

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council held on Thursday 3rd June 2021. This was a hybrid meeting - Councillors met within the Regency Hall with a live link to enable members of the public, and any Councillors who preferred to attend virtually, via Zoom. (These arrangements are in line with the current Government imposed Covid 19 Restrictions).

This meeting was open to members of the public.

Present - in person- Cllrs M Wainwright (Chair), D Ludlow (Vice Chair), R Hayes MBE, B Cleevely, S Boughton Thomas, M Saunders, M Williams BEM, A Upham, T Pearson and the Clerk

Present – remotely via the live link Cllrs P Baker (County Councillor), L James and Nine members of the public

Meeting commenced at 18.08

2021/06 26 Apologies for Absence - Cllr N Sefton

2021/06 26 Chairman's Report -

Prior to Cllr Wainwrights report he advised all Councillors of Cllr Sefton's recent admission to hospital and wished him a speedy recovery on behalf of all Councillors.

Cllr Wainwright reported that:

- Cllr Cleevely and myself met in the Sensory Garden for a socially distanced handing over of the Chain of Office. Photographs were kindly taken by Ellie Wainwright and forwarded for inclusion in the Tenby Observer.
- The Contractors resurfacing the tunnel have done a fantastic job and congratulations to go to all involved, including our County Councillor Phil Baker, for a first-class job.
- I met with members of the Wisemans Bridge Rowing Club, Michael Davies from Saundersfoot Harbour and Cllr Phil Baker to officially recognise the 500 days count down to the start of the World Rowing Championship, which will be held over two weeks in July 2021. A flag was raised and I wish everyone taking part good luck and good weather for the event.
- The inoculation clinics have been well organised with the safety of all maintained throughout every clinic. Huge thanks to everyone concerned.
- I met with Mr A Lewis – the Council's handyman, to introduce myself and enquire if he had any matters at all that he wanted to discuss. I hope this will be a regular meeting.
- The park installers have commenced works, prior to such a photograph was taken to mark the occasion. This project, when completed, will be a very welcome asset to the village and the younger residents who, I am sure, will make good use of it.

2021/06 27 Declaration of Interests – As per the Code of Conduct (Para 11(1))

Cllr Boughton-Thomas declared a personal and prejudicial interest in any matters appertaining to the Regency Hall/Library – Cllr Boughton Thomas is Treasurer to the Regency Hall. Cllr Boughton Thomas has been granted a Dispensation by Pembrokeshire County Council - Standards Committee to speak on any matters relating to the Regency Hall/Library

Cllr Upham declared a personal interest in any matters appertaining to the Regency Hall/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 33(F) – 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 a personal interest in any matters appertaining to the Harbour – Cllr Baker is the Pembrokeshire County Council appointed Commissioner

Cllr Saunders declared personal interests in agenda item 33 (E) – The applicant is well known to Cllr Saunders

Cllr Saunders declared personal interests in agenda item 40 – Cllr Saunders lives in close proximity to the Monterey Cypress

Cllr Hayes MBE declared a personal and prejudicial interest in agenda item 40 – Cllr Hayes MBE is a member of the Friends of Saunderson who have already responded to this planning application

Cllr Hayes MBE declared a personal interest in any matters relating to the Saunderson Sports and Social Club – Cllr Hayes MBE is a Trustee of the Saunderson Sports Field

Cllr Wainwright brought agenda item 2021/06 40 forward

2021/06 40 NP/21/0172/TPO Fell 1x Monterey Cypress (*Cupressus macrocarpa*) to ground level, leaving stump in situ. To consider the actions of the Saunderson Community Council regarding the above planning application and possible presentation at the Pembrokeshire Coast National Park Planning Advisory Committee meeting.

Standing Orders were temporarily suspended to afford all members of the public the opportunity to address the Council.

Following consideration of all the comments and information provided by members of the public, Cllr Williams BEM proposed that Saunderson Community Council recommend objection to this application by the Planning Authority and request the members of the Pembrokeshire Coast National Park Planning Development Committee consider that:

- A Community Group of Stake Holders is formed, to include the qualified Arborist, to ensure the safety and wellbeing of the tree
- A Tree Preservation Order application of Intended Works is submitted to the Planning Authority to request permission for the recommended works to be carried out by the professional Arborist
- If successful the works to be funded by donations/contributions to the Community Group

Cllr Saunders seconded the proposal with all Cllrs eligible to vote in favour of such

Cllr Wainwright proposed that a Councillor/the Clerk attend and speak, on behalf of Saunderson Community Council, at the Planning Development Committee meeting to be held remotely on the 9th June 2021; Cllr Williams BEM seconded the proposal with all Cllrs eligible to vote in favour of such. Cllr Williams BEM confirmed that he would be willing to speak.

Six Members of the public left the meeting.

2021/06 28 To Receive the Minutes of the Meeting Held on the 6th May

Prior to any proposal being made regarding the accuracy of the Minutes, the sequence of events leading to the membership of the Personnel Working Group were questioned. Cllr Baker proposed that a meeting be held and the recording of the last meeting be watched and membership confirmed; Cllr Saunders seconded the proposal with all Cllrs in full agreement.

Cllr Upham proposed that the Minutes for the meeting held on the 6th May 2021 be signed as a true record, taking into account the membership of the Personnel Working Group; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

2021/06 29 Matters Arising from the Minutes – Information Only

None

2021/06 30 Account(s) for Payment and Bank Reconciliation

A request was made to the Clerk to differentiate the Play Park balance in the C/F figure

Following consideration of the information presented to the Council; Cllr Cleevely 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.

Cash Flow May 2021			
Balance	£	110,105.37	B/F
Payments made	£	5,407.97	
Payments received	£	7,130.11	
	£	111,827.51	C/F

2021/06 31 Renewal of Saundersfoot Community Council's Insurance Policy

It was agreed that the Saundersfoot Community Council continue its insurance with its current provider. The Clerk confirmed that cover is in place.

2021/06 32 To receive the Internal Auditors Report

All Councillors confirmed that they had received the Internal Auditors Report and 2020/2021 figures to be presented to the Auditor General for Wales. Cllr Ludlow proposed that Saundersfoot Community Council accept the report and forward all the relevant documentation to the Auditor General for Wales, to enable the audit to be undertaken; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

2021/06 33 Planning Application(s) Received

The Clerk was requested to include all hyperlinks to planning applications on the agenda for ease of reference.

- A NP/21/0277/ADV** Marine Centre of Excellence, The Harbour, Saundersfoot
1 Non Illuminated Fascia Sign to be Positioned above the Workshop Entrance

Following consideration of the information provided by the Planning Authority it was concluded that there are no objections regarding this application

- B 21/0127/PA** Site Address: Trevelyn, MORETON, Saundersfoot
Variation/Removal of condition 4 (agricultural occupancy condition) of outline planning permission D3/226/80 & condition 5 (agricultural occupancy condition) of reserved matters approval D3/1133/80

Following consideration of the information provided by the Planning Authority it was concluded that there are no objections regarding this application

- C NP/21/0262/ADV** Pembrokeshire Property Management Ltd, Former Harbour Office, The Harbour, Saundersfoot

Replacement of existing signs & additional new advertisement signs to exterior of building

Following consideration of the information provided by the Planning Authority the Council consider that this application is of a good design and in keeping with the Pembrokeshire Colours and support this application.

- D NP/21/0287/FUL** Dirleton House, The Ridgeway, Saundersfoot,
Two storey side extension, replacement rear extension, demolition of existing balcony & erection of new replacement balcony, new cladding to front elevation & creation of additional parking/ turning area

Following consideration of the information provided by the Planning Authority, the Council consider that this application is for a very large alteration to the existing property causing overdevelopment of the site which, in their opinion, has poor access and egress. Cllr Wainwright proposed that Saundersfoot Community Council advise the Planning Authority that it objects to this planning application, Cllr Boughton Thomas seconded the proposal with all Cllrs in full agreement.

- E NP/21/0313/ADV** Spar Stores, Grovenor House, The Strand, Saundersfoot
New Spar branding on facias, projection sign, window graphics & wall graphics/panel

Following consideration of the information provided by the Planning Authority the Council consider that this application is of a good design and in keeping with signs already in close proximity to such and support this application.

- F NP/21/0273/FUL** 14, Ocean Square, The Harbour, Saundersfoot
Installation of low-level extraction unit through existing roof

Following consideration of the information provided by the Planning Authority it was concluded the Council have no objections or concerns regarding this application.

2021/06 34 To review the following planning applications:

- A 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
- B 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

Regarding the two above applications – Councillors were disappointed to note that the Planning Authority was unable to accommodate the site visits as requested, notwithstanding the fact that the Planning Development Committee Members were taking part in numerous site visits around the County.

Therefore, the Saundersfoot Community Council are unable to make a fully informed recommendation on the above two planning applications.

Cllr Boughton Thomas proposed that the Clerk write to Mrs N Grandy - Director of Planning and Park Direction, Pembrokeshire Coast National Park Planning Authority and advise of the Councils disappointment that the two requested site visits were unable to be accommodated, but other

site visits were being carried out; Cllr Upham seconded the proposal with all Cllrs eligible to vote in favour of such.

2021/06 35 Licensing Application(s) Received- None received

One member of the public left the meeting

2021/06 36 Consideration of Correspondence Received

- Phone call received by the Clerk advising that drainage works will commence, on land in the ownership of the Saundersfoot Community Council behind the Bowling Club, week commencing the 7th June 2021
- Email received raising queries relating to the Pembrokeshire County Council housed Community Council website.
- Email received from Pembrokeshire County Council advising that the queries regarding the website had been addressed and access issues resolved.
- Email received from the Internal Auditor advising that, in his professional opinion, invoices which have been apportioned have been done so correctly

2021/06 37 To receive County Councillor's Report

Available upon request

2021/06 38 To Receive Any Reports from Committees/Working Parties

To include reports from the:

Sensory Garden Working Party and Grounds Management Working Party

Cllr Williams BEM advised the Council that:-

- the Sensory Garden planting is continuing with the development of the new sensory rose bed almost completed.
- The drainage works behind the Bowling Green are due to commence shortly with the surplus soil being used to create a bank behind the culvert
- Arrangements are underway to clear and remove the debris from the area alongside the Council's office
- A compost bin to be located on the area know as the 'Old Putting Green' to provide compost to be used in the Sensory Garden. Cllr Baker advised that he would be able to source several compost bins.
- Unfortunately, the shredder that was hired was not able to complete the tasks it was hired for – It has been returned and Jewson's informed of such.

Play Park Task and Finish Group

Cllr Ludlow reported that:

- Kompan are on site and the Clerk has received all the relevant risk assessments, insurance certificates and Covid compliance information.
- The area is fenced off with Heras Fencing, marked as No Entry and covered by the newly installed CCTV.
- Saundersfoot Sports and Social Club to liaise with the contractors on site regarding access to the sports field, to enable parking thereon. The contractors do not consider there will be any issue with access to the field apart from when deliveries are being made with a 15/20 minute disruption.

Cllr Wainwright thanked the Play Park Task and Finish Group for all their hard work to get the new play park to this stage.

Library 2022/2023 Task and Finish Group – Cllr A Upham

Cllr Upham reported that:

- Information is still awaited from Pembrokeshire County Council regarding a roll out date for the questionnaires.
- A statement is required from the Chair of Saundersfoot Community Council to be used to promote the consultation.

2021/06 39 To Receive Reports from Council Representatives

Wales in Bloom

Cllr Hayes MBE reported that:

- The judging for the Wales in Bloom will take place on 8th July 2021
- It is the same judge – Mr John Woods, as 2 years ago.
- Arrangements to be made to ensure Mr Woods is greeted and accompanied around the Ward

Saundersfoot in Bloom

Cllr Hayes MBE reported that:

- The Annual General Meeting of the Saundersfoot in Bloom was very well attended
- Thanks were given to Mrs Debbie Ludlow for her continued support and planting of the pots around the village
- The garden competition (which was cancelled last year) will be held on 28th July 2021. Entry forms available from the library from the end of June 2021
- The holding of the Flower Festival is still in doubt
- Saundersfoot in bloom have written to the Planning Authority raising objections regarding the recent planning application to remove the tree from Scar Rock.

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As above

2021/06 41 Play Park Fencing and Pathway – To consider any proposal made by the Working Party regarding the prices received to erect new fencing, safety gates and install a pathway.

Cllr Ludlow advised the Council that the Play Park Task and Finish Group had met, along with the Clerk, and discussed the prices received regarding new fencing, gates and pathway. It was confirmed that all person's tendering had been given a Tender Schedule and all prices were like for like.

Cllr Ludlow proposed that Saundersfoot Community Council accept the price from Kompan, as they were the cheapest price and are already on site carrying out the installations of the park; Cllr Boughton Thomas seconded the proposal with all Cllrs in full agreement.

Cllr Ludlow also reported that during a site visit the Saundersfoot Sports and Social Club were asked if an emergency exit gate was required – the answer being in the negative but following consideration of their emergency exit routes a request was made to have one installed. The cost of such gate £720 installed.

Following discussion as to who would pay for the gate and installation, Cllr Baker proposed that Saundersfoot Community Council order and ensure that the emergency exit gate is installed in the correct position, it to be used in emergencies only and a request made to the Saundersfoot Sports and Social Club, who could then contact their Landlords, for a contribution to the cost of such; Cllr James seconded the proposal with all Cllrs eligible to vote in favour of such.

2021/06 42 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 – To include

- A) Presentation of the Grievance Policy and separate Disciplinary Policy for adoption by Council

Cllr Saunders proposed that Saundersfoot Community Council adopt the Grievance Policy and separate Disciplinary Policy, as distributed to all Councillors via email; Cllr Boughton Thomas seconded the proposal with all Cllrs in full agreement.

- B) Presentation of the Terms of Reference for the new Communications Working Group

It was agreed that agenda item 2021/06 42 (B) be postponed until the July 2021 meeting

- C) To consider the recommendation that the Terms of Reference for the Personnel Working Party should be reviewed to revise membership rules.

Consideration was given to the provision of rescission of a previous resolution within a six month period. It was agreed that agenda item 2021/06 42 (C) be postponed until the July 2021 meeting

2021/06 43 Church Gates – To consider any possible maintenance required

It was brought to the Council's attention by Cllr Hayes MBE that the gates to St Issells Church are in need of some maintenance. The Clerk to contact Mr Scourfield (Heritage Officer) for information regarding contractors to carry out such works.

2021/06 44 Car Parking Spaces along the Regency Hall on Land in the Ownership of the Community Council - to consider the formation of a Task and Finish group to assess the viability of charging for this 17 car parking spaces.

Cllr Williams BEM proposed that a Task and Finish group be formed to re-consider the feasibilities of charging for the Circa 17 car parking spaces on land in the ownership of the Council, consideration to also be given to the possibility of reserving spaces; Cllr Hayes MBE seconded the proposal with all Cllrs in full agreement.

Members of the Task and Finish Group are – Cllrs Boughton Thomas, Williams BEM, Saunders, Pearson, Upham, Baker and the Clerk to attend if necessary.

The group to report back to the Council at the July 2021 meeting.

2021/06 45 Damaged Bus Shelter at North Close – Update regarding the incident and replacement of the bus shelter.

Following receipt of correspondence regarding the incident in which the Saundersfoot Community Council owned bus shelter was damaged, the Clerk advised that

- Pembrokeshire County Council had cleared all debris away and made the area safe
- The driver's insurance company has been in contact and were awaiting quotations
- Pembrokeshire County Council has supported the Clerk and given advice regarding the replacement bus shelter
- Two quotations have been sought to provide, install and make good the new bus shelter

- The Clerk will keep a separate record of hours relating to this Claim – to be covered by the driver's insurance

2021/06 46 The Clerks Request to meet The Personnel Working Group – To consider dates for the Personnel Working Group to meet and address the matters raised by the Clerk

This agenda item will be carried over to the July 2021 following the confirmation of the members of the group. The Clerk's original request was made in the September 2020 meeting.

2021/06 47 Next Meeting – To consider the arrangements for the next meeting, taking into account any changes in the Government Imposed Covid 19 Restrictions regarding the holding of meetings.

It was confirmed that the July 2021 meeting of Saundersfoot Community Council be conducted in the same way as the June 2021 meeting ie a hybrid meeting.