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**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 6th JUNE 2022 AT 7.00 AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND**

**PRESENT:** Cllr P Hay

Cllr A Lye

Cllr A Phelan

Cllr M Harry

**ALSO IN ATTENDANCE:** Steve Thomas, Vanessa Walker – Town Clerk,

**APOLOGIES:**  None

**3007 TO APPOINT A CHAIR FOR THE MEETING**

 Cllr. Andrew Lye was nominated to act as Chair for the meeting. All in favour.

**DECLARATIONS OF INTEREST**

 Cllr. A Lye – item 20: 47a Honeyborough Estate

 Cllr. A Phelan – item 10: Co-option

**3008 REPRESENTATION BY PUBLIC** None

**3009 MINUTES OF LAST MEETING**

The Minutes of the Meeting held on the 16th May 2022 were agreed as a true record. Proposed by Cllr. M Harry, seconded by Cllr. A Phelan.

 **MATTERS ARISING**

The following points were raised:

1. Lease for transfer of land at Neyland Athletics Club – no further response – to be chased up.
2. 2995(j) Redesign of Council Website – new website and email hosting is all working.
3. 3001 Proposed Community Gardens – the Clerk was asked to commence a formal complaints procedure against the Property Dept in Pembs County Council. Proposed by Cllr M Harry, seconded by Cllr A Lye. All in favour.

**RESOLVED: To instigate a formal complaints procedure against Pembs County Council**

**3010 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 £55,272.58 (gross) and expenditure £22,588.79 (gross).

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

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

**3011 MAYOR’S/CHAIR’S ANNOUNCEMENTS**

 None.

1. **TO CONFIRM THE ARRANGEMENTS FOR THE NEW TOWN CLERK**

 Vanessa Walker confirmed that she will be working 20 hours per week from the

 1st June but that this was a temporary arrangement until such time as a new

 Town Clerk was appointed. It was agreed to advertise for a new Town Clerk in

 January 2023 and set up a Task & Finish Group to progress new advert and job

 description by October.

 **RESOLVED: To set up a Task and Finish Group in September.**

**3013 PROCESS TO CO-OPT NEW TOWN COUNCILLORS**

There had been seven applicants. Interviews would be conducted on the 21st

June and decisions would be made by secret ballot. Cllr. A Lye will chair the

interview panel.

**RESOLVED: To interview Co-option candidates**

**3014 REPRESENTATION BY COUNCILLORS AT FORTHCOMING MAYORAL EVENTS**

In the absence of a Mayor it was agreed that Councillors would attend Mayoral /Civic Events on an ad hoc basis. Attendance expenses could be claimed if required from the Mayors Allowance budget. Proposed by Cllr P Hay, seconded by Cllr A Phelan. The Clerk would send round details of all the Mayoral events as they were received.

**RESOLVED: To attend Civic Events on an ad hoc basis.**

**3015 ALTERNATIVE WAYS OF DISTRIBUTING THE AGENDA AND SUPPORTING**

 **INFORMATION**

For further discussion. The Clerk was asked to send paper copies for the time

being

**RESOLVED: To continue with paper copies of the agenda etc.**

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**3016 SAFETY OF ROAD CROSSING BETWEEN BUS STOP AT END OF CLEDDAU ROAD**

**AND QUEEN ELIZABETH AVENUE**
An email had been received voicing concerns about crossing this road due to inconsiderate parking and requesting the extension of the existing double yellow lines. The Clerk was asked to contact Pembs County Council to request a site

visit to look at changing the double yellow lines layout and to find out if it would be possible to extend the pavement outside the florist into the road to prevent parking there. The Clerk was also asked to contact the PCSO Adam Thomas to find out if parking on double yellow lines is a police matter.

**RESOLVED: To contact Pembs County Council to arrange a site visit and to find out if parking on double yellow lines is a matter for the Police.**

**3017 PROPOSED CHANGES TO THE CURRENT FINANCIAL RECORDING AND**

 **REPORTING SYSTEMS.**

For further discussion.

**3018 PRE-SEASON BATHING WATER CHECKS AT NEYLAND YACHT CLUB**

An email had been received from Scott Findlay – Pollution Control Inspector at Pembs County Council with information on the pre season bathing water checks which are intended to provide a risk assessment to determine any factors that might cause issues with water quality.. The Clerk was asked to invite Mr.Findlay to the July meeting and ask for results from the current testing programme. Dwr Cymru should also be asked how many controlled discharges are made into the River Cleddau.

**RESOLVED: To invite Scott Findlay to the meeting in July and to request controlled discharge statistics from Dwr Cymru.**

**3019 PLANTING OUT THE SPORTSWAY FLOWER BED**

The Clerk was asked to get quotes for the purchasing and planting of a lavender bed (approx. 30 plants).

