



Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 9th March at 6p.m.
in
Solva Community Clubhouse.

Attended by:

Community Councillor's Josh Phillips (Chair), Colin Reynolds, John Price
Vicky Barker, Jo Gibbins,

Community Councillor Ifor Thomas (via Zoom)

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

Newsletter Editor: Rachel Kelway-Lewis (via Zoom)

Web Administrator: Liam McKenna (via Zoom)

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1. **Welcome and Introduction.** The Chair welcomed the following residents:
 - a. Lena Dixon.
 - b. Sue Carnes Chichlowska.
 - c. Sandra Young.
 - d. Iain Robertson-Steel.
 2. **Apologies.** Community Councillor Joe Griffin.
 3. **Declarations of interest - Personal or Prejudicial.** None.
 4. **Agree the Minutes of the meeting held on 2nd February 2022.** Agreed and signed.
 - a. All actions were reviewed.
 - Welsh Language Interpretation Panels. **Action Colin**
(See minute item 5a (viii))



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- 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. **SCC letter to Eluned Morgan MS & Minister for Health and Social Services.** The chair wrote to the Minister on 16th February 2022 about rumours to downgrade Wthybush hospital, and the impact any such decision would have on the health and welling of Solva residents.

- ii. **Section 47 Multi Locations Meetings Sector Survey 2021.** One Voice Wales had reported that just over half of respondents (55.43%) were meeting remotely, less than 20% meeting on a multi-location basis (18.84%) and a quarter (25.7%) meeting by other means. This indicated a very low take up of multi-location meetings. SCC were compliant with Section 147 and the option for members and others to attend meetings via video conferencing was extremely useful.

- iii. **5-year plan for Parc Y Capel, Picnic Area, Memorial Hall, Clubhouse, Sports Pitch, Play Parks, and Skate Park.** The chair recommended and members agreed that strategic plans for these areas should be decided by newly elected community councillors post local elections in May.

- iv. **Prendergast Parking.** 8 residents had responded to the invitation set out in the March Newsletter to comment on Prendergast parking. The Chair thanked residents and acknowledged that parking was an essential requirement throughout Solva. Whilst recognising that parking was a pinch-point for residents and visitors alike at certain time of the year, SCC must evaluate the changing travel patterns of everyone and encourage local Authorities to adopt joined-up thinking

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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on the role of parking in Solva. The subject would be addressed by newly elected members post local elections in May. Members agreed that residents should report any parking infringements by phoning the non-emergency number for Police, 101. A notice would be published in April's Newsletter. **Action Bruce**

- v. **Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary in 2022.** Members declined the opportunity; SCC would though ask the Coast Allotment Project if they were interested. **Action Bruce**
- vi. **CAT of Lower Solva picnic area.** SCC had the area on licence from PCNPA who had a lease agreement with the National Trust (NT) who are the owners. The NT would be approached re CAT. **Action Bruce**
- vii. **YFC letter requesting SCC financial support.** Community Councillors were made aware of the letter and the Chair invited comments. Before considering any donation members requested to know how many young people from Solva attended. From local knowledge at the meeting only 3 young people from Solva attended YFC. Given the low number, SCC declined making any donation.
- viii. **Map creation and Interpretation Boards for Solva.** Creation of village information maps would support the SCC Welsh Language Strategy 2018 – 2023. Boards, These could include locations of:

- Defibrillators
- Surgery
- Community assets
- Post Office and shop
- Other local businesses

SCC would establish a sub-committee to decide:

- How maps and other initiatives could help meet the 5 bilingual outcomes set out in the SCC Welsh Language Strategy
- Agree map board locations
- Agree what other options could support the Strategy



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- Scope overall cost
- Scope fund-raising initiatives
- Agree a way forward and target date for delivery

Action Josh and Colin (sub-committee)

ix. **SCC AGM date.** Wednesday 11th May 2022 at 6p.m. in Solva Community Clubhouse.

