



Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Tuesday 2nd April 2024 at 6p.m.
in
Solva Community Clubhouse.

Attended by:

Community Councillor's Richie Davies (Chair), Alyssia Fiander-Houlden, Colin Reynolds, Joe Griffin, Rob Richards and Gareth Chapman,

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

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1. **Welcome and Introduction.** The Chair welcomed:
 - a. Two members of the community.
 2. **Moment of Silence.** None.
 3. **Apologies.** Community Councillor Ifor Thomas.
 4. **Declarations of interest - Personal or Prejudicial.**
 - a. Community Councillor Richard Davies declared a personal and prejudicial interest with item 13b.
 5. **Agree the Minutes of the meetings held on 13th March 2024¹.** All actions were reviewed.
 - a. **Item 23b (March Minutes)** A meeting with St Davids and Llanrhian councils to discuss areas of mutual interest was to be organised). **Action Clerk**
 6. **Public representations on items of business to be discussed.** None

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



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Items of Business.

7. **SCC Casual Vacancy.** One community councillor had resigned. The vacancy would be registered with the PCC Electoral Office. A Notice of Casual Vacancy would then be posted on Solva noticeboards, on the SCC website and on FB by Monday 8th April. **Action Clerk**
8. **SCC AGM.** Members agreed the AGM would be convened on Wednesday 15th May at 6p.m. in the Memorial Hall. AGM details would be published in the May Newsletter. **Action Clerk**
9. **Newsletter.**
 - a. **Distribution.** Access to Royal Mail PAF data to help determine if all areas of Solva Ward were covered would be examined. [Are you eligible to access PAF data for free? - Powered by PAF](#) **Action Gareth, Clerk**
 - b. **Digital Copies.** Options to introduce and make available digital copies remained open.
10. **Community Car Park.** Gareth informed members that new signage had been ordered and a process allowing users to make donations to SCC for local projects (i.e. defibrillators) put in place. The car park would be open and grass cut before the end of April. SCC to liaise with Solva AFC to ensure minimum disruption to training sessions and matches. **Action Ifor**
11. **SCC Google Drive.** Alyssia reminded members to create a Gmail account and forward her the details. **Action All members**
12. **Defibrillators.**
 - a. **Bay View Stores.** The new defibrillator and cabinet had been delivered and would be operational before the end of April. **Action Ifor**
 - i. **CPR & Defibrillator Training.** 2 free session would be provided in June by Calon Hearts who provided the defibrillator. Details would be widely publicised. **Action Alyssia and Clerk**
 - b. **Whitchurch and Middlemill Motion.** Proposed by Rob, seconded by Joe that SCC secure 2 defibrillators, one each for Whitchurch and Middlemill who currently have none. All members present agreed the motion. An application to



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the BHF for a free Defibrillator to be prepared. **Action Clerk**. Fundraising events to be planned. **Action all**

13. **Parc y Capel.**

a. **Fete Update.** Vicky confirmed that all arrangements would be in place by Monday 6th May 2024.

Community Councillor Richie Davies left the meeting.

b. **Repairs.** Various repairs to fencing, gates and access routes needed to be put in place. SCC would obtain 3 quotes to ensure vfm. The tendering and quoting process must be fair. A Statement of Works (SOW) would therefore be prepared by SCC setting out all repair and work requirements. The SOW would allow contractors to quote on the same requirements setting out their level of time, materials and unit rate. **Action Clerk to discuss (SOW) with Ifor.**

Community Councillor Richie Davies returned to the meeting.

c. **New Power Points Project.** National Grid would be contacted to establish cost. **Action Richie**

d. **Parc Tidy-up.** The Clerk met with Gareth Evans on 15th March 2024 in Parc y Capel. Gareth politely point out that all of the garden beds needed a good weed, pruning as appropriate, and a good tidy-up. Trees and bushes required cutting back, and dumped garden waste removed. The anchor also needed a fresh coat of paint. Members agreed out-of-committee that volunteers would carry out all gardening work before the Fete on 6th May. **Action Ifor and Richie**

14. **D-DAY 80 Solva Event – 6th June 2024.**

a. **Event Overview.** Once the flag ceremony in Parc y Capel was complete, the Memorial Hall would host a tea party to mark the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about the liberation of north-west Europe from Nazi occupation. The Hall was to be booked and details of the event published in the May and June Newsletters. **Action Joe and Colin**



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15. Welsh Language, Welsh Heritage, and its traditions.

