

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON MONDAY 4<sup>TH</sup> MARCH 2024, 7.00PM AT NEYLAND COMMUNITY HUB**

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This meeting was recorded.

This meeting was livestreamed.

**IN ATTENDANCE:** Cllr B Rothero (Chair)

Cllr S Thomas  
Cllr P Hay  
Cllr M Harry  
Cllr A Phelan  
Cllr A Thomas  
Cllr D Devauden  
Cllr S Campodonic  
Cllr A Radice

**APOLOGIES:** Cllr E Phelan

Cllr A Richards

**ALSO IN ATTENDANCE:** Libby Matthews – Town Clerk & RFO

C. Cllr Dr. Simon Hancock  
Mr. Ian Hatchett, Miss Jade-Louise Major, Mr. Robert Capper, Mr. Ian Jenkins –  
Members of Public

The meeting opened at 7.03pm

**4384 – TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE TRANSACTED**

The onus is on Members to declare interest which may relate to the meeting and/or any transactions to be made.

<b>Member:</b>	<b>Interest:</b>	<b>Agenda Item:</b>
Cllr M Harry	Personal: Non-paid Director of The Hub	N/A
Cllr S Thomas	Personal: Member of Llanstadwell Community Council  Member of the Burial Board	N/A  Item 14

*The Clerk advised the Chair that as members of the public were in attendance to discuss their views and position of the public toilets on Neyland, it would be prudent to move item 6 on the agenda to incorporate with the representation by members of the public. The Chair agreed that this was a sensible suggestion and moved item 6 up the agenda to follow directly after item 3; representation by the public.*

**4385 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)**

Mr. Robert Capper and Mr. Ian Jenkins thanked the Council for welcoming them to attend. Mr. Capper addressed the Council and advised them that he had begun a petition which was currently being circulated throughout Neyland regarding the imminent closure of the public toilets in Neyland. Mr. Capper read out to Council the reasoning behind the petition, highlighting the broad variety of groups who benefit from the use of the public toilets, along with the importance of the continuation of a vital service. Mr. Capper pointed out that he was well aware that the responsibility of the closure was with Pembrokeshire County Council and that he was also aware that Neyland Town Council had done all they could to keep the toilets open. He also noted that he appreciated the substantial annual costs to run the toilets and that it was a huge hit on the budget for a small Council.

Members began a lengthy discussion on the situation, advising that as a Council, this had been extensively discussed and many possible solutions had been explored, including implementing a pay to use system (approx. cost £30k to install), sourcing funding from the business' surrounding the public toilets to assist with the running costs and exploring cutting costs elsewhere in the budget, but that ultimately, as the running costs of the public toilet amounted to approx. £10k per annum, Neyland Town Council simply could not afford to pay this amount. Members stressed the point that this issue had been ongoing for a very long time and that as a Council, we agree that the public toilets are very important and it has not been for want of trying to keep them open, but that Pembrokeshire County Council has forced our hand in this decision.

C. Cllr Dr. Simon Hancock addressed the room with resounding agreement on all points raised. He said that he too felt that the public toilets are an extremely important amenity for Neyland, but that he also agrees it is a phenomenal cost for Neyland Town Council to fund in its entirety. C. Cllr Hancock advised he had also approached 3 of the largest companies within the vicinity of the public toilets to ask if they were willing to help contribute towards the running costs, but the response was overall quite negative as business's themselves are also currently facing astronomical rise in their own costs. C. Cllr Hancock stated that he would do all he could to help support and that he would also speak with Katy Daly at Pembrokeshire County Council to see if there was any possibility of an extension of the deadline for decision (currently 8<sup>th</sup> April) to allow for one final push in finding a solution before the closure commences.

The discussion drew to a close. Mr. Capper & Mr. Jenkins thanked the Council for their time and accommodation and left the meeting.

**4386 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF COUNCIL 05.02.2024**

4363 – Cllr S Thomas would like to include that he suggested we contact the Tenby and Saundersfoot company who currently maintain the defibrillator outside of the Co-op to find out if they would also maintain any defibrillator installed at the Rose & Willow.

4364 – Cllr S Thomas would like to include that NTC often donate towards the Youth Club and the School.

4367 – Cllr S Thomas was not happy with the wording of the sentence 'Mr. Hatchett suggestively disagreed with Cllr Harry's explanation'. A debate on the matter ensued, with both Cllr Harry and Mr. Hatchett agreeing on the minuted depiction of the incident.

4371 – Cllr S Thomas would like to amend 'that he had often picked up errors' to 'that errors are addressed'.

4371 – Cllr S Thomas would like this to include "Several members objected to the derogatory statements that Cllr Hay and Cllr Harry were making against the Clerk to the Burial Board"

- 4374 – Cllr A Phelan would like to include the number of children attending the trip to Sanguinet, which to his knowledge was 5.
- 4375 – Cllr S Thomas would like to change the word ‘concerns’ to opinion. This was debated and disagreed upon.
- 4375 – Cllr S Thomas would like this to include that Cllr Rothero would also be undertaking the appraisal.
- 4380 – Cllr Rothero would like this to include that he had not yet delivered the tools, but that this would be done shortly.

**Proposal: To approve the minutes of the Ordinary meeting of Council 05.02.2024**

**Proposed: Cllr P Hay**

**Seconded: Cllr M Harry**

**8 in favour, 1 against**

**RESOLVED: MINUTES TO BE ACCEPTED AS A TRUE RECORD**

**4387 – MATTERS ARISING**

- 4355 – Cllr Harry asked the Clerk what the current position was regarding the postponed presentation from Floventis. The Clerk advised that she had spoken with their representative and that the public consultation period had ended, however, Floventis were happy to attend at any request from Council for an update on their project at any time Council wished.
- 4358 – (4345) Cllr A Phelan queried who had made the decision to donate the selection boxes to the Christmas meal at the Foresters. Cllr Phelan also queried if the Clerk had been notified that they would be taken from her office. Cllr S Thomas responded that there had been communication within the Christmas Working Group and that procedure was followed on from the previous years’ decision. Cllr Thomas also advised that he had not notified the Clerk as she was unwell.
- 4362 – Cllr P Hay clarified the positions of all of the salt bins in Neyland, along with clarification of which Bins were NTC’s responsibility to maintain and which were the responsibility of PCC to maintain. Cllr Rothero suggested to the Clerk that it would be a good idea to produce a map of the salt bin Locations around Neyland.
- 4356 – (4333) The Clerk confirmed that the Enhanced DBS certificates would be at a cost of £18 per application.
- 4363 – The Clerk provided an update on the defibrillator, advising the British Heart Foundation currently had an ongoing scheme providing free defibrillators, if the criteria was met. The Clerk advised she had submitted an application form and was awaiting the outcome. Cllr Rothero confirmed he had spoken with the Landlord of the Rose & Willow, who was happy for the defibrillator to be installed there.
- 4364 – Cllr A Phelan asked if the income v expenditure for the Christmas Events had been clarified and if so, is there clarification of the surplus? This was not yet clarified as there NTC are still awaiting receipt of donations. Cllr Phelan also suggested we have written confirmation of the collaboration between NTC and the PLC regarding the ice-rink. There were further questions and discussions surrounding the collaboration, with Cllr Rothero elaborating further and advising Council that this would be at no cost to Council.
- 4365 – Cllr A Phelan asked Cllr S Thomas if the Disability Conference was going ahead. Cllr S Thomas advised that unfortunately, this would no longer be going ahead. Cllr Phelan asked if the grant money needs to be returned. It was confirmed that the £1,500 grant would need to be returned.

