



Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 2nd October 2019 at
6:30 p.m. in the Memorial Hall

Attended by:

Community Councillors Josh Phillips (Chair), Ifor Thomas, Vicky Barker,
Joanne Gibbins, John Price, Colin Reynolds

Clerk & RFO: Bruce Payne

1. **Welcome and Introduction.** The Chair welcomed:
 - a. Mollie Roach (Solva Care).
2. **Apologies.** Community Councillor Wendy Wright, Community Councillor Joe Griffin, Maria Jones, County Councillor Mark Carter, Peter Wilde (Newsletter Editor).
3. **Declarations of interest - Personal or Prejudicial.** None

Matters Arising

4. **Agree the Minutes of the meeting held on 4th September 2019.**
Agreed and signed.
 - a. All actions were reviewed.
5. **PCC Community Delivery Project.** Members considered the following options for the transfer of Play Park non-statutory services from PCC to SCC:
 - Option 1 - Do nothing.
 - Option 2 - Closure of both Solva play parks.
 - Option 3 - Closure of one Solva play park.
 - Option 4 - Retain both Solva play parks.
 - a. **SCC November Debate.** Prior to any decision, advantages and disadvantages of each option would be debated in full at November's meeting. **Action all**



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- b. **SCC Precept**¹. The annual cost was expected to be circa £1,200 (£600 for each park). Members agreed to address all options to ensure precept pressures for 2020/21 onwards were accounted for.
- c. **WG Support**. One Voice Wales to be approached re WG precept support as per foot note¹ below (highlighted). **Action Clerk**.
- d. **Public Liability Insurance**. Zurich (SCC insurers) had confirmed the annual cost of each play park would be £6 per play item.
6. **Solva Biodiversity Plan**. SCC, as a public authority, were required under the Environment Wales Act 2016 Section 6 to prepare and publish a plan setting out what it proposes to do to comply with the duty to Maintain and Enhance Biodiversity within their current work areas which were:
- Lower play park (ownership to be verified)
 - Upper play park
 - AFC
 - Lyn's Path
- a. **SCC plan** to be drafted. Target date March 2020. **Action Clerk**
7. **SCC Climate Change Emergency Plan**.
- a. **What can we influence?**
- i. Paperless SCC meetings by April 2020. **Leads Josh, Clerk**
 - ii. Introduce Solva craft market by April 2020. **Lead Josh**
 - iii. Ensure Solva Newsletter is printed on recycled paper – immediate. **Action Clerk**
 - iv. Introduce Solva allotments – target date July 2020. **Lead TBC**
 - v. No Christmas crackers at senior citizens Christmas lunch – December 2019. **Lead Josh**
 - vi. Water refills from local businesses by May 2020. **Lead Jo**
 - vii. Promote St Davids plastic recycling scheme by December 2019. **Lead Vicky**
 - viii. Promote house insulation by February 2020. **Lead TBC**

¹ The main source of funding for community councils is the funds raised through what is referred to as a precept (a charge) to council tax under section 41 of the [Local Government Finance Act 1992](#). A community council must calculate its budget requirement for a financial year in accordance with section 50 of that Act and issue a precept to the billing authority. A community council's expenses are paid out of the funds received by the precept. In addition the Welsh Ministers may, under section 129 of the [Local Government \(Wales\) Measure 2011](#), pay a grant to community councils towards expenditure incurred or to be incurred by it.



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- ix. Reduce use of plastics by local businesses in Solva and St Davids. **Lead TBC**
 - x. Tree planting scheme by July 2020. **Lead Vicky**
 - xi. Communication through social media and local flyers. **Lead TBC**
 - xii. Promote PCC recycling scheme – immediate. **Action all**
- b. **Community led.** SCC to convene a public meeting in the New Year. **Action Clerk**
- c. **Partners.**
- i. Local businesses.
 - ii. Local schools.
 - iii. Local organisations.
 - iv. PCC.
 - v. PCNPA.
 - vi. National Trust.
 - vii. Welsh Water.
- d. **Communications.** Prepare a short report with details of SCC's strategic direction. To be published in the November Newsletter. **Action Josh**
8. **Solva Logo.** 1 x quote received 2 more to follow. **Action Clerk**
9. **Interpretations Boards.** Members agreed the proposed boards would enhance key areas of the village. Initial locations were:
- The current skate park in upper Solva (future picnic area)
 - Bluebell Wood in lower Solva

In addition to displaying the Solva logo and Welsh language phrases, they would also showcase information about the village including:

- Maritime history
- Smalls Lighthouse² (160th Anniversary in 2021)

- a. **Way Forward.** Members agreed SCC would lead the project. Design and production costs to be prepared and presented in the New Year. **Action Chair**

² The first stone of the new lighthouse tower was laid on 26 June 1857^[13]. The tower was completed in 1861.^{[15][16]}



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10. Communications.

- a. **Newsletter.** NTR
- b. **Solva News website.** NTR
- c. **SCC website.** NTR
- d. **SCC Facebook Page.** NTR

11. Local Community Requests/Issues/Complaints. None

12. Reports from Sub-Committees.

- a. **Whitchurch Churchyard.** NTR
- b. **Play & Skate Parks³.**

- i. **Funding Information.** Draft Information to support funding applications was complete. Information had been circulated to committee members.

Funding Applications. Applications to be prepared for:

- ii. PCC Enhancing Pembrokeshire.
- iii. Welsh Government Community Facilities Programme.

