



Minutes

Signed by Alec Cormack 5th February 2026

Thursday 8th January 2026

1. Cllrs Present and Absent

Attendees in person

Cllr: Alec Cormack (AC - Chair), Cllr Rosemary Hayes (RH), Cllr John Cray (JC), Cllr Alan Jones (AJ), Cllr Eleanor Jones (EJ), Cllr Brigitte Robinson (BR), Cllr Peter Robinson (PR) and Cllr Tony Wall (TW)

Samantha Turner (ST - Council Manager/Clerk)

County Councillor Chris Willams (CW - Invited Guest)

Attendees Remotely

None

Apologies

Cllr Bev Bennett (BB) and Cllr Sarah Whiddett (SW)

2. Declaration of Interests

AC - declared a prejudicial interest in item 4 and 10.1

JC declared prejudicial interest in item 4 and 10.1

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.

Nicola Gandy (CEO Saundersfoot Harbour) explained the background to the Harbour finances and the recent increase in costs and forthcoming rates rises. The Harbour provides 2 public services - public waste collection and toilets. Running costs of the toilets have reached £20,304 (YTD Nov), which excludes staff and insurance costs.

Requested the possibility of SCC providing funding of approx £25,000 to keep the toilets open and free during the coming year.

AC and JC left the room. Cllr PR took the Chair

4. Saundersfoot Harbour Toilets

Discussion ensued regarding the request.

It is felt that the Harbour toilets are an essential facility for the village for locals and visitors. They are very heavily used during the summer.

PR proposed that the Clerk send a donation form to Saundersfoot Harbour and they submit the request

in writing.

AW seconded. Unanimously approved

AC and JC returned to the room. Nicola Gandy left the meeting.

5. Planning Applications

	Planning Number	Address / Property	Planning Proposal	
a	NP/25/0651/FUL	Ty Celyn Y Mor, Stammers Road, Saundersfoot, Pembrokeshire, SA69 9HZ	Proposed extensions and alterations	No objection Proposer: BR Seconded: EJ Unanimous
b	NP/25/0668/FUL	60, Scandinavia Heights, Saundersfoot, Pembrokeshire, SA69 9PF	Application in retrospect for a first-floor timber decked balcony, with proposals to include an open rafter timber structure with solid panels at 1800mm high where necessary along with an extension to the existing balcony footprint (see previous application in Oct 2025)	No Objection Proposer: PR Seconded: TW Unanimous
c	NP/25/0710/FUL	Sandalwood, Westfield Road, Saundersfoot, Pembrokeshire, SA69 9JN	External changes comprising of dormer windows to front and rear of garage roof and replacement of garage door with wall window to provide extra residential floorspace	No Objection Proposer: JC Seconded: AC Unanimous

d	NP/25/0613/FUL	Beachside Cafe, Rear of the Old Chemist Inn, The Strand, Saundersfoot, Pembrokeshire, SA69 9ET	Erect two 4m wide x 2.5m projection manually controlled full cassette awning	No Objection Proposer: RH Seconder: TW Unanimous
e	Withdrawn	Cants Cottage, St Issells, Saundersfoot, Pembrokeshire, SA69 9BD	Replacement Dwelling	

6. Chair's Report

Christmas Lights -The village and the Sensory Garden looked really good. Thanks to Eleanor and the G&G WG for their hard work.

Footlights Pantomime - Alice in Wonderland. A wonderful production and thoroughly enjoyable show

Rotary Elf Run - Had the difficult job of judging the fancy dress. Well attended inaugural event which will hopefully grow over the coming years.

Pensioners Christmas Lunch - Everyone seems to have had an enjoyable time. Thanks are extended to the councillors who helped, the Regency Hall Committee and the Tenby & District Lions for making it such a successful event.

NYDS - Entered dressed as a mayor. Thanks to Cllr Williams and the whole team at NYDS for such a fantastic community event.

PCC's Proposed Changes to Saundersfoot and Stepside Schools

There is currently a PCC proposal regarding closing both schools and opening a new school on the Saundersfoot site. The proposal is not considered beneficial to the pupils of either school by AC for a number of reasons.

The costs of busing the Stepside pupils to Saundersfoot would be approx £250,000 per annum which would exceed the proposed savings.

Discussions are ongoing with the schools to come up with a suitable alternative to the PCC proposals. Cllr Williams and AC are working jointly on this issue.

Greenhill School Tenby - The PCC propose to make this a school for 3-19year olds, which will ensure the continuation of the 6th form.

PCC school consultation commences in September 2026.

Doctor's Surgery

Meeting on 10th Dec.

The phone system has been slightly delayed. Once live, the booking system will be available 24/7 via phone, alleviating the 8am rush for appointments. There is now a full complement of Doctors at the surgery. There was a 16% increase in appointments between October and November. Surgery has asked that updates and news from the Surgery also be displayed on the SCC noticeboard (in the Sensory Garden). Information is also to be included in the monthly SCC newsletter. Unanimously approved.

Primary School Deadline - Reminder that the deadline for pupils starting in September 2026, is 31st January 2026.

PCC Budget Process - Since the last council meeting, where it was reported that the Welsh Gov't announced that money for Pembrokeshire will increase by 2.3%, this has now been increased to 4.2%

7. CW Report

Expressed his thanks to those involved in the Christmas lights throughout the village and the Sensory Garden. The festive season was extremely community spirited with so many businesses getting involved and Love Saundersfoot, in particular, did a fantastic job and are a great asset to the village.

The Strand

There have been some new rock falls recently. A further meeting will be held to discuss the area. With the widening of the pavement, the road will only be wide enough for one vehicle, so a right-of-way system will be introduced.

Active Travel - Cambrian Terrace

Work will commence on 12th January.

The reduction of parking spaces on the Terrace are offset by the new parking bays on Milford Terrace and the new bays being created on Brewery Terrace.

Potholes & Street Lights

CW is pushing PCC for resolution

Cllr EJ enquired as to the possibility of making the parking signs on Frances Lane clearer, as it's not clear to visitors that parking at Coppet Hall is only a few minutes walk to the village.

CW to confirm if the Active Travel survey regarding pavements and pedestrian access has been completed yet.

Cllr BR highlighted that cars speeding along the Ridgeway is still an issue. There are some narrow sections of pavement in this area. Would it be possible to introduce some traffic calming measures? Clerk to contact police to see how best to report incidents and invite them to a council meeting to discuss further.

BR, AC and CW to visit the entrance to Ridgeway Close to discuss the possibility of extending the double yellow lines, to improve safety and visibility at the junction.

8. Donation Requests for Consideration by the Council

None received but a few forms have been requested

9. Minutes of the Community Council meeting 2025

The draft [minutes of 4th December](#) 2025 were approved.

Proposer PR: Second: RH Unanimously approved

10 Matters Arising from the Minutes

10.1 Consideration of HRO complaint (AC)

The letter, sent in 2020, outlining the objections made by SCC regarding HRO had been circulated to councillors before the meeting. AC and JC left the meeting while a discussion took place as to whether to withdraw the objections or let them stand.

AJ proposed to let the complaints stand. Unanimously approved

AC and JC rejoined the meeting.

RH advised the council that Mr P Parker is the Council's nominated representative on the Harbour Commission. Clerk to contact and invite to a Council meeting for an update.

10.2 Discussions with PCC regarding car parking at Regency

Clerk to invite representative(s) from PCNPA to a meeting to discuss their opinions regarding the development of the car park.

10.3 Lease negotiations with Bowls Club

There appears to have been a breakdown in communication between the solicitors. AC to chase for an update by February's Council meeting.

