

Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 2nd May 2018 at
7 p.m. in the Memorial Hall

Attended by:

Community Councillors Josh Phillips (Chair), Ifor Thomas (vice chair), Joe Griffin, Vicky Barker, Wendy Wright, Joanne Gibbins, Colin Reynolds

County Councillor Mark Carter

Web Administrator: Maria Jones

Clerk & RFO: Bruce Payne

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1. **Welcome and Introduction.** The chair welcomed Medi George (AFC), Brenda Lloyd (Heritage Society) and Mollie Roach (Solva Care) to the meeting.
 2. **Apologies.** Community Councillor John Price
 3. **Declarations of interest.** Community Councillor Vick Barker declared a personal interest with the Play and Skate Parks.

Matters Arising

4. **Agree the Minutes of the meeting held on 4th April 2018.** Agreed and signed.
 - a. All actions were reviewed.
5. **Communications.**
 - a. Newsletter. NTR
 - b. Solva News website. NTR
 - c. SCC website. See report end of Minutes.
 - d. SCC Facebook Page. NTR
6. **Project to recycle uniforms of Ysgol Dewi Sant, Ysgol Bro Dewi and Ysgol Solfach.** NTR – Jo contacting Katherine Pearce Chair of the Uniform Working group for Ysgol Penrhyn Dewi re collection plans, timings etc.
7. **SCC AGM.** The AGM would be convened on Wednesday 16th May 2018 at 7p.m. in the Memorial Hall. Josh Phillips accepted the nomination for SCC

Chair. Ifor Thomas accepted the nomination for Vice-Chair. Nominations would be ratified at the AGM.

8. **Independent Review Panel on Community and Town Councils. National Pop-in Session.** SCC will host an event on 24th May 2018 from 6p.m. to 8:30p.m. in the Memorial Hall. The aim of the pop-In session was to give members of the local community the opportunity to come along and have their say on the Independent review of Community and Town Council Sector in Wales and meet with SCC councillors. IRP to provide marketing packs and reimburse cost of refreshments.

9. **Solv Care.** Mollie informed Members that Josh had resigned his position as Solva Community Council Trustee. Community Councillor Colin Reynolds then accepted the nomination to become a new Solva Care Trustee. Nomination to be ratified by the Board of Trustees prior to amending Charity Commission trustee details. Mollie updated members on the appointment of the PIP (Prevention, Integration and Partnership) Development Assistant. The successful candidate would commence in post on 14th May 2018.

10. **Solva Heritage Society.** See item 14b (WW1 Commemorative Plans)

11. **Village Clean-up 2018.** Vicky requested Members join in on Sunday 20 May to help clean up around our village. We will meet at the football club at 10 am to clear up various areas in Upper and Lower Solva, finishing around 12 noon. Harbour Inn to donate refreshments etc.

12. **SCC Data Protection Officer.** The Government has tabled an amendment to its own Data Protection Bill to exempt all community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport had confirmed that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice. The Clerk had requested GDPR support from One Voice Wales and PCC.

Post Meeting Note: PCC to provide an awareness session on the 22nd May 2018 3-5pm in the Picton Centre; Clerk to attend.

13. **Local Community Requests/Issues/Complaints.**

a. Car Parking in Solva. To ease car parking during the summer season Community Councillor Ifor Thomas suggested using part of the playing fields adjacent to the Bay View Stores. Parking would be at no cost and managed by volunteers. The initiative would be proposed at the AGM.

b. Thinning of War Memorial trees. In the centenary year of WWI and the commemorative events planned in Solva, Community Councillor Ifor Thomas advocated the restoration to the War Memorial view to the harbour as it was originally in the early 1920's. PCNPA would consider such thinning if SCC applied for a Tree Removal Order. Comments

would be invited from local residents at the AGM before any decision was taken.

14. **Reports from Sub-Committees.**

a. **Play & Skate Parks.** Proposals for the future of the Gamlin Play Park and Skate Park would be presented at the AGM. **Action Ifor Thomas.**

b. **First World War Commemorative Plans 2018.** The revised plan had been agreed and events would be published monthly in the Newsletter. However, 6 actions on the plan required urgent clarification. **Action Joe Griffin.**

c. **Community Action Plan.** NTR

d. **AFC Refurbishment & Regeneration Project.** Medi reported the insurance claim to address damage caused by a burst water pipe in the AFC roof space on 4th March 2018 had been settled with Zurich. Ifor updated Members on grant applications for the R&R Project – Draft applications would also be sent to the AFC (Medi) for review and comment (**Action Ifor**). The current position to purchase the freehold from PCC remained ongoing. It was envisaged SCC could achieve this using money allocated by PCC from the second homes pot. (Clerk attending PCC brief re Enhancing Pembrokeshire Grant on 16th May – key PCC officers in attendance. Clerk will chase decision). Solva AFC (Medi) would be updated re any further PCC plans to develop the football pitches adjacent to the Bay View Stores for housing. PCC had previously indicated that such plans would retain a single football pitch (**Action Clerk**).

e. **Traffic Working Committee.** NTR

f. **Firework Display.** NTR

g. **Planning.** NTR

15. **Clerk & RFO Report.**

a. **SCC Bank Balance at end of April.** The balance at 30th April 2018 was £14,772.66. Income & Expenditure (actual) for April was presented and agreed by Councillors.

b. **Budget Review 2018/19.** Expenditure was reviewed against the agreed budget.

c. **Annual Return.** The Auditor General for Wales had issued SCC with an Annual Return for the financial year ending 31 March 2018. This had to be completed and returned, along with the additional information set out in Appendix B and C by 9th July 2018. Prior to this SCC would

need to undertake an internal audit conducted by LM Griffiths & Co. To meet legal requirements the Notice of Appointment for the external audit by the Auditor General for Wales had to be posted by 14th May 2018. The Clerk would report monthly to Members on all progress.

d. **Correspondence.** All correspondence had been distributed to members by email.

13. **Report from County Councillor.** Mark briefed Members on the following 3 questions he was submitting to the Council Meeting on 10th May 2018.

a. Would the appropriate Cabinet Member advise whether any cost savings and greater efficiencies could be made if the Highways and Refuse labour force were amalgamated to allow as many workers as possible to carry out duties within either sector?

b. Could the Leader advise whether Pembrokeshire County Council use Agency staff and include the annual cost to the Council?

c. Given the continuing pressures on the NHS and the increase in times to access emergency care, could the Cabinet member for Education advise whether there has been any consideration in providing all Secondary school pupils in Pembrokeshire schools with a basic understanding in First Aid, perhaps on the lines of what to do if there is an emergency in the home for younger pupils and for the older ones a certificate in basic first aid before leaving school?

14. **Report from Community Councillors.** NTR

15. **Public Open Forum.** NTR

16. **AOB.**

17. **Date of next meeting**

a. SCC Wednesday 6th June 2018

b. SCC AGM Wednesday 16th May 2018

c. National Pop-in Session Thursday 24th May 2018

Compiled by:

Bruce Payne (Clerk) 12th May 2018

Signed by: Ifor Thomas (Vice Chair)

SOLVA COMMUNITY COUNCIL
2 May 2018

Website Report

This Month's Activities

- Updated 'News' page with surveys, information for residents, events and the Solva Newsletter.
- Gave the site a general 'health check' i.e. checked all internal and external links and fixed some anomalies.
- Uploaded minutes to site.

Next Month's Planned Activities

- Continue posting relevant information on 'News' page, and minutes.
- In response to the recommendations of the Auditor General for Wales 'Speak My Language' report (not yet adopted), will contact Webzer to ask which translation plug-in they recommend. Also, will start checking the existing website content to ensure that it works with screen reader software for visually-impaired people, and those with learning disabilities, or who are illiterate.
- In advance of establishing GDPR protocols, will call/email those with contact information on the website e.g. Harbour Master, Solva Care Co-ordinator to check if they are happy for their names and contact details to be on the Solva Community Council website.
- Will check with Webzer to ensure that appropriate 'cookies' (Google Analytics) disclaimer is added to website.
- Will meet Bruce to set up his solva.gov.wales email address.
- Will meet with Bruce to discuss information gleaned from a recent website course about how people's data is best used, safeguarded and retained in accordance with GDPR – both held by the clerk and on the website; retention guidelines produced by the Records Management Society were suggested as a policy to adopt.

Maria Jones

Web Administrator