

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL HELD ON TUESDAY 3<sup>RD</sup> OCTOBER 2023  
AT NEYLAND COMMUNITY HUB, 7.00PM.**

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This meeting was recorded.

**PRESENT:** Cllr A Phelan (Chair)

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

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

Sharon Purcell, Helen Meopham, Tracy Kinnersley, Sally-Ann Riley, Claire Edwards.

**APOLOGIES:** Cllr B Rothero

Cllr S Thomas  
Cllr A Richards  
Cllr A Radice

There were issues connecting to enable the meeting to be livestreamed. It was decided to continue the meeting without the livestream.

The meeting opened at 7.02pm

The Clerk opened the meeting and advised Members that as the Chair and Deputy Chair had both sent their apologies, a Chair would need to be elected for the meeting. Cllr Harry nominated Cllr Hay. Cllr Hay advised he did not want to chair the meeting and nominated Cllr A Phelan. Cllr Harry seconded Cllr A Phelan to chair the meeting and all members were in favour.

**RESOLVED: CLLR A PHELAN ELECTED TO CHAIR THE MEETING.**

**4294 – TO RECEIVE DECLARATIONS IF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE TRANSACTED**

The onus is on Members to declare interests 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

**4295 – REPRESENTATION BY MEMBERS OF PUBLIC (limited to 15 minutes)**

Helen Meopham, along with Sharon Purcell, asked the Council if they had been consulted prior to the introduction of the newly imposed 20mph speed limit across Wales. Council advised that there was no consultation regarding this matter. Helen continued by asking Council if they were aware of a Publication document from the Welsh Government “Setting exceptions to the 20mph default speed limit for restricted roads” dated 8<sup>th</sup> November 2022, section 2.2.6 where it states “**Most exceptions are expected to be made on A and B classified roads. These generally form the main routes carrying traffic through urban areas.**” Cllr Harry advised that Pembrokeshire County Council are in control of issuing or exempting any speed limits on all roads in Pembrokeshire. There was a lengthy discussion between Council and members of the public surrounding the introduction of the 20mph speed limit. Cllr Harry advised Helen that as a Council, we had been campaigning for a speed reduction on the A477 and for traffic calming measures on the corner of Kensington Road for some time, with little assistance or correspondence from PCC. Cllr Harry asked Helen to clarify her request to Council, to which Helen advised she was asking the Council for support in contacting Pembrokeshire County Council to request an exemption from the 20mph speed limit on sections of the B4325 road through Neyland, excluding the section of Kensington Road and High Street. Council agreed to support this matter.

Tracy Kinnersley, Sally-Ann Riley and Claire Edwards addressed Council and asked for help and support regarding their situation with school transport. Tracy elaborated by advising Council that there is currently a group of around 16 pupils who attend Haverfordwest High VC School, but, as the catchment area for Neyland children is Milford Haven School, their children are not being allowed to access school transport. The parents of the children are currently paying for a service to transport their children to school, but this service is due to end at the end of October due to budget cuts. The group of ladies further advised that there is currently still a bus transporting the Sixth Form children to Haverfordwest High VC School, as Milford Haven School does not offer a Sixth Form provision, and that this bus is only 50% occupied. The younger children are still being denied access to this service. The ladies also advised that the full group of parents are more than happy to contribute money to fund a service to transport their children to school and are asking Council to support them on the issue they are facing by contacting PCC and the school on their behalf to help find a resolution. There was discussion between Council and the ladies, providing Council with a more in depth view of the situation. Council agreed to support this matter.

Tracy Kinnersley brought to Council an issue regarding safety on School Lane, Neyland. During school collection time, the road becomes extremely unsafe with motorists parking on pavements and driveways blocking residents. The high volume of cars in such a small area means the potential for an accident is very high. Tracy advised Council she and a number of other residents have liaised with the school Headteacher on the issue, and she agrees that something needs to be done. Cllr Angela Thomas advised Tracy that she had been made aware of the issue by another member of public and that she had a meeting with Pembrokeshire County Council scheduled to help find a resolution.

**Action: To contact PCC regarding exemption of the B425 to the 20mph speed limit.**

**Action: To write to PCC and C. Cllrs for support regarding school transport.**

**Action: Cllr A Thomas to support a resolution to School Lane traffic.**

**4296 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF COUNCIL 04.09.2023**

4261 – All Members agreed to the proposal to extend the Free Pints for Veterans Scheme to all Emergency personnel.

4271 – Cllr A Phelan raised this discussion.

**Proposal: To approve the minutes, with amendments, of the Ordinary Meeting held on 4<sup>th</sup> September 2023.**

**Proposed: Cllr E Phelan**

**Second: Cllr A Thomas**

**All in favour.**

**RESOLVED: MINUTES, WITH AMENDMENTS, TO BE APPROVED AS A TRUE RECORD.**

**4297 – MATTERS ARISING**

4262 – Has the Clerk managed to confirm the validity of standing order 25B?

The Clerk advised she has received advice from the One Voice Wales legal team advising Standing Order 25B would not carry any legal weight if challenged and would recommend this be removed from Standing Orders.

4264 – (4248) “To reconsider minute number 4130” has not been brought back to Council again, as previously agreed.

4269 – Cllr A Phelan advised that this was still ongoing. He had emailed and phoned but was still awaiting an update.

4272 – No response from PCC as of yet.

4274 – Cruising Free have received their donation.

4275 – There has not yet been a meeting to discuss the proposal for the Pembrokeshire Enhancement Funding. Cllr Devauden updated Members that he had donated a goal post to the Play Park, which had been gratefully received by the children. Members thanked Cllr Devauden for his generous donation.

**4298 – TO APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL 13.09.2023**

4290 – To include that The Chair brought to Members attention an email from Audit Wales requesting additional information surrounding the money given to Neyland CIC and that this email had been received on 31.07.2023, but the Clerk and Members were only now being made aware of this.

**Proposal: To approve the minutes, with amendments, of the Extraordinary Meeting held on 13<sup>th</sup> September 2023.**

**Proposed: Cllr M Harry**

**Second: Cllr A Thomas**

**Abstained: Cllr E Phelan**

**All in favour.**

**RESOLVED: MINUTES, WITH AMENDEMENTS, TO BE APPROVED AS A TRUE RECORD.**

**4299 – MATTERS ARISING**

4286 – Have the Christmas Working Group confirmed their next meeting? Yes – Wednesday 11<sup>th</sup> October, 6.00pm. Cllr Campodonic advised Members of additional updates regarding the Christmas plans. He advised that the Neyland ladies Choir would not be available for the 1<sup>st</sup> December.

They would be available for the Miscellany, but would not like to participate in a procession from Policeman's Bank to the Church due to elderly members of the Choir and sickness.

Cllr Hay advised that he had spoken with Barrie Jones, who is yet to be contacted regarding the switching on of the Christmas Lights for this year.

4290 – Cllr Harry asked the Clerk if she had given the information to The Chair/Deputy Chair, to which the Clerk advised she had not. Cllr Harry raised a concern on how the information was obtained without the Clerk's knowledge as all requests for information should go through the Clerk. Cllr Harry also raised a concern that this was brought to Council before due diligence was done on the matter and there had been no attempt at fact checking. Cllr Harry asked the Clerk if she had had looked into the matter, she confirmed that she had and that this would be covered in her report. There was a discussion between Member's surrounding the history of the relationship between Neyland Town Council and Neyland CIC, where Cllr Harry aimed to ensure new Members of Council were aware of the history and rationale behind the loans as he had been a Member of Council at the time of approval. He advised new Members that himself and Cllr Hay were fully aware of the decision made by Council at the time to support the CIC for the benefit of the community and both were more than happy to discuss and answer any question Members may have. Cllr A Phelan commented that he felt it was important to mention that the Council had made a decision to fully support The Hub and Neyland CIC and that the Council, as a collective organisation, are bound by previous decisions made.

**4300 – TO DISCUSS THE BUDGET DISCREPANCY AND MAKE ALTERATIONS IF NEEDED**

Cllr A Phelan advised Members he had looked at the budget has made some temporary adjustments to cover the discrepancy. He asked Members if they had any suggestions/comments or, if they were happy, would they like him to summarise his adjustments? No other members had any comments, and all were happy for Cllr A Phelan to summarise. Cllr A Phelan proposed the following considerations;

Budget Heading	Budget (Initial)	Forecast	Change
Telephone	840	500	-340
Stationary	200	100	-100
Town Imp.	5,000	2,000	-3000
Audit	1,000	250	-750
Twinning	500	0	-500
Misc. Events	5,000	2,000	-3,000
Salary	22,000	19,000	-3,000
Marketing	1,000	500	-500

Civic Events	2,000	500	-1,500
			-12,690

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There was discussion between Members on the Budget and alterations, elaborating on budget headings and what each would cover.

**Proposal: To delay a decision on the budget amendments until Full Council were present**

**Proposed: Cllr D Devauden**

**Second: Cllr S Campodonic**

**2 in favour, 5 against.**

Cllr Hay advised Members that the amendments being suggested were temporary adjustments to cover the discrepancy and that it would not affect the forecast or actual payments. It was advised to Members that essentially, the detailed budget was an administrative procedure. Cllr Hay also advised that this was only a temporary measure to be put into place until an EGM was called, where a detailed discussion would be held with Full Council on proposals for preparing the budget for 2024-25. There was discussion on when the EGM would be held, but no conclusive date was set.

