full funding for Fan Road, Sandy Hill Road Milford Street, Westfield Road, Frances Lane, Sandy Hill to Stammers Road.

Partial funding of £25k for The Incline for surveys (£6k), design (£10k), monitoring and promotion (£1k) and project management (£8k).

Street cleaning still carrying out a fantastic job visiting over 5 times a day and supported by volunteers

Enhancing Pembrokeshire Grant - £120,000 available in Saundersfoot allocation, fantastic projects have already been supported in the Village and we need to encourage groups and organisations to make applications.

Site Visit by PCNPA DM Committee on Monday 10th May to view the application regarding the tree on Saundersfoot Main beach.

Huge thanks to all the volunteers in Saundersfoot – Litter Picking, Parking Marshalls and Vaccine Ambassadors

Local Visitor Ambassadors will be needed to supplement PCC Ambassadors in the Summer, Cllr Baker already has a number of names.

Long Tunnel improvement, funding recently secured from Welsh Government, a specialist Contractor secured, currently working on a 2-week programme – Long tunnel and Strand Tunnel. Cold rolled asphalt and recycled tyres will be used – this material has been used in similar situations in the north of the UK. Tunnel closed. Liaison with NRW, County Ecologist, PCNPA and Hean Castle Estate to be informed.

2021/05 20 To Receive Any Reports from Committees/Working Parties

Sensory Garden Working Party and Grounds Management Working Party – Cllr M Williams BEM

As Matters arising – Cllr Williams BEM stated that he is pleased that the working group can now move matters forward in a timelier manner.

Library Task and Finish Group – Cllr A Upham

Cllr Upham reported that arrangements are being put into place to enable the public consultation to be distributed across as many platforms as possible. All being coordinated to be go live at the same time.

EE Mast Installation – Cllr P Baker

The Clerk advised that the Council's Solicitor has passed all the relevant paperwork over the installers Solicitors. An installation date is awaited.

2021/05 21 To Receive Reports from Council Representatives

Cllr Baker on behalf of the Chamber for Tourism

Cllr Baker reported that the Chamber of Tourism is working hard to ensure that, as and when the business within Saundersfoot open up again for business, it is done in a safe way to protect both the business owners and members of the public.

2021/05 22 Fencing around the Play Park – to consider the positioning of the new fencing around the existing play park and the prices received for such

2021/05 23 Pathway in front of the Play Park - to consider the prices received regarding a safe pathway to the front of the play park

Councillors considered agenda items 22 and 23 together

Consideration was given to the prices obtained, but Councillor considered that they were not pricing for the same service. The Clerk to draft a tender document and request like for like prices from the four suppliers noted at the meeting.

2021/05 24 Pathway to replace the loose chipping to the front of the MUGA – To consider any prices received to lay porous tarmac to this area to alleviate the problem with the chippings being spread in the MUGA

A site meeting to take place to discuss the drainage problems in this area and find a reasonable solution to provide a safe pathway allowing for the water to drain away.

2021/05 25 Adoption of Policies and/or Procedures – to consider any amendments or new policies put forward by the Policy Working Group for adoption by the Council

Cllr Saunders advised the Council that the Working Group had considered the documentation provided and, in their opinion, it would be more manageable as two documents. Cllr Saunders further advised that she had drafted a document for consideration at the June 2021 meeting. The Clerk to distribute such.

2021/05 26 The lighting in the tunnels between Saundersfoot and Wisemans Bridge - To consider what alternatives are available to light the Tunnel

Cllr Baker up-dated the Council regarding the re-surfacing of the tunnels within his report.

Cllr Hayes BEM requested further information from the Pembrokeshire County Council regarding any possible upgrading of the existing lighting. Cllr Baker to make further enquiries with Pembrokeshire County Council

Meeting closed 21.16