- 4371 – Cllr Harry asked if NTC had received up to date accounts from the Burial Board. The Clerk advised that they had not yet been received, but that she would email the Clerk to the Burial Board and ask for them.
- 4373 – Cllr A Phelan advised that these had not yet been purchased as the Clerk was awaiting the arrival of the new debit card to allow for online purchases.
- 4376 – Cllr S Thomas asked if C. Cllr Simon Hancock had been invited to attend the event. The Clerk advised that she had not asked C. Cllr Hancock as she had been unable to find any information regarding the event, so was unable to clarify if NTC could nominate C. Cllr Hancock to attend. Cllr Thomas also advised that the deadline had now passed for nominations for the event.
- 4377 – Cllr A Phelan asked if there had been any response yet regarding the HHVC School transport. The Clerk advised that there had been no response as of yet, but that she would chase up.
- 4377 - Members discussed if there were any further updates on the issue of the speed limit on the A477. The Clerk advised that the situation was still the same and that she had not heard further from PCC. A discussion ensued between members regarding the proposal of the speed limit, with the Clerk advising that the reason it could not move forward was that there was not unanimous support from the C. Cllr's, and that C. Cllr Paul Miller had agreed with the West speed reduction, but not the East. The Clerk was asked to speak directly to C. Cllr Miller to see if his view had changed following the two serious road incidents that had recently happened on the trunk road. Further discussion ensued. The Clerk was asked that if C. Cllr Miller had not changed his views, would PCC be happy to continue with the West road speed reduction, as there was full support for this proposal.
- 4377 – Cllr P Hay advised that the clock was still in the process of being fixed and that he had also fixed the play park gate.
- 4379 – The Clerk was asked to follow up with Barclays Bank on the closed account.

**4388 – TO CONFIRM, BY RESOLUTION, A DECISION ON THE PUBLIC TOILETS**

Following the earlier discussion, it was agreed to postpone the resolution until the meeting scheduled for 8<sup>th</sup> April 2024.

C. Cllr Simon Hancock left the meeting at 8.15pm

**4389 – A DISCUSSION ON THE NEW CCTV FOR NEYLAND MARINA**

Cllr S Thomas asked the Clerk if she could obtain a revised quote from PPC for 4k cameras. Members further discussed the CCTV, with mention of options of motion activated cameras. The Clerk was also asked to liaise with OGI regarding the £1,000 donation towards the new CCTV that they had pledged.

**Action: Clerk to obtain a revised quote and bring it to next meeting.**

**Action: Clerk to liaise with OGI regarding the £1,000 donation**

**4390 – A DISCUSSION ON THE PURCHASE OF A NEW SPEED SIGN FOR HIGH STREET, NEYLAND**

Cllr P Hay asked Council if they had any ideas on where we would place the speed sign on the High Street, along with advising that we would need permission from PCC if we were looking at installing this onto a lamp post. Bethesda Church was suggested as a place of installation. Discussion ensued

surrounding the benefit of placing it here, as this was on a corner which provided the need for drivers to reduce their speed already. There was further discussion on the placement of the speed sign, additionally members discussed whether the sign would be facing up the hill or down the hill. It was agreed that it would be more beneficial for the sign to face downwards, as there was more issue with speeders coming up the hill onto the High Street. It was also discussed that if we were not installing the speed sign onto a lamp post, we would need to install a post in the ground and also seek permission from PCC for this.

The Clerk was asked to look into permissions required to install a speed sign and to also prepare a more in depth quote, including additional tenders and costs of installation.

Members agreed that it would be beneficial to walk the High Street to find a suitable placement for the speed sign and to provide the Clerk with suggestions of placement.

**Action: The Clerk to liaise with PCC and prepare a more in depth quote to bring to Council**

**4391 – AN UPDATE ON THE PURCHASE OF A DEFIBRILLATOR TO BE INSTALLED AT THE ROSE & WILLOW**

This update had been provided during the discussion on 'Matters Arising'

**4392 – TO SIGN OFF THE ACCOUNTS FOR 2022-23 FOR SUBMISSION TO AUDIT WALES**

Members had been circulated the amended accounts for 2022-23 and had asked Council to scrutinize and provide any questions/queries to the Clerk ahead of the meeting, for further clarification or investigation, if required.

Council were happy with the amended accounts the Clerk had provided and were happy to sign off the accounts for submission. Cllr A Phelan asked for an additional disclosure to be added to the submission, explaining the reasons for the late submission.

**Proposal: To accept and sign off the accounts for submission to Audit Wales for 2022-23**

**Proposed: Cllr P Hay**

**Seconded: Cllr A Thomas**

**8 in favour, 1 abstention**

**RESOLVED: ACCOUNTS FOR 2022-23 TO BE SUBMITTED TO AUDIT WALES**

**4393 – TO DISCUSS THE CURRENT SITUATION ON THE GP PRACTICE AT ST CLEMENTS**

Cllr M Harry had brought this to the agenda to propose that we write to Hywel Dda for confirmation that they intend to continue with the vital services at St Clements GP Surgery. It was also suggested that the letter include a written commitment to continue the GP practice.

**Proposal: To write to Hywel Dda regarding the GP Practice at St Clements Road, Neyland**

**Proposed: Cllr M Harry**

**Seconded: Cllr A Phelan**

**All in favour**

**RESOLVED: CLERK TO WRITE TO HYWEL DDA REGARDING THE ST CLEMENTS SURGERY**

**4394 – TO SIGN OFF THE CLERKS APPRAISAL**

The Clerk advised she had attended her appraisal and felt it was overall very positive and productive, with further training discussed and agreed upon. Members who completed the appraisal also agreed that it was a positive appraisal.

The Clerk asked that, as previously it had been mentioned that the probationary period would end and a permanent contract would be given based on a positive appraisal, would this now be time for the permanent contract to be drawn up. Cllr's Rothero and S Thomas advised that the probationary period would not end and that the Clerk would have to complete another appraisal in six months' time, based on this appraisal. Cllr Rothero advised this was based on advice from Cllr A Richards (who was not in attendance at this meeting). As Cllr Richards was not there to clarify, the Clerk advised she would take further advice on this matter from OVV.

**Action: Clerk to liaise with OVV on the granting of a permanent contract**

**4395 – TO DISCUSS THE REMOVAL OF AUTONOMY FROM THE COMMUNITY ENHANCEMENT COMMITTEE AND TO DISSOLVE THIS AS A SUB-COMMITTEE**

Cllr Rothero advised he had brought this for discussion as he felt that it should be full Council signing off on any grants awarded and that due to the complications of the application brought at the previous meeting regarding the application for Community Care CIC, perhaps it would be better to dissolve this sub-committee and bring all applications to full Council for determination. Cllr Hay responded that this was historically set up as a sub-committee to avoid these applications being an addition to the agenda of a full meeting, as they were taking up too much time at full meetings. Cllr Harry also added that a sum is specifically set aside per annum for the grants to be awarded and that the sub-committee would only have autonomy of the amount already agreed upon by full Council. He also added that there are some issues with the current version of the application form and that the form needs to be looked at and revised to avoid complications such as that with the application from the Community Care CIC. Cllr A Phelan suggested that the Community Enhancement is kept as a sub-committee as this works well, but that the invitations to the committee meetings are extended to all Council members, rather than just the committee members.

This was agreed as a sensible solution.

