



# Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 6<sup>th</sup> May at  
6 p.m. via Video Conferencing (Zoom)

Attended by:

Community Councillor's Josh Phillips (Chair), Ifor Thomas, Vicky Barker,  
Colin Reynolds, Joe Griffin.

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

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1. **Welcome and Introduction.** The Chair welcomed Mollie Roach and Lena Dixon to the meeting. Josh reminded everyone to mute their audio until they wished to speak.
    - a. **The Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972.** The Chair IAW the Act's confirmed that members of the local community had been invited to join the meeting via social media.
  2. **Apologies.** Peter Wilde (Newsletter Editor), Community Councillor's John Price, Wendy Wright, Jo Gibbins.
  3. **Declarations of interest - Personal or Prejudicial.** None.

## Matters Arising

4. **Agree the Minutes of the meeting held on 22<sup>nd</sup> April 2020.** Agreed and signed.
  - a. All actions were reviewed.
5. **COVID-19 Outbreak. SCC Emergency Scheme of Delegation.** The Chair reviewed the document with all present. The motion was approved by members without amendment. The Scheme would be published on the SCC website. **Action - Maria**
6. **Coronavirus Community Support.**
  - a. **Chair Report.** Josh updated members on:



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- i. **Food Hub (St Davids).** Josh had clarified with the Food Hub how residents gain access to the service and had signposted a few local people accordingly. Josh had also raised £410 for the Food Hub.
  - ii. **Visitors.** The message remained unchanged. Please do not visit Pembrokeshire & Wales at this time and avoid all unnecessary travel within Wales. Following these guidelines will save lives. We look forward to welcoming you back in the future.
  - iii. **Reporting.** This continued as required to WG, PCC and other organisations such as OVW and the Pembrokeshire Community Support Network<sup>1</sup>.
  - iv. **PCC Hub.** Josh confirmed that SNAKE was registered with the Hub.
  - v. **Community Connectors.** It was agreed to establish a network of local people designated as Community Connectors. They would provide advice and contacts for services and support to residents within their designated areas. Mollie raised the point that SNAKE needed to be aware of how circumstances could change for some people especially those who were running low on funds and may have applied for “Universal Credit”. We must stay in touch and make sure everyone knew we were here to help and this could only be achieved by good, delicate communications i.e. telephone calls, notices and social media messages.  
In summary, the briefing document with contact details and all relevant information re services and support would be finalised and circulated for comment including a full list of those designated as Community Connectors with their areas of responsibility. Once agreed, the briefing document would be issued to the Community Connectors. **Action Josh**
- b. **SNAKE update.** Lena informed members that support continued with no major issues.
  - c. **Local Concerns.** The question of identifying those who had contracted COVID-19 in the community was raised and how to best to

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<sup>1</sup> Jessie Buchanan reports activity on behalf of SCC and Solva Care



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protect volunteers. How tracking and tracing procedures would be implemented by Public Health Wales was also raised. In addition, members requested clarity on the WG procedure/policy for testing local people if they thought they had COVID-19. **Action Mollie/Josh** (Josh would initially make enquires with Solva Surgery).

All information was to be included in the Community Connectors briefing document/pack. **Action Josh**, and;

All information was to be clearly communicated to everyone in the local community. **Action All** (via social media, notices and where appropriate by phone).

d. **Communications.** All PCC and Welsh Government press releases/updates continued to be shared on social media.

### 7. **Planning. Applications received & reviewed:**

No SCC planning concerns:

- a. **Application No:** NP/20/0203/FUL  
**Proposal:** Proposed Alterations and Extension  
**Location:** 10, Anchor Down, Solva, Haverfordwest,  
Pembrokeshire, SA62 6TQ

### 8. **Clerk & RFO Report.**

a. **SCC Bank Balance at end of April 2020.** The balance at 30<sup>th</sup> April was £29,770.15. Income & Expenditure (actual) for April was presented and agreed by Councillors.

b. **Budget Review 20/21.** Expenditure was reviewed against the agreed budget.

c. **Internal & External Audit.** Internal audit commenced on 17<sup>th</sup> April 2020. External audit<sup>2</sup> and Annual Return to be complete by 30<sup>th</sup> June 2020.

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

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<sup>2</sup> Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 refers



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- e. **Employment Law Changes 2020.** The National Association of Local Clerks and One Voice Wales had formally notified SCC of the changes. The Clerk's written "statement of employment" of main terms that explains pay, working hours and other terms was to be reviewed and revised to include employment law changes. The revised statement of employment would be reviewed by the Chair and Vice Chair and presented at the June SCC meeting for approval. **Action Bruce, Josh and Ifor.**
9. **Report from County Councillor.** Relevant information had been included in PCC daily briefs and press releases. Mark would also clarify reported concerns with the levels of light and noise pollution emanating from Woodlands at SA62 6TH.
10. Report from Community Councillor's.
- a. Joe spoke about the upcoming VE celebrations in Solva to commemorate the 75<sup>th</sup> anniversary. He also thanked Vicky for the work she carried out to help tidy the old cemetery in Whitchurch.
- b. Colin informed members of a memorial bench request and would liaise with the Authorities to establish available space. Middle Mill and the new path in lower Solva would also be considered.
- c. Ifor informed members the outside of the Community Hub (AFC) had been painted and the pump track project was on hold. Both playparks remained closed.
- d. Colin raised concern with subsidence cracks in the Coast Path west of Solva. When would PCNPA take action to repair these dangerous cracks? The National Trail Officer (PCNPA) would be invited to give an update. **Action Bruce**
- e.
11. **AOB.** Nil
12. Date of next meeting.
- a. Wednesday 20<sup>th</sup> May 2020 at 6 p.m. via video conferencing (Zoom)

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Compiled by:



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Bruce Payne (Clerk) 13<sup>th</sup> May 2020

Signed by: Josh Phillips (Chair)