- a. **Dog Fouling Bilingual Signage.** One quote had been received. An additional quote from another supplier to be requested. **Action Richie**
- i. **Securing posts.** Posts for the signage to be costed. **Action Richie**

16. **Planning.** Some residents had enquired if the Skate Park, which is over 20 years old, was built without proper planning permission. The same point was asked about the current installation of a basketball post and hoop adjacent to the skate park.

The Town and Country Planning (General Permitted Development) Order 1995, Schedule 2, Part 12 allowed SCC to build the Skate Park and install a small basketball area, with post and hoop, without planning permission.

Applications received.

- a. **Application No:** NP/24/0139/TCA
Conservation Area Tree Works Application
Proposed Works: Remove tree stem & branches with ash dieback
Location: Prendergast Woods, Solva.

- i. **SCC Comments.** None.

Reports & Discussion

17. Clerk & RFO Report.

- a. **SCC Bank Balance at end of March.** The balance on 31st March was £25,283.46. Income & Expenditure (actual) for March was presented and reviewed.

RISTRICTED FUNDS	
IRP Determination 44 Payments to Members	£86.69
Community Elections contested / non-contested	£1,000.00
Play Parks	£121.31
Skate Park	£85.00
SCC Reserve	£3,804.11



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Solva Fireworks Display	£3,761.74
Parc Y Capel	£6,637.50
Clubhouse disabled toilet project (with baby changing facility)	£2,266.00
Upper Solva Youth Project	£3,031.02
Defibrillator spare (pads etc)	£100.00
Welsh Language Fund	£200.00
Total	£21,093.37
Free cash	£4,190.09

TOTAL £25,283.46

b. **Audit Notice.** Audit Wales, on 18th March, had issued SCC with an Audit Notice for a statutory external audit. SCC must also complete their annual return in full as soon as possible and ensure that their internal auditor has completed their work before the annual return is approved. The SCC RFO must then certify the annual return by 30 June and SCC must approve the annual return also by 30 June.

c. **Budget Review.** Expenditure was reviewed against the agreed budget.

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

18. **Save Solva Surgery Working Group (SSSWG).** NTR.

19. **Focus group for youth representatives of community and town councils.** WG had created a Democratic Health Task and Finish Group who were inviting community and town council to a focus group. SCC would be represented by Alyssia, pending date and time. Deadline to respond was 8th April 2024. **Action Clerk**

20. **South West Wales Regional Transport Plan.** Two questions had been asked. SCC members were invited to inform the Clerk of any initial comments about: **Action all**

a. The capability and quality of the current transport system in the region.



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- b. The way our transport network needs to evolve in the next 15-20 years to meet your organisation's transport needs or the effect the future transport network could have your organisation's activities.

[Regional transport plans: guidance for Corporate Joint Committees | GOV.WALES](#)

Deadline to respond: Before Friday 19th April 2024. **Action Clerk**

21. **County Councillor.** Mark spoke about the bridge. Details at the following link: [Haverfordwest 'Instagrammable' bridge to go ahead despite cost - BBC News](#)

Mark also spoke about the PCC visit to a landfill site which was creating a terrible smell. Residents were calling for tougher action. Details at the following link: [Landfill smell likened to 'stink bomb on steroids' - BBC News](#)

22. **AOB.**

- a. **SCC Mandate to PCNPA:** Temporary Suspension of Parking Charges (Lower Car Park) for Scarecrow Trail Sunday 4th August 2024.

- i. **1st Mandate of 2024 – Scarecrow Trail.** The total number of 'collection days' that SCC can mandate in any one calendar year is 3 with the added caveat that they can fall on bank holiday weekends but they can't fall on successive days.

- b. **Edge Festival 2024.** Motion: Proposed by Joe, seconded by Alyssia that SCC grant permission for the Edge Festival to use Solva Community Clubhouse, its car park, and sports pitch from Monday 22nd July to Monday 29th July at a cost of £350.00. Energy costs for the period will be paid in addition at service provider rates. (Meter reading to be taken on start and end dates.) All members present agreed to the motion. SCC to notify the Edge. **Action Clerk**

- c. **Bro Dawel.** Joe reiterated that parking problems continued to block public footpaths. **Action Mark**

- d. **Bro Dawel.** Joe requested Bro Dawel was included on the PCC Surface Dressing Program. **Action Mark**

- e. **Bro Dawel.** Richie had received a number of complaints about one house in Bro Dawel. Drug use was suspected and the garden was covered in rubbish. Complainants were to contact the County Councillor. **Action Richie and Mark.**



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f. **Solva School.** Colin requested, as a matter of urgency, that PCC repair the damaged safety barrier outside of the school. **Action Mark**

Compiled by:

Bruce Payne (Clerk) 8th April 2024

Signed by: (Chair)

Community Councillor Richie Davies