

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON MONDAY 7<sup>th</sup> JULY  
7.00PM AT NEYLAND COMMUNITY HUB**

---

This meeting was recorded.

Meeting Opened: 7.00pm

**IN ATTENDANCE:** Cllr. P Hay (Mayor)

Cllr. A Phelan

Cllr. M Harry

Cllr. E Phelan

Cllr. A Richards

Cllr. S Hancock

Cllr. D Matthews

Cllr. A Thomas (via livestream)

Miss. Libby Matthews – Town Clerk & RFO

**APOLOGIES:** Cllr. S Campodonic, Cllr. D Devauden

**ALSO IN ATTENDANCE:** Members of the public

**4538 – DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE  
TRANSACTIONED**

<b>Name:</b>	<b>Interest:</b>	<b>Agenda item(s):</b>
Cllr. M Harry	Personal; Non-paid Director of Neyland CIC	N/A
Cllr. S Hancock	Personal; County Councillor	N/A

**4539 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)**

Mr. Nick Wilson addressed Council with a letter he had written regarding the speech Cllr. Hay had made during his Civic Service. He expressed his disappointment in the speech, in particular the words spoken about the troubles Neyland Town Council have suffered, and naming individuals, as Mr. Wilson felt it was inappropriate to include in a speech within a Church. There was a very brief discussion on the matter, with Cllr's elaborating that the troubles mentioned in the speech have caused such overwhelming damage to not only the Town Council, but to our community and to the Clerk, that Cllr. Hay felt his words were more than justified. Cllr. Hay expressed that he understood not everyone may agree and the conversation was brought to a close.

**4540 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING 19.05.2025**

There were no amendments put forward by Council.

**Proposal: To approve the minutes of the Ordinary Meeting of Council 19.05.2025**

**Proposed: Cllr. S Hancock**

**Seconded: Cllr. E Phelan**

**6 in favour, 1 against**

**RESOLVED: MINUTES OF THE 19.05.2025 MEETING OF COUNCIL ARE APPROVED AS A TRUE RECORD.**

**4541 – MATTERS ARISING**

33/25 – (4506) The Clerk confirmed that she had received correspondence back from PCC regarding the issues Mr. Lyn Maggs had been facing and that she had liaised this with Mr. Maggs. She advised Council that the letter had made it known that some positive steps had been taken to resolve the matter.

34/25 – (4508) The Clerk confirmed that Council had each received an email from Neyland CIC with a breakdown of the telephone bill. All members were happy with the response.

34/25 – (4508) Cllr. Hay and Cllr. A Phelan both advised matters with the MUGA were ongoing.

34/25 – (4508) Cllr. Hay advised that the VJ Day 80 flag had been purchased and would be erected at Policeman's Bank to commemorate.

35/25 – (4510) Cllr. Hancock confirmed that he had liaised with PCC and that they had implemented speed monitoring equipment at the James Street corner. Cllr. Hancock advised he would follow up and bring the data to Council.

35/25 – (4512) Cllr. Hay confirmed that he and Cllr. Richards had completed the Clerk's Appraisal and that it was satisfactory. He further thanked the Clerk for managing to continue the functioning of the Council, even under the duress she had been subjected to whilst doing her job.

38/25 – (4519) Cllr. A Thomas advised she had complained herself to PCC regarding the resurfacing of the road in Charles Street.

**4542 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING 02.06.2025**

There were no amendments put forward by Council.

**Proposal: To approve the minutes of the Ordinary Meeting of Council 02.06.2025**

**Proposed: Cllr. A Phelan**

**Seconded: Cllr. P Hay**

**6 in favour, 1 abstention**

**RESOLVED: MINUTES OF THE 02.06.2025 MEETING OF COUNCIL ARE APPROVED AS A TRUE RECORD.**

**4543 – MATTERS ARISING**

40/25 – (4525) The Clerk confirmed the Insurance for 2025/26 has been paid.

41/25 – (4527) Cllr. E Phelan advised that the Pembrokeshire Learning Centre had expressed their huge gratitude to NTC for their donation and the Mayor's participation in the event. Cllr. Hay also suggested it may be a good idea for the Council to purchase medals in bulk and hand out what is needed to the school as buying in bulk will come with a larger discount.

42/25 – (4530) The Clerk advised she had attempted to purchase a new laptop but at the time, there were no sales representatives available to help. She advised this would be a top priority.

43/25 – (4532) The Clerk had advised she had received an update from the Carnival Committee that afternoon that she would circulate to Council.

**4544 - TO CONFIRM THE SUBMISSION OF ACCOUNTS TO AUDIT WALES**

The internal audit report has been circulated to all Members; there were no queries forthcoming. Council are required to answer and confirm the following questions ahead of the accounts being submitted to Audit Wales:

	Agree	Disagree
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	X	
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	X	
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	X	
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	X	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	X	
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>	X	
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit</li> </ul> and reviewed the effectiveness of these arrangements.	X	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X	
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	X	
10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021	X	

Council were happy with the internal report, which showed no discrepancies or advisories. The Chair and the Clerk both signed off the accounts with Council approval and they will be submitted to Audit Wales via post.

**4545 – A REPORT FROM THE COMMUNITY ENHANCEMENT COMMITTEE 26.05.2025**

**TO DISCUSS AN APPLICATION RECEIVED FROM VIP CLASS ACTS**

An application had been received from VIP Class Acts with a request of support to help the dancers who had qualified for the world Championships in Spain.

Cllr. E Phelan highlighted that a specific amount had not been requested within the application form, but that it was stated that the group would be grateful for any donation Neyland Town Council could offer towards the cost of getting the children to Spain. It was also noted that VIP Class Acts had previously been awarded a Community Enhancement Grant in 2024 for that year's World Championships, whereby NTC purchased Kit Bags for the children at a cost of approx. £45.00 each, totaling approx. £500.00. Members discussed the application, highlighting that VIP Class Acts also provided entertainment FoC for NTC during the VE Day Afternoon Tea, and that it would be great to continue to develop a relationship and ask them to attend future events, too.

Cllr. Harry proposed an award of £200.00, with Cllr. Hay seconding.

Cllr. Matthews offered an amendment and proposed an award of £300.00, with Cllr. Phelan seconding.

All in favour.

RESOLVED: VIP CLASS ACTS TO BE AWARDED £300.00 TOWARDS THE WORLD CHAMPIONSHIPS.

**TO DISCUSS AN APPLICATION RECEIVED FROM HOPE THERAPY CENTRE**

An application had been received from Hope Therapy Centre with a request of support towards new equipment.

The Clerk elaborated that Mrs. Margaret Brace had attended her office asking for assistance in filling in the form and therefore, she elaborated further on the request. The Clerk explained that whilst the overall project cost stated approx. £7,500, the bulk of this value was for a Motomed Machine at an estimate of £5-7k. The request included additional equipment (hand weights, exercise bike, bolsters, slide sheets, therapy bands) at an estimated cost of £500. The project and the therapy centre were discussed by members, who all agreed at the ongoing work at Hope was a cause well worth supporting.

Cllr. P hay proposed an award of £500.00, which was seconded by Cllr. E Phelan.

All in favour.

RESOLVED: HOPE THERAPY CENTRE TO BE AWARDED £500.00 TOWARDS THE PURCHASE OF NEW EQUIPMENT.

**4546 – A REPORT FROM THE PLANNING COMMITTEE 26.06.2025**

**TO DISCUSS PLANNING APPLICATION 25/0169/PA, 27 FREDERICK STREET**

A planning application had been sent to NTC in regard to 27 Frederick Street, in which it was depicted that the owner's intention was to renovate the rear extension to the property. The plans were discussed, and members of the committee had no objections on the application.

Cllr. Hay proposed we write to PCC to advise that NTC have no issues with the planning application, this was seconded by Cllr. E Phelan.

All in favour.

**4547 – CONFIRMATION TO ACCEPT THE LICENSE FOR THE SKATE PARK**

Members had been circulated correspondence from NTC's solicitor advising that PCC would only offer an annual License for the Skate Park land, rather than a long-term lease of which had been requested. Given this, the Clerk required confirmation from Council that they were happy with the terms of the license in order for her to instruct the solicitor to proceed.

**Proposal: To accept to the terms of the Licence to Occupy for the Skate Park.**

**Proposed: Cllr. S Hancock**

**Seconded: Cllr. M Harry**

**All in favour.**

**4548 – CORRESPONDENCE REGARDING THE PUBLIC TOILETS AT BRUNEL QUAY**

The Clerk had circulated the latest correspondence regarding the Community Asset Transfer for the public toilets. Cllr. Hay queried if PCC had made us aware of exactly when the transfer would be finalised and NTC would officially be responsible for the public toilets. The Clerk advised that this information had not been provided. Cllr. Harry stated that he believes it would be prudent for NTC and PCC to meet for a site inspection of the public toilets and agree on any repairs required ahead of the responsibility becoming NTC's, to avoid any unexpected large expenses. All agreed this was a good idea.

**Action: Clerk to contact PCC and arrange a site inspection.**

**4549 – TO DISCUSS THE PROPOSAL FOR THE NEW WEBSITE**

The Clerk had attended a meeting with a representative from Aubergine Web Design, under the recommendation from local Clerks in our surrounding area. She had presented Council with the proposal from Aubergine, which outlined the service provided along with the costs. The Clerk elaborated on the meeting, advising Council that she felt this would more than meet our requirements, as well as being relatively simple to use and with an excellent support package. She further advised Council that the domain and email collaboration would be an additional cost and that she had a meeting scheduled with the providing company for this and would update Council at the next meeting.

