



Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 7th September 2022 at 6p.m.
in
Solva Community Clubhouse.

Attended by:

Community Councillor's Ifor Thomas (Chair), Richy Davies (vice chair), Colin Reynolds, Alyssia Fiander-Houlden, Bethany Hutson, Sam Ellison, Rob Richards

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

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1. **Welcome and Introduction.** The Chair welcomed the following members of the community:
 - a. Sandra Young.
 - b. Rachel Kelway-Lewis (agenda item 7ai).
 - c. Sue Denman (agenda item 7aii).
 2. **Apologies.** Community Councillor Joe Griffin.
 3. **Declarations of Acceptance of Office.** The following new member was congratulated on her election and signed a Declaration of Acceptance of Office:
 - a. Community Councillor Alyssia Fiander-Houlden.
 4. **Declarations of interest - Personal or Prejudicial.** None.
 - a. **Model Code of Conduct Motion.** Proposed by Community Councillor Colin Reynolds, seconded by Community Councillor Rob Richards that the attached Model Code of Conduct (v.01.04.2016) was adopted by SCC. All members present agreed the motion.
 5. **Agree the Minutes of the meetings held on 6th July 2022.** Agreed and signed.
 - a. All actions were reviewed.



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b. **Publication of Minutes**¹. 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**

6. **SCC Minutes 29th April 2015 – Item 5c Solva Edge Festival.**

a. **Motion.** Proposed by Community Councillor Rob Richards, seconded by Community Councillor Richard Davies that the last sentence of item 5c of the SCC Minutes dated 29th April 2015 was amended to read: “£1,600 was a donation and the festival would repay the balance on completion of a successful post festival audit”. All members present agreed the motion.

Note: £1,600 was repaid to SCC in October 2015. From September 2016 to October 2019 Solva Edge Festival awarded SCC £14,626 of funding to support local projects.

7. **Reports.**

a. **Chair.**

i. **4Wards1. Research Analysis.** Sue gave a narrative of the 6-month long project funded by the UK Government. The project recruited Community Researchers who undertook work with their communities to find out what life was about, what the gaps were and what they could do better if they collaborated. A report had been produced for each Ward including an overarching one. Sue introduced Rachel who had written the Solva and Brawdy study. Rachel gave an overview of that report and focused on the key findings and cross Ward Collaboration. A copy of the presentation was attached. A report synopsis would be drafted for wider publication. **Action Rachel**

ii. **4Wards2.** Sue spoke on the second project and the funding to support it. Some of that funding, if awarded, would go to community councils who would be responsible for how it was spent. PCC have the overall lead. TfC were not involved in 4Wards2.

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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iii. **Edge Festival.**

a.) **Edge Letter.** Trustees had written to the SCC Chair seeking advice on funding to support 4wards2. Could this funding be used to support an Administration post for the 2023 Festival. SCC to respond. **Action Chair**

b.) **SCC Funding Applications.** SCC had submitted 3 Edge applications to support:

- Lower Solva Play Park (The Gamlin)
- Solva Youth Project
- Senior Citizens Christmas Lunch 2022

iv. **Solva Youth Club.** In July 2022 PCC closed the Youth Club because of poor attendance. Bethany and members voiced their disappointment. All members wanted SCC to do something to support, encourage and engage with the youth of Solva. Alyssia suggested doing something to help them in future life based on a university style approach i.e., fresher fares, a monthly club looking at various careers with guest speakers. A draft programme would be prepared and presented at October's meeting. **Action Alyssia and Bethany**

v. **OVW Innovative Practice Conference Wednesday 14th September.** Colin agreed to represent SCC. **Action Colin**

Post Minute Note. Out of respect for Her Majesty and the Royal Family, One Voice Wales has taken the decision to postpone the forthcoming Innovative Practice Conference due to take place on Wednesday 14th September 2022.

vi. **Governing Body of Ysgol Gymunedol Croesgoch.** PCC had informed the Clerk that nominations were invited for the position of Additional Community Governor by 21st October 2022. Alyssia requested her name was put forward. All members present agree the nomination. **Action Clerk** to inform PCC Governors' Support Services.

vii. **PCC Warm Rooms Project.** SCC would support the project but were concerned with energy costs. **Action Clerk** (respond to PAVS). Cost implications also to be raised with PCC. **Action Mark**



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viii. **Statutory Responsibilities.**

- a.) **Clubhouse.** The annual Fire Inspection was complete. Action to address findings were underway. Work to install a wheelchair ramp at the front door was awaited.
- b.) **Memorial Hall.** An update would be provided at the October meeting. **Action Joe**

b. **Communications.**

i. **Newsletter.** Rachel informed everyone the October deadline was 16th September. Members congratulate Rachel on her editorial success.

