

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL HELD ON WEDNESDAY 7TH
JANUARY 2026, 7.00PM AT NEYLAND COMMUNITY HUB**

This meeting was recorded.

IN ATTENDANCE: Cllr. P Hay (Mayor)

Cllr. A Phelan
Cllr. M Harry
Cllr. E Phelan
Cllr. S Hancock
Cllr. D Matthews
Cllr. A Thomas
Cllr. D Devauden

Miss. Libby Matthews – Town Clerk & RFO

APOLOGIES: Cllr. L Gent & Cllr. A Richards.

ALSO IN ATTENDANCE: Paul Davies & Nick Wilson – Members of the public.

Meeting Opened: 7.00pm

**4606 - DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE
TRANSACTIONED**

Name:	Interest:	Agenda item(s):
Cllr. M Harry	Personal; Non-paid Director of Neyland CIC	N/A
Cllr. S Hancock	Personal; County Councillor, HOPE MS Ambassador, Rowing Club	N/A
Cllr. A Phelan	Personal; Community Governor.	N/A

Ahead of business commencing, Neyland Town Council held a minute silence as a mark of respect for the passing of Mr. Jonathan Llewellyn & Mr. Mike Stoddart.

4607 – REPRESENTATION BY MEMBERS OF THE PUBLIC limited to 15 minutes)

Mr. Paul Davies attended the meeting to speak with Council regarding the Santa Sleigh Run. He advised that whilst the evening went well, he had asked for the Council to request photographs from Members of the public to assist in promoting the company for their help with the vehicle and driver for Santa's Sleigh, but that this had not happened, so an opportunity had been missed. He also advised that he was disappointed in the lack of Councillor attendance at the event and feels that NTC Councillors should

02/26

work harder to promote themselves and to build back the reputation of the Council. Mr. Davies was thanked for his part in the Santa Sleigh Run and his advice was accepted by Council. Mr Davies also confirmed that he had booked the Sleigh for 4th December 2026 for this years' sleigh run.

Mr. Nick Wilson attended the meeting as he wished to ask the Clerk why she had removed a comment he had made on the Town Council's Facebook page. The Clerk responded that the comment had been removed as she, and others, had felt the comment left by Mr. Wilson had been purposefully antagonistic and misinformed. Mr. Wilson made further negative remarks towards the Clerk and her ability to perform her job role. Mr. Wilson was advised that should he wish to complain about the Clerk, he may do so in writing and send it to the Mayor. Mr. Wilson then left the meeting.

4608 - TO APPROVE THE MINUTES OF THE ORDINARY MEETING 01.12.2025

The Clerk advised that as the December meeting had been abandoned, due to the Clerk not wishing to be in the same room as Cllr. Devauden due to a threatening email she had received that morning from him, that the document to be approved during this meeting is a Meeting Overview document, detailing any information due to be discussed during the meeting, along with the ratification of any email votes that had been passed in accordance with NTC's email voting policy.

1. To ratify the email vote to accept the minutes of the Ordinary Meeting 15.10.2025
7 in favour, 1 against & 2 abstentions due to absence.
2. To ratify the email vote to accept the minutes of the Ordinary Meeting 03.11.2025
7 in favour, 1 against & 3 abstentions due to absence.
3. To ratify the email vote to approve the payments and accept the financial information
8 in favour, 1 non-response.



Meeting Document
01.12.2025 - v2.docx

4609 – MATTERS ARISING

72/25 – (4602) The Fireworks evening generated £384.61 in surplus, which as previously discussed, will be donated to HOPE Therapy Centre. This is in agreement with Neyland Community Hub. The donation will be made in the names of both the Town Council and the Community Hub.

72/25 – (4603) Cllr. Hay confirmed that the surplus selection boxes left over from Santa's Grotto had been distributed between local food share outlets.

4610 – ONGOING MATTERS

- a. **MUGA** - PCC have completed the agreed works and the signage commissioned by NTC has been installed. There have been relatively few issues of late, which is a good indication.
- b. **Public Toilets** – No update thus far in the new year. Awaiting our solicitor with updates from PCC.
- c. **Belle Vue Field** – No update thus far in the new year. Awaiting our solicitor with updates from PCC.

- d. **ARAP** – This has not been worked on as of yet. The Clerk suggested the mergence of a working group, with the possibility of inviting Cllr. Randell Thomas-Turner to attend and assist us with the ARAP in more depth. This was agreed. Cllr. E Phelan volunteered to be a part of the working group and the Clerk advised she would ask Cllr. L Gent if she would also like to join, as she had previously mentioned she would be happy to assist on the matter.

4611 – TO CONFIRM THE BUDGET & PRECEPT FOR 2026/27

The budget & precept for 2026/27 had been discussed in great detail during the November meeting. The precept was agreed at £126,690.00, a 2.5% increase from the 2025/26 precept. There were no amendments suggested or requested, so Cllr. S Hancock moved to propose the acceptance of the budget and precept in accordance with the documents provide.

Proposal: To accept the Budget & Precept request for 2026/27

Proposed: Cllr. S Hancock

Seconded: Cllr. E Phelan

All in favour.

RESOLVED: THE BUDGET & PRECEPT FOR 2026/27 IS ACCEPTED AND CONFIRMATION TO BE SENT TO PCC.



Precept & Budget
2026-27.xlsx

4612 – TO DISCUSS THE COMMUNITY ENHANCEMENT APPLICATION RECEIVED BY NEYLAND ROWING CLUB

The Clerk advised that she had brought this to full Council, rather than a committee meeting, as the application had been received before the new year and it would save convening an additional meeting for just one application to discuss.

An application had been received from the Neyland Rowing Club requesting a grant of £130.00 towards the replacement of bespoke sheepskin seat covers for the Neyland Rowing Team. Members discussed the application, noting that the Rowing Club had sought support elsewhere for additional seat covers and also noting the lower value of the grant request. All Members agreed that the application was very reasonable and that they would all be happy to support the grant.

Proposal: To award the full amount of the grant application of £130.00 to the Neyland Rowing Club.

Proposed: Cllr. A Phelan

Seconded: Cllr. S Hancock

All in favour.

RESOLVED: NEYLAND ROWING CLUB TO BE AWARDED A £130.00 COMMUNITY ENHANCEMENT GRANT.

4613 – HONEYBOROUGH GREEN PUMP ENHANCEMENT – CLLR. S HANCOCK

Cllr. Hancock brought this to the attention of Council as he wished to propose NTC undertake the maintenance of the pump and the area surrounding. Cllr. Hancock explained that historically, the area had always been well maintained and had served as an attractive focal point upon the entrance to Neyland. He further advised that the land was not owned by PCC, so they were not responsible for maintenance, so he wished to know if NTC would undertake maintenance of the area by purchasing additional flowers for the area along with our current contract with PCC to install the flowers at the Cenotaph and Policeman's Bank.

The Clerk advised she would be happy to contact Neil McCarthy, who produces the annual quote for the flowers in Neyland, and request a quote for the area to be added to our usual contract.

Action: Clerk to contact PCC and request a quote.

4614 - PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE

Council had been circulated, ahead of the meeting, a list of expenditure for December 2025 totalling £7,961.70, a list of income totalling £41,258.71 (precept & bank interest), a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments Dec 25.pdf



Income Dec 25.pdf



Current Account
Transactions.pdf



All Banks Reconciled
December 2025.pdf

Council had been circulated, ahead of the meeting, a list of payments for approval totalling £4,315.99.



Payments for
Authorisation.xlsx

Proposal: Payments are approved and financial information is accepted.

Proposed: Cllr. A Phelan

Seconded: Cllr. P Hay

All in favour.

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

4615 - CLERK'S REPORT

The Clerk reported the following to Council:

- 1. Potholes** – The Clerk advised Council that there had been a few complaints from members of the public received in regard to particular potholes which are causing a lot of issues for drivers. Predominantly being at the end of Wood Lane and on the corner of Kensington Road leading to High Street. The Clerk asked if Council were happy for her to pursue PCC to get the potholes fixed. Council were in full agreement.

05/26

2. **Salt Bins** – The Clerk advised that she had received a few messages regarding Salt Bins, in particular, members of the public had noted a need for one to be installed in Leonardston Road. Cllr. Hay advised that there was already a salt bin installed at the top of Leonardston Road, as well as one on Riverside Avenue and a PCC owned salt bin at the bottom of James Street. The Clerk advised she would clarify where the current salt bins are located and gather more information on where members of the public have concerns.
3. **Meeting with MHTC's Clerk & Secretary** – The Clerk advised that she had a meeting scheduled with Milford Haven Town Council's Clerk & Secretary to discuss the website. She would update Council following the meeting taking place.
4. **Skate Park License** - The Clerk confirmed that the License for the Land at the Skate Park had been signed and would be posted at the earliest opportunity.

4616 – MAYOR'S UPDATE

The Mayor reported the following to Council:

1. **Christmas Debrief** - Cllr. Hay updated Members with a debrief of the Christmas events and activities. He advised that both the Miscellany and the Sleigh Run went very well, with a lot of positive feedback. Cllr. Hay also advised that the Christmas Drawing competitions with the school and the PLC had been a huge success, with the prizes being very well received by both staff and pupils of the school & PLC. Cllr. Hay suggested that next year, the competition be implemented earlier in the year to allow for the designs to be made into NTC's Christmas Cards for 2026.
2. **Skate Park Bench** – Cllr. Hay advised that the bench for the Skate Park had been installed and screwed into place. It was suggested that a plaque is purchased to be installed on the bench to thank the Duathlon Team for their generous donation.

4617 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR

Cllr. A Thomas asked if NTC could also mark the passing of Mr. Jonathon Llewellyn and Mr. Mike Stoddart on NTC's Facebook page. Council agreed this would be an appropriate mark of respect.

4618 – DATE OF NEXT MEETING

The date of the next meeting was set for Monday 2nd February 2026.

Signed: (Mayor/Chair)

Signed: (Clerk/Proper Officer)

Date:

