



# Solva Community Council Cyngor Cymuned Solfach

Minutes of the meeting held on Wednesday 4<sup>th</sup> June 2025 at 6p.m.  
in  
Solva Community Clubhouse.

Attended by:

Community Councillor's (Chair) Gareth Chapman,  
Josh Phillips, Colin Reynolds, Ifor Thomas, Rob Richards

County Councillor Mark Carter

Clerk & RFO: Bruce Payne

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1. **Welcome and Introduction.** The Chair welcomed Members, and:
  - a. Solva Care Trustees and Coordinator – item 7.
2. **Moment of Silence.** Yes.
3. **Apologies.** Community Councillor's Alyssia Fiander-Houlden, Richard Davies, Joe Griffin.
4. **Declarations of interest - Personal or Prejudicial.**
  - a. Community Councillor Gareth Chapman – item 13a.
5. **Agree the Minutes of the meetings held on:**
  - a. 7<sup>th</sup> May 2025<sup>1</sup>. All actions were reviewed.
  - b. 14<sup>th</sup> May 2025. SCC AGM Highlights.
    - i. **Road Safety and Traffic Concerns in Solva.** Members agreed SCC would write to PCC about concerns raised at the AGM. **Action Chair**
6. **Public representations on items of business to be discussed.** None

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<sup>1</sup> 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. **Solva Care.** The Solva Care Chair, trustees and members updated SCC regarding the Lottery invitation to submit a new stage 1 application. Funding Solva Care until any Lottery stage 2 (if invited) decision would be a challenge. Current funds would allow Solva Care to continue until the end of September 2025. Staff reductions and other funding may allow continuation until the end of 2025. The following SCC letters to help Solva Care were discussed. Options (see c, d & e) requiring SCC financial support would be considered prior to setting the 2026/27 Budget and Precept in December 2025, and include results of community consultation.

- a. SCC Declaration of Support for Solva Care (to support Lottery application). **Action Chair** (required before stage 1 submission).
- b. SCC letters to: Hywel Dda University Health Board, Welsh Government Cabinet Secretaries and Ministers, Regional members of Senedd for Mid and West Wales x 4, Constituency member of Senedd, MP for Mid and South Pembrokeshire, and PCC CEO and Cabinet Members **Action Chair**
- c. Back office functions such as finance and some administration.
- d. Venus hire costs.
- e. Website and its administration.
- f. SCC fund raising events (i.e. Community Fayres and other events).

8. **Solva Road Signage.** Cost of the new “Welcome to Solva” sign provided by PCC, and designed by SCC was discussed by members.





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- a. **Cost.** Members agreed that if no funding support could be provided from PCC the new sign should be agreed at a cost of £413.96 +VAT to SCC. All members present agreed the cost.
9. **Lower Solva Christmas Lights.** A quote had been received for £8,571.30. This did not include the cost of lights. Members agreed it was unaffordable. Possible options to significantly reduce the cost to SCC would be explored. **Action Chair, RD**
10. **Parc y Capel.**
  - a. **Power Project.** Members agreed the target date to complete all works, in both Parc y Capel and in the Memorial Hall, was Tuesday 31<sup>st</sup> July 2025. **Action Chair**
  - b. **Arrangements for mobile vendors.** Details to be presented at the July meeting. **Action RD**
11. **Welsh Language QR Code Project.** Welsh translation, QR codes and positioning of QR signage were moving forward. Members hoped the project would be nearing completion by July. **Action CR, RD**
12. **Clubhouse.**
  - a. **Hire Charge Review.** Members reviewed Memorial Hall hire charges and proposed the following new single tariff for the Clubhouse.
    - i. **Single Tariff.** Use of the community room with kitchen facilities, £25 (includes cleaning) for the first 2 hours and an additional hourly cost of £5.
    - ii. **Running Costs.** The proposed £25 tariff would be agreed upon following a comparison and calculation against the projected hire income against annual and monthly running costs for 2025/26. This would include anticipated increases in the costs of electricity, water, Wi-Fi, and SCC charges. **Action Clerk**
  - b. **Front Door.** Quotes had been requested to replace the combination lock with a standard lock and key. (key would be secured in a wall mounted waterproof key safe box).
  - c. **Side Door.** The old key safe box would be replaced. **Action IT**



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d. **Showers, Changing Rooms & Gents Toilet Project.** Quotes to be invited and funding opportunities explored. **Action Clerk, IT**