- a.) **Heating Oil.** The October edition would include information to avoid its theft, the benefits of Community Energy Purchasing and how to find the best deals. **Action Mark**

ii. **Face Book.** Although FB was a useful communications tool, most young people favoured Instagram.

iii. **Instagram.** Members agree SCC should establish an Instagram account to improve the dissemination of community information to young people. **Action Bethany**

c. **SCC Training Plan.** Section 67 of the 2021 Act² requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

i. **Adopted.** The SCC Training Plan was agreed and adopted on 6th July 2022.

ii. **Training Priorities.** Progress to achieve was to be reviewed on a regular basis.

iii. **Motion. Planning Aid Wales.** Proposed by Community Councillor Richy Davies, seconded by Community Councillor Colin Reynolds that

² The Local Government and Elections (Wales) Act 2021



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SCC joined Planning Aid Wales for an annual cost of £150.00. All members present agreed the motion. **Action Clerk**

Note: These were online modular course that you can access over the year and complete in your own time.

- d. **Community Renewable Energy.** Richy spoke about the benefits of Community Energy Purchasing. An Energy Questionnaire to establish the needs of Solva had been drafted. Once agreed it would be distributed with the Newsletter. SCC members were invited to review the draft Questionnaire (attached) – comments to Richy. **Action All** (Once agreed, the Questionnaire would be printed and distributed.) The October Newsletter would include an article introducing SCC proposals. **Action Richy**.
- e. **County Councillor.**
 - i. **Solva Firework Display 2022.** Mark had circulated the attached planning statement to all members. Members present agreed the following:
 - a.) **Mobile Card Terminal.** That SCC purchase 3 card readers for accepting contactless payments/donations. **Action Clerk**
 - b.) **PA System.** Book with Pembrokeshire Sound. **Action Clerk**.
 - c.) **Hi Vis Vests.** That SCC purchase new vests displaying the SCC logo and a donation message. **Action Mark**
 - d.) **Mobile Catering Unit.** Members agreed to invite EOI via October's Newsletter (deadline 16th September) and on social media. **Action Alyssia and Richy**
 - e.) **Lower Solva Businesses.** Members agreed that local businesses should be invited to make a contribution towards the display cost. **Action Chair**



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f.) **Collection Boxes.** New collection boxes to be purchased and placed in local businesses. **Action Clerk**

g.) **PCNPA Licence.** Application to be submitted. **Action Clerk**

h.) **First Aid Cover.** A request for First Aid/Medical cover to be submitted to St John Cymru – Wales. **Action Clerk**

i.) **Police and Fire Department.** Both were to be notified. **Action Clerk**

ii. **Solva Traffic Management.** The road between upper and lower Solva experiences summer chaos especially on the narrow sections. Should the installation of temporary traffic lights be considered? Could a trial take place over the Easter period? The PCC Senior Traffic & Road Safety Engineer would be asked to comment. **Action Mark**

f. **Clerk & RFO Report.**

i. **SCC Bank Balance at end of August.** The balance on 31st August 2022 was £35,074.16. Income & Expenditure (actual) for August was presented and reviewed.

RING FENCED FUNDS	
IRP Determination 44 Payments to Members	£1,200.00
Play Park (match funding)	£3,799.81
Skate Park	£45.00
SCC Reserve	£3,864.62
Solva Fireworks Display	0
Community Elections	£5,000.00
SCC Biodiversity & Green Fund	£366.00
Parc Y Capel	£7,169.21
Legal Fes (Deed of Gift)	£150.00



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Video Conferencing Equipment	£330.83
Total	£21,925.47
Free cash	13,148.69
TOTAL	£35,074.16

- ii. **Full SCC Audit by Audit Wales.** 2021/22 accounts and all required documentation was delivered by the Clerk to Audit Wales, Swansea, on 25th August 2022.
- iii. **Budget Review 21/22.** Expenditure was reviewed against the agreed budget.
- iv. **Correspondence.** All correspondence had been circulated to members via email.

8. Motion to adopt SCC Annual Report 2021 - 2022. Proposed by Community Councillor Bethany Hutson, seconded by Community Councillor Colin Reynolds that the Annual Report was approved and adopted by SCC. All members present agreed the motion. Progress to achieve the 7 key objectives would be regularly reviewed.