Cllr Hay asked if there had been any further correspondence with PCC regarding the public toilets. Cllr Hay elaborated that Neyland Town Council had previously agreed to a 12 month agreement to part fund the public toilets with PCC, but that this would be due to end soon, and we would need clarification on the situation.

Cllr Hay also asked if we had received an up to date view of the accounts and minutes from the Burial Board. The Clerk confirmed she had requested these but had not yet received them.

**Action: Clerk to contact PCC to obtain an update on the public toilet situation.**

**Action: Clerk to follow up with Burial Board for the accounts and minutes.**

**Proposal: To accept the temporary amendments suggested by Cllr A Phelan until the EGM is held with Full Council to discuss a detailed budget for 2024-25.**

**Proposed: Cllr M Harry**

**Second: Cllr P Hay**

**5 in favour, 2 against.**

**RESOLVED: TO ACCEPT THE TEMPORARY AMENDMENTS TO THE BUDGET PROPOSED BY CLLR A PHELAN**

**4301 – TO DISCUSS AN INCREASE IN THE BUDGET FOR TRAINING**

It was agreed to delay this discussion until the November meeting.

**4302 – TO DISCUSS MEMBERS HAVING AN ENHANCED D.B.S CERTIFICATE**

Cllr A Phelan has brought this to Council as he feels it would not only be a positive reflection to the community for all Members to have an Enhanced D.B.S certificate, but that it is also important to ensure safety whilst hosting events which include young and vulnerable people. Cllr Harry advised that PCC insist all volunteers have to have an Enhanced D.B.S, for example, to volunteer in schools & libraries etc. There was a lengthy discussion between Members on the subject surrounding the costs and the type of certificate that Members

would require, as there is not a blanket certificate and the relevance of members having a certificate. The Clerk advised she had contacted PCC and was awaiting an email advising them of the correct certificate Members would need to obtain.

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The general feeling among all members present was that this would be a positive step for Council to take. It was discussed that any certificates obtained would be kept securely in the Clerk's office.

It was also discussed that Council would bear any costings required for Members to obtain the relevant certificate.

Cllr Hay advised that although Members agreed that this would be a positive step for Council to take, in order for it to be accepted by Council, it would need to be brought as a motion in the correct way to add a new Standing Order. Cllr A Phelan elaborated that this would require a written motion presented to the Clerk with four signatories, at a minimum of 5 working days prior to the next meeting. Cllr A Phelan agreed to organise this motion.

**Proposal: To bring a motion to Council to change Standing Orders to include the requirement of an Enhanced D.B.S certificate for all elected Members.**

**Proposed: Cllr A Phelan**

**Second: Cllr A Thomas**

**All in favour.**

### **4303 – TO ADOPT THE PRACTICE OF HAVING A MONTHLY AGENDA ITEM LISTING MATTERS CARRIED FORWARD UNTIL A RESOLUTION IS REACHED**

Cllr Harry advised Members that historically, former Cllr Lawlor introduced a monthly agenda item listing all matters outstanding and awaiting a resolution, to enable Full Council to obtain an update on each item until a resolution is met. Cllr Harry raised a concern that if these items are not brought forward on each agenda, they can sometimes be overlooked for some time. He advised that as the electorate look to the Council as a voice, it is important to ensure correspondence is kept in a timely manner until a resolution is found. All Members present agreed that this was a good practice to adopt.

**Proposal: To include an agenda item each month listing all outstanding items until a resolution is met.**

**Proposed: Cllr M Harry**

**Second: Cllr E Phelan**

**All in favour.**

**RESOLVED: TO INCLUDE AN AGENDA ITEM EACH MONTH WITH ALL MATTERS OUTSTANDING**

### **4304 – TO CONTACT HYWEL DDA HEALTH BOARD FOR CLARIFICATION ON THE CURRENT PROVISION FOR NHS DENTAL SERVICES IN PEMBROKESHIRE**

Cllr Harry opened the discussion by offering some background on the issue he has brought to the Council. He advised Members that historically, a member from the Hywel Dda Dental Provisions has attended a meeting of Neyland Town Council because the dental services for Pembrokeshire were so bad, it was felt it needed to be addressed in person. Cllr Harry informed Members that the reason he has brought this to Council is due to the Quay Street Dental practice announcing that they were no longer treating NHS patients. Cllr Harry elaborated that the Quay Street Dental Practice was opened by Edwina Hart, when she was the Minister for health and

Social Services for Wales, to resolve the appalling situation of NHS dental care in Wales. He also advised Members that the current response from Hywel Dda regarding the provision for dental care in Wales and the

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closure of the Quay Street Dental Practice, was that “it was currently being looked into and in the meantime, advice to the public was to find another dentist”. Cllr Harry believes that this response is not an acceptable one and that he would like to propose we write directly to Hywel Dda to clarify the current provisions for NHS dental care in Pembrokeshire. Members discussed the issue agreed this it is important to get clarification on the matter.

**Proposal: To write to Hywel Dda to clarify exactly what is the provision for NHS dental services in Pembrokeshire.**

**Proposed: Cllr M Harry**

**Second: Cllr A Thomas**

**All in favour.**

### **4305 – PAYMENTS FOR APPROVAL**

Members were presented with payment for approval totaling £2,388.72 Net.

This included 3 x Training Courses attended by Cllr A Richards.

**Proposal: Payments to be approved and authorised.**

**Proposed: Cllr M Harry**

**Second: Cllr D Devauden**

**All in favour.**

**RESOLVED: PAYMENTS TO BE APPROVED AND AUTHORISED.**

### **4306 – CLERK’S REPORT**

The Clerk reported the following to Members:

1. PWLB Loans and Repayments from Neyland CIC

The loans have been investigated and clarified in reference to the issue raised in minute number 4290. Neyland Town Council are currently repaying 3 x loans to the PWLB. These loans are all historic and appropriately approved for the following:

- Historic Loan for the old Council property of 60-62 High Street.
- £240,000 loan approved for an advanced transaction of the Lease Agreement with Neyland CIC
- £120,000 loan approved for a donation to and in support of Neyland CIC, for the benefit of the Community.

An additional loan of £120,000 was requested on behalf of Neyland CIC, to which this would have repaid annually at a fixed sum by the CIC, however, this loan was not approved by PWLB, therefore, no payments are to be expected from Neyland CIC. The Clerk had distributed a document to all Members as part of the agenda pack identifying the refusal of the additional loan.

2. Fireworks Display

Fireworks Display arrangements are all in hand. The display team, rides and catering, The Hub and this year's addition of a Quiet Space have all been booked and confirmed. The Clerk advised she had also attended a site visit, along with the display team and a member of the Athletic Club who own the field on the previous Sunday and that a Risk Assessment will be completed in due course. Members thanked the Clerk for attending on a Sunday. The Clerk advised she has liaised with Patrick regarding the Quiet Space, and he has agreed that The Hub can accommodate this in meeting rooms 1 & 2 and has also agreed they can open the bar upstairs. Patrick has however advised that spaces upstairs are strictly limited to 60 people maximum due to Fire & Safety Regulations. Cllr Harry elaborated on this matter by advising Members that due to the building running out of funding, works upstairs had to be altered and that because there was no fire escape upstairs, the Fire Department have advised that 60 people maximum, as a strict rule, can be in attendance upstairs at any one time. The Clerk advised that due to strictly limited spaces, she was currently liaising with Patrick to come up with an appropriate plan for admittance into the Quiet Space. There was discussion between Members on who would be permitted entrance and Members agreed that it would be on a pre-booked basis.

**Proposal: The Quiet Space to be advertised for Children & Adults with sensory and/or additional needs, all children to be accompanied by an adult and that pre-booking is vital.**

**Proposed: Cllr E Phelan**

**Second: Cllr P Hay**

**All in favour.**

The Clerk advised that she would need volunteers to help manage entrance at both gates and also the Quiet Space. She is happy to volunteer herself for the evening. Both Cllrs A & E Phelan also offered to volunteer. Cllr E Phelan asked if a raffle had been organised, as per last year's display. There was discussion between Members on a raffle and it was agreed to be a good idea to do the same this year. Cllr A Thoms raised a concern of people entering the display through the gate for the Cricket field if this was not going to be manned. The Clerk advised she would liaise with Patrick to ensure this gate was kept locked for the duration of the display. Cllr E Phelan asked if there had been any update from Cllr S Thomas regarding a card machine for donations for the display, as he had previously volunteered to organise this. The Clerk advised she had not had any update, but would follow up with Cllr S Thomas.

3. Audit Wales

Audit Wales has been contacted via email in reference to the email received on 31.07.2023. The Clerk is yet to receive a response from them. Cllr Hay asked the Clerk if she knew if the Audit for the year 2022-23 had been completed. The Clerk advised she had not seen any correspondence regarding this, but she is happy to chase up on the matter.

4. Remembrance Sunday

The Clerk advised Members that remembrance Sunday preparations were well underway. She advised that invites had been sent, Milford Town Band have been booked, wreaths have been ordered, Parade Marshall is booked, and members of the Clergy had been contacted to lead the service. Refreshments



