

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 1st August 2024 at the Regency Hall, Saundersfoot at 6pm

All Saundersfoot Community Council meetings are regulated by its Standing Orders.

Present in Person: Cllrs Nicola Cleevely (NC) (Chair), Dean Ludlow (DL) (Vice Chair), Peter Robinson (PR), Mike Knibbs (MK), James Bishop (JB) , Rosemary Hayes MBE (RH), Liane James (LJ), Alec Cormack (SC) , Steve Landrey (SL) , Temporary Clerk / RFO Bradley Challinor (BC) and new permanent clerk Frances Ware (FW) shadowing Temporary Clerk

Meeting started at 6:00pm

1 Apologies for Absence

Cllrs Ray Wise (RW) and Steve Cole (SC)

2 Declaration of Interests

None

3 Public Participation

No members of community present

4 Chair's Report (NC)

Firstly, Mr Colin Evans Informed me via email of his resignation from the community council. We need to formally accept his resignation for the minutes. Colin played an integral part in stabilising this council and I'm sure we would all like to wish him well. I propose that I send a formal letter of thanks to him.

A Notice of Casual Vacancy will be put on to the noticeboard. If after 14 days the required number of written requests for an election are not received by the Returning Officer for PCC, the co-option process may begin.

July was another busy month much of which will be covered in the Working Group Reports.

At the beginning of the month, we appointed a new permanent Clerk / RFO to the council Mrs Francis Ware. I would like to formally welcome Francis to Saundersfoot Community Council. Thank you to Cllrs James and Wise for organising the interview process. Cllr. Wise and our Temporary Clerk Bradley Challinor who have worked hard 'on boarding' Francis to ensure she gets the best start to her employment with us.

Following the Sustainable Communities Public Meeting I had a Teams meeting on the 12th July with Angharad Llewelyn [Coastal, Rivers & Drainage Manager] and Stephen Benger [Group Engineer].

I was able to offer feedback on the presentation, convey the feelings of councillors and confirm the way forward. A group will be set up to look at how the community can be supported and what plans can be considered for the future. County Councillor Chris Williams will put the initial group together of which I will be part.

On 10th July I was delighted to meet the Wales in Bloom judges at the RHCC before they toured the village. Saundersfoot looked magnificent and a testament to all the volunteers involved ... and to top it off the sun was shining.

The weekend of 12th and 13th July saw the village bursting at the seams for SaundersFEST. I was delighted to accept an invitation from the organising committee. A fantastic event which raised money for their nominated charities. Well done to all involved.

On 30th July I was honoured to meet the Britain in Bloom judges at the Saundersfoot Bay Leisure Park. It was very interesting to talk to them about their role. The village looked amazing! Congratulations to the Saundersfoot in Bloom Committee and every single person who contributed in some way. The community of Saundersfoot really did rise to the challenge.

APPROVED, Colin Evans resignation

ACTION, NC Letter of Thanks from SCC to Colin Evans

5 Minutes of the Meeting Held on the 8th June 2024

Minutes of the meeting held at 6pm on 08th June 2024 in the Regency Hall, Saundersfoot proposed and approved by Saundersfoot Community Council.

APPROVED, minutes of 8th June 2024

ACTION, Minutes to be scanned and electronically archived by temporary clerk (BC).

6 Matters Arising from the Minutes (Information Only)

No matters arising from the minutes

7 Invoices Received / Payments to Make

Invoices confirmed for payment shown in the table below. Approved by Cllrs.

Company	Payment Amount
HMRC	£626.13
Clerks wages (Brad)	£769.38
Clerks Holiday Pay (Brad)	£1,064.70
Pembrokeshire County Council	£5,722.80
Gareth Davies Photography	£88.00
Chris Viggars	£540.00

Cllr Nicola Cleevely	£311.99
Tredeml Print	£93.60
David Cox	£792.00
Steve Balding	£792.00
Regency Hall	£215.00

8 Bank / Cash Book Reconciliation / 2024-25 Budget

2024/25 bank reconciliation (P3) completed and approved by Finance Working Group lead (Cllr PR).
2024/25 budget / P3 bank reconciliation shared with Cllrs.

9 The 2025/26 Draft Budget, Precept and Audit (2023/24)

The 2025/26 draft budget will be drafted for November full community council meeting (alongside P2 budget review for 2024/25).

Precept amount will be finalised in January 2025 meeting (following approval of draft 2025/26 budget).

Annual Statement of Accounts, Internal Audit and Audit Wales Basic Audit for 2023/24 Financial Year complete and submitted to Audit Wales.

Inspection of Accounts notice on Community Council website (includes Annual Statement of Accounts and Internal Audit documents for public inspection).

Saundersfoot are under an Audit Wales full audit review for 2023/24. Full audit documentation will be prepared and submitted to Audit Wales prior to the 07.08.2024 deadline.

10 Donation Requests

No donation requests. Feedback that form too complicated and needs reviewing

ACTION, FW (Clerk) to review Donation form to update and present to September meeting

11 Planning Applications

Planning Number	Address / Property	Planning Proposal
NP/24/0336/S73 https://planning.agileapplications.co.uk/pcnpa/application-details/93141	Tryweryn Cottage, St Brides Lane, Saundersfoot, Pembrokeshire, SA69 9HL	Variation of condition No.1 to extend commencement period on NP/19/0630/FUL (Alterations and extensions to existing dwelling to provide 4-bedroom dwelling)
No objection from Councillors from the Community Council		

NP/24/0383/S73 https://planning.agileapplications.co.uk/pcnpa/application-details/93187	The Priory, Church Terrace, Saundersfoot, Pembrokeshire, SA69 9HD	Variation of condition No. 2 of NP/23/0447/FUL and NP/23/0448/LBA - Amendments to existing scheme - Omission of first floor extension, redesign of 1 door, relocation of solar panels from garage to falt roof & replacement of 1 missing chimney pot with new pot.
NP/24/0384/S19 https://planning.agileapplications.co.uk/pcnpa/application-details/93188		
No objection from Councillors from the Community Council		

12 Licencing Applications (Pembrokeshire County Council)

No licensing application for discussion

13 Consideration of Correspondence

a) One Voice Wales Training Dates

Training dates forwarded to Cllrs. All Cllrs received. All encouraged to attend

Clerk training additional through SLCC. Agreed that SCC will pay Annual membership for Clerk.

ACTION, Clerk (FW) to compile Training log of councillors and adding to their profiles as a skills review of the council. Clerk (FW) to apply for membership of SLCC

b) Historical speed assessments (enhancing Pembs grant)

Speed awareness devices have been sourced and ready for delivery. Electrical contractor sourced and quoted within enhancing Pembs grant criteria and cost. PCC organising the steel posts to be fitted.

Awaiting dates from PCC for installation

ACTION Cllr AC to report back at September meeting

c) Saundersfoot Sports & Social Club (drainage issue and new sign)

Drainage still an issue and not resolved. Cllr DL to seek a final resolution with previous contractor and to report back to CSS. Going forward tendering process following SCC tendering process to be discussed further at Sept 2024 meeting.

ACTION, DL to contact previous contractor regarding the flooding report back to September meeting

ACTION, tendering process for future projects to be discussed in September meeting

d) Saundersfoot Bowling Club Lease

Finance Working group to take the lead on renewing Saundersfoot Bowling Club lease.

ACTION Cllr PR to organise Bowling Club Valuation and looking at a possible 25 year lease not index linked. Report back to September meeting

e) Grant from Force of Nature

Cllr PR applying for Grant for use of 3rd Tennis court land. DL to support by meeting with landscapers at area. Cllrs suggested they look further at short, medium and long term grant planning and involving the community in what projects they would seek the SCC support. September deadline for this grant.

ACTION Apply for this grant and gain learning for future grants and gaining views from the community

14 County Councillors Reports (sent in advance by email)

County Councillor Alec Cormack (AC): Saundersfoot North verbal report

On Wednesday 7th August the coastal path reopening from the collapse. Opening at 8am and all councillors encouraged to attend. The new boundary commission report shows losing 10 electors in North Ward from 2027. This will likely mean that Wisemans Bridge toilets will be out of SCC boundary. AC will keep SCC informed. PCC mapping inefficient (by cost) street lighting in county. Only 1 light in SCC boundary. AC will review if maybe SCC could take on the lighting cost (approx. £20-50 per year) AC will bring back to SCC if possible. Letter of thanks to PCC for speedy response and to local businesses for their patience with this challenging issue for their customers.

County Councillor Chris Williams: Saundersfoot South. Apologies no report for this meeting

15 Working Group Reports (sent in advance by email)

County Councillor reports are available on request from the Clerk mailbox:
clerk@saundersfoot-cc.gov.wales

a) Grounds Management Working Group: Cllr DL

Discussion on 2 car parking spaces that are SCC spaces and not PCP car park. The 2 car parking spaces are not part of the main car park and not requiring hourly car parking fee.

ACTION DL to seek quotes to paint the concrete to say SCC

b) Personnel Working Group: Cllr LJ

Appointment of New Clerk

Following the recruitment process for a permanent Clerk, a successful candidate was identified and following ratification by the Council, Frances Ware was appointed Clerk on Monday 29 July 2024. The new Clerk does not come from a Clerk background and will need time to become familiar with Council processes. We are currently ensuring the Clerk's home working arrangements are suitable and she has the equipment required. PWG (Personnel Working Group) are delighted that the Council unanimously supported a transition plan for the new Clerk with BC remaining in post until 9 September 2024 to be her mentor and oversee her training and development. Such a professional handover is undoubtedly good practice and BC has mapped out a thorough transition plan. This overlap also allows BC to complete some of the important work he is currently undertaking for the full audit. The new Clerk will be attending our meeting on 1 August 2024 and is looking forward to meeting the Councillors.

New Policy Development

Both the Chair and BC (Clerk) have identified areas where SCC need to have an adopted policy, and areas around Health and Safety, Data Protection etc still need policy development but this meeting considers a number of new policies. PWG is particularly pleased that we have developed a policy on Equality and Diversity, an area we have previously highlighted as extremely important for Councillors. PWG understand Councillor training is voluntary but believe training around Equality Diversity and the Code of Conduct is so important that they should be identified as a mandatory training requirement for all SCC Councillors.

Recommendation

The Council approve making training in respect of Equality and Diversity and the Code of Conduct mandatory for all Councillors of SCC.

Cllrs discussed the need to attend Equalities and Diversity training. Recommended as Mandatory by OVV. Proposed by Personnel working Group to become mandatory. Discussion on which course to attend and seeking a suitable trainer. Vote on whether Equalities and Diversity training and Code of Conduct training be mandatory for Saundersfoot Community Council

VOTE: 7 YES / 2 No

AGREED Equality and Diversity training and Code of conduct training Mandatory for SCC

c) Health and Safety Working Group: Cllr MK

The COSHH assessment for the chemicals cupboard has been completed. Some issues of chemicals not stored correctly.

ACTION Cllr DL to discuss with grounds staff

d) Finance Work Working Group: **Cllr PS**

Cllr JB to sort and ensure all confidential waste from storage to be securely removed by PCC. All historical interesting documents to be donated to Historical association

e) Community Working Party: **Cllr NC**

Cllr RW further exploring "Community Champion". Seeking to thank the community and community groups for their hard work volunteering within Saundersfoot village

Cllrs DL and MK focussing on logistics for Christmas lights and the requirements for switch on of lights and maintenance of lights during the period.. Road closures will be necessary with permissions.

Events for all Cllrs to be aware and encouraged full attendance

10th November Remembrance service

29th November Christmas lights switch on

7th December possible lantern parade (to be confirmed)

15th December Senior citizens Lunch

ACTION Cllrs to attend events as they can and be involved in planning as necessary. To bring back to September meeting for further planning

f) Saundersfoot School Governor: **Cllr SC**

On school holidays, no report

16 Saundersfoot, Wales and Britain in Bloom (DL)

Thanks to Saundersfoot in Bloom volunteers

ACTION NC to write letter of thanks to the committee

17 Wisemans Bridge Toilets (AC)

Nothing to update

18 St Issell's Cemetery (JB)

New Burials Officer FW. Issue of use of terms and d conditions of the cemetery need to be adhered to going forward. There has been several recent issues and the guidance is specific and detailed. Size of grave footprint, size of headstones and memorials have been recent issues

ACTION FW as newly appointed Burials officer to review policy, application form and diocese position and report back to SCC in September 2024 with information for SCC to debate

19 Community Council Policies

Safeguarding policy viewed and discussed

APPROVED Safeguarding policy

Lone Working Policy discussed and there were issues of risk assessments and lone working that needs further investigation. A need to be clear what requires a risk assessment for Employees, Councillors, contractors and volunteers

DEFERRED to next meeting H and S committee MK chair and committee being Cllrs MK, JB and PR. SP offered to be on this committee.

Equalities and Diversity. The policy to be updated and the training provider to be agreed

DEFERRED to next meeting

Discussion on the need for a Volunteers policy as SCC work with many volunteers

ACTION FW to explore advice on developing a policy and present back to September meeting

Accident Book. SCC made aware that a more accessible and updated Accident Book.

ACTION MK and FW to liaise to ensure in place and report back to September meeting

20 Welsh Government 20 MPH speed review

SCC discussion and no information presented that any of 20 MPH speed limits should be increased in Saundersfoot. Some signs vandalised currently

AGREED. SCC seek no amendments to increase speed limits

ACTION AC to enquire if PCC would repair vandalised signs

21 Date and Time of the next Community Council Meeting

Next Community Council Meeting Thursday 5th September 2024. 6pm at Regency Hall, Saundersfoot.

Meeting ended at 8.40pm.

All councillors in the meeting were present for the whole meeting

Minutes by Frances Ware