Action All

- a. **Biodiversity and Ecosystem Resilience.** Bethany spoke about Parc Y Capel and requested a copy of the Restrictive Covenants. **Action Clerk** These would help clarify if borders of wild flowers, herbs, or lavender to encourage bees would be permitted. Members invited a report at the October meeting. **Action Bethany.**

9. Lower Play Park (Gamlin) – Next Phase.

- a. **Enhancing Pembrokeshire Application.** SCC submitted an EOI, and PCC had subsequently invited a full application. The deadline was 23rd January 2023.
- b. **Community Engagement.** Date to be published in November's Newsletter (proposed dates were Friday 18th November 6p.m to 8p.m. and Saturday 19th November 11a.m. to 1p.m. Venue: Clubhouse).



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c. **ITT.** Single tender requested given the winning tender in 2019. The play company would be invited to submit ideas and costs to complement the one item installed in 2020. **Action Clerk**

10. Solva Memorial Hall.

a. **Letter from Mr Ken Davies.** Ken's letter dated 17th July 2022 had been circulated to all members. SCC would formally reply. **Action Chair and Clerk**

b. **Christmas Market.** Richy confirmed that a number of St Davids market stall holders had responded saying they would support a Christmas Market in the Hall. Further details to be reported at October's meeting. **Action Richy**

c. **Solar Panel Project.** ITTs had been issued with disappointing results. All solar companies were operating in a very challenging environment with price changes and stock shortages, and a long waiting list. None were able to provide quotes until next year. This would delay any SDF application to PCNPA.

11. Planning.

a. Applications received and reviewed:

i. **Application No:** NP/22/0445/FUL

Proposal: Creation of menage, stable block, multi-function store & access track.

Location: Land at Penpant, Solva, SA62 6UH

ii. **Application No:** NP/22/0444/FUL

Proposal: Proposed domestic garage within curtilage of Sunny Hill, Nine wells, Solva

Location: Sunny Hill, Nine Wells, Solva, Haverfordwest, Pembrokeshire, SA62 6UH

iii. **Application No:** NP/22/0193/FUL

Proposal: Proposed Renovation and Extension of existing restaurant and flat at Anchor House

Location: 13, Main Street, Solva, SA62 6UU

(The above application was presented to the Development Control Committee at its meeting on 07-Sep-2022)



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b. Decisions:

i. **Application No:** 22/0236/PA

Proposal: Siting of a caravan and decking. Siting of a catering shed / site shop and associated access for campsite (in retrospect)

Site Address: FFYNONNDDEWI, Ffynonnddewi Holiday Cottages, SOLVA, SA62 6LR

<http://planning.pembrokeshire.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=22/0236/PA>

Decision: Conditional (see above link)

Date Decided: 16-Aug-2022

ii. NOTE: This application has been withdrawn:

Application No: NP/22/0281/OUT

Proposal: Proposed new dwelling on the site - to be include 2 no parking spaces two storey

Location: 11, Prendergast, Solva SA62 6XA

12. **AOB.**

a. **Public Participation at Solva Community Council Meetings.**

Members requested that the rules³ about public participation in council meetings were set out and published in the council's standing orders and made available on the SCC website. **Action Clerk**

b. **Solva Twinning.** The Chair requested that contact was re-established with Giacomo Nattero to move the twinning proposal forward. **Action Alyssia**
Contact and background Information to be passed to Alyssia. **Action Clerk**

c. **Lower Solva Street Lights.** Bethany reported that none of the lights were working. Elderly residents were concerned. The issue would be report to PCC. **Action Mark**

d. **Chapel Lane.** Alyssia reported that traffic flow in Chapel Lane onto the main road was of concern and needed to be addressed before an accident occurred. A traffic mirror fitted to the telegraph pole on the opposite side of the main road would help. The PCC Senior Traffic & Road Safety Engineer would be asked to assist. **Action Mark**

³ The Local Government and Elections (Wales) Act 2021



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- e. **Whitchurch Road Turning off A487 (from St Davids).** Richy raised the severe danger when turning left as drivers could only do this from the opposite side of the road. Something needed to be done (i.e., Warning Signage) to reduce the risk of front or rear collision. The PCC Senior Traffic & Road Safety Engineer would be asked to comment. **Action Mark**
- f. **Moments Silence.** Colin asked if a moments silence could be observed at the start of each meeting for residents who had recently passed away. All members present agreed.
- g. **Foreshore Holes.** Colin reported that 2 holes had reappeared at the shore end of the picnic area. They were a danger and needed filling urgently. **Action Ifor**
- h. **Picnic Area Benches.** Those close to or under the Ash trees should be moved asap. Ash dieback was a threat and falling branches could injure anyone using the benches. **Action Ifor**

13. **Date of next meeting.**

- a. Wednesday 5th October 2022 at 6p.m. in the Clubhouse.
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Compiled by:

Bruce Payne (Clerk) 12th September 2022

Signed by: (Chair) Community Councillor Ifor Thomas