

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 6th March 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 6th March 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. Request from Saundersfoot Bowling Club for Renewal of Leases (Bowling Green and Pavillion)

The two current leases expire on 29/05/2025. Council previously agreed in 2019 to renew the leases until 2042, but this has not yet taken place. The bowling club have circulated a [written submission](#) in support of the renewal and have been invited to make a 5 minute presentation. The following proposed resolution may be amended by Councillors before the vote:

Council resolves the following:

- To renew the leases (preferably combined into a single lease) until 29/05/2042
- That the new starting annual rent shall be that originally assessed by the District Valuer for the 1997 leases (£540/year) adjusted by the most recent CPI index published prior to the May 2025 renewal date. This is expected to give a figure between £1,050 - £1,100 per year.
- That the rent will be adjusted every year throughout the term by the increase in CPI index over the previous year.
- That the Council's legal fees be paid by the Bowling Club (as for the previous leases)
- To appoint Lewis, Lewis & Co solicitors to act for the Council renegotiating the lease, who submitted the lowest quote from the three quotes received.

- Council notes that the Bowling club are currently approximately £1,700 in rent arrears and that the Council will negotiate in good faith with the club to agree how and when the arrears will be repaid prior to the new lease being approved for signature
- Council will vote at the May 1st 2025 meeting on the negotiated lease terms.

5. Chair's Report

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

6. Minutes of the Community Council meeting [16th February 2025](#)

Approval of draft meeting minutes

7. Matters Arising from the Minutes (Information Only)

- 7.1. Update on Active Travel Consultation
- 7.2. Update on slippery pavement on Wogan Terrace
- 7.3. Update on Clerk's mobile phone contract

8. Bank / Cash Book Reconciliation

[Bank Balance summary £70897.77](#) as at 02/03/2025. Details available to councillors via the [Xero accounting system](#). The HSBC [bank statements are here](#).

9. Invoices Received / Payments to Make

Payments to be acknowledged and/or approved

View	From	Status	Reference	Date ↓	Due date	Paid	Due
	PWLB	Paid	PLAYGROUND LOAN	28 Feb 2025	28 Feb 2025	1,631.63	0.00
	Regency Hall	Draft	3384	28 Feb 2025		0.00	40.50
	One Voice Wales	Draft	202526	27 Feb 2025	07 Mar 2025	0.00	629.00
	One Voice Wales	Draft	9036	26 Feb 2025		0.00	40.00
	Smart Gardens	Draft	Invoice 163	25 Feb 2025	07 Mar 2025	0.00	1,200.00
	A & C Aggregates	Paid	147116	25 Feb 2025	07 Mar 2025	182.58	0.00
	David Cox	Draft	482	10 Feb 2025		0.00	132.00
	Eon.Next	Draft	KI-4BE4EB4A-0043	03 Feb 2025	17 Feb 2025	0.00	79.17
	Regency Hall	Draft	3359	31 Jan 2025	07 Mar 2025	0.00	40.50

Additionally £50 to be refunded to the Clerk for the "Understanding the Planning System" event [booked for Cllr. Palmer](#) using their personal debit card.

10. Planning Applications

	Planning Number	Address / Property	Planning Proposal
a	NP/25/0053/FUL	2, Monkstone View, The Strand, Saundersfoot, Pembrokeshire, SA69 9EX	Subdivision of C3 dwellinghouse into C3 dwellinghouse above with C6 short term holiday let in basement

b	NP/25/0049/TPO	17, Incline Way, Saundersfoot, Pembrokeshire, SA69 9LX	Reduce crown of 2 semi mature oak trees, remove deadwood & some low overhanging branches
c	NP/25/0060/FUL	Tanglewood, Westfield Road, Saundersfoot, SA69 9JJ	Remove existing roof structure, replace structure with new prefabricated roof trusses to incorporate 2 bedrooms and a shower room, raising the roof pitch to accommodate
d	NP/24/0638/FUL	Land at Froghall Yard, Moreton Lane, Saundersfoot, Pembrokeshire, SA69 9JG	The creation of one traveller site incorporating one static caravan, one touring caravan, day/utility room & ecological enhancements (partly retrospective)
e	NP/25/0070/S73	Morningside, The Glen, Saundersfoot, Pembrokeshire, SA69 9NT	Variation of condition No.1 of NP/19/0495/FUL to extend the time for a further 2 years
f	NP/25/0038/TPO	Scar Farm Holiday Home Park, Frances Road, Saundersfoot, Pembrokeshire, SA69 9AH	T1 - Beech Located between two static caravans within the W3 of TPO55. Reduce height of 1x Beech ... (see link)
g	NP/25/0092/TPO	7, Coedrath Park, Saundersfoot, Pembrokeshire, SA69 9HF	Oak: Reduce the height and spread of the tree ... (see link)
h	NP/25/0043/FUL	Old Chemist Inn, The Strand, Saundersfoot, Pembrokeshire, SA69 9ET	Proposed internal alterations to basement and ground floor, new rear balcony area to replace existing, improvements to front façade and change of use of shop space to A3 food/drink.
i	NP/25/0059/FUL	Moreton Farm Leisure Park, Moreton Lane, Moreton, Saundersfoot, Pembrokeshire, SA69 9EA	The change of 20 touring pitches to 20 static units, relocation of 9 touring pitches along with additional landscaping and ecological enhancements.

11. Licencing Applications (Pembrokeshire County Council)

None

12. Working Group Reports and Recommendations

12.1. Sensory Garden and Grounds

Working Group Chair Eleanor Jones submitted [this report](#) in advance. The WG recommends the following resolutions to Council:

- To undertake rolling a rolling program of garden bench maintenance authorising at a cost not exceeding £2,000 in the period to 31/03/2026.
- To engage with Saundersfoot Primary School and Playgroup to prepare a wildflower display in the seaward facing flower bed in the Sensory Garden.
- To negotiate and instruct Grandiflora (St. Florence) to prepare, hand and additionally remove the baskets.
- To remove the compost heap at a cost of £450.

12.2. Community Liaison and Communication

Working Group Chair Sarah Whiddett submitted [this report](#) in advance. The WG recommends the following resolutions to Council:

- Purpose of CL&C Working Group – it is recommended that SCC accept the terms of the Group – in particular that the Group is responsible for supporting SCC with community relations rather than being the only group to communicate news and information.
- Setting up an email newsletter – it is recommended that we set up a newsletter using Mailchimp in order to open up another channel of communication with residents. Although there is no expense involved, it will take time. Eventually this should be seen as the job of the Clerk.
- Switchover to new Website – It is recommended that Council approve switchover to our new website <https://www.saundersfoot-cc.gov.wales> as soon as Councillor's photos have all been uploaded.
- Community Bus – It is recommended that Cllr Whiddett discuss this opportunity further with PACTO (Pembrokeshire Community Transport Organisation) and report back to the April Council meeting.
- Monthly 'surgery' – it is recommended that the Community Liaison and Communication WG explore setting up a rota with willing Councillors providing we can find a location for the surgery. This supports our intention to represent the electorate in the community.

12.3. St Issells

Working Group Chair Cllr Cormack submitted [this report](#) in advance. The WG recommends the following resolutions for Council to:

- Modify the St Issells cemetery fees charged for coffin burial plots to £1188.50 and for Cremation Burial plots to £594.00 with immediate effect.
- Seek competitive quotes for the work necessary to address the maintenance issues identified above.
- Bring forward a costed, phased plan to a later meeting of Council for consideration.

13. (Verbal) Reports from Other Working Groups

14. SCC Contribution to the Costs of the Public Library in the Regency Hall for 2025-26

As agreed at the last meeting Cllrs Alec Cormack and Sarah Whiddett met with Averil Upham and Moira Saunders to discuss how SCC could support the Library in their plans to develop the service more. Moira outlined the history and why it became a Community Library, run mainly by volunteers. The library has a fabulous team of 16 volunteers who support the library being open two and a half days a week. Averil and Moira head up this team which has been running for two years. The Library has submitted a [grant request](#) for £6500.

In Summary Averil and Moira would like the Library to:

- Link in with the Play Group and other classes that run in the Regency by opening on an extra day, Monday.
- Arrange IT based courses.
- Hire out the library when it's not open to the public – e.g. to reading groups.
- Encourage more casual use of the library – e.g. giving public access to a couple of daily newspapers, encouraging more use of the pcs that are there and so on.

- We invited the library to submit an outline of their plans with a budget request – preferably in time for it to be considered at the next meeting on March 6th.

Cllrs Whiddett and Cormack recommend the following resolution for Council to consideration (and/or amendment):

That Council supports the Saundersfoot Community Library for 2025-26 by agreeing to make a single payment of £6,500 in April 2025.

15. Consideration of Correspondence

- 15.1. [Meeting 17/03/2025](#) regarding creation of an organisation to co-ordinate events in the village
- 15.2. Insurance [Pre-Renewal Correspondence](#)
- 15.3. Public Consultation - [Local Flood Risk Management Plan](#)
- 15.4. Request from Regency Hall to allow parking on our tennis court land for a specific event
- 15.5. Saundersfoot Sailing Club - Training Donation Request

16. That the Council shall go into Private Session utilising its powers under the Public Meetings Act 1960 and Local Government Act 1972. To discuss commercially confidential matters relating to negotiation of agreements with contractors

17. 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 3rd April at 6pm