Note: The following link provides application details:

<https://www.playwales.org.uk/eng/fundingopportunities>

- iv. Comic Relief Community Fund in Wales (closing date 31st October 2019).
- v. The BBC Children in Need Small Grants programme.
- vi. Fields in Trust County Fund.
- vii. Biffa Award.
- viii. Santander Foundation's Community Plus.
- ix. Archbishop of Wales Fund for Children.
- x. Morrisons Foundation.
- xi. **Risks.** See item 5 (closure risk).

³ **Note:** Welsh Government Community Facilities Programme - Town and Community Councils are not eligible to apply for funding from this programme. They can, however, be a partner in a community group/Social Enterprise.



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c. **AFC Refurbishment & Regeneration Project.**

i. **Refurbishment Project.** Welsh Government Community Facilities Programme Funding application to be prepared (see note 3).

ii. **Purchase of land update.** Overage discussions in progress.

iii. **Management & Services report.** SCC, AFC and local community members met on 10th September 2019 in the AFC clubhouse to address the following:

a) **Formation of AFC committee.**

- Josh Phillips (Chair) (SCC)
- Joe Griffin (SCC)
- Wendy Wright / Jo Gibbins (SCC)
- Vicky Barker (SCC)
- Medi George (AFC)
- Clive Thomas (AFC)
- 1 x AFC member – name tbc

b) **Agree Business Structure.** Awaiting workshop details from PAVS re best model (CIO, CIC or other). **Action Bruce**

c) **Constitution.** Deferred until item iii b) agreed.

d) **Areas of 'housekeeping' concern.** The following areas required attention/repair work: **Action Josh**

- Ladies toilets
- 1 x shower not working
- Kitchen drainage
- Roof re rain water leak
- Front door
- Windows (some are unworkable)
- PAC testing
- Fire extinguishers
- First aid kit

e) **Appoint cleaner/caretaker.** Job description to be prepared. Living wage to apply. 2 to 4 hours per week.



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Advertise January 2010. Cost of position and source funding to be agreed. **Action Josh**.

f) **Clubhouse hire fees.** Members agreed the rate of £5 per hour from 1st January 2020. Agree POC for bookings and issue of invoices. **Action Josh/Ifor**

g) **AOB.**

i.) **Web Page/Social Media.** SCC web site to host AFC web page. All details re hire fees etc. to be included. **Action Josh/Ifor/Maria**

ii.) **New Furniture.** Edge to provide grant for new furniture. Meeting to agree items Tuesday 8th October at 2p.m. in the AFC (Josh, Ifor & Bruce). **Action Josh**

iii.) **New Bank Account.** To be established once item iii b) is agreed (agree business model) **Action Bruce**

iv.) **Car Park.** Following successful freehold purchase, AFC member to display sticker; install donation box at entrance. **Action Josh/Ifor**

v.) **Removal of Concrete Fence Posts.** Edge funding requested to support removal of posts. **Action Bruce**

vi.) **Grass Cutting.** Alternatives arrangements to be explored. **Action Josh**

h) **Date of next Meeting.** 29th October 2019 at 7p.m. in the AFC Clubhouse.

d. **Traffic Working Committee.** The committee requested the following agenda items were removed (all members agreed):

- i. Solva bridge priority sign.
- ii. Solva Rumble strips and 20mph advisory speed limit.
- iii. Un-adopted roads.

e. **Firework Display.** Vicky reported all plans were in place for the display on Friday 1st November (fall back re bad weather was 2nd November).



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f. **Planning.**

i. **Applications received & Reviewed:** Nil

ii. **Decisions:**

a) **Planning Reference:** NP /19/0296/FUL

Proposal: Demolition and rebuilding of part of existing dwelling to allow for provision of retaining wall. Dwelling to be rebuilt and extended to be of similar design to that previously approved under NP/17/0657/FUL

Progress: **GRANTED**

Location: 3 Fort Cottages, Fort Road, Solva, Haverfordwest, Pembrokeshire, SA62 6TG

13. **Clerk & RFO Report.**

a. **SCC Bank Balance at end of September 2019.** The balance at 30th September 2019 was £24,301.07. Income & Expenditure (actual) for September was presented and agreed by Councillors.

b. **Budget Review 2019/20.** Expenditure was reviewed against the agreed budget.

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

14. **Report from County Councillor.** Written report circulated.

15. **Report from Community Councillors.**

a. **Chair.**

i. **Senior Citizens Christmas Lunch.** The Chair confirmed this year's lunch would be on Saturday 7th December. List for those wishing to attend to be available in Bay View Stores by Monday 4th November. **Action Jo**

ii. **Solva Care.** Mollie delivered an informative report to Members.



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b. **Memorial & Community Benches.**

i. **Memorial Bench.** A bench remembering 2 local boys was in need of renovation. Men's Shed group to be invited to help. **Action Bruce**

ii. **Memorial Bench Policy.** National Trust areas in Solva had no remaining space for benches – this position was unlikely to change. The SCC policy would therefore be rewritten to provide alternatives; these would include:

- Bench sharing (within National Trust and PCNPA areas)
 - PCNPA applications (for the lower Solva car park)
- For areas controlled by SCC (Play parks & AFC):
- Picnic benches
 - Tree planting

16. **Public Open Forum.** NTR

17. **AOB.**

a. **SCC Bulb Donation.** Local residents had requested a small donation for bulbs to plant in the triangular garden next to the road bridge, opposite the Cambrian Inn. Locals had been maintaining the area with a variety of plants for some years. PCC were unable to help so local residents cleaned it up, much to the enjoyment of people (residents and visitors) who now sit on the adjacent bench. Members agreed the request. **Action Bruce**

18. **Date of next meeting.**

a. Wednesday 6th November 2019

Compiled by:

Bruce Payne (Clerk) 7th October 2019

Signed by: Josh Phillips (Chair)