



Pendine Community Council Meeting
Wednesday 18th June 2024
The Coffee Shop 7pm

1	<p>Welcome, Apologies and Introductions :</p> <p>Present: Andrew Shaw (Chair:-Part); Emily Bevan-Jones (Clerk); Sara Bruce-Goodwin(Vice Chair); Hayley Thomas; Steve Rundle; Jane Tremlett.</p> <p>Apologies: None</p> <p>0 Members of the Public present.</p>	
2	<p>Declarations of Personal Interest:</p> <p>Councillor SGB declared a personal interest and submitted a completed paper Register of Interest form to the Clerk.</p>	All
3	<p>To sign as correct minutes of previous meeting:</p> <p>The minutes for the meeting held on April 17th, 2024, were approved and signed off as an accurate representation of the discussions carried out.</p>	All
4	<p>Council Finance Report:</p> <p>Please see attached report.</p> <p>The Clerk requested that, in line with Financial Regulations, the Chair and one other Councillor sign off the payments to be authorized on the monthly financial statement and additionally sign off the bank reconciliations inputted into the accounting software by the Clerk at the monthly meetings. The Clerk also sought the Council's permission to close the bank account used for the motorhome park grant monies, as it is now a surplus account that is no longer needed. This action is necessary to finalize the grant spend for audit purposes.</p> <p>Furthermore, the Clerk provided a budget summary showing the Council's current financial position. The Council agreed with the current position, and the report was provided to ensure efficient budgetary monitoring before committing to additional spending.</p> <p>Councillor SBG requested that the monthly financial statement now include VAT, in light of the Council's recent VAT registration. Both the Council and the Clerk agreed to this request.</p> <p>The Clerk ran through the monthly financial statement, and all payments to be</p>	Clerk



	authorized were approved by the whole Council and signed by the Chair.	
5	<p>Planning Matters:</p> <p>None to declare.</p>	All
6	<p>Hot Rods:</p> <p>Councillor SR reported receiving a call from a guest who booked a stay at the motorhome park for the duration of the Hot Rods weekend. The guest inquired why the current pricing for the site is slightly lower than the rate at which they initially booked. Councillor SR proposed offering a refund of the difference to all guests who have booked for the event. The refund will be calculated based on the initial rate of £30 per night, with the current site rate being £27.50. The Council agreed to this proposal, and the Clerk will action this request.</p> <p>Councillor SR further informed the Council that arrangements have been made for Bobby Howells to plough the beach for parking. Bobby will begin at 8:30 AM on Saturday, June 23rd, once the tide has receded sufficiently. Access for Hot Rod competitors and staff will commence at 9:00 AM, followed by access for the general public from 10:00 AM.</p> <p>Additionally, Councillor SR presented a program of events for the weekend and requested it be adapted for social media and printed in large A3 format to align with Council branding. These will be displayed around the village to inform visitors and help circulate them to different businesses, ensuring broad economic benefit from the event. HT and the Clerk will action this.</p> <p>To facilitate the event setup, "Car Park Closed" signs will be made and appropriately positioned. PCC's car park will be closed from Wednesday evening, and Scoops car park from Thursday evening to allow for fairground ride setup on Friday morning. Various vendors and a booked singer will also require space in Scoops car park. Additionally, scaffold poles have been installed in the car park for bunting. HT will arrange the decoration of the village with checkered flags, while Liz Rundle will handle the additional bunting display.</p> <p>The Clerk will ensure the preparation and distribution of beach collectors' pouches and provide sufficient tickets for beach parking. Councillor SR has devised a volunteer schedule for the weekend. Signage requirements were discussed, and cones will be placed along Marsh Road to deter and prevent parking, which could cause traffic management issues. The Council will ensure Morfa Bay has access on Friday to conduct their activities.</p>	SR

	<p>The Council reviewed and approved the above arrangements to ensure a successful and well-coordinated Hot Rods weekend event.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Clerk: Process refunds for motorhome park bookings. 2. HT and Clerk: Adapt and distribute the program of events. 3. HT: Decorate the village with checkered flags. 4. Liz Rundle: Display additional bunting. 5. Clerk: Prepare beach collectors' pouches and tickets. 6. Councillor SR: Finalize the volunteer schedule. 7. Council: Implement traffic management measures on Marsh Road. 	
7	<p>Additional upcoming events:</p> <p>The Council discussed the upcoming Sandcastle/Family Funday event scheduled for Saturday, July 20th, from 12:00 PM to 4:00 PM, coinciding with the tide times. The Council aims to maximize income from beach parking during this event.</p> <p>Councillor HT shared her ideas for the event, which include donkey rides, children's entertainers, carnival stalls, seaside sweets, a DJ, and face painters. The Council agreed to facilitate funding for the donkey rides and to charge per ride to break even. Additionally, the Council will fund the attendance of the children's entertainer and the DJ. Councillor HT will reach out to gauge interest in stalls and rides for the event.</p> <p>The Council also discussed advertising the event, agreeing that promotion will be necessary across social media and other online channels and websites.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Councillor HT: Reach out to potential stallholders and ride operators for the event. 2. Council: Arrange funding for donkey rides, children's entertainer, and DJ. 3. Clerk and HT: Develop and implement a marketing strategy to promote the event on social media and other platforms. 	HT
8	<p>Car park and Parking meter-next steps:</p> <p>The Clerk informed the Council that the parking meters are scheduled to be delivered on June 19th by courier at a cost of £190.00, with a deposit of £42.00 already paid. The Council authorized the Clerk to order additional parts and base plates required for the installation and operation of the two new machines. It was noted that the lead</p>	All

	<p>time for delivery of the required parts could be up to six weeks. The Council agreed that the specifications for installation and associated costs need to be investigated.</p> <p>Councillor SR reported having spoken with Eagle Signs to discuss the feasibility of having the machines "wrapped" to enhance their aesthetic appeal. This possibility will be reviewed upon the arrival and assessment of the machines' condition.</p> <p>There was also a discussion regarding the pricing of the car park in light of the Council recently becoming VAT registered. Additionally, it was suggested that PCC approach CCC to explore the possibility of aligning their car park pricing.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Clerk: Order additional parts and base plates required for the parking meters' installation and operation. 2. Council: Investigate specifications and costs for the installation. 3. Councillor SR: Review the feasibility of wrapping the machines with Eagle Signs after assessing their condition upon arrival. 4. Council: Review and adjust car park pricing considering the recent VAT registration. 5. Council/Clerk: Approach CCC to discuss the potential alignment of car park pricing. 	
9	<p>Small Slipway update:</p> <p>The Chair met with Carl Howells to discuss proposals for the fabrication of a new functional barrier for the Small Slipway. Carl advised that he would make amendments to accommodate the required functionality. This proposal will need to be reviewed against the Council's budget once a quotation has been received. Additionally, in line with the Council's financial regulations, two other quotes should be sought.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Chair/Clerk: Obtain a quotation from Carl Howells for the fabrication of the new functional barrier. 2. Council/Clerk: Seek two additional quotes for the fabrication work to ensure compliance with financial regulations. 3. Council: Review all received quotations against the budget before making a final decision. 	Chair
10	<p>Recogniton and Thanks:</p> <p>The Chair expressed gratitude to Councillor SR for his hard work and dedication regarding the upcoming Hot Rod event. The Chair also thanked Trudy and Kelvin for</p>	Chair



	<p>providing the venue for council meetings, and Jane Tremlett for her attendance. Appreciation was extended to Parkdean for allowing the Council to use their car park, and to Gareth Davies of 20/20 Scaffold for donating the scaffold poles for displaying the bunting.</p>	
<p>11</p>	<p>Any other business:</p> <p>RNLI:</p> <p>The Clerk informed the Council that the invoice for the RNLI has been processed, and their service will commence on July 6th, 2024. Additionally, the Clerk shared with the Council that the RNLI service wishes to provide Entinox, a licensed emergency drug, within Pendine. Previously, this drug had to be transported to Pendine via lifeboat from Castle Beach in Tenby when needed.</p> <p>To facilitate the provision of Entinox, specific storage conditions must be met. The Clerk has discussed this requirement and has requested assistance from Morfa Bay to coordinate with the RNLI in establishing a suitable storage facility. The Clerk will provide further updates on this matter as it progresses.</p> <p>New Defib Cabinet:</p> <p>The Council noted that the new defibrillator cabinet has been delivered and is ready for installation outside the Pitstop. The Chair informed the Council that arrangements will be made to liaise with the business owner for the installation, to occur after the conclusion of the Hot Rod weekend. It was further noted that the Pitstop has generously offered assistance with the installation process.</p> <p>Action Items:</p> <ol style="list-style-type: none"> Chair/Council: Coordinate with the Pitstop business owner for the installation of the defibrillator cabinet post Hot Rod weekend <p>Entrance to CCC car park:</p> <p>Jane Tremlett informed the Council that she has conducted an inspection of the area near the entrance to CCC's car park and identified several maintenance issues. It was noted that extensive weeding is needed, and she expressed dissatisfaction with the condition of the benches. Jane has documented these issues with photographs and will formally request an inspection of the benches to ensure they are remedied to an acceptable standard.</p> <p>Furthermore, Jane addressed PCC's request for improved signage at the top of the hill to direct visitors to the beach. This request has been forwarded to Highways for consideration, with the possibility of installing a double-sided sign.</p> <p>Jane also reported on the condition of the bus shelter near the entrance to CCC's car</p>	<p>AS/SBG</p> <p>Clerk</p> <p>ALL</p> <p>JT</p>