13. **Planning Applications Received.** SCC had received the following applications. There were no planning concerns with:

a. **PCC Application No: 24/1056/PA**

**Site Address:** PARC DOLLY, SOLVA, SA62 6LR

**Proposal:** One Planet Development

[Please click here to view application documents and reply on-line.](#)

a. **PCNPA Application No: NP/25/0233/FUL**

**Proposal:** Erection of Art Studio (incorporating conversion of domestic store) to rear of existing garage, and enlargement of window to rear of main house

**Location:** 7, High Street, Solva, SA62 6TF

Application details can be viewed on the PCNPA website at the following link:-

<https://planning.agileapplications.co.uk/pcnpa/application-details/93770>

## Reports & Discussion

14. **Clerk & RFO Report.**

a. **SCC Bank Balance at end of May.** The balance on 31<sup>st</sup> May 2025 was £32,603.63. Income & Expenditure (actual) for May was presented and reviewed.

<b>RISTRICTED FUNDS</b>	
IRP Determination 44 Payments to Members	£1,664.00
Community Elections contested / non-contested	£3,000.00
Intergenerational Park Project	£501.31
SCC Reserve	£8,320.09
Solva Fireworks Display	£4,363.35
Parc Y Capel	£2,621.03
Community Fayres / Events	£468.00
Defibrillator spares (pads etc.)	£845.37
Welsh Language Fund	£86.82
Senior Citizens Christmas Lunch	£700.00
Community Warm Spaces	£3,425.00



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Total	£25,994.97
Free cash	£6,608.66
<b>TOTAL</b>	<b>£32,603.63</b>

**b. SCC Annual Return for Year Ended 31 March 2025 - SCC approval & certification of accounting statements and Annual Governance Statement.**

i. **Motion.** Proposed by GC, seconded by JP that the accounting statements and Annual Governance Statement were approved and signed. All members present agreed the motion.

c. **May I&E.** Reviewed and approved by members.

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

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

f. **Clerks Contract of Employment.** The updated contract was presented and approved by members.

15. **PPWG.** GC updated members.

16. **Coast Allotments.** SCC wrote to the PCC Head of Property on 22<sup>nd</sup> May requesting clarification about the Community Asset Transfer Lease Agreement between PCC and SCC regarding the Solva Allotments at SA62 6TZ. The PCC Head of Property responded on the same day and this was circulated to all members. The matter was now closed.

17. **Pembrokeshire Community Fund.** Members noted that applications closed on 7th July 2025. <https://www.visitpembrokeshire.com/industry/community-fund-initiative>  
Members agreed an application would be submitted for: **Action Chair**

a. Trail maps (Community and Clubhouse car parks).

b. Bench seating at Middle Mill.

18. **PCC Community Bathing Water Project 2025.** Members noted the 2025 project would include Solva.



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19. Improving the administration and enforcement of Council Tax in Wales (Survey): [https://www.gov.wales/improving-administration-and-enforcement-council-tax-wales?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=#respond-block](https://www.gov.wales/improving-administration-and-enforcement-council-tax-wales?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=#respond-block) **Action Chair** (closing date 23<sup>rd</sup> July 2023)
20. **County Councillor.** Mark's report was as published in Junes Newsletter.
21. **AOB.**
  - a. **The National Eisteddfod of Wales 2025.** IT and CR informed members that a fund raising dinner would be held in the Memorial Hall on 5<sup>th</sup> September 2025 (tickets £30 per head). Members agreed that SCC would donate £150 to the Eisteddfod from funds received from Parc y Capel mobile vendors. Details of where to send the donation to be confirmed. **Action CR**
  - b. **Surgery.** RR requested that SCC write to the Surgery to ask whether their telephone message could be improved. Specifically, it was suggested that callers be informed at the outset to press 1 for Welsh and 2 for English. At present, callers must listen to a Welsh-language message lasting over 20 seconds before being given an option. This delay could be critical for callers with urgent medical concerns, and a more efficient system is therefore recommended. **Action Chair**
22. **Date of next meeting.**
  - a. Wednesday 2<sup>nd</sup> July 2025 at 6pm in the Clubhouse.

Compiled by:  
Bruce Payne (Clerk) 9<sup>th</sup> June 2025

Signed by: (Chair)  
Community Councillor Gareth Chapman