

SAUNDERSFOOT COMMUNITY COUNCIL



Dear Councillor

You are hereby summoned to attend the Meeting of Saundersfoot Community Council, to be held at The Regency Hall, on **Thursday 3rd April 2025 at 6pm** to transact the business stated below.

Cllr Alec Cormack
Chair Saundersfoot Community Council

All Saundersfoot Community Council meetings are open for members of the public to either attend the meeting in person or via a live Zoom link. If you wish to join the meeting remotely, please contact the Clerk by 5pm on the day preceding the meeting Email: clerk@saundersfootcc.gov.wales and you will be provided with all relevant information to enable you to log into the meeting.

The Public Participation session will commence at 6pm and will not normally exceed 10 minutes in length. Members of the public are welcome to make representation relating to items listed on the agenda only.

Agenda **6pm on Thursday 3rd April 2025**

1. Apologies for Absence

To receive and record apologies for absence.

2. Declaration of Interests

Councillors are asked to declare any personal or prejudicial interests they hold in items on the current agenda

3. Public Participation

To very briefly and anonymously minute any comments made during public participation. This will not be a verbatim record. Potentially libellous, offensive or discriminatory comments will not be minuted.

4. Donation Request from Saundersfoot Sailing Club for First Aid Training

Saundersfoot Sailing Club has submitted a [donation request form](#). The Club has been invited to attend and make a 3-5 minute request in support of the request.

Councillors will vote on whether to award a donation, and if so, what amount.

5. Chair's Report

Community Council Chair to deliver the community council monthly chair's report

6. Minutes of the Community Council meeting 6th March 2025

Approval of [draft meeting minutes of 6th March 2025](#)

7. Matters Arising from the Minutes (Information Only)

7.1. Update on Active Travel Consultation

7.2. Update on slippery pavement on Wogan Terrace

8. Two Vacancies in Saundersfoot South Ward to be Filled by Co-Option

Status Update from clerk

9. Bank / Cash Book Reconciliation

[Bank Balance summary £76105.43](#) as at 30/03/2025. Details available to councillors via the [Xero accounting system](#). The HSBC bank statements [are here](#).

10. Payments to be Acknowledged / Approved

In the tables below payments to Councillors are redacted to protect confidentiality of individual councillors - [SCC Financial Regulations \(5.2\)](#). Councilors have access to the [unredacted information](#).

10.1 Payments to be acknowledged

Date	Payee	Clerk Comment
05 Mar 2025	O2 UK SC 01-10-01 6080696 BP	(27.61) To be refunded by O2
05 Mar 2025	GOOGLE CR	0.20 Setup of Direct Debit
10 Mar 2025	SMART GARDENS CHRISTMAS LIGHT 24 BP	(1,200.00) Authorised at March SCC Meeting
10 Mar 2025	THE REGENCY HALL 3359 BP	(40.50) Authorised at March SCC Meeting
10 Mar 2025	David Cox 482 BP	(132.00) Authorised at March SCC Meeting
10 Mar 2025	EON NEXTENERGY LTDa 4be4eb4a BP	(79.17) Authorised at March SCC Meeting
10 Mar 2025	THE REGENCY HALL 3384 BP	(40.50) Authorised at March SCC Meeting
10 Mar 2025	ONE VOICE WALES 9036 BP	(40.00) Authorised at March SCC Meeting
10 Mar 2025	ONE VOICE WALES S/FOOT 2025/2026 BP	(629.00) Authorised at March SCC Meeting
12 Mar 2025	XERO UK LTD FIRST PAYMENT DD	(19.20) Direct Debit
20 Mar 2025	SOCIETY OF LOCAL CSLCC REFUND CR	22.52 Refund of historical overpayment
21 Mar 2025	HMRC VTR CR	8,802.22 VAT Refund Received
25 Mar 2025	Stephen balding 029 BP	(198.00) Invoice paid with approval of RFO
25 Mar 2025	Stephen balding 028 BP	(198.00) Invoice paid with approval of RFO
25 Mar 2025	MR CHRIS VIGGARS 18 BP	(445.00) Invoice paid with approval of RFO
26 Mar 2025	Cllr ** Redacted ** SCC 2024-25 BP	(83.63) Cllr Remuneration payment 2024-25
26 Mar 2025	Cllr ** Redacted ** SCC 2024-25 BP	(96.02) Cllr Remuneration payment 2024-25
26 Mar 2025	Alec Cormack Training S Palmer BP	(50.00) Authorised at March SCC Meeting
26 Mar 2025	Cllr ** Redacted ** SCC 2024-25 BP	(96.02) Cllr Remuneration payment 2024-25
26 Mar 2025	Alec Cormack Google and Xero BP	(18.47) Refund to clerk paid by Personal debit card