park, noting that the metal has corroded. She has notified the appropriate authorities within CCC for necessary action.

Additionally, concerns were raised about the confusion caused by the ANPR barriers for visitors. Although the barriers are currently non-operational, visitors have been observed hesitating and turning away. PCC has requested that the barriers either be covered ("hooded") or have their arms removed or deactivated to prevent further confusion.

Lastly, Jane discussed the stakeholders' intention to implement a Public Space Protection Order (PSPO) for Morfa Bychan to address issues related to illegal camping and activities at the bay. She informed the Council that the process of implementing the PSPO typically takes around a year and is currently underway.

Llanmiloe School:

The Council acknowledged receipt of a letter from Llanmiloe School requesting a donation to assist with funding an educational trip to St. Fagans. After deliberation, the Council unanimously agreed to make a donation of £100.00 to support the school's initiative.

Action Items:

- The Clerk is tasked with processing the donation to Llanmiloe School.

Asset Register:

Councillor SBG declared a personal interest and left the room accordingly.

The Internal Auditor raised a concern regarding the removal of the land near Gordy Woods from the Asset Register. It was questioned why this removal occurred and what evidence exists to justify it. The Clerk requested the Council's permission to reinstate the asset on the register until sufficient evidence is obtained to determine its rightful status.

The ownership details will also be investigated with the Land Registry to clarify the situation.

Action Items:

- The Clerk is directed to reinstate the land near Gordy Woods on the Asset Register pending submission of adequate evidence.
- Investigate ownership details of the land with the Land Registry.

ROSPA:



	<p>Councillor SBG was invited to rejoin the meeting.</p> <p>Following the recent ROSPA playground inspection, several issues were identified with the playground near St. Margaret's Church. The Clerk sought the Council's input on temporarily taping off one of the playground items until repairs can be arranged, pending receipt of acceptable quotes. The Council agreed, and the Clerk will instruct the warden to tape off the damaged item accordingly.</p> <p>Furthermore, the inspection report highlighted uneven grounds in the playground area. The Council directed the Clerk to obtain quotations for rectifying the uneven ground.</p> <p>Jane Tremlett suggested implementing weekly checks of the playground to ensure ongoing safety and liability coverage in case of accidents.</p> <p>Action Items:</p> <ul style="list-style-type: none">• Clerk: Arrange for the damaged playground item to be taped off pending repairs.• Clerk: Obtain quotations for addressing the uneven grounds in the playground.• Council: Implement weekly checks of the playground to maintain safety standards. <p>Chad'n Ollies:</p> <p>The Council discussed the issue regarding the non-receipt of a Risk Assessment from the business concerning their beach activities. The Chair informed the Council that an email has been sent to the business owners outlining our requirements in this regard. It was further requested that a second letter be dispatched emphasizing the urgency of providing the Risk Assessment.</p> <p>Action Items:</p> <ul style="list-style-type: none">• The Clerk: Prepare and send a follow-up letter to emphasize the urgency of submitting the Risk Assessment for beach activities.• Chair: Monitor the response from the business owners and ensure compliance with Council requirements. <p>Meeting Adjourned at 9.32 pm.</p>	
12	Date of next meeting:	



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