**4550 – ‘NEIGHBOURHOOD WATCH’ FOR NEYLAND**

Cllr. A Phelan had brought this to Council to discuss the potential of a ‘Neighbourhood Watch’ group for Neyland. He thought it may be a good idea to establish a working group and organise a public consultation to discuss and establish if there is any interest from members of the public. Councillors discussed the intricacies of how the Neighbourhood Watch would work; street by street or area’s, where to report issues etc. Cllr. Phelan was asked to find out some more information and liaise with the community policing regarding reporting of issues and bring a more detailed proposal back to Council for discussion.

**Action: Cllr A Phelan to liaise with Community Policing and bring a proposal back to Council.**

**4551 – TO DISCUSS A CAREERS EVENT FOR NEYLAND’S YOUNG PEOPLE**

Cllr. E Phelan addressed Council as NTC’s Youth Representative with an idea to facilitate a Career’s event to support the young people of Neyland and potentially turn it into an annual event. Her idea was to include local businesses and facilitate apprenticeships or learning opportunities. Cllr. Phelan advised she had brought her idea to Council for approval and if Council were on board she would bring a full proposal to Council after further research into the event. Council agreed this would be a good event to engage Neyland’s young people and were happy for Cllr. Phelan to progress.

**Action: Cllr. E Phelan to research the event and bring a proposal back to Council.**

**4552 – REQUEST CONFIRMATION FROM HYWEL DDA FOR THE LONG TERM PLANS FOR ST CLEMENTS SURGERY**

Cllr. M Harry had brought this to Council as he felt it would be good as a Council to write to Hywel Dda to confirm their long term plans for St Clements Surgery. Whilst we have previously had confirmation that Hywel Dda intend to continue facilitating St Clements Surgery until a suitable tender had been won, Cllr. Harry had concerns that as there have already been many tenders that have not come to any fruition, there is still no definitive answer on the long term sustainability plans for the surgery. Councillors discussed this and agreed it would be good to push Hywel Dda for a definitive answer.

**Action: Clerk to write to Hywel Dda for further confirmation of St Clements surgery.**

**4553 – OUTSTANDING MATTERS**

MUGA – No update, matters ongoing.

**4554 – PAYMENTS FOR APPROVAL & FINANCIAL UPDATE**

Council had been circulated, ahead of the meeting, a list of expenditure for May 2025 totalling £14,619.50, a list of income totalling £304.80, a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments June  
2025.pdf



Income June  
2025.pdf



All Banks  
Reconciled.pdf

Council had also been circulated a list of payments for approval totalling £2,515.79



Payments for  
Authorisation.xlsx

There were no queries from Council.

**Proposal: Payments are approved, and financial information is accepted.**

**Proposed: Cllr. A Phelan**

**Seconded: Cllr. M Harry**

**All in favour**

**RESOLVED: PAYMENTS ARE APPROVED TO BE MADE AND FINANCIAL INFORMATION IS ACCEPTED.**

**4555 – CLERK'S REPORT**

The Clerk reported the following to Council:

1. **Co-option** – The Clerk advised that the second vacancy advertisement was due to end shortly, so rather than advertise two separate Co-options, we should wait for the second vacancy to finish before advertisement.
2. **Committee Meetings** – A Community Enhancement and Planning meeting has been scheduled for 15.07, information will follow shortly.
3. **Neyland Library** – The agreed funding for Neyland Library will be leaving the account this week, just to let everyone know.
4. **Sanguinet** – A letter of thanks for hosting and for the gift has been received from the Sanguinet Mayor and Committee.
5. **Code of Conduct Training** – A reminder to all that the Code of Conduct Training, led by Monitoring Officer Rhian Young, is being held on 14.07 and all are encouraged to attend.
6. **Annual Leave** – Clerk has annual leave booked for 21<sup>st</sup> – 25<sup>th</sup> July & 25<sup>th</sup> – 29<sup>th</sup> August.
7. **Recess** – A reminder that there will be no meetings in August for recess.

**4556 – MAYOR’S UPDATE**

There was no update from the Mayor.

**4557 – EXCHANGE OF INFORMATION**

Cllr. S Hancock – This year marks the Centenary of Lord Gordon Parry’s birth and he, along with others, is working on a memorial service talking about the life of Lord Gordon Parry. There is also a commemorative plaque going to be installed at Bethesda on the 30<sup>th</sup> November.

Cllr. E Phelan – Cllr. Phelan advised that she had been approached by the Neyland Cadets who have reached out to NTC to hopefully build relations by attending NTC run events. All agreed this was a good idea and the Clerk was asked to reach out via email.

**4558 – DATE OF NEXT MEETING**

The date of the next meeting was set for Monday 1<sup>st</sup> September 2025.

Meeting closed: 8.57pm.

Signed: ..... (Mayor/Chair)

Signed: ..... (Clerk/Proper Officer)

Date: .....