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**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 16th MAY 2022 AT 7.15 PM FOLLOWING THE ANNUAL MEETING AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND**

**PRESENT:** Cllr P Hay

Cllr A Lye

Cllr A Phelan

Cllr M Harry

**ALSO IN ATTENDANCE:** Jane Clark – Town Clerk, Vanessa Walker – Deputy Town Clerk,

 Sgt Dave Mallin – Neighbourhood Policing team, Philip Bryn.

**APOLOGIES:**  None

**2992 DECLARATIONS OF INTEREST**

 None

**2993 REPRESENTATION BY PUBLIC**

Sgt Dave Mallin attended the meeting to inform Councillors about the new ‘Safe Space’ and ‘Bobby on the Beach’ Projects. Sgt Mallin has recently returned to Neyland as part of a new strengthened Neighbourhood Policing Team (NPT) which will consist of himself, Adam Thomas PCSO plus another officer returning from maternity leave plus new PCSO and there will be one dedicated Neyland officer. He was happy for Councillors to contact him direct by email. Sgt Mallin encouraged incidents of antisocial behaviour to be reported as more police effort is put into areas with lots of reported calls. Neyland is probably disadvantaged by the lack of incident reporting through 101. The best way of logging calls is online or raise it at surgeries either in person or by a note. The fortnightly Police Surgery with PCSO Adam Thomas is going well although Cllr. Peter Hay asked for PCSO’s attending the Surgery to let the Town Clerk know if he is unable to attend to avoid people waiting in vain.

There are two new national initiatives which will include Neyland - VAWG (Violence Against Women and Girls) which is about identifying safe spaces, and making it available, where women can go to feel safe – eg. Police Stations, Libraries, Sports Centres etc. This space could also be at the Community Hub when the building is open. The project also applies to men and boys although it has been set up primarily for women and girls. The second initiative is Bobby on the Beach – looking to engage with the RNLI and other partners to provide increased awareness of safety and Neyland’s Marina will be included in this initiative. There will be regular patrols there to provide an ad hoc community presence between July and August. Sgt Mallin agreed that a representative from the Police should attend regular Town Council meetings and encouraged the Town Clerk to attend the MAWG meetings.

**RESOLVED: To invite a representative from the NPT to attend regular Town Council meetings.**

**That the Clerk should try to attend MAWG meetings.**

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**2994 MINUTES OF LAST MEETING**

The Minutes of the Meeting held on the 4th April 2022 were proposed and seconded. They were agreed as a true record.

**2995 MATTERS ARISING**

The following points were raised:

1. **Minute no. 2959 - Representation by the Public -** Neighbourhood Watch Community Forum – clarification needed as to whether this Forum is in existence or is going to be set up.
2. **Minute no. 2961(a) – Transfer of Land at Neyland Athletic Club –** the Town Clerk confirmed that the Solicitor had picked up some documents from the Town Council archives to progress the transfer.
3. **Minute no. 2961(b) - Bank signatories** – it was agreed that all the current Councillors should be added as signatories to the Bank Mandate and also to have access to Internet Banking to facilitate the new BACS payment system. The Town Clerk would contact Barclays Bank to expedite the new mandate. Online banking is still not available.
4. **Minute no. 2955 - Fireworks Event in November**. Responsibilities between the Town Council and Neyland Community Hub still need clarifying.
5. **Minute no. 2962 – Planning Application 21/1180/PA** – comments on this application were sent retrospectively but are now on the Pembs County Council planning system. The Clerk was asked to chase up the planning officer about comments about the completion of the front of the building.
6. **Minute no. 2963 – Music at Llanstadwell** – Councillors discussed the need for a historical record to be available at future Town Improvement Grant meetings to determine amounts of money to be donated.
7. **Minute no. 2965 - Commemorative Planting of Tree** - the replacement tree has been vandalised. The Soroptimists do want to replace the tree again but probably not in Neyland Vale. The Police are investigating the incident.
8. **Minute no. 2967 - Election Recharge Costs**. One Voice Wales has advised that all local authorities recharge their town and community councils. There will be a charge of £500 (£250 x 2) for the uncontested elections in both wards.
9. **Minute no. 2970 Skatepark** - The safety railings are awaiting installation. Some equipment needs to be hired in order to install them. Cllr P Hay will expedite.
10. **Minute no. 2971 – Redesign of Town Council Website.** The redesign is almost completed, and the new website will be going live as soon as arrangements can be completed for the transfer of host. Cllr. Lye suggests that the e newsletter function be used to provide a community network within Neyland. There had been ongoing problems with the current email provision, the Clerk was asked to find out if a VPN could be put in place
11. **Minute no. 2972 - Queens Platinum Jubilee Weekend.** There have been at least 12 applications for the street party funding of £100.
12. **Minute no. 2973 – Marina Flowerbed**. The Brownies have taken over this flowerbed.
13. **Minute no. 2974 – Performance Statistics at Withybush Hospital A&E**. No response had been received from Steve Moore- CEO Hywel Dda Health Board.