10.2 Payments to be approved

Outstanding Payments

03 Mar 2025	Eon.Next	KI-4BE4EB4A-0044	48.05
05 Mar 2025	One Voice Wales	9137	40.00
17 Mar 2025	Sandyhill Nurseries	190125	309.59
17 Mar 2025	One Voice Wales	9173	40.00
17 Mar 2025	One Voice Wales	9151	40.00
17 Mar 2025	Sharp	8072793828	197.93
20 Mar 2025	Bradley Challinor	1493	320.00
25 Mar 2025	Steve Balding Gardening Services	030	148.50
26 Mar 2025	One Voice Wales	9278	40.00
26 Mar 2025	Cllr ** Redacted **	2024-25 Remuneration	208.00
26 Mar 2025	David Cox	497	165.00
30 Mar 2025	HMRC	615PJ00124325	239.79

Plus invoice 9293 From One Voice Wales (£40) online Training (Received after above table compiled)

11. Planning Applications

	Planning Number	Address / Property	Planning Proposal
a	NP/25/0073/FUL	10, Bevelin Hall, Saundersfoot, Pembrokeshire, SA69 9PG	Proposed demolition of existing flat roof garage and porch to be replaced with a single storey pitched roof extension ,,,
b	NP/25/0058/FUL	Unit 21, Marine Centre of Excellence, Saundersfoot Harbour, Saundersfoot, Pembrokeshire, SA69 9HE	Change of use A1 to A3- Food and drink establishment /small number of indoor seating/takeaway
c	NP/25/0158/FUL	Owlscoft, 35, Whitlow, Saundersfoot, Pembrokeshire, SA69 9AE	Single storey extension to front elevation of dwelling under existing roof canopy
d	NP/25/0142/TCA	Admirals Mews, Wogan Terrace, Saundersfoot, Pembrokeshire, SA69 9HA	Tree lopping on relatively young sycamore trees growing out from the side of the cliff at the front of Admiral's Mews
		Please note that an objection by your council would not necessarily result in a Tree Preservation Order being placed upon the tree; however any information relating to the tree may assist in assessing the tree in terms of Tree Preservation Order suitability.	

12. Licencing Applications (Pembrokeshire County Council)

None

13. Working Group Reports and Recommendations

13.1. Finance

The Finance WG met on 18th March and the following items were discussed:

- Negotiation on new leases for bowls club - to be discussed in private session
- Council's Insurance renewal due 31/05/2025. WG meeting to be held 15/04/2025 on insurance and improved documentation of the asset register
- Electricity tariff comes to an end on 18/08/2025. Future WG will consider options for tariff with lower standing charge.

Recommendations to Council:

- To use a separate bank current account, balance not to exceed £500, with Council debit card that can be used to make purchases where the vendor will not accept internet bank transfers
- That the income and expenditure of St Issells cemetery be separately analysed in our accounts and any surplus of income over expenditure be kept in a separate bank account to be used to finance future maintenance of the cemetery

13.2. Community Liaison and Communication

Cllr Sarah Whiddett provided [this report](#)

13.3. Sensory Garden and Grounds

Report from Cllr Eleanor Jones:

Efforts to progress the upgrading of the electricity supply to the Sensory Garden continue, with Cllr Cray exploring the possibility of SCC sharing the unmetered access currently enjoyed by The Harbour which, if possible, would significantly reduce costs.

