

MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 7th NOVEMBER 2022 AT 7.00 AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND

PRESENT:

Cllr A Lye
Cllr A Phelan
Cllr M Harry
Cllr Angela Radice
Cllr Steve Thomas
Cllr. Ellen Phelan

ALSO IN ATTENDANCE:

Vanessa Walker – Town Clerk, Michael Allen,
Sarah Jane Absalom – Western Telegraph
Vanessa, Margaret and Carol

APOLOGIES:

Cllr P Hay
Cllr. Leah Unwin

4023 TO RECEIVE INFORMATION ON A PROJECT TO REPLACE THE OLD LIDO IN MILFORD HAVEN

Michael Allen – Chair of the Milford Haven Lido Project- attended the meeting to discuss plans to re-open the Lido in Milford Haven. He made it very clear that this is a Pembrokeshire-wide Project to serve the people of Pembrokeshire, not just Milford Haven. There used to be a swimming pool on The Rath and the remaining paddling pool has been open this summer very successfully and has proved the case for a new pool. A year ago a survey was completed of 620 residents in Pembs which gave a 97% approval rating on bringing back a 50m pool which would be used by families wanting it for fun swimming and also by the local cold water swimming community. It could also be attractive to tourists particularly in the winter months. The site has not yet been decided but will probably be on The Rath as other potential sites have proved unacceptable. The Town Councillors were invited to an event on the 22nd November with a presentation on a community benefit scheme concept (CBS) which is how it is intended that the project should be funded. If successful, this CBS will give enough capital to prove the case for a Capital Asset Transfer from Pembs County Council. It is hoped that the CBS will raise between £250,000 and £400,000, will be up and running in the New Year and completed by April 2023. Mr. Allen emphasised that there will be a direct benefit to the residents of Neyland. He confirmed that the Milford Haven Port Authority and Pembs Coast National Park Authority are already supportive and Cllr. M Harry offered a letter of support from Neyland Town Council.

4024 DECLARATIONS OF INTEREST

Cllr. S Thomas: Neyland & Johnston Surgery

REPRESENTATION BY PUBLIC

The three ladies present explained that there is a wish from some residents of Neyland that a Christmas Tree be placed on Policeman's Bank near the shops as had

been done in previous years. Cllr. Harry commented that there hasn't been a Christmas tree on Policeman's Bank for at least 20 years but that a living tree there has been illuminated there instead. This tree has since had to be cut down but one of the remaining living trees will be lit with Christmas lights on it this year. It was confirmed that the Christmas Tree to be put up opposite the Town Council Office is an extra tree being put there by the Council to create a festive atmosphere for Santa's Grotto, the Library and the Community School., Cllr. S Thomas confirmed that the location of a Christmas Tree will be reviewed as part of a full review of the Christmas Lighting Scheme in Neyland next year when a new lighting contract is negotiated.

RESOLVED: To put Christmas lights on one of the living trees on Policeman's Bank.

4025 MINUTES OF LAST MEETING

The Minutes of the Meeting held on the 3rd October 2022 were agreed as a true record. Proposed by Cllr. A Phelan, seconded by Cllr. S Thomas. All in favour.

4026 MATTERS ARISING

The following points were raised:

4011 – JLEN – no application has been made as yet. Priority for the next TC meeting. Disabled access to playpark and disability roundabout.

4027 UPDATE ON ACCOUNTS TO 31st OCTOBER, 2022

The following financial information had been circulated:

a) Bank Account Reconciliation Summary showing the following balances:

Current Acct:	£ 35,733.01
General Reserves	£ 8,993.00
Mayor's Acct:	£ 293.34
Earmarked Reserves	£ 19,000.00

b) Financial Statement showing :

Income:	£0.00 (gross)
Expenditure	£5,258.31 (gross).

c) Financial Budget Comparison showing set budgets, monthly spend, cumulative spend and remaining amount in each budget.

RESOLVED: That the financial information be agreed and accepted.

4028 NEYLAND & JOHNSTON SURGERY

Councillors received an update from Cllr. S Thomas who spoke as a representative of the GP Advisory Panel for Neyland and Johnston and advised that the practice will be managed by Hywel Dda for up to 12 months before a

tendering process for interested parties to take it over can be initiated.
The GP Advisory Panel have been meeting with prospective GP's and there are future meetings planned with Hywel Dda which are now running the practice with no permanent doctors, only locums. The original centre staff are still in place.
It is understood that room space within Neyland Community Hub has been offered for clinics.