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 Cllr A Lye suggested contacting Joyce Watson AM once more to arrange a

 meeting. Should there be no response the Council will take it further through

 the complaints procedure.

**2996 UPDATE ON ACCOUNTS TO 30TH APRIL 2022**

 The following financial information had been circulated.

a) Bank Account Reconciliation Summary showing a balance of £45,440.80 in the Current Acct, £19,762.47 in the Savers Acct, £290.34 in the Mayor’s Acct and £1.00 in the Twinning Acct

b) The Financial Statement – Cashbook showing income of £45,849.47 (gross) and expenditure £10,667.00 (gross).

c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

Cllr. A Phelan queried an additional payment of £895 included in salary payments. The Clerk would clarify and send the information round by email.

**RESOLVED: That the financial information provided be accepted and agreed*.***

**2997 MAYOR’S ANNOUNCEMENTS**

 Nothing to report.

**2998 INSPECTION REPORTS FOR THE SKATEPARK AND PLAYPARK FOR APRIL 2022**

1. **Skatepark :**
2. There was a problem with a loose screw on the skatepark (identified in the April inspection) which was reported to the manufacturers. The May inspection has identified another screw that has fallen out. Cllr. P Hay has resolved both issues. The manufacturers have visited the site.
3. After discussion it was agreed to hire equipment to enable the installation of the safety railings.
4. It was agreed that the Town Council crest be put on the top of the proposed safety sign.
5. **Playpark:**
6. Cllr. P Hay has painted the gate, the horizontal and several uprights for the swings and asked for permission to purchase some more paint. This was agreed. The matting is coming away under the basket swing and a repair is necessary. It was agreed to ask James Horton, the playground inspector, to quote for the repair. Councillors thanked Cllr. Peter Hay for the various ways he supports the Neyland community.
7. Cllr. M Harry suggested the formation of a Friends of Neyland group once the Town Council is back up to strength.
8. An email had been received from a lady with mobility issues asking for a pathway to assist with access. After discussion it was agreed that the Council will look at obtaining funding for improved access around the park at some point in the future.

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**RESOLVED: That equipment to hired to enable the installation of the safety railings.**

**That paint be purchased to enable completion of painting of the equipment.**

**That a quote be obtained for replacement of safety matting under the basket swing.**

**That a Friends of Neyland Group be set up.**

**That funding opportunities to sought to improve mobility around the playpark.**

**2999 UPDATE ON THE PLATINUM JUBILEE CELEBRATION EVENTS**

The beacon will be lit on Friday 3rd June as part of the evening’s event and also on the Thursday evening at 9.45pm as this is the official lighting time and date. Councillors were very pleased with the number of street parties taking place in the Neyland community. The main event of the weekend will be on Friday evening. There will be a fancy-dress competition with cash prizes and commemorative medals for the children and the lighting of the beacon will be followed by a performance by Neyland Ladies Choir.

**RESOLVED: To hold the fancy dress competition with cash prizes and medals for the children.**

**3000 MANAGEMENT OF THE PUBLIC CONVENIENCES AT BRUNEL QUAY**

The Town Council had previously decided to keep the current arrangement for another 1 2months but a reply has been received from Pembs County Council saying that the County Council wants the Town Council to take the facility over before then. It was agreed to confirm that the Town Council will review taking the facility over in 12 months’ time. The Clerk was asked to approach Cty Cllr. Paul Miller for his assistance in this matter.

