



Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Tuesday 4th March 2025 at 6p.m.
in
Solva Community Clubhouse.

Attended by:

Community Councillor's Alyssia Fiander-Houlden (Chair), Gareth Chapman,
Richard Davies, Joe Griffin, Ifor Thomas

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

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1. **Welcome and Introduction.** The Chair welcomed everyone:
 2. **Moment of Silence.** Yes.
 3. **Apologies.** Community Councillor's, Josh Phillips, Colin Reynolds, Rob Richards.
 4. **Declarations of interest - Personal or Prejudicial.** None.
 5. **Agree the Minutes of the meetings held on:**
 - a. 4th February 2025¹. All actions were reviewed.
 - b. EOM 18th February 2025. Actions were reviewed.
 6. **Public representations on items of business to be discussed.** None.

Items of Business.

7. **SCC Letters.** The Chair reminded members that formal SCC letters need to be agreed with the Chair and issued by the Clerk.

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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8. **Solva CLT.** Land adjacent to Bro Dawel, Solva, Pembrokeshire, SA62 6XW
Application No. - NP/23/0545/FUL [Citizen Portal Planning - application details](#)
The planning application would now be considered by the Planning Authority on
9th April 2025.

9. **Newsletter Editor Pay Review.** Members agreed the Editor would be invited to
take responsible for the following additional responsibilities from 1 April 2025:

- **Invoice Management:** The Editor will be responsible for issuing all invoices related to newsletter advertising.
- **Payment Tracking:** The Editor will liaise with the SCC Clerk to track payments and identify outstanding invoices.
- **Payment Reminders:** The Editor will issue payment reminders as needed to advertisers with unpaid invoices.
- **Ad Removal for Non-Payment:** If an invoice remains unpaid by the due date, the corresponding advertisement will be removed from the newsletter.
- **Newsletter Advertising Platform.** The Editor will actively promote the benefits of advertising in the Newsletter to businesses in Solva, St Davids, and the surrounding areas.
- **Advertising Prices.** The Editor will publish advertising rates and relevant supporting information in every issue of the Newsletter, ensuring businesses have clear and accessible pricing details.

a. **Actions.** Members agreed the following actions:

- i. **Editor Additional Responsibilities.** The proposal for an extra 3 hours per month to be agreed with Editor. **Action Clerk**
- ii. Job Description and Freelance Agreement to be updated and reissued. **Action Clerk**
- iii. New Printing arrangements for an all colour Newsletter from April to be agreed. **Action GC**



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a) **Newsletter Deadline.** Pending what the Printers timeline was, the date for Newsletter submissions could be moved to the right giving those that contribute a few more days. **Action GC**

iv. **Advertising Revenue.** SCC proposed that it might be more equitable to set the total advertising revenue against total production cost on a pro-rata basis. **Action GC**

v. St David City Council to endorse all proposals/changes. **Action GC**

vi. St Davids City Council MOU to be updated. **Action Clerk**

10. **Solva Cwtch Shed.** The Chair put forward an idea that a Cwtch Shed could be positioned in the area of the Clubhouse car park, given the rising cost of living and the increase in demand for food banks in Solva. The idea would be researched and costed. **Action Chair**

11. **Play Group.** The Chair reported that the Play Group, held in the Clubhouse and sponsored by SCC, had ceased.

12. **Welsh Language, Wesh Heritage, and its traditions.**

a. **Welsh Language Project.** The target date to complete remained Easter 2025. Members agreed to consolidate topics as follows:

Srl	Topic	Welsh version	English version	Google Drive	Lead
1	Solva Geology	Complete	Complete	Yes	Colin
2	Solva History (Limekilns, Gudels, Pilgrims Way)				
3	Smalls Lighthouse				
4	War Memorial & Hall				
5	Solva Harbour		Complete	Yes	Rob (written by Sian Perry)
6	Community Events				

b. **Outstanding Topics.** These would be hastened. **Action GC**

c. **QR Codes.** The EP award included QR codes. Discussions with Signspeed to commence. **Action Richie** (Clerk to pass Signspeed quote to Richie).



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d. **SCC Website Blind Storage.** Discussions with the Website Administrator would commence asap. **Action Richie**

13. Clubhouse and AFC.

a. The AFC had offered £150pa to help support running costs. Members agreed to accept the offer. **Action Clerk**

b. **Kingsmere Quote Motion.** Proposed by the Chair, seconded by GC that SCC accept the Kingsmere quote subject to the following caveat before any works commence:

i. Will the fire doors (including all fittings) be fire compliant providing the required fire resistance to protect occupants prior to and during evacuation.

ii. All members present agreed the Motion. **Action Clerk**

c. **PAT Testing.** Complete. Fire Inspection Book to be updated with test results. **Action Colin**

14. Pre- Planning Application.

a. **PA/24/0161.** SCC submitted a pre-planning application on 4th November 2024 for the installation of a 6-metre high Ball Stop Net Fencing along the boundary between the sports pitch and the neighbouring development site. The Planning Authority responded on 28th February 2025. Full planning was required. Members decided that the cost of a planning application plus the cost of Ball Stop Net Fencing was prohibitive and neither would be taken forward.

15. **Planning Applications Received.** SCC had receive the following applications. There were no planning concerns with (excluding item d):

a. **Application No:** NP/25/0069/CLP

Proposal: A Lawful Development Certificate (Proposed Development) is sought for the erection of six dwellings, in line with outline permission granted on the site in 1965 (ref. HR/6142/65/191)

Location: Land to the East of Llanungar Lane, Ynys Dawel, Solva, SA62 6UF

Application Type: Cert of Lawfulness Proposed Use.

Application details can be viewed at the following link: - [NP/25/0069/CLP](https://www.solvacouncil.gov.uk/np/25/0069/CLP)

b. **Application No:** NP/25/0085/FUL

Proposal: Alterations and extension of an existing property.



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Location: Mor Awelon, Fort Road, Solva, SA62 6TG

Application Type: Full

Application details can be viewed at the following link:

- <https://planning.agileapplications.co.uk/pcnpa/application-details/93612>

c. **Application No:** NP/25/0063/S73

Proposal: Variation of condition No. 2 of NP/16/0223/FUL - Addition of PV panels to roof, Velux roof windows, external wall insulation & extension of roof overhang to eaves & verges

Location: Ty Gwair, Whitchurch Road, Solva SA62 6TR

Application Type: Variation/Removal

Application details can be viewed at the following link: - [NP/25/0063/S73](https://planning.agileapplications.co.uk/pcnpa/application-details/93612)

d. Planning concerns from resident re: NP/25/0009/FUL-see letter. [Citizen Portal Planning](#)

16. Members agreed to explore a potential funding application to :(OVW) Volunteering Wales Strategic Grant – Funding Opportunity²: Closing Date Friday 2 May 2025, 11.59 pm. **Action Clerk**
[Volunteering Grant PDF](#)
[Volunteering Wales grants scheme - WCVA](#)

Reports & Discussion

17. Clerk & RFO Report.

- a. **SCC Bank Balance at end of February.** The balance on 28th February 2025 was £28,363.73 Income & Expenditure (actual) for February was presented and reviewed.

RISTRICTED FUNDS	
IRP Determination 44 Payments to Members	£70.00
Community Elections contested / non-contested	£2,000.00
Intergenerational Park Project	£501.31
SCC Reserve	£9,090.18
Solva Fireworks Display	£4,363.35
Parc Y Capel	£2,070.00
Defibrillator spares (pads etc.)	£845.37

² Options include, Clubhouse heating system – Welsh Language Project – Health & Social Care



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Welsh Language Fund	£86.82
Community Warm Spaces	£3,500.00
Total	£23,285.21
Free cash	£5,836.70

TOTAL £28,363.73

- b. **Budget Review.** Expenditure was reviewed against the agreed budget.
- c. **Correspondence.** All correspondence had been circulated to members via email.
- d. **OVW Membership.** Members agreed 25/26 membership at a cost of £204.
- e. **Picnic Area Licence.** The Licence had been renewed with PCNPA for 25/26.

18. County Councillor.

- a. **Solva Bus Shelter (Parc y Capel).** The damaged bus shelter had been removed by PCC who would replace it with a new one.
- b. **Fly Tipping.** Recent fly tipping on private land in Middle Mill had been removed and taken to a PCC waste and recycling centre. Mark recommended, and members agreed, that SCC should write to the owner of the private land to enquire what they intended to do to prevent waste from being illegally deposited on their land. **Action Clerk**
- c. **Emergency Services.** Mark had been informed by a concerned resident that access to Middle Mill and Prendergast from Solva by Emergency Services was being hampered by illegal or inconsiderate parking. PCC would propose a solution. **Action Mark**

19. AOB

- a. **Solva Clean-up.** SCC had been informed that the following areas in Solva needed to be cleared of litter. **Action IT**
 - ii. CLT field.



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- iii. Access road between CLT field and the bottom of Bro Dawel (and in the hedge).
 - iv. Maes y Mor by the Clubhouse.
- b. **Warm Rooms.** The chair proposed and members agree that Warm Rooms activities for 25/26 would be limited to the Clubhouse.
- c. **Bro Dowel.** Richie proposed a solution to address the insufficient parking at Bro Dowel. He would draft a plan, forward to Mark, who would then approach PCC. **Action Richie / Mark**
- d. **Cawl a Cegin.** The Chair reported that the event on 2nd March raised £100 for SCC projects. Lessons Learnt: Future such events need to be better advertised. **Action Chair**
- e. **Peninsula Clubs & Information Event 24th March 2025.** Members agreed this event must be publicised. Posters with full list of stands, FB, Pembrokeshire Herald and Pure West Radio. **Action Richie, Alyssia**
- f. **Spring Fayre Sunday 13th April.** Members agreed a final coordination meeting would be held on Tuesday 25th March at 6pm in the Clubhouse. **Action All**
- g. **SCC Mandate for PCNPA: Temporary Suspension of Parking Charges (Lower Car Park).** **Action Clerk**

The following democratically accountable mandate from Solva Community Council (SCC) supports the temporary suspension of parking charges at the Authority's car park in lower Solva on the following dates:

Saturday 26th April 2025. This will allow the collection of voluntary donations for the annual Duck Race held on Monday 21st April 2025. The beneficiary of this event will be our community charity, Solva Care.

Saturday 5th July 2025. This will allow the collection of voluntary donations at a community event. The beneficiary will be our Community Clubhouse & AFC. SCC to write to the event organiser who must provide PL insurance for the event. **Action Clerk**



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Sunday 3rd August 2025. This will allow the collection of voluntary donations at the Solva Scarecrow Trail. The beneficiary of this annual community event will be our Memorial Hall.

h. **Coast Allotment Project.** The position with the PCC Lease with SCC would be chased. **Action Clerk**

i. **SCC Website Administrator.** Members requested the Administrator was invited to the April meeting to review the SCC website. **Action Clerk**

21. **Date of next meeting.** Wednesday 2nd April 2025 at 6pm in the Clubhouse.

Compiled by:
Bruce Payne (Clerk) 10th March 2025

Signed by: (Chair)

Community Councillor Alyssia Fiander-Houlden