4029 **TO RECEIVE A REPORT FROM THE FINANCE, POLICY & STRATEGY COMMITTEE MEETING HELD ON THE 10TH OCTOBER 2022**

REPORT OF MEETING OF FINANCE, POLICY & STRATEGY COMMITTEE HELD ON MONDAY 10TH OCTOBER 2022 IN NEYLAND COMMUNITY HUB AT 6.30PM.

PRESENT: Cllr S Thomas
Cllr M Harry
Cllr Ellen Phelan
Cllr A Phelan
Cllr A Lye

APOLOGIES: None

APPOINTMENT OF CHAIR AND VICE CHAIR

Cllr. A Phelan was proposed as Chair by Cllr. A Lye, seconded by Cllr. S Thomas. No Deputy Chair was nominated at this time.

DECLARATIONS OF INTEREST

None received.

Cllr. A Lye asked for clarification of declaring prejudicial and private interests and whether Councillors needed to leave the meeting whilst the discussions took place.

TO CONFIRM THE ARRANGEMENTS FOR PAYING COUNCILLOR ALLOWANCES

The Clerk confirmed that ALL Councillor Allowances, including Mayoral and Deputy Mayoral Allowances must be taxed at source. All Councillors receiving the Allowances would be put onto the Town Council payroll and receive a P60 at the end of the

TO DISCUSS THE LEVEL OF RESERVES – EARMARKED AND GENERAL

It was confirmed that at the start of the 2022/23 financial year there were Earmarked Reserves of £21,000 made up of £10,000 for Elections, £6,000 Playpark, £3,000 EPG matched funding and £2,000 unknown.

It was agreed that this last £2,000 should be added to the General Reserves which were £6,993 at the start of the financial year making a total of £8,993. The Committee discussed the level of the General Reserves which was felt not to be enough to cover three months running costs of the Council (the recommended minimum of Reserves to be held at any one time).

The average current monthly cost is approx.. £9,000 so the recommended level of General Reserve would be £27,000 - £30,000. This would need to be discussed in the next Budget/Precept Meeting.

The Clerk was asked to change the names of the Town Council bank accounts so that Earmarked and General Reserve monies were separated from the Current Account and to include Reserves information on the monthly financial overview sheets.

BUDGET FOR THE PR & EVENTS COMMITTEE

The PR Committee had asked for a dedicated budget to enable the Committee to publicise events effectively. Cllr. S Thomas confirmed that any budget would be for promotional work and not for funding events and proposed a £500 budget. This was agreed for this financial year and seconded by Cllr. Ellen Phelan. All in favour. The PR Committee was asked to provide an outline of what the money might be used for. It was further agreed that the Town Council should have an additional Marketing Budget of £1000 next year which would include the PR budget. For the next Budget/Precept Meeting.

TO REVIEW THE CURRENT BUDGETS

The Committee discussed the Budgets which had been set at the start of this financial year and agreed changes to reflect changes in the Council's operations. The existing budget limit of £101,500 was not changed.

DATE OF NEXT MEETING

The next meeting would be on Thursday 27th October at 7.00pm

Meeting closed at 8.25pm.

RESOLVED: that the Public Relations & Events Committee have a dedicated budget of £500 this year, that a Marketing Budget of £1000 be put in place for next year and that all Town Councillors receive a copy of the latest Code of Conduct Personal/Prejudicial interests information.

4030 TO RECEIVE A REPORT FROM THE PR & EVENTS COMMITTEE MEETING HELD ON THE 13TH OCTOBER 2022

PR & EVENTS COMMITTEE MEETING HELD ON THE 13th OCTOBER 2022, AT 6.30PM AT THE COMMUNITY HUB, JOHN STREET, NEYLAND

PRESENT: Cllr L Unwin
Cllr. S Thomas
Cllr. E Phelan
Cllr. A Phelan (part)

APOLOGIES:

IN ATTENDANCE: Vanessa Walker – Town Clerk

1. TO RECEIVE APOLOGIES FOR ABSENCE

None received.

2. DECLARATIONS OF INTEREST

None received.

3. TO AGREE TERMS OF REFERENCE FOR THE COMMITTEE

Deferred.

4. PUBLIC RELATIONS

It was confirmed that a dedicated PR budget of £500 was agreed by the Finance Committee for the rest of this financial year at its last meeting. For ratification by Full Council at the meeting in November.