Clearance of the compost has been authorised and Steve Balding is to oversee removal, together with immediate reinstatement of a new compost area, together with a space for non-compostables (both of which will be closely monitored.)

The wildflower areas are being prepared and seed has been ordered. Efforts to engage with various community groups are ongoing.

Hanging baskets have been delivered to Grandiflora and David Cox has begun liaising over content. A list of locations is being collated, so that any necessary checks can be undertaken.

There are 5 spotlights in need of replacement on the MUGA at an estimated cost of £1428 (which includes fitting of a Perspex panel in the timer box for safety purposes) SCC may wish to postpone this work until the autumn when the lights will again be in use. The WP would like to thank Safe Electrical for recently attending at very short notice to identify a fault with the system on the MUGA and declining to charge for doing so.

An [estimate has been received](#) from Chris Jones of J Blast Engineering (as recommended by AWP Narberth) in respect of the benches in the Sensory Garden. Due to the logistics and cost of heating the kiln, it is proposed by Chris that all 7 benches are overhauled within a 4 to 7 day window. He has obtained a quote for replacement slats (sapele) and this would result in all seven benches being completely overhauled at once, rather on a rolling programme. Steve Balding would need to stain the new slats upon arrival. The cost less V.A.T. is less than we had budgeted overall and any old slats in good condition can be retained for repairs to other benches.

An [estimate from SafeElectric](#) has been received for repairs to the MUGA floodlights.

Quotes for [replacement windows and doors](#) in the SCC Groundsman's office/shed have been received and will be discussed in the meeting.

SMELT: whilst SMELT form a new committee and gather the evidence requested by SCC in October 2024, no concrete progress has been possible but the WP continue to liaise with Cllr Williams in an effort to enable matters to progress to a conclusion before the end of 2025

14. (Verbal) Reports from Other Working Groups

15. Consideration of Correspondence

- 15.1. The Council's Expression of Interest for a grant under the PCC Shared Prosperity Fund Anchor Project [was unsuccessful](#)
- 15.2. Audit Wales have communicated the audit timescale for our [2024-2025 accounts](#). We have a basic audit for 2024-25 (one in every three years is a full audit). Requirements have been circulated to the Finance WG members. The RFO, in conjunction with the clerk, will be

responsible for submitting these. Annual return to be approved by Council and submitted to the internal auditor by 30/06/2025. Accounts published and available for public inspection between 1st July and 28th July 2025. Send to Audit Wales by 7th July 2028.

- 15.3. Initial meeting of the Saundersfoot Community Climate Adaptation Meeting is taking place on 7th April to consider the [information from PCC](#) discussed last year at a public meeting. A SCC representative is needed to participate. [The meeting objectives are here](#).
- 15.4. Emails to clerks of Whitland and Manorbier councils requesting repayment of shared Tenby Office print costs sent 11/03/2025 and chased 26/03/2025. No reply received at the time the agenda was published.
- 15.5. Correspondence exchanged with HSBC about their wish to charge monthly fee for any new accounts created. The clerk has requested HSBC re-open the account they closed without permission. Our complaint was rejected. Council needs to decide whether to complain to the Financial Ombudsman?
- 15.6. Biodiversity and Ecosystems Resilience Reporting Duty. One Voice Wales [forwarded details](#). There are webinars on how to comply. Will a councillor volunteer to attend please?

16. Detailed Budget Approval 2025-2026

Clerk will circulate first draft accounts for year ending 31st March 2025 on 2nd April for first consideration by councillors.

Additionally there will be a proposed allocation of the 2025-2026 precept to budget headings for discussion, amendment and approval by Councillors.

17. That the Council shall go into Private Session utilising its powers under the Public Meetings Act 1960 and Local Government Act 1972. To discuss:

- 17.1. Commercially confidential matters relating to the lease renewal negotiations with Saundersfoot Bowls Club
- 17.2. Payment Frequency of regular contractor invoices [SCC Financial Regulations \(5.5b\)](#)

18. Date and Time of the next Community Council Meeting

[The dates of future SCC Meetings can be viewed here](#)

The March meeting will be on Thursday 1st May at 6pm