

MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON MONDAY 8TH APRIL 2024, 7.00PM AT NEYLAND COMMUNITY HUB

This meeting was recorded.

IN ATTENDANCE: Cllr. B Rothero (Chair)

Cllr. S Thomas
Cllr. A Thomas
Cllr. A Phelan
Cllr. E Phelan
Cllr. M Harry
Cllr. A Richards
Cllr. A Radice
Cllr. S Campodonic
Cllr. D Devauden

APOLOGIES: Cllr. P Hay

ALSO IN ATTENDANCE: Miss. Libby Matthews – Town Clerk/RFO

Mr. Albert Mullard, Mr. Lynn Maggs – Members of public.

Meeting opened at 7.01pm

4408 – TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE TRANSACTED

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

Member:	Interest:	Agenda Item:
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 N/A

4409 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)

The Chair addressed the members of public who were in attendance and invited them to speak. Mr. Mullard advised he had attended as an observer only. Mr. Maggs addressed Council to ask if they had any suggestions or could offer support on an issue he was currently facing. He further elaborated that he had been having recurring issues with the property next door to him (noise problems etc.) as the property was being rented out to holiday makers via 'Airbnb'. Mr. Maggs went into great detail regarding his concerns

and his continued attempts to rectify the situation, advising Council that he was at his 'wits end' with it all, so had come to ask if Council had any suggestions.

Members strongly sympathized with Mr. Maggs on his situation and discussion ensued on possible options Mr. Maggs could try. Cllr. B Rothero advised Mr. Maggs that he has an upcoming meeting scheduled with David Walters from PCC, who may be the best person to speak with, and offered to pass along Mr. Maggs' details for them to schedule a meeting. Mr. Maggs was grateful for the support offered.

4410 – TO CONFIRM BY RESOLUTION A DECISION ON THE PUBLIC TOILETS

Cllr. B Rothero advised Council that he had spoken that day with C. Cllr Simon Hancock, who had advised that he had organised a public consultation for the coming Wednesday to discuss any possible solutions on the public toilets. C. Cllr Hancock had also advised that he had secured an additional month before PCC were due to close the toilets. Given this, Cllr. Rothero proposed that the resolution be deferred to the May meeting.

Proposal: To defer the resolution on the decision on the Public Toilets until the Ordinary Meeting on 13th May 2024.

Proposed: Cllr. B Rothero

Seconded: Cllr. A Phelan

All in favour.

4411 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 04.03.2024

There were no amendments requested.

Proposal: To approve the minutes of the Ordinary Meeting held on 04.03.2024 as a true record.

Proposed: Cllr. D Devauden

Seconded: Cllr. S Thomas

9 in favour, 1 abstention

RESOLVED: THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 04.03.2024 ARE ACCEPTED AS A TRUE RECORD.

4412 – MATTERS ARISING

4358 – Cllr. S Thomas asked Cllr. A Phelan to clarify the point he was making about notifying the Clerk. Cllr. Phelan responded that he had asked Cllr. Thomas if he had asked the Clerk before entering her office and taking the selection boxes. Cllr. Thomas advised her had not as the Clerk was off ill. Upon request, the Clerk confirmed she was working from home at the time and responding to emails. Cllr. M Harry advised Cllr. Thomas that he had been told that the remaining selection boxes had been pledged to the Bethesda Church Food Bank, so was concerned that they had been taken to the community Christmas meal at The Foresters. Cllr. Thomas stated that only the Haribo selection boxes were pledged to Bethesda, not the chocolate selection boxes.

4371 – Cllr's M Harry and A Phelan raised several concerns they had regarding current inefficiency's in the running and functioning of the Burial Board. These concerns included, but were not limited to, incorrect accounts even after previously scrutinized and amendments requested, insufficient contact with members of the public and/or the undertakers which had resulted in complaints

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4371 – (cont.) being made and the lack of a contingency plan to cover the Groundsman's annual leave, resulting in potentially delayed burials. Cllr. A Thomas addressed Council and advised that she had been subject to difficulties in arranging a burial for a family member due to the lack of contingency plan for the Groundsman's Annual Leave and that it had caused much distress within the family at an already difficult time.

(It is important to note that Cllr. S Thomas is the Husband of the Burial Board Clerk)

Cllr. S Thomas addressed Cllr. A Thomas to advise that he was aware an issue had occurred, but that the Clerk had promptly resolved the issue. Cllr. A Thomas responded that the Groundsman had disagreed with this. Cllr. A Thomas became distressed with the situation and left the room for approx. 5 minutes. An extremely heated debate ensued regarding the issues raised, with Cllr. S Thomas fervently refuting the concerns. Cllr. E Phelan raised a concern that Cllr. S Thomas should declare a prejudicial interest in the discussion, due to being the husband to the Clerk and did not feel it appropriate for him to be part of the discussion. The Chair agreed with this and also stated that he felt the discussion would not have gotten as heated as it had if Cllr. S Thomas had not been a part of the discussion due to the fact that the Burial Board's Clerks' work was under scrutiny. The Chair asked members if they intended to continue the discussion, if so he would ask Cllr. S Thomas to leave the room. Members agreed to end the discussion.

4373 – Cllr. A Phelan advised that the Clerk's debit card had arrived and that the medals for the school had been purchased and gifted to the school.

4377 – Cllr. A Phelan advised that he was not happy with the response received from PCC and he intended to further discuss this with our County Councillors.

4377 – It was advised that the Town Clock had been fixed and replaced.

4393 – Cllr. S Thomas asked for clarification on why the Town Council were writing to Hywel Dda regarding the St Clements GP Practice, as he had not been in the room during this discussion at the previous meeting.

4394 – Cllr. A Richards advised that there was no reason that the Clerk should now not be offered a permanent contract. She further explained that the appraisal had been a positive appraisal and the second appraisal is incremental and should have no effect on a permanent contract being issued at this time. The Clerk is to put this on the agenda for resolution at the next meeting.

4396 – The Clerk asked members to clarify if she was to pay the Burial Board the £1,500 as discussed or if she was to make payment of the c.£996 as requested in the letter received from the Burial Board. It was confirmed to make the payment as requested from the Burial Board.

Cllr. A Phelan left the room 8.12pm – 8.15pm

4398 – Cllr. S Thomas confirmed that members of the public do not have voting powers on the Christmas Working Group.

4400 – Cllr. A Phelan asked The Chair if he still intended to return his allowance to the Council, as he had previously stated he would be doing this. The Chair responded that he would not be returning the allowance.

4413 – TO APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 19.03.2024

38/24 – A few amendments were requested regarding the correct Members who had stated certain points during the meeting.

39/24 – To amend to 'Mr. Jones said'

39/24 – To amend 'LTN 45'

40/24 – Cllr. A Phelan mentioned that he thought it would be a good idea to include the background document which the Clerk had prepared as an appendix to the minutes.

Proposal: To approve the minutes of the Extraordinary Meeting of Council held on 19.03.2024 as a true record.

Proposed: Cllr. S Thomas

Seconded: Cllr. A Thomas

All in favour.

RESOLVED: THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 19.03.2024 ARE ACCEPTED AS A TRUE RECORD.

4414 – MATTERS ARISING

Members asked the Clerk if she had been able to obtain a definitive answer regarding the legality of the six-week public consultation which had arisen at the meeting. The Clerk advised she had spoken with the solicitor, One Voice Wales, and the Monitoring Officer, who were all unable to give a definitive answer and that she was at a bit of a loss as to where to find the answer. The Clerk was asked to write to the solicitor advising that as she was our legal representative, please could she provide a definitive answer to us.

4415 – TO DISCUSS AND UPDATE THE POSITION OF THE LEASE OF LAND AT BELLE VUE AND THE SKATE PARK

The Clerk advised that she had received a letter from the solicitor who had been managing the lease on behalf of NTC asking for an update on the position, as it had been some time since any further progress had been made. The Clerk asked Members if they could inform her of the overall background, as this had begun before her employment, and she was unaware of the situation. Cllr. M Harry elaborated on the background and current position. The Clerk thanked Cllr. Harry and advised she would look further into this to gain a better understanding and will bring this back to the next meeting for discussion and an update.

4416 – TO DISCUSS THE UPDATED CCTV QUOTATION WITH 4K CAMERAS

Members had been circulated an updated quotation from PPC, which included the 4K cameras. All were happy with the quotation and agreed to commence with the works.

Proposal: To accept the revised quotation for CCTV from PPC and for the Clerk to confirm the works to go ahead.

Proposed: Cllr. S Thomas

Seconded: Cllr. B Rothero

All in favour.

RESOLVED: TO ACCEPT THE QUOTE FROM PPC AND APPOINT THEM TO CARRY OUT THE WORKS

4417 – TO FURTHER DISCUSS THE PURCHASE OF, AND POSITIONING OF, A NEW SPEED SIGN

The Clerk advised that she had spoken with Cllr. Hay, who had suggested placing the speed sign on the entrance to the High Street Car Park, opposite Policeman's Bank, as it would negate the issue of it being outside of anyone's windows and that there was already a pole in position which NTC could utilise.

Proposal: To agree to install the new Speed Sign at the entrance to the High Street Car Park.

Proposed: Cllr. A Phelan

Seconded: Cllr. A Thomas

All in favour.

