



Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 12th January 2022 at 6p.m. in via Zoom

Attended by:

Community Councillor's Ifor Thomas (Chair), Colin Reynolds, Vicky Barker.

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

Newsletter Editor: Rachel Kelway-Lewis

Web Administrator: Liam McKenna

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1. **Welcome and Introduction.** The Chair welcomed everyone to the meeting and confirmed that in accordance with SCC Standing Orders (clause 3u) members present were a quorum.
 - a. The Chair also welcomed:
 - i. Newsletter Editor - Rachel Kelway-Lewis
 - ii. Web Administrator - Liam McKenna
 2. **Apologies.** Community Councillor's Josh Phillips, John Price, Joe Griffin, Jo Gibbins
 3. **Declarations of interest - Personal or Prejudicial.**
 - a. Community Councillor Colin Reynolds declared a personal interest with agenda item 6 (Solva Edge Festival 2022).
 4. **Agree the Minutes of the meeting held on 1st December 2021.** Agreed and signed.
 - a. All actions were reviewed.
 - i. **Welsh Language Interpretation Panels.** Item 6cii to be coordinated. **Action Colin**



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ii. **Upper Play Park Boundary Fence.** The Play Park section of the damaged fence had been secured. Part of the Headlands construction fence on the adjoining sports pitch remained open following recent storm damage. The Developer had been requested to carry out fence repairs to secure the site. Progress to be requested.
Action Clerk

b. **Publication of Minutes¹.** The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.
Action Clerk

5. Reports.

a. **Chair.**

i. **Dog Ban on Land in upper Solva.** SCC members met with dog owners on 11th January 2022. A summary of the meeting was attached to these minutes.

a.) **Motion.** Proposed by Community Councillor Colin Reynolds, seconded by Community Councillor Vicky Barker that the 9 outcomes set out in the summary were agreed by SCC subject to the following (Members present agreed to motion):

i.) **Signage.** Wording to be agreed in consultation with dog owners. **Action Clerk**

ii.) **CCTV Footage Review.** Footage review must be in accordance with SCC CCTV Policy. **Action Clerk**

iii.) **Bin Cost.** PCC would be approached to provide one waste bin at the entrance to the car park. Cost to purchase a dedicated dog poop bin with bag dispenser was prohibitive to SCC (circa £215). **Action Mark**

¹ Summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector.



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iv.) **Dog Poop Bag Dispenser.** Cost to purchase was circa £144 per unit and was cost prohibitive to SCC. An alternative solution would be discussed with dog owners.
Action Clerk

ii. **The Code of Conduct for members of local Authorities in Wales - Guidance from the Public Services Ombudsman for Wales.**

a.) **Motion.** Proposed by Community Councillor Ifor Thomas, seconded by Community Councillor Colin Reynolds that SCC adopt the guidance and the updated Code of Conduct (published in May 2021) as issued by Ombudsman for Wales. Members agree the motion. Copy attached for reference.

iii. **Senior Citizens Christmas Lunch.** The lunch was a success and much appreciated by the 40 residents who attended. Several plated meals were also delivered. Plans to include festive entertainment after the meal would be considered for the 2022 Christmas Lunch.

iv. **FOI Response.** The SCC response was issue on Friday 17th December 2021.

v. **Parc Y Capel.** The legal transfer to SCC was complete. SCC had issued instructions for their solicitor to register the land with HM Land Registry.

a.) **Insurance.** Public liability details would be confirmed with Zurich. **Action Clerk**

Post Meeting Note: Zurich confirmed on 14th January 2022 that if risk assessments were in place alongside maintenance and inspection regimes, they would cover Parc Y Capel under the SCC policy.

b.) **Wayleave.** Wayleave payment arrangements to be amended with Western Power. **Action Clerk**

vi. **Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils.** Details had been circulated to all members who were reminded that SCC must, to comply with the Act, publish the following documents:



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- a.) Annual Report (after 1st Apr 22) see page 18. **Action Clerk**
- b.) Training Plan (published by 5th Nov 22) see page 22 **Action Clerk**
- c.) Biodiversity & Resilience Plan (published by Dec 22) see page 18. **Action Clerk (with support from Members)**

vii. **Laying of the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021.** One of the conditions to meet the General Power of Competence was a Certificate in Local Council Administration (CiLCA) for the Clerk and RFO. Cost to SCC as follows:

- CiLCA qualification fee £410
- Virtual courses: delivered over 6 webinar sessions, for 2 hours once a month throughout the year – £250 + VAT for SLCC members, £300 + VAT for non-member

(**Note:** 2022-23 CiLCA Wales Bursary may be available [SLCC | Bursary Schemes](#))

vii. **Pembrokeshire Coastal Forum.** SCC were invited to attend up to 5 workshops. Details had been circulated to all SCC members (see email from Alex Cameron-Smith on 20th December 2021). The Chair requested SCC volunteers register and attend. **Action Josh**

viii. **National Heritage Memorial COVID-19 Response Fund.** Members agreed the fund could support the restoration of the Solva War Memorial. An application would be explored. **Action Clerk**
[COVID-19 Response Fund | National Heritage Memorial Fund \(nhmf.org.uk\)](#)

b. **County Councillor.** Mark spoke about the Newgale emergency diversion route. Route signage to be improved and a one-way option, recommended by Mark, would be considered. Mark updated members on the missing Chapel Lane Street light and a complaint the lane was being used as a urinal during hours of darkness. PCC budget pressures had been slightly eased by WG and this would help determine Council tax for 22/23. Mark concluded by



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updating members about the upcoming Audit Wales report on the departure of the former PCC CE.

c. **Clerk & RFO Report.**

i. **SCC Bank Balance at end of December.** The balance on 31st December 2021 was £23,815.02. Income & Expenditure (actual) for December was presented and reviewed.

RING FENCED FUNDS	
IRP Determination 44 Payments to Members	0
Play Park (match funding)	£2,208.81
Skate Park	£45.00
SCC Reserve	£3637.63
Solva Fireworks Display	£1,945.98
Community Elections	£4,000.00
SCC Green Fund	£300.00
Senior Citizens Christmas Lunch	0
Total	£12,137.42
"Free cash"	£11,677.60

TOTAL £23,815.02

ii. **Budget Review 21/22.** Expenditure was reviewed against the agreed budget.

iii. **Correspondence.** All correspondence had been circulated to members via email.

6. **Solva Edge Festival.** Trustees of Solva Edge Festival had written to SCC seeking permission to use the Clubhouse and sports pitch from Monday 25th July 2022 until Tuesday 2nd August 2022. Actual festival dates were 29th, 30th and 31st July.



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- a. **Motion.** Proposed by Community Councillor Vicky Barker, seconded by Community Councillor Ifor Thomas that SCC approve the use of the Clubhouse and sports pitch by the Edge Festival from 25th July to 2nd August. All members present agreed the motion.
 - b. **Hire Cost.** To be determined. **Action Clerk**
7. **The Queen's Platinum Jubilee Beacons.** The Chair confirmed an event would be organised and held in the Clubhouse. Afternoon tea would be served. Entertainment to be confirmed. A cost share with Solva Care was proposed and would be requested at their Management Group meeting on 25th January. **Action Joe.**
8. **Review of Solva play parks, recreational and green areas.** This item was deferred. A dedicate meeting would be arranged. **Action Clerk**
9. **Climate Agenda.** Implementation of the SCC plan was deferred. A dedicated workshop would be arranged. **Action Clerk**
10. **Planning.**
- a. Applications received and reviewed:
 - i. **Application No:** NP/21/0772/FUL
Proposal: Porch to front elevation and two storey side extension and single storey rear extension
Location: 25, Bro Dawel, Solva, Haverfordwest, Pembrokeshire, SA62 6TZ
 - ii. **Application No:** NP/21/0691/FUL
Proposal: Rear extension, new front garden wall & garden shed
Location: 19, Glanhafan, Solva, Haverfordwest, Pembrokeshire, SA62 6TA
 - iii. **Application No:** NP/21/0797/S73
Proposal: Amend Condition 2 & remove conditions 3, 4, 5 & 6 of NP/19/0296/FUL
Location: 3 Fort Cottages, Fort Road, Solva, SA62 6TG
 - b. Decisions: None
11. **AOB.** None



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12. **Date of next meeting.**

- a. Wednesday 2nd February 2022 at 6p.m. in the Clubhouse.
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Compiled by:

Bruce Payne (Clerk) 17th January 2022

Signed by: Ifor Thomas (Chair)