The current relationship with the Press was felt to be generally positive, there were still concerns about posts and articles by the Press appearing on social media immediately after Town Council meetings without any prior reference to the Clerk, Chair of the Council or Chair of the PR Committee.

The establishment and adoption of PR and Social Media Policies were deferred due to pressures on the committee caused by the several events between now and Christmas

5. EVENTS

a) Fireworks Event:

Banner ordered, still uncertain as to whether the Hub will serve pizzas – the Clerk will try and find out through the CIC User Group Meeting on the 18th October. Cllr. S Thomas proposed purchasing 8-10 Hiviz vests with the Town Council logo for Councillors and staff to wear at events. This was agreed. Proposed by Cllr. S Thomas, seconded by Cllr. Leah Unwin.

b) Remembrance Service on the 13th November

The Clerk confirmed that this was in hand.

c) Community Bingo

The Committee agreed to hold one, or maybe two, Community Bingo event(s) before Christmas. The Clerk would find out if vouchers and/or alcohol could be given as prizes. Date selected was Monday the 21st November: 1-3pm with tea/coffee & biscuits. The Committee discussed the different ways of organising the actual bingo session and the cost of prizes and agreed to pay out £56 worth of prizes which would need 15 people to cover the costs. There would need to be an initial investment in bingo equipment which would have to be approved by full Council. It would be publicised on Facebook and shared with Neyland Nostalgia together with posters and website info.

d) Christmas 2022

Xmas Tree location

There have been 40 comments on Facebook about putting the Xmas Tree outside the Community Hub asking for it to be returned to Policeman's Bank off the High Street. It was noted that there had not been an Xmas Tree on

Policeman's Bank for many years but that a native live tree had been illuminated there more recently. It was also noted that the siting of the Xmas Tree outside the Hub had been discussed in the last Town Council meeting at some length, and that everything was in place to erect and light the tree there, particularly the manhole to locate the tree for safety purposes.

Due to the feelings in the community it was agreed to assess the suitability of a number of sites along the High Street for use in further years, in line with the renewal of the Xmas Lighting Motifs contract which would take place next year. There was further discussion on the possibilities of a Switch On Ceremony with an aim of turning it into an event with various Xmas themed stalls and food and drink offerings. Any findings to be submitted to full Council.

Xmas Lighting

As a cost saving exercise it was recommended that the Xmas Lighting (festoons and motifs) should be on from 4.30-11.30pm and not in the mornings, and that the Xmas Tree should be illuminated from 3pm to 11.30pm – the earlier start time would allow the school children leaving school to see the tree. For future years the Contractor would be asked about the possibility of a synchronised light up for all the Town lights as part of an event.

Father Xmas and presents.

The Clerk explained how historically free presents had been presented to Neyland families. Last year around 200 presents had been given out, The Committee suggested an alternative of chocolate selection boxes and/or bags of sweets. This event would take place on Friday 16th Dec after the Santa's Tour of Neyland and would be located in "Santa's Grotto" outside the Community Hub, or inside if wet.

6. DATE OF NEXT MEETING

Wednesday 9th November at 1.30pm. A second meeting was scheduled for Wednesday 7th December (time TBC).

Meeting closed at 3.30pm

Cllr. S Thomas proposed that selection boxes be purchased for Santa's presents this year. Seconded by Cllr. Ellen Phelan.

Cllr. M Harry asked the PR & Events Committee to consider acquiring medals for the Coronation now confirmed for May 2023. These could be free for children but on sales to adults.

RESOLVED that selection boxes be given as Santa's presents this year.

RESOLVED: That the report be accepted.

4031 **TO RECEIVE A REPORT FROM THE FINANCE, POLICY & STRATEGY COMMITTEE MEETING HELD ON THE 27TH OCTOBER 2022**

REPORT OF MEETING OF FINANCE, POLICY & STRATEGY COMMITTEE HELD ON MONDAY 27th OCTOBER 2022 IN NEYLAND COMMUNITY HUB AT 7.00PM.

PRESENT: Cllr S Thomas
Cllr M Harry
Cllr Ellen Phelan
Cllr A Phelan

IN ATTENDANCE: Vanessa Walker – Town Clerk

APOLOGIES: Cllr. A Lye

1. **To receive Declarations of Interest in the business to be transacted.**
Llanstadwell & Neyland