**RESOLVED: To obtain quotes for the planting out of the Sportsway flower bed with lavender plants.**

**3020 USE OF MUGA**

A reply had been received from Pembs County Council about leaving the MUGA unlocked during the day - this would be possible but someone would need to lock up and unlock daily. After discussion, Cllr. P Hay proposed that the MUGA should be left unlocked all day and night on the John Street entrance during the summer holidays as a pilot project. Seconded by Cllr. M Harry.

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RESOLVED: To propose to Pembs County Council that the MUGA should be available all the time during the summer holidays.**

**3021 REVIEW OF THE PLATINUM JUBILEE WEEKEND CELEBRATION**

The Jubilee Beacon had been lit on the Thursday 2nd July – several people had attended and many more had come to the Fancy Dress Competition/Beacon Lighting/Neyland Ladies Choir event on the Friday. Commemoration medals

had been given to the children and cash prizes awarded to the first three places in the fancy dress. Councillors wished to thank Cllr P Hay and the Town Clerk for their efforts in making the event so successful, particularly Cllr. Hay for the making of the jubilee beacon. Nineteen Street Parties had been held around the town over the weekend. Councillors also wished to particularly thank Ellen and James Phelan and Mitzi Hay for their help. For the first time live streaming of the event was done on Facebook (thanks to Cllr Ashleigh and Ellen Phelan). Councillor P Hay proposed a donation of £50 to Neyland Ladies Choir, seconded by Cllr A Phelan. All in favour.

**RESOLVED: To make a donation of £50 to Neyland Ladies Choir.**

**3022 MANAGEMENT OF THE PUBLIC CONVENIENCE AT BRUNEL QUAY**

The Town Council currently contributes a share of the running costs of the public convenience. Councillors discussed Pembs County Council insistence that the Town Council take on the running of the facility and the liabilities thereof. It was decided that the Town Council would not take over the public convenience. Proposed by Cllr P Hay, seconded by Cllr M Harry. All in favour,

**RESOLVED: To stop paying a share of the public convenience running costs and to not take over the running of the facility.**

**3023 PLANNING**

1. 21/1188/CA: Pavilion House, 44 John Street, Neyland – proposed single storey extension … No adverse comment. The Town Council wants to know when the Neyland Conservation Area appraisal is to happen.
2. 21/0961/NM: Isambard Gardens, Neyland – material amendments. No adverse

Comments. The Town Council had not been consulted

1. 20/1169/PA: Plot 47a Honeyborough Ind Estate – conditionally approved.

**RESOLVED: To ask Pembs County Council when the Neyland Conservation Appraisal is to happen.**

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**3024 ACCOUNTS FOR APPROVAL AND PAYMENT**

Accounts totalling £13,659.22 (gross) were approved for payment. Proposed by Cllr A Phelan seconded by Cllr A Lye.

**3025 TOWN CLERK’S REPORT**

The Town Clerk submitted the following report.

1. There had been an increase in insurance premium – the amount budgeted for this year was £2000 but the actual cost was £3,727 and this had already been renewed.. A review of insurance providers early next year 2023 before
the next renewal in June was suggested.
2. Steve Moore – Hywel Dda Health Board – no response to chase up email.
3. Thank you letter received from Citizens Advice Bureau.
4. The skateboard safety signs with fixing rail, steel posts and fixing clips have been ordered.
5. Chase up email has been sent to Eluned Morgan AM, no response as yet. Cllr A Lye suggested that if no response was forthcoming the Town Council should complain formally.
6. The following issues have not yet been addressed:

i). follow up action required re the painting of white centre lines on Riverside Avenue

ii) identifying priorities concerns about parking in Neyland.

Iii) follow up action required for initiative to create a public right of way through Neyland Marina.

These would be future Agenda items.

1. Newsletters received - Pembs Coastal Forum.
2. Audit 2021/22 – Mrs. Jane Clark has agreed to field any audit questions for 2021/22 both from the Internal and External Auditors. She will invoice for hours worked.
3. Email received re broken window on bus stop and concerns about the sharp glass causing an accident. The Clerk would pass this information onto C Cllr. Simon Hancock.
4. Phone call received asking if the CCTV on Brunel Quay might have any useful footage of an accident that took place there on the 2nd June. It was agreed that the Town Council would assist the Police with their enquiries by making the CCTV footage accessible.

**3026 DATE OF NEXT MEETING**

The next meeting will be held on Monday 4TH July, 2022, at 7.00pm at the Community Hub.

The meeting closed at 9.50pm.

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Signed………………………………………………. Chair …………………………. Date

Signed…………………………………………………. Town Clerk