**4396 – TO DISCUSS GIVING AN ADVANCED PAYMENT OF THE AGREED BUDGET TO THE BURIAL BOARD TO ENABLE THE PURCHASE OF A NEW LAWNMOWER**

Cllr Harry raised his view that as we have not received the accounts from the Burial Board, nor any quotes for a lawnmower, it would be difficult to agree on an amount for an advanced payment. Cllr Rothero advised that the Burial Board meeting had taken place the previous Monday and that whilst they have the money available to purchase the lawnmower, it would leave the Burial Board very short, so they are asking for an advanced payment of £1,500 of the budget agreed for 2024-25. Cllr S Thomas also added that as the Burial Board had only taken place the previous Monday, accounts would be forthcoming, along with a letter of request for an advanced payment. Cllr A Phelan advised that it was his view that NTC should pay 50/50 towards a new lawnmower and as the budget for the Burial Board for 2024-25 has already been agreed, it would not be costing NTC any extra as the money would come from the agreed upon budget. Cllr Harry reiterated his view that if the Burial Board requires an advanced

payment, this should not be granted without first having sight of the accounts and a quotation for a new lawnmower.

**Proposal: To agree on an advanced payment to the Burial Board towards the purchase of a new lawnmower, only once NTC are in receipt of the accounts and quotation.**

**Proposed: Cllr A Thomas**

**Seconded: Cllr B Rothero**

**All in favour**

**RESOLVED: NEYLAND TOWN COUNCIL TO GIVE AN ADVANCED PAYMENT TO THE BURIAL BOARD ONCE ACCOUNTS AND QUOTES HAVE BEEN RECEIVED FROM THE BURIAL BOARD**

**4397 – CHRISTMAS 2024 EVENT SPONSORSHIP**

Cllr S Thomas opened this discussion by stating that the Christmas Events for 2023 had been supported by a number of sponsors, with monetary contributions as well as volunteer contributions. Cllr Thomas asked Members if they were happy for him to approach the same sponsors to ask for contribution towards the events for 2024, as well as branching out to find additional sponsorship.

Cllr Harry raised a concern that if all available sponsors were sought out to sponsor the Christmas Events only, that does not leave any opportunity of contributions towards other important aspects of Neyland, such as the play park and speeding issues.

A debate ensued on the issue, with discussion surrounding the views of both Cllr Thomas and Cllr Harry.

**Proposal: To approach sponsors from Christmas 2023 and ask for sponsorship for Christmas 2024, and to seek additional sponsorship.**

**Proposed: Cllr S Thomas**

**Seconded: Cllr B Rothero**

**7 in favour, 2 abstentions.**

**RESOLVED: CLLR S THOMAS TO APPROACH AND SEEK SPONSORHIP FOR THE CHRISTMAS EVENTS 2024**

**4398 – A REQUEST TO GRANT PLENARY POWERS OF SPEND TO THE CHRISTMAS WORKING GROUP 2024**

Cllr S Thomas had brought this to the agenda for discussion. He advised members that plenary powers of spend had been granted to the Christmas Working Group for 2023 and that this had worked well, with the costs for the event managed under budget. He advised that the Working Group for 2024 wanted to make events for 2024 bigger and better than the previous year and would like to start planning and purchasing sooner rather than later. He was asking for plenary powers of spend to be granted to the Working Group to allow commencement of the planning. Cllr Harry had concerns that it was too early to grant plenary powers of spend to the Working Group as the available budget had not yet been confirmed and he also had concerns over plenary powers being granted to a Working Group that involved members of the public who do not hold voting rights.

A debate ensued on the matter, with Cllr Thomas suggesting that plenary powers were granted up to a certain value and if any purchases were required over 'X' amount, it would be returned to full Council. Cllr Thomas also advised that all members of NTC are welcome to attend the Christmas Working Group meetings. Cllr Rothero also offered his view that plenary powers can be granted, but if Council have any concerns, plenary powers can also be taken away.

The Clerk addressed members and offered her advice that it would not be prudent to agree to grant plenary powers for a budget that is not yet confirmed, and that it would be sensible to have a confirmed budget available before any decision was made.

This was agreed by all members. The discussion of granting plenary powers will be returned to the agenda upon the confirmed and agreed income and expenditure list being completed, providing an accurate view of the budget for 2024.

It was also agreed that the Clerk will cc all members of NTC into any meetings of the Christmas Working Group.

#### **4399 – OUTSTANDING MATTERS**

- 1. Kensington Road Speed Issues** – The Clerk had circulated a response from PCC, which advised that speed calming measures are only considered to be implemented based on a certain criteria of statistics. Currently, the Kensington Road area does not meet the criteria, so PCC will not support and implementation of traffic calming measures.
- 2. Speed limit on A477** – This had been discussed and members were updated during the 'Matters Arising' discussion.
- 3. HHVC School Transport** – This had been discussed and members were updated during the 'Matters Arising' discussion.
- 4. Hywel Dda NHS Dental Provision** – The Clerk advised she had not yet received a response letter from Hywel Dda.
- 5. 20mph Red Road Markings** – The Clerk advised she was aware that due to the implementation of the 20mph speed limit across Wales, the County Council allows for a 12 month 'bedding in' period before looking at additional speed calming measures. Given this, they are not likely to look to support this at the moment.
- 6. Cuts to the 349 Bus Service** – The Clerk advised she had not yet received a response letter from First Cymru regarding our concerns.

#### **4400 – PAYMENTS FOR APPROVAL AND A FINANCIAL UPDATE**

Members had been presented with the following update of accounts:

Current Account:	£53,280.68
Mayor's Fund:	£290.34
Earmarked Reserves:	£19,000.00
General Reserves:	£9,085.79

**Total in Accounts: £81,656.81**

The list of expenditure for February totaled £6,107.70 Net, £6,229.88 Gross. There was no income during February.

Members were presented with a list of payments for approval totaling £3,705.80 Net, £3,961.40 Gross.



**Proposal: To accept and authorise the list of payments for approval**

**Proposed: Cllr A Phelan**

**Seconded: Cllr A Thomas**

**All in favour**

**RESOLVED: PAYMENTS TO BE APPROVED**

Cllr A Phelan asked the Chair if he still intended to return his Mayor's Allowance, as he had previously advised he would be doing so. The Chair advised he would not be returning the allowance.

#### **4401 – CLERKS REPORT**

The Clerk provided the following report to members:

##### Transfer of the North Field

The Clerk advised that the Solicitor had been in touch with the amended overage schedule regarding the transfer of the North Field.

Cllr Rothero advised he was not aware of the situation and would like to call an EGM to discuss this before anything was accepted. It was also agreed to invite the Solicitor along to the meeting to allow for any questions and clarification from members.

##### Transfer of Belle Vue & Skate Park

The Clerk advised that she was personally unaware of the current situation regarding Belle Vue and the Skate Park and advised she would like to get herself up to date before advising on the situation.

##### Dyfed Alarms Renewal

The Clerk advised she had received an invoice for the renewal of the current maintenance plan with Dyfed Alarms, who currently maintain the CCTV at Neyland Marina. The Clerk advised that she was area a decision was in progress regarding new CCTV, but that as this decision was some way off, it would be sensible to continue with this contract at present. Members agreed.

##### Meetings

The Clerk advised she would be arranging the following meeting:

Planning Committee – 6<sup>th</sup> March, 6.30pm

Environmental and Leisure – 6<sup>th</sup> March, 6.45pm

Community Enhancement Committee – 6<sup>th</sup> March, 8.00pm

The Clerk advised she would circulate required paperwork and agenda summons in due course.

##### Annual Leave

As per her contract, the Clerk sought permission from Council to allow for the 'rollover' of her remaining 3 days of annual leave into the next financial year. Council agreed this was ok to go ahead. The Clerk advised she would be on annual leave for the week beginning 1<sup>st</sup> April 2024, returning to work on 8<sup>th</sup> April.

#### **4402 – MAYORS UPDATE**

Nothing to report.

**4403 – DEPUTY MAYORS UPDATE**

Nothing to report.

**4404 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR**

Nothing to report.

**4405 – DATE OF NEXT MEETING**

The date of the next meeting was set for Monday 8<sup>th</sup> April, 7.00pm

**Signed:..... (The Chair)**

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

**Date:.....**