The Clerk was asked to look further into permissions required to install a speed sign, along with pricing of the installation, and bring back to the next meeting for further discussion.

4418 – TO DISCUSS NEYLAND TOWN COUNCIL HAVING MORE OF A PRESENCE IN THE HUB

Cllr. A Phelan had brought this to the agenda as he felt it would be nice for NTC to have more of a visible presence in The Hub, where the council office was situated. The Clerk advised that she had discussed this briefly with Cllr. Phelan and that it would be lovely to have some of the old pictures in her office. She further advised that whilst researching the history of the North Field, she had found a plethora of historical pictures and documents in the storage container and felt that it would be a shame to leave them in the container and not on display. All members agreed this was a nice idea.

The Clerk advised that she would liaise with Patrick at The Hub regarding permission for the display. Members who would like to volunteer to help go through the historical items were asked to liaise with the Clerk.

4419 – NEIGHBOURHOOD POLICING

Cllr. M Harry advised he had brought this to the agenda due to a recent conversation he'd had with two Police Officers, who were a part of the 'Neighbourhood Policing'. The conversation had highlighted to him the lack of Police presence in Neyland, along with the difficulty residents have in being able to attend a Police Station. Cllr. Harry advised he had asked the Police Officers if they would be 'walking the beat' in Neyland, to which the Officers responded that that was the job of PCSO Adam Thomas. Cllr. Harry further asked which Police Station the officers were situated at should a member of the public wish to speak with them? The Officers advised they were situated at Milford Haven Police Station, but that members of public could not attend this station and would have to attend Haverfordwest Police Station if they wished for face to face contact with Officers. It was felt by all members that this was unsatisfactory, and the Clerk was asked to write to the Police Chief Commissioner.

Proposal: The Clerk to write to the Police Chief Commissioner to express dissatisfaction with the lack of Police presence in Neyland.

Proposed: Cllr. M Harry

Seconded: Cllr. A Phelan

All in favour.

Cllr. S Thomas left the room between 9.00pm – 9.04pm

4420 – COUNTY COUNCILLOR REPORTS

Cllr. A Phelan had brought this to the agenda as he wished to highlight that NTC no longer receive County Councillor reports from our County Councillors. Cllr. Phelan advised that this used to be a monthly occurrence, and that it would be nice to see them being received again. There was discussion between members on the regularity of receiving the reports, and it was agreed that it would be good to receive a report from each of our County Councillors on a quarterly basis.

Proposal: To write to our County Councillors and request quarterly reports from them both.

Proposed: Cllr. A Phelan

Seconded: Cllr. M Harry

All in favour.

4421 – RATIFICATION OF THE EMAIL VOTE TO PURCHASE THE PRINTER/PHOTOCOPIER AND CONTINUE WITH THE GLYN EDWARDS CONTRACT

The Clerk had circulated a request to members regarding the lease of the photocopier. The lease had come to an end and the Clerk had previously advised that she did not see the need to continue with such a costly lease. She had been advised of the option to purchase the printer out of lease. The Clerk had advised members that this would be her preferred option, as the price quoted was not too different from purchasing a new printer, but that as the current printer works well, it was in some way a guarantee of the required quality of print. She could not guarantee this with a new printer. Council had voted as follows:

9 in favour, 2 abstentions (non-response)

RESOLVED: THE CLERK TO AUTHORISE THE PURCHASE OF THE CURRENT PHOTOCOPIER AND CONTINUE THE CONTRACT WITH GLYN EDWARDS

4422 – PURCHASING A NEW LOCK FOR THE PLAY PARK

The Clerk advised that the combination lock on the playpark container had had to be cut off as it had seized. This meant that a new lock will need to be purchased.

4423 – OUTSTANDING MATTERS

- 1. Speed Limit on the A477** – The Clerk advised that she had not yet received any update on this and that she would chase up again for a response. Members suggested it may be a good idea to invite Darren Thomas from PCC along to our next meeting, to enable face to face discussion. The Clerk was asked to send an invite to Darren Thomas.
- 2. HHVC School Transport** – This update had been covered during ‘Matters Arising’
- 3. NHS Dental Provision** – Members had been circulated the recent response from Hywel Dda regarding NHS Dental provisions for Pembrokeshire. Whilst it was noted that a list of Dental Practices within Pembrokeshire who currently have an NHS contract was provided, it was not made clear on which practices were currently taking on new patients. The Clerk was asked to respond and ask for clarification on the matter.

4. **Bus Service 349** – The Clerk advised she had not received a response from First Cymru, however, the latest Bus Timetable, due to be implemented in April 2024, had been circulated. The timetable showed that the 349 bus service to Haverfordwest from Neyland included the later time of 7.40pm pick up, which was later than originally thought. This seemed satisfactory, no further actions were required.
5. **Neyland GP Practice** – The Clerk advised she had not yet received any response from Hywel Dda regarding the St Clements GP Practice.