**RESOLVED: That a review on taking over the public conveniences at Brunel Quay would be undertaken in May 2023.**

**3001 UPDATE ON MATTERS RELATING TO PROPOSED COMMUNITY GARDENS**

Once again, no progress appears to have been made. Councillors discussed the delay and decided that it would now be in order to make an official complaint to Pembs County Council.

**RESOLVED: To start a Complaints Process with Pembs County Council over the delay in resolving the Community Gardens issues.**

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**3002**  **ACCOUNTS FOR APPROVAL AND PAYMENT**

Accounts totalling £18,232.30 (gross) were approved for payment. Proposed by Cllr A Phelan seconded by Cllr A Lye, although Councillors had reservations about the £50 Neyland Heritage Group donation that was approved by the Clerk and the Mayor only.

**3003 TOWN CLERK’S REPORT**

The Town Clerk submitted the following report

1. At this my final meeting of Neyland Town Council I wish to thank those councillors present and all those who have served as a councillor in the past eight years since I was appointed as Town Clerk. My time here has been generally very enjoyable and satisfying, but I have to say I find it very sad that we are reduced to just four councillors out of 12. This, however, is a situation not confined to just Neyland, it has happened across the County. I don’t think in over 20 years as a Town Clerk, I have seen such a situation arise before but hopefully the council will begin to co-opt some new members very soon to make the numbers up. There has been quite a bit of interest already from local residents so that is very promising.
2. I hope that the on-going project of the community Gardens is able to be completed once PCC complete the legal work as a lot of work and effort has been put into this project and it would be of huge benefit to the townspeople.
3. I also wanted to let it be known that I am available to Vanessa or the new Town Clerk when appointed, for any help or advice needed, particularly with the accounting software as it will take a few weeks of use to get into the workings of it. I hope you can appoint an experienced Town Clerk as possibly there will be a high number of inexperienced councillors who will need a lot of help and guidance in the next few months and an inexperienced Clerk may struggle to cope.
4. In the meantime, I hope the Jubilee celebrations in Neyland go very well. The bunting is up, and we have over 12 street parties planned, including a school event, so it looks like it will be an exciting time for everyone.
5. I look forward to meeting up with councillors old and new at Simon’s retirement event on 26th May and hope to see you all there.

Cllr. Peter Hay thanked the Town Clerk, Jane Clark, on behalf of Neyland Town Council for all her efforts and time working for the Town Council.

**3004 NEYLAND CARNIVAL TOWN IMPROVEMENT GRANT REQUEST**

An urgent request for £1000 had been made by the Carnival Committee for the forthcoming Carnival which would take place on the 9th July. Councillors discussed the application which they felt needed to be dealt with in order for the Carnival Committee to begin the preparations. Councillors were anxious not to set a precedent for the future but agreed a grant of £1000 as it is the 100th Anniversary and therefore a special occasion. It was suggested that the Carnival Committee should keep a substantial sum back from the usual community donations that are

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made for next year’s expenses as the Town Council grant monies cannot be guaranteed. Proposed by Cllr. M Harry, seconded by Cllr. A Lye. All in favour.

 **RESOLVED: That a Town Improvement Grant of £1000 be made to the Neyland Carnival Committee.**

**3005 ANY OTHER INFORMATION**

The following matters were raised:

1. Town Council Sign - Councillors discussed the need for Town Council signage on the external wall of the Neyland Community Hub building outside the Council Office. It was agreed that the sign should include the Town Council crest with the words “Home to Neyland Town Council”. The Clerk was asked to liaise with the Community Hub.
2. Planning Application 21/0961/NM: Cllr A Lye had noted this planning application for Isambard Gardens online, but the Town Council has received no notification of this. The Clerk was asked to check with Pembs County Council’s planning department.
3. Police & Crime Commissioner meeting – Councillors asked if there had been any response after Mr. Llewelyn’s visit to look at the CCTV provision. The Clerk was asked to request feedback.

**3006 DATE OF NEXT MEETING**

The next meeting will be held on Monday 6th June, 2022, at 7.00pm at the Community Hub.

The meeting closed at 10.16pm.

Signed………………………………………………. Mayor…………………………. Date

Signed…………………………………………………. Town Clerk