10.4 Councillor Remuneration (Clerk)

Remaining forms to be submitted to the Clerk asap

10.5 Update on traffic measures at railway bridge (AC)

Following AC's enquiry to PCC it has been stated that the arrangement installed is an informal priority arrangement, which ensures both directions approach with due care and consideration for opposing vehicles, this being well signed on both approaches.

Consensus is that this is not what was promised and that SCC should encourage motorists to report incidents to SCC and PCC. Consider an online survey asking for feedback on the junction and mention in the forthcoming newsletter.

10.6 Salt Bins (Clerk)

One reply to a recent request to residents regarding location of salt bins in the village.

The majority of bins have now been mapped on Parish Online. When checked all had high levels of grit.

Requests for new bins at The Glen, Bevin Hall, Lawnswood and Sandy Hill Park to date. To be considered at February's meeting.

Clerk to clarify who is responsible for insuring the bins and gritting volunteers.

11. Bank / Cash Book Reconciliation

Bank Balance summary £103,836.15 as at 05/01/2026. Details available to councillors via the [Xero accounting system](#).

12. Payments to be Acknowledged & Approved

In the tables below payments to Councillors are redacted to protect confidentiality of individual councillors - [SCC Financial Regulations](#).

Bank Statement

Saundersfoot Community Council

For the period 28 November 2025 to 5 Jan 2026

Current Account - *168

Date	Reference	Amount	Balance
Opening Balance			
28 Nov 2025		0.00	8,804.49
Statement Lines			
28 Nov 2025	404407 41395602 INTERNET TRANSFER TFR	(7,500.00)	1,304.49
01 Dec 2025	MR CHRIS VIGGARS Invoice 002 BP	(460.00)	844.49
04 Dec 2025	404407 51368184 INTERNET TRANSFER TFR	5,000.00	5,844.49
04 Dec 2025	MR CHRIS VIGGARS Invoice 005 BP	(535.00)	5,309.49
04 Dec 2025	THE REGENCY HALL Invoice 3633 Nov BP	(69.75)	5,239.74
05 Dec 2025	GOOGLE CLOUD EMEA DD	(5.40)	5,234.34
08 Dec 2025	MR CHRIS VIGGARS Invoice 006 BP	(450.00)	4,784.34
08 Dec 2025	PEMBROKESHIRE CCM1615923 BP	(2,500.00)	2,284.34
10 Dec 2025	PEMBROKESHIRE CCM1615923 /R36631 BP	(2,483.59)	(199.25)
10 Dec 2025	404407 51368184 INTERNET TRANSFER TFR	3,000.00	2,800.75
10 Dec 2025	TreeWorks PC25-192 BP	(645.60)	2,155.15
11 Dec 2025	FROSTS HARDWEAR SAUCC1 BP	(25.98)	2,129.17
11 Dec 2025	Safe Electrical 5386 SCC BP	(2,898.00)	(768.83)
11 Dec 2025	PEMBROKESHIRE CC CR	3,000.00	2,231.17
11 Dec 2025	404407 41395602 INTERNET TRANSFER TFR	(1,500.00)	731.17
11 Dec 2025	Microphone	(55.00)	676.17
11 Dec 2025	Frosts Hardware	(25.98)	650.19
12 Dec 2025	XERO UK LTD DD	(14.40)	635.79
12 Dec 2025	MR CHRIS VIGGARS 007 BP	(390.00)	245.79
15 Dec 2025	Stephen balding Invoice 37 Nov 25 BP	(280.50)	(34.71)
15 Dec 2025	404407 51368184 INTERNET TRANSFER TFR	1,000.00	965.29
16 Dec 2025	E.ON NEXT LTD DD	(42.91)	922.38
18 Dec 2025	O2 DD	(13.20)	909.18
19 Dec 2025	MR CHRIS VIGGARS Invoice 008 BP	(460.00)	449.18
22 Dec 2025	Office Costs Ink cartridges BP	(38.00)	411.18
22 Dec 2025	404407 51368184 INTERNET TRANSFER TFR	1,600.00	2,011.18
22 Dec 2025	HMRC PAYE/NIC CUMB615PJ00124325 BP	(146.58)	1,864.60
22 Dec 2025	Clerk SCC salary BP	(1,350.22)	514.38
24 Dec 2025	MR CHRIS VIGGARS 009 BP	(390.00)	124.38
29 Dec 2025	PEMBROKESHIRE CC CR	38,038.00	38,162.38
30 Dec 2025	404407 41395602 INTERNET TRANSFER TFR	(37,000.00)	1,162.38
31 Dec 2025	Gift Voucher BP	(50.00)	1,112.38
31 Dec 2025	MR CHRIS VIGGARS Invoice 015 BP	(460.00)	652.38
01 Jan 2026	Saundersfoot Bowling Club BP	262.75	915.13
Closing Balance			
05 Jan 2026		0.00	915.13

Proposer: AC

Seconder: PR

Unanimously approved

13. Licensing Application
None

14. Working Group Reports and Recommendations

14.1 Community Liaison and Communication Working Group
[CL&C WP Dec 2025](#) [Results from Carpark Lighting Survey](#)

SW emphasised the importance of resolving the lighting in the Regency. AC and CW to follow up

BR has been in touch with PACTO to arrange a meeting

14.2 Sensory Garden and Grounds Working Group & Update from Love Saundersfoot
[G&G WP Report Dec 2025](#)

EJ - following the work at the Cemetery, over the past 12 months, the plan is to enter the area in the RHS It's Your Neighbourhood 2026, along with the Sensory Garden.

New ideas for lighting (low level and for trees) in the Sensory Garden to be discussed further at WG.

PR suggested that it would be better to hire a sound system on an ad-hoc basis, with support from SCC as requested (via a donation form)

Following a discussion regarding the proposed change to the date of the light switch on and other festivities, it is felt that the date should remain the first weekend in December, going forward. Suggest that Love Saundersfoot put out a survey to the community to gather feedback for the proposed date change.

15. (Verbal) Reports from Other Working Groups

15.1 Feedback from Finance (JC)

Clerk recommended that SCC open a current account with the Cooperative Bank and arrange a bank card. Only a small balance to be held on account initially.

Proposer: JC Seconder: AC Unanimously approved

15.2 Feedback from Coastal Forum 10th Dec (TW)

An email from Tom Luddington (PCF) has been circulated.

Concern as to how we raise awareness of potential flooding in the area, without scaring people.

We need more stakeholders, volunteers for the action and contingency plans.

Proposal is to hold an informal session at the Regency, where attendees can obtain information from project partners. Date of 19th Feb has been suggested - felt that this is too early and more time is needed to organise the event.

The Saundersfoot Beach Scoping report is to be sent out to tender (Clerk)

Section to be added to the newsletter, noticeboard and website regarding advice of what to do in the event of severe weather (TW / SW / Clerk)

16. Budget Planning

Proposed budget was circulated to all Councillors before the meeting. Following a review of the budget, the precept required is £117,544, which is an increase of 3% on the year.

Proposer: EJ Seconded: TW Unanimously approved

Need to ensure that all contracts are reviewed and new tenders are in place by April 2026
Clerk to verify tender threshold

17. Lighting in Regency Car Park and Mulberry Car Park

See above

18. Consideration of Correspondence

18.1 One Voice Wales Pembrokeshire Area Committee Monday 26th January

SW and EJ to attend

18.2 One Voice Wales Buckingham Palace Garden Parties

Nominations sought for members of the community to attend.

TW proposed by BR and seconded by EJ. Unanimously approved

John Walker-Smith proposed by EJ and seconded by AC. Carried

18.3 Cariad Men's Group

Nick Stretton has advised that the group is now based at St Issells School House.

Invitation to be extended for him to attend February's council meeting (Clerk)

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

No update

24. Date and Time of the next Community Council Meeting

The Next meeting will be on Thursday 5th February at 6pm

Meeting closed at 20.59