



**Pendine Community Council Meeting  
Wednesday 18th September 2024 7pm  
Llanmiloe Resource Centre**

<b>1</b>	<p><b>Welcome, Apologies and Introductions :</b></p> <p>Present: Andrew Shaw (Chair); Steve Rundle; Hayley Thomas; Emily Bevan-Jones(Clerk).</p> <p>Apologies: Sara Bruce-Goodwin (Cllr) and Jane Tremlett.</p> <p>No members of the public were present.</p>	
<b>2</b>	<p><b>Declarations of Personal Interest:</b></p> <p>None declared.</p>	<b>All</b>
<b>3</b>	<p><b>To sign as correct minutes of previous meeting:</b></p> <p>The minutes from the meeting held on 21st August 2024 were signed as a true representation of the discussions.</p>	<b>All</b>
<b>4</b>	<p><b>Planning matters:</b></p> <p>None.</p>	<b>All</b>
<b>5</b>	<p><b>Council Finance:</b></p> <p>The Clerk presented the monthly financial summary to the Council. All payments for authorisation were approved, and the bank reconciliations were reviewed and signed by the Chair.</p> <p>There was also a discussion on exploring alternative accounting software to assist with VAT processing. Cllr HT suggested QuickBooks as a potential option. It was agreed that the cost and functionality of the software should be investigated to determine whether it would meet the Council's requirements.</p> <p>The Clerk requested approval to transfer £10,000 from the current account to the reserve account to accrue interest on the funds. This proposal was approved by the Council.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>HT</b></p> <p style="text-align: center;"><b>Clerk</b></p>
<b>6</b>	<p><b>Winter Maintenance Plan:</b></p> <p>Cllr SR presented the Council with a detailed Winter Maintenance Plan, outlining the works required for winter 2024 and early 2025.</p> <p>The first point of discussion was the painting of the wooden fencing in the Motorhome Park. Initial discussions in a previous meeting focused on gathering volunteers for the task. It was reported that the wardens have started the job, and if it is not completed by the end of their contracts, it will be addressed afterward.</p>	<b>SR</b>

The rest of the report was discussed in detail, and it was requested that the Clerk convert the schedule into an action log to enable the Council to track progress and job completion throughout the period.

There was also discussion about the potential installation of a portable shower and toilet block at the Motorhome Park. The associated costs and feasibility will be investigated.

The Council agreed to discuss with CCC during the October meeting whether the community notice board could be relocated from the County Car Park to the grassed area along Marsh Road. While the notice board requires a new seal and a clean-up, this is a relatively low-cost solution compared to purchasing a new board.

The necessity of finding a LOLER-qualified contractor to conduct an inspection on the flagpole was raised. The contact who initially approached the Council has not followed up, so this matter will need to be prioritised.

It was noted that one of the concrete bollards on the slipway has shifted due to the tide. The Clerk will contact Carl and Rees to reposition the bollard. Additionally, the Clerk will chase the keys for the new parking meters, allowing for the repainting of the meters to be completed.

It was also discussed that new posts and rails would be beneficial between the fencing by Parkdean's boatyard and the PCC Car Park signage. It has been observed that cars have been driving on the banked area during the summer, potentially causing damage. Installing posts and rails would prevent this and clearly delineate the boundary between the PCC Car Park and the CCC Car Park.

The Clerk confirmed that the sign for the Parkdean Car Park has been collected from Eagle Signs and is being stored, ready for installation. Cllrs AS and SR will arrange the installation.

The play park requires an internal inspection and the removal of damaged items. Additionally, the Council wishes to obtain three quotes to assess the condition of the ground.

The Council would like to gather feedback from the community during the October meeting to understand their views on the play area, including its usage and the possibility of repurposing it if necessary.

Concerns were raised about the area by the shower near the Parry Thomas Centre. Cllr AS mentioned that CCC had previously secured a grant for the installation of an outdoor tap. This will be discussed at the October meeting with CCC, along with issues related to the promenade, ownership, and PCC's responsibility for maintaining the lighting.

The small slipway has had its boards re-positioned to protect against high tides, but wedges will need to be reinstalled for reinforcement. Cllrs SR and AS will address this.

Concerns were also raised about the stepped area leading down to the beach near Scoops Café. Cllr HT will investigate ownership so that the Council can contact the responsible party

	<p>to suggest installing fencing for safety.</p> <p>The Christmas light fittings will need to be reviewed to prevent issues experienced last year, where the lights spun on the posts. Cllrs AS and SR will investigate. Additionally, the lighted tree in the Motorhome Park requires repair, as the post was bent by high winds. If repairs are not possible, new posts will be purchased.</p> <p>Cllr AS requested the purchase of an RCD box for the Christmas tree on the green. This was agreed, and AS will send the Clerk a link to order the appropriate product.</p>	
<b>7</b>	<p><b>Ice Cream Franchise:</b></p> <p>The Council discussed the possibility of extending the contract for the current holder of the ice cream tender. However, as not all members of the Council were present, those in attendance agreed it would be appropriate to reconvene and discuss the matter as a full Council. It was also noted that the procurement legislation regarding contract extensions would need to be reviewed, along with the specific terms for extension outlined in the previous tender.</p>	<b>All</b>
<b>8</b>	<p><b>Christmas event and Christmas preparations:</b></p> <p>The possible date of 8th December 2024, suggested in the last meeting for the Christmas event, was reviewed, and clashes with other local Christmas events were considered. The Council decided that holding the event on the weekend of 30th November 2024 would be preferable, as all members would be available to assist with preparations.</p> <p>The Council aims to organise a Christmas-style market during the day, followed by a community event in the evening. The evening event will include Santa's Grotto, Pastor Haydn in attendance, and refreshments, similar to last year's event.</p>	<b>All</b>
<b>9</b>	<p><b>Wardens End-of-Season feedback:</b></p> <p>The Clerk reported that the only feedback received was that communication between the Council and staff could have been improved at times.</p> <p>The Council discussed the possibility of offering additional hours to the Wardens over the winter period, should they be interested in assisting with the Winter Maintenance Schedule.</p> <p>It was also suggested that the Council express their thanks to the Wardens for their hard work throughout the season, and it was proposed to arrange a meal as a gesture of gratitude.</p>	<b>Clerk</b> <b>All</b>
<b>10</b>	<p><b>Signage and Parkdean Car Park Signage:</b></p> <p>This agenda item was covered under the discussions for the Winter Maintenance Plan.</p>	<b>All</b>

11	<p><b>Play Park:</b></p> <p>This agenda item was covered under the discussions for the Winter Maintenance Plan.</p>	
12	<p><b>Recognition and Thanks:</b></p> <p>The Council expressed their gratitude to the Wardens for their hard work throughout the season. They also thanked Llanmiloe Community Association for the use of the Resource Centre, as well as all the stallholders who participated in the produce markets. Special thanks were given to Councillor Steve Rundle, Liz Rundle, and Nicola Bellarby for their efforts in making the produce market a success.</p>	
13	<p><b>AOB:</b></p> <p><b>Fireworks:</b></p> <p>The Council agreed to collaborate with Llanmiloe Community Association again this November for the fireworks display. A donation of £1,000.00 was approved by the Council to support the event.</p> <p><b>Llanmiloe School:</b></p> <p>Cllr HT requested that the Council consider making an additional contribution to Llanmiloe School, as the Governors are currently making significant efforts to raise funds for the school's financial support.</p> <p>Although a previous donation was made this year, the Clerk was tasked, with the Council's backing, to investigate the expenditure limits under Section 137 to determine if there are available funds to assist in the fundraising efforts.</p> <p>If additional funds are not achievable, the Council discussed potential ways to raise donations for the school during the Christmas event.</p> <p><b>Pembrokeshire Classic Cars:</b></p> <p>Cllr SR reminded the Council of the request from Pembrokeshire Classic Cars to park on the beach on 24th September for Sir Malcolm Campbell's centenary celebration. It was noted that the organiser had promised to provide the Council with numbers a week in advance; however, no communication has been received to date.</p> <p>It was initially agreed between the Clerk and the organiser that the beach would be opened for parking on the usual basis, with a charge per car. The Clerk agreed to follow up with the organiser to obtain the necessary information.</p> <p><b>Flounder Festival:</b></p> <p>It was noted that the Flounder Festival is scheduled for 29th September 2024. The Clerk and Cllr SR will make the necessary arrangements to facilitate this event.</p>	<p><b>Chair</b></p> <p><b>HT</b></p> <p><b>SR</b></p> <p><b>SR</b></p>



	<p><b>BABS Trustee meeting:</b></p> <p>It was requested that the Clerk check the dates for the trustee meeting concerning BABS scheduled for October 2024 and share the information with the Council. Additionally, it was noted that due to a centenary coming up in 2025, it would be beneficial to understand if the car will be able to attend an event to commemorate the occasion.</p> <p><b>Meeting closed at 21.34pm.</b></p> <p><b>Date of next meeting to be confirmed.</b></p>	<p><b>SR</b></p>
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