

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON MONDAY 2ND JUNE,
7.00PM AT NEYLAND COMMUNITY HUB**

This meeting was recorded.

Meeting Opened: 7.00pm

IN ATTENDANCE: Cllr. P Hay (Mayor)
Cllr. A Phelan
Cllr. E Phelan
Cllr. A Richards
Cllr. A Thomas
Cllr. S Hancock
Cllr. D Matthews
Cllr. S Campodonic
Cllr. D Devauden

Miss. Libby Matthews – Town Clerk & RFO

APOLOGIES: Cllr. M Harry, Cllr. B Rothero

ALSO IN ATTENDANCE: Members of the public (in person & via livestream)

**4521 – DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE
TRANSACTIONED**

Name:	Interest:	Agenda item(s):
Cllr. A Phelan	Personal; School Governor. Member of Neyland Carnival Committee.	Item 9 Item 13 (additional)
Cllr. S Hancock	Personal; County Councillor	N/A

4522 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)

Mr. N Wilson addressed Council to request that next time funding comes through for the Play Park, if NTC could look to install inclusive play equipment. Cllr. Hay advised Mr. Wilson that this was something that is already on the Council's radar and something we had been looking at implementing. Cllr. Hay further advised that the cost for such equipment, and to purely install a new pathway, was phenomenal, but it absolutely is something that, when funding provides, Council will be looking into.

4523 – TO APPROVE THE MINUTES OF THE ANNUAL MEETING 19.05.2025

With the exception of the correction of the voting numbers, there were no amendments proposed for the minutes.

Proposal: The minutes of the Annual Meeting held on 19.05.2025, once voting numbers are Corrected, are accepted as a true record.

Proposed: Cllr. S Hancock

Seconded: Cllr. E Phelan

8 in favour, 1 abstention.

RESOLVED: THE MINUTES OF THE ANNUAL MEETING ARE ACCEPTED AS A TRUE RECORD.

4524 – TO DISCUSS AND APPROVE THE ANNUAL RISK ASSESSMENT FOR 2025/26

The Clerk had completed and circulated the annual Risk Assessment for 2025/26. Members were given the opportunity to discuss any queries and/or amendments they felt necessary. There were no forthcoming amendments requested, and members agreed they were happy with the Risk Assessment the Clerk had completed.

Proposal: To accept and implement the Risk Assessment for 2025/26

Proposed: Cllr. E Phelan

Seconded: Cllr. A Richards

8 in favour, 1 non-response.

RESOLVED: RISK ASSESSMENT FOR 2025/26 ACCEPTED.

4525 – TO APPROVE THE INSURANCE RENEWAL QUOTE FOR 2025/26

The Clerk had previously been tasked with researching the cost of insurance to ensure NTC were paying fairly. She advised Council she has liaised closely with her group of local Clerk's and compared prices & coverage with other Town and Community Councils. The Clerk had distributed to members the comparison costs and it showed that NTC were being charged fairly for the cover requested. Members agreed that the coverage and costs NTC had been offered in the renewal quote were adequate and acceptable.

Proposal: To accept the Insurance renewal quote for 2025/26

Proposed: Cllr. A Thomas

Seconded: Cllr. S Campodonic

8 in favour, 1 non-response.

4526 – A REPORT FROM THE PLANNING COMMITTEE MEETING 27.05.2025

The Committee gave the following report:

PLANNING APPLICATION 25/0093/PA – 52 LAWRENNY STREET

A Planning application had been sent to the Council for consideration regarding the above property. The application outlined plans for improvements and renovations to an existing extension to the rear of the property. The committee discussed the application and unanimously agreed that they saw no issues with the plans and were in full support of the application.

PLANNING APPLICATION 25/0081/PA – 26 HONEYBOROUGH ROAD

A Planning application had been sent to the Council for consideration regarding the above property. The application outlined plans for re-rendering the exterior of the property. The committee discussed the application and unanimously agreed that they saw no issues with the plans and were in full support of the application.

4527 – A REPORT FROM THE COMMUNITY ENHANCEMENT COMMITTEE MEETING 27.05.2025

The Committee gave the following report:

APPLICATION FROM ‘MUSIC AT LLANSTADWELL’

An application had been received from ‘Music at Llanstadwell’ asking for a grant of ‘anything up to £1000’ to help towards their annual summer concerts.

As Cllr. Harry had sent apologies; he had sent his thoughts regarding both applications via email to the Clerk. The Clerk read Cllr. Harry’s views to the Committee members. Cllr. Harry felt that as the form did not include any intended profit/loss from ticket sales for the event, as well as the events not being held in Neyland, rather Llanstadwell, so overall the event has no real benefit to Neyland, he felt he would find it hard to justify awarding a grant to Music at Llanstadwell to a Neyland resident. Members discussed this and while overall, Cllr. Harry’s views were agreed with, Cllr. Hay advised that as NTC’s Community Enhancement Committee had previously awarded a grant of £150.00 towards Music at Llanstadwell to assist with the costs of promoting the concerts, he would be happy to propose the same offer again. This was seconded by Cllr. A Phelan. All were in favour.

RESOLVED: ‘MUSIC AT LLANSTADWELL’ TO BE AWARDED A £150.00 GRANT.

APPLICATION FROM PEMBROKESHIRE LEARNING CENTRE

An application had been received from the Pembrokeshire Learning Centre asking for a grant of £350 to help towards their ‘Colour Run’, for the purchase of medals and paint.

Cllr. Hay said he was delighted to see an application from the PLC and that it was great that we could begin to foster a good relationship with the school after the difficulties presented over Christmas events and the Christmas Working Group. All members fully agreed with Cllr. Hay’s views. Cllr. Hay proposed

that we purchase the medals for the PLC and also award the additional £100 towards the purchase of paint and other equipment needed for the Colour Run. This was seconded by Cllr. D Matthews. All were in favour.

RESOLVED: PEMBROKESHIRE LEARNING CENTRE TO BE AWARDED THE FULL GRANT REQUEST OF £350.00.

Cllr. Devauden left the meeting at 7.17pm

4528 – TO RATIFY THE URGENT EMAIL VOTE TO PURCHASE MEDALS FOR THE NEYLAND COMMUNITY SCHOOL COLOUR RUN 2025.

The Clerk had received a request from Neyland Community to assist with the purchase of medals for their annual Colour Run. As this was time sensitive, the Clerk sent out a request to Members for an emergency email vote, in accordance with NTC's adopted policy.

Proposal: To purchase 200 medals for Neyland Community School's annual Colour Run.

11 in favour, 1 non-response.

RESOLVED: PURCHASE 200 MEDALS FOR NEYLAND COMMUNITY SCHOOL'S ANNUAL COLOUR RUN.

4529 – CONTINUATION OF A YOUTH REPRESENTATIVE AND ENCOURAGEMENT OF YOUTH INVOLVEMENT IN THE TOWN COUNCIL

Cllr. E Phelan had brought this to Council as she was keen to continue the role as Youth Representative and keen to take the lead in encouraging more engagement between the young people of our community and the Council. There was discussion on the role of Youth Representative, with ideas of a youth committee, career engagement days and other efforts to involve our young people in matters of the community. Cllr. Phelan advised she would be happy to continue the role on from the previous year and, if the role is to continue, she would be happy to bring a proposal to Council regarding engagement opportunities.

Proposal: Council is happy for Cllr. E Phelan to continue the role as NTC Youth Representative.

Proposed: Cllr. S Hancock

Seconded: Cllr. A Thomas

All in favour.

RESOLVED: CLLR. E PHELAN IS ELECTED NTC YOUTH REPRESENTATIVE FOR 2025/26.

4530 – NTC NEW LAPTOP REQUIRED – TO DISCUSS AND AGREE A BUDGET AND TO GRANT THE CLERK POWER OF PURCHASE

The Clerk advised Council that she was having numerous issues with the laptop and that the laptop needed updating. She advised that the current laptop had been purchased in 2016 and unfortunately was no longer fit for purpose.

Members discussed the average costings of a new laptop along with the requirement needed for the Clerk to efficiently complete her work and store Council data.

Proposal: To agree a budget of £500 and grant the Clerk power of spend for a new laptop.

Proposed: Cllr. S Hancock

Seconded: Cllr. A Phelan

All in favour.

RESOLVED: A BUDGET OF £500 AGREED FOR THE PURCHASE OF A NEW LAPTOP AND THE CLERK GRANTED POWER OF PURCHASE

4531 – S137 REQUEST FROM THE KIDS CANCER CHARITY

The Clerk had circulated a request of a donation from the Kids Cancer Charity.

Proposal: To donate £100 to the Kids Cancer Charity under s137

Proposed: Cllr. S Hancock

Seconded: Cllr. A Phelan

All in favour.

RESOLVED: S137 DONATION OF £100 AWARDED TO THE KIDS CANCER CHARITY

The Clerk had circulated a proposal received from the Neyland Carnival earlier that day. As Council's next meeting would not be until 5 days ahead of the Carnival, she and the Chair agreed to add the discussion to the agenda.

4532 – A REQUEST OF SUPPORT FROM NEYLAND CARNIVAL COMMITTEE

The Carnival Committee had sent to the Clerk a request for a grant towards Carnival 2025 totalling £1,250 for the cost of the stage hire at the field. Members all unanimously agreed that Carnival was one of the most anticipated and popular events of the year and was very important to Neyland's community. It was also noted that the Carnival Committee was a brand new committee, completing their first event last year, which was an incredible success. Council expressed their thanks to all involved in making the day successful.

Cllr. Hancock stated that historically, the Council have always supported the Carnival and asked if the previous years' accounts had been provided. The Clerk advised she had not seen them as of yet. Council all agreed it would be appropriate for the Clerk to ask for a breakdown of the income v expenditure of last years event, along with information on how the Committee utilised the Council awarded grant of £700.

Proposal: To award the Carnival Committee a grant of £800.00 with the caveat that the Committee provide satisfactory information on how last years' grant monies were utilised.

Proposed: Cllr. S Hancock

Seconded: Cllr. A Thomas

7 in favour, 1 abstention.

4533 – OUTSTANDING MATTERS

M.U.G.A – An email had been received from Mrs. Hewitt, Head Teacher at Neyland Community School, regarding the appalling state the M.U.G.A had once again been left in. Cllr. Hay advised that he and other Councillors had met with PCC to discuss the M.U.G.A and that PCC had agreed to complete necessary repairs as soon as possible. It was also discussed that Cllr. Hay intended to write to residents in close proximity of the M.U.G.A in an attempt to establish a small group of ‘key holders’ to lock the facility on the evening and open up in the morning on a rota system, to hopefully reduce the risk of damage occurring.

4534 – PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE

Council had been circulated, ahead of the meeting, a list of expenditure for May 2025 totalling £4,196.47, a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments May
2025.pdf



Bank Statement.pdf



All Banks
Reconciled.pdf

Council had also been circulated a list of payments for approval totalling £10,122.23



Payments for
Authorisation.xlsx

Cllr. Hay queried the bank statement for the general reserves showing a different figure to the reconciliation. The Clerk confirmed that the reconciliation had been completed on 31.05.2025, but that the statement had been printed on 01.06.2025, whereby the account had received £54.80 in bank interest on this date.

Cllr. A Richards queried the payment of Van Hire for £75.00. It was confirmed that this was to transport the beacon and safety gates to the marina and back for the VE Day beacon lighting.

There were no further queries.

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

Proposed: Cllr. E Phelan

Seconded: Cllr. D Matthews

7 in favour, 1 abstention.

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

4535 – CLERK'S REPORT

The Clerk reported the following to Council:

1. The internal Audit has been submitted and awaiting outcome.
2. The gift to Sanguinet has been posted.
3. A sympathy card has been posted to the family of Mr. Hardacker, former Mayor of Neyland.
4. The Hub have been written to regarding the query of the amount NTC pay for the telephone/internet bill. Awaiting a response.
5. Meeting for the new website had to be delayed due to attending Haverfordwest's Mayor Making service. This is to be rescheduled ASAP.
6. Cllr. Hay and Cllr. Richards have completed my appraisal.
7. The Colour Run medals have been delivered to Neyland Community School.
8. The Colour Run medals have been delivered to PLC – worth mentioning that they are absolutely thrilled with the generous donation from the Town Council and express their thorough gratitude.

4536 - MAYOR'S UPDATE

Cllr. Hay reported the following to Council:

1. The resignation of former member Steve Thomas.
2. The resignation has created a vacancy, which the Clerk will advertise shortly.
3. The resignation has also, unfortunately, meant that the Ombudsman has discontinued their investigation into former member Steve Thomas. This is due to the fact that, should the matter have been referred to the Adjudication Panel for Wales, the only sanctions that they could impose would be related to his role as a Councillor, for example, disqualification.

The Clerk elaborated, reading the following statement from the Ombudsman's report:

"The evidence we gathered demonstrated a very concerning picture as to the behaviour of the Former Member, over a substantial period, which had affected others, and which engaged the rights of others. The behaviour we saw was not indicative of the high standards of behaviour expected of members in public life, and to the ethical requirements, as set out in the Code.

Had the Former Member continued to serve on the Council, and had we completed our investigation, it appeared, based on the evidence we had gathered, that we would have referred the Former Member's conduct for determination by way of a hearing by a Standards Committee or the Adjudication Panel for Wales. Should the Former Member's health recover to an extent that he is able and is elected or co-opted to serve again on the Council, and/or should further concerns be referred to us in relation to any other council role that the Member has, we may take these discontinued complaint matters into further consideration."

4537 – DATE OF NEXT MEETING

The date of the next meeting was set for Monday 7th July, 7.00pm.

Meeting Closed: 8.06pm.

Signed: (Mayor/Chair)

Signed: (Clerk/Proper Officer)

Date: