

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 13TH APRIL
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. A Richards

Miss. Libby Matthews – Town Clerk & RFO

APOLOGIES: None received.

NON-ATTENDANCE: Cllr. L Gent

ALSO IN ATTENDANCE: Members of ‘Music at Llanstadwell’
Members of public.

Meeting Opened: 7.00pm

**4646 - 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, Prejudicial; Neyland Heritage Group	N/A Item 7.
Cllr. A Phelan	Prejudicial; Neyland Heritage Group	Item 7.

4647 – REPRESENTATION BY MEMBERS OF THE PUBLIC limited to 15 minutes)

Organisers of the ‘Music at Llanstadwell’ concerts had attended Council to speak with members regarding an upcoming project they are working on, of which they had submitted a Community Enhancement Grant application. Mrs. Jane Rodd noted and thanked Council for their previous support of their projects. She further elaborated that the new project they were working towards was focused more

on youngsters having access to music and instruments, offering a platform to perform to an audience to gain confidence and to join older and younger musicians together in collaboration. Council thanked the members for attending and explaining their project and advised that they would be in touch once a committee meeting had taken place to discuss their application form.

4648 - TO APPROVE THE MINUTES OF THE ORDINARY MEETING 09.03.2026

Draft minutes of the meeting of Monday 13th April had been circulated to members ahead of the meeting. Amendments proposed and accepted are as follows;

11/26 – Cllr. Pamela George was of Pembroke Dock Town Council, not Milford Haven Town Council.

13/26 – (4638) line to be removed.

14/26 – (4641) line to be removed.

**Proposal: To approve the minutes, with amendments, of the Ordinary Meeting of Council
09.03.2026.**

Proposed: Cllr. M Harry

Seconded: Cllr. A Phelan

4 in favour, 1 against, 3 abstentions due to apologies given.

**RESOLVED: MINUTES OF THE MEETING, WITH AMENDMENTS, OF COUNCIL 09.03.2026 ARE
APPROVED AS A TRUE RECORD.**

4649 – MATTERS ARISING

12/26 – (4635) The Clerk was asked if there had been any progress made on the current Vacancies at NTC. She advised that the vacancies had not yet be posted, but thought perhaps it would be best to do this following after our AGM.

14/26 – (4643) Cllr. Hay reminded Councillors about the Clinical Service Plan he had circulated and that submissions could still be made.

14/26 – (4644) Cllr. Hancock advised that he was aware of upcoming plans to expand and improve the whole site of Windsor Gardens, with a multi-million pound investment being planned. It was suggested PCC could implement CCTV in the area in the interim to dissuade vandalism and breaking and entering.

4650 – ONGOING MATTERS

- a. **Public Toilets** – The Clerk confirmed she had passed along Council's concerns with the draft lease provided by PCC and was awaiting feedback.
- b. **Belle Vue Field** – The Clerk advised that PCC did not wish to implement Fields in Trust for the Belle Vue Field, particularly due to the trouble this had caused in moving forward with the project. The Clerk advised that our solicitor has confirmed that our lease for the field would be secure enough to forego the stipulation of Fields in Trust. Cllr. Harry enquired as to whether or not the lease was required any longer to move forward with the Community Gardens project. It was agreed to place this on the agenda for NTC's next meeting for discussion.
- c. **ARAP** – No update.

- d. **Website** – Delayed meeting due to Clerk’s personal bereavement. Meeting rescheduled with MHTC Clerk & Secretary
- e. **Honeyborough Green Pump** – Cllr. Hancock advised that he would contact Neil McCarthy of PCC to find an update.
- f. **Kensington Road Traffic Calming** – Cllr. P Hay and Cllr. S Hancock had attended an onsite meeting with PCC to assess the dangers and implementation of traffic calming measures. Both Cllr’s reported that the meeting was very positive and that PCC intend to take action on the matter. Council were advised that the initial step towards this will be for PCC to undertake a Topographical Survey.
- g. **Impact Funding Submission** – It was suggested that a special meeting be called to discuss any idea’s Council had for applications to the Impact Funding Grant. A date was agreed for Tuesday 28th April, 6.30pm

4651 – INVITATION TO BECOME A FOUNDING SPONSOR FOR THE NEYLAND & LLANSTADWELL HERITAGE WEBSITE.

Due to both Cllr’s Hancock and A Phelan declaring a prejudicial interest in the following agenda item, both left Council Chambers ahead of any discussions taking place.

The Clerk had circulated an email from the Neyland & Llanstadwell Heritage Group regarding their new plans for a website archive of the Neyland & Llanstadwell history. The group had asked Neyland Town Council if they would like to become a founding sponsor of the website at a cost of £300.00. The Clerk also read a supporting statement received from the Group’s Chair, Mrs. Carol Elliott. Cllr. Harry noted that Llanstadwell Community Council had not been approached for support. Overall, Council discussed the support and agreed that NTC would like to support the project.

Proposal: To become a founding sponsor of the Neyland & Llanstadwell Heritage Website at a cost of £300.

Proposed: Cllr. M Harry
Seconded: Cllr. E Phelan
All in favour.

RESOLVED: NTC TO BECOME A FOUNDING SPONSOR OF THE NEYLAND & LLANSTADWELL HERITAGE WEBSITE.

Cllr’s S Hancock and A Phelan returned to Council Chambers.