x. **Membership of One Voice Wales 2022-23.**

Motion: Proposed by Community Councillor Ifor Thomas, seconded by Community Councillor Colin Reynolds that SCC continue their membership of OVW at a cost of £169 for 2022/23. All members present agreed the motion. **Action Bruce**

xi. **National Salary Award for Clerks 2021/22.**

Motion: Proposed by Community Councillor Ifor Thomas, seconded by Community Councillor John Price that SCC, in line with the nalc National Salary Awards for Clerks 2021/22, approve the hourly rise of 34p, an increase of £29.47 per month (SCP33 – LC3 33- 36) for the SCC Clerk & RFO from 1st April 2022. All members present agreed the motion. **Action Bruce**

b. **Communications.**

i. **Website.** Liam updated members with all recent changes and improvements to the SCC website.

ii. **Newsletter.** Rachel updated members about:

- Ad invoices had been issued
- Gathering statistics on readership/views through the website and on social media. Media packs would then be updated and sent out to prospective advertisers
- New reusable and sustainable waterproof folders to package the newsletters for distributors
- Car-y-mor reuse newspapers for their packaging. Old Newsletters could also be reused. Rachel would set up a collection point where people can bring their last editions of the newsletter for recycling by car-y-mor



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- A new column in the Newsletter for those who were looking to find a place to rent and also those looking to rent

iii. **Lower Solva Noticeboard.** The noticeboard in the car park had been destroyed in recent storms. Members agreed a new one should be procured. Cost to be established. **Action Bruce**

c. **County Councillor.** Mark updated members on the future structure of PCC proposed by the new CEO, rent re-setting and council tax rises for 2022/23.

c. **Clerk & RFO Report.**

i. **SCC Bank Balance at end of February.** The balance on 28th February 2022 was £25,654.80. Income & Expenditure (actual) for February was presented and reviewed.

RING FENCED FUNDS	
IRP Determination 44 Payments to Members	0
Play Park (match funding)	£2,413.81
Skate Park	£45.00
SCC Reserve	£3637.63
Solva Fireworks Display	£1,945.98
Community Elections	£4,000.00
SCC Green Fund	£366.00
Parc Y Capel	6,235.32
Legal Fes (Deed of Gift)	£150.00
Outdoor Connections Fund Award	1,344.00
Total	20,137.74
Free cash	£5,517.06

TOTAL £25,654.80

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



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

6. **Town & Community Elections – 5th May 2022**

- a. **Nomination Packs.** Packs were issued to those members standing for re-election. Nomination packs were also available at:

[Local Government Election 2022 - Pembrokeshire County Council](#)

- b. **Key Dates.**

- **18th March** – Notices of Election (on village noticeboards)
- **From 21st March** (10a.m. until 4p.m. on **5th April**) Nominations delivered
- **5th April** – Notice of uncontested elections
- **9th May** – New term of office
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NOTE: Completed nomination forms will be collected by the Clerk at 10a.m. on Monday 28th March in the carpark at Solva Community Clubhouse. **Action all**

- c. **Pre-election Period Guidance.** Guidance had been circulated to all members.

7. **Service Level Agreement with PCC for Community Play Areas April 2022 to March 2025.**

Motion: Proposed by Community Councillor Colin Reynolds, seconded by Community Councillor Joanne Gibbins that SCC agree and sign the SLA with PCC for safety inspections only at a cost of £1,256 for 2022/23, £1,282 for 2023/24 and £1,308 for 2024/25. All members present agreed the motion. **Action Bruce**

8. **Parc Y Capel.**

- a. **Outdoor Connections Award.** SCC had been awarded £1,344 to purchase the following items before 31st March 2022:
- 3 x Picnic Benches
 - 1 x Hardwood 3-seater bench
 - Wood to repair current benches (**Note:** £84 was included in the award for the purchase of hard wood. Additional wood was



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required to complete the repairs – cost to be met from the Parc Y Capel fund)

Action Bruce & Colin

b. **Flagpole Proposal.** Motion: Proposed by Community Councillor Colin Reynolds, seconded by Community Councillor Joanne Gibbins that SCC purchase a 6m flagpole for Parc Y Capel. Cost £313.75. All members present agreed the motion. **Action Bruce**

c. **Queens Jubilee Tree.** Motion: Proposed by Community Councillor Josh Phillips, seconded by Community Councillor John Price that SCC purchase a tree and plaque to commemorate the Queen's Platinum Jubilee. Cost not to exceed £200. All members present agreed the motion. **Action Bruce (Vicky to recommend tree species)**

d. **Mosaic Stone.** Lena presented a proposal for a Mosaic Project to remember local lives lost during the COVID-19 pandemic. SCC members voiced their support and agreed to a memorial in Parc Y Capel. Members noted that Solva Care had ring fenced £2,000 for the project. A sub-committee with representatives from SCC, Solva Care, Residents, and a Mosaic Subject Matter Expert would be set-up to agree what the Parc Y Capel memorial would consist of and to establish overall cost. The Chair invited Lena to return at a future date with project details. **Action SCC rep (tbc)**

e. **Fete 2022.** Vicky and Ifor informed members the Fete would be held on Monday 2nd May. Volunteers had come forward to help with the organisation and details of activities, stalls, timings etc. would be published in April's Newsletter. **Action Ifor and Vicky**

f. **WI Tea Party.** The WI had requested SCC permission to hold a Tea Party in Parc Y Capel on Thursday 14th July. SCC members fully supported the request and wished the WI every success with the event. WI to be informed. **Action Bruce**

9. **Planning.**

a. Applications received and reviewed:

i. **PCNPA Application No:** NP/22/0073/FUL

Proposal: Single storey extension to the rear of the property creating a sun room and bathroom



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Location: 10 Bro Dawel, Solva, SA62 6TY

ii. **PCC Planning Application Ref:** 21/1066/PA

Main Location: Rockwood, LLANDELOY, Haverfordwest,
Pembrokeshire, SA62 6LP

Full Description: Conversion of a barn into a holiday let

iii. **PCNPA Application No:** NP/22/0161/FUL

Proposal: Renovation of property; including revised fenestration in
Western elevation, provision of balcony and rebuilding of chimney.

Location: Minymor, 29, Main Street, Solva, SA62 6UT

iv. **PCNPA Application No:** NP/22/0113/FUL

Proposal: Tractor shed & new access track (retrospective)

Location: Land to the West of Carnhedryn Uchaf, Solva, SA62 6XT

b. Decisions: None

10. **AOB.**

a. **The Ukrainian Refugee Crisis.** Josh reported the St Davids school had a meeting about the crisis and how best to deliver support. Josh had attended and offered the Clubhouse as a free facility to help with any support. SCC members requested more detail and asked how the support was aligned with broader initiatives including Welsh Government plans to look after at least 1,000 Ukrainian refugees.

b. **Multi-Generational Path.** Ifor reported that PCNPA had agreed to pay for one section of the path leading from Penyaber down through the wood to the Quay Road. PCNPA would liaise with PCC who would secure contractors for the work. Update from both Authorities was expected in April.

c. **PCC Bin Opposite Memorial Hall.** Ifor reported the bin had been removed with no consultation with SCC. PCC would be invited to comment.
Action Mark.

d. **Security of Domestic Oil Tanks.** With the high price of heating oil, security information would be circulated on social media and in the Newsletter. **Action Josh**

e. **Middle Mill Cemetery.** The cemetery was in a very poor state which had upset families visiting the graves of loved ones buried there. Ground



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Maintenance work to tidy the cemetery was **URGENTLY** required. Although not the responsibility of SCC, the Clerk had previously helped the War Graves Commission regarding the grave of Benjamin Reynolds, Royal Army Medical Corps, who died on 25 May 1917. The Clerk had identified the person responsible for the Cemetery and would pass those details onto the SCC Chair who would contact the individual requesting remedial action to address the problem. **Action Josh**

f. **Whitchurch Cemetery (new)**. Joanne reported the new cemetery had a problem with mole hills which was affecting the stability of some headstones. The Church committee was to be informed (SCC only had responsibility for the old cemetery.) **Action Joanne**

g. **SCC Drop-in Sessions (Local Elections)**. The Chair reminded members about the 2 drop-in sessions in the Clubhouse on: **Action all**

- Wednesday 23rd March from 10a.m. to midday.
- Wednesday 30th March from 6p.m. to 8p.m.

11. **Date of next meeting.**

- a. Wednesday 6th April 2022 at 6p.m. in the Clubhouse.
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Compiled by:

Bruce Payne (Clerk) 15th March 2022

Signed by: Josh Phillips (Chair)