4424 – PAYMENTS TO BE APPROVED AND A FINANCIAL UPDATE

Members had been presented with the following update of the accounts:

Current Account:	£37,682.61
Mayor's Fund:	£290.34
Earmarked Reserves:	£19,000.00
General Reserves:	£9,119.77

Total in Accounts: £66,092.72

The list of expenditure for March totaled £14,231.62 Net, £14,598.07 Gross. The list of income for March totaled £33.98.

Members were presented with a list of payments for approval totaling £4,280.29 Net, £4,615.49 Gross.

Cllr. A Phelan queried the cost of copier paper, asking what the quantity of paper received was and how long it was expected to last. The Clerk elaborated.

Members also discussed and queried the list of expenses claims for Cllr. S Thomas, Cllr. Thomas elaborated on each of the expenses. The list included an expenses claim for mileage, which had been submitted at £0.49p per mile. Cllr. A Phelan raised that he was certain it should be £0.45p per mile. The Clerk was asked to confirm this.

Proposal: To accept and confirm the listed payments for approval.

Proposed: Cllr. S Campodonic

Seconded: Cllr. D Devauden

7 in favour, 3 abstentions

4425 – CLERK'S REPORT

Pembrokeshire Duathlon

The Clerk advised she had received an email from Dave Astins stating that the Duathlon would like to offer a donation of £200 from the Duathlon Team towards a project within NTC. Dave elaborated that he would like to see this donated towards a project within the Brunel Quay area, as this is the area the Duathlon Team frequently use.

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Defibrillator

The Clerk advised she had received a response from the British Heart Foundation advising that unfortunately, we were not successful in our application for a free Defibrillator. It was advised that the reason we were unsuccessful was that the BHF were very limited on resources and the Defibrillators had been issued to towns who currently did not have any Defibrillators installed. The Clerk was asked to contact the Tenby & Saundersfoot First Responders for a quote for a defibrillator and return this to the next meeting for discussion.

D-Day 80th Anniversary

The Clerk advised Council that if they wished to organise a commemoration for the D-Day 80th Anniversary, a meeting will need to be organised with the Working Group as soon as possible to begin deliberations. The Clerk advised she would schedule a meeting and contact the Working Group as soon as she had done so.

One Voice Wales Membership 2024-25

The Clerk advised the OVW membership was due for renewal shortly, and asked members were they happy to continue the membership. The Clerk was asked about costs, which she said she did not have the accurate figure but was approx. £698.00 for the year. The Clerk was asked to return this to the next meeting once she had the accurate figure.

Dropbox Renewal

The Clerk advised Members that the Dropbox subscription was due to end and wished to confirm with Council that it had been agreed that we would not be renewing the subscription. Council confirmed that the Dropbox subscription would not be renewed, due to lack of usage.

Microsoft 365 Renewal

The Clerk made Council aware that the Microsoft 365 subscription renewal was due, and that this would cost £79.99 (incl. VAT) for the year 2024-25.

Play Park Inspection Contract

The Clerk advised she had been approached by a new, local company who had contacted us regarding the monthly and annual play park inspection reports and had asked if they could provide NTC with an annual quote. The Clerk asked Council if they wished for her to schedule a meeting with the company for further information, which Council agreed to.

Meetings Required

The Clerk advised she would be scheduling the following meetings:

1. Community Enhancement Meeting – Thursday 18th April, 6.00pm
2. Finance Committee Meeting – Thursday 18th April, 6.30pm

4426 – MAYOR'S UPDATE

There were no updates from the Mayor.

4427 – DEPUTY MAYOR'S UPDATE

There were no updates from the Deputy Mayor.

4428 – EXCHANGE OF INFORMATION

Cllr. B Rothero queried the replacement of the benches at the end of St Clements Road. He queried if we required permission from PCC to reinstall these. The Clerk was asked to liaise with Gareth Lawlor regarding this.

Cllr. Rothero asked the Clerk to update the minutes on the NTC website.

Cllr. Rothero reminded all Members of the upcoming public consultation regarding the public toilets scheduled for the coming Wednesday between 5pm-6pm at The Hub.

4429 – DATE OF NEXT MEETING

The date of the next meeting was scheduled for Monday 13th May.

The Clerk reminded all that the AGM would also take place on this day. Members discussed starting the meeting earlier due to the addition of the AGM. The Chair asked members to vote on their preferred start time.

6.00pm Start – 8 votes

7.00pm Start – 2 votes

The meeting's start time was set for 6.00pm.

The meeting closed at 9.48pm

Signed:..... (The Chair)

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

Date:.....