4652 – POLICE PRECEPT FOR NEYLAND RESIDENTS – CLLR. M HARRY

Cllr. Harry had brought this to the agenda as he felt that the amount collected for the Police precept from Neyland residents did not reflect the Police presence in Neyland. It was noted that there were recurring issues of electric scooters being used dangerously, fires were being made on the beach and cottages had been broken into by the Ferry Inn. There were also concerns surrounding young people breaking in to the abandoned Elderly Housing complex at Windsor Gardens. It was proposed that the Clerk make a Freedom of Information request to gather the overall figure that Neyland residents pay towards the annual Police Precept.

Proposal: Clerk to make a Fol request to find out the Neyland Resident Police Precept.

Proposed: Cllr. M Harry

Seconded: Cllr. A Phelan

All in favour.

4653 – TO FORM A WORKING GROUP TO RESTART PLANNING FOR THE COMMUNITY GARDENS

The Clerk had brought this to the agenda as the legalities surrounding the implementation of the Community Gardens had moved forward quite significantly, so it would be a good idea for Council to form a Working Group to begin discussions and planning.

Cllr's E Phelan, M Harry, A Thomas and A Phelan volunteered their time to be a part of the group.

4654 – COMMUNITY FUNDING REQUEST – TEULU CHILDREN'S WELL BEING (S137)

The Clerk had circulated a request from the Teulu Children's Well-Being Pembrokeshire Charity asking for a donation under s137. Members discussed and it was agreed to donate.

Proposal: To award a donation of £200 to the TEULU Children's Well-being Charity

Proposed: Cllr. S Hancock

Seconded: Cllr. A Phelan

All in favour.

RESOLVED: TEULU CHILDREN'S WELL-BEING CHARITY AWARDED A £200 DONATION (S137)

4655 - TO CONFIRM INSTRUCTION OF THE INTERNAL AUDITOR

The Clerk advised that the annual Internal Audit was due. She asked Council if they were happy to approve Ms. Julie Burgess as our internal auditor once again for the year ending 2025/26.

Proposal: To instruct Ms. Julie Burgess to complete the Internal Audit for year ending 2025/26.

Proposed: Cllr. P Hay

Seconded: Cllr. E Phelan

All in favour.

RESOLVED: MS. JULIE BURGESS TO BE INSTRUCTED TO COMOLETE THE INTERNAL AUDIT.

4656 - PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE

Council had been circulated, ahead of the meeting, a list of expenditure for March 2026 totalling £13,321.20, a list of income for March 2026 totalling £301.09, a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments March
2026.pdf



Income March
2026.pdf



Barclays View of
Accounts 31.03.26.pdf



All Banks Reconciled
31.03.2026.pdf

Council had also received, ahead of the meeting, a list of payments for approval totalling £3,727.27



Payments for
Authorisation.xlsx

Proposal: Payments are approved and financial information is accepted.

Proposed: Cllr. A Thomas

Seconded: Cllr. E Phelan

All in favour.

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

4657 - CLERK'S REPORT

The Clerk had the following report for Council.

1. **Easter** – The Clerk advised Council that Easter had once again been a great success. There had been many in attendance at the Egg Hunt and the Puzzle Trail had also been popular.
2. **Community Enhancement Meeting** – The Clerk advised that 3 applications had been received for NTC's Community Enhancement Grant. A meeting date was set for Tuesday 21st April, 6.30pm.
3. **Planning Meeting** – A Planning Committee meeting would take place on the same day (Tuesday 21st April) to discuss Planning Applications received and would follow directly after the Community Enhancement Meeting.
4. **Sanguinet Visit** – The Clerk advised she had received an email from the Sanguinet Twinning Committee advised that they were due to visit Neyland between June 24th – June 27th. They had advised in their email that Thursday evening would be free and they would like to meet up with Council if they were available. Council suggested perhaps a small buffet dinner to be hosted at The Hub. The Clerk was asked to find more information on numbers visiting.
5. **Council Training** – The Clerk advise that she would be putting together a Councillor Training plan, as this was a requirement of Audit Wales and has been noted as a failure to achieve within our annual Audit.
6. **AGM** – The Clerk asked Council to submit any Councillors they wish to nominate for Mayor/Deputy Mayor ahead of the AGM. It was also advised that any nominee would still need a majority vote, which will be done by Private Ballot.

4658 – MAYOR’S UPDATE

4659 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR

Cllr. M Harry – raised concerns surrounding the length of time taken to complete works on the bridge, which had been causing large disruptions on the roads. Cllr. Hancock read a PCC statement advising that works had been delayed due to outside circumstances but were due to reach completion shortly.

Cllr. A Phelan – Cllr. Phelan advised that the Burial Board had undertaken interviews and that a new Clerk had been appointed. He also advised Council of a Neyland & Llanstadwell Heritage Event taking place on the coming Wednesday 15th April.

Cllr. A Richards – Cllr. Richards queried if it was legally required to post our agenda in English & Welsh as this is something Milford Haven Town Council do. The Clerk advised it was not a legality, but a good thing to do and perhaps NTC could look into doing the same.

4660 – DATE OF NEXT MEETING

The date of the next meeting was set for Monday 11th May 2026. The AGM will be held on the same date starting at 6.00pm, with the Ordinary Meeting to follow on directly at 6.30pm.

Signed: (Mayor/Chair)

Signed: (Clerk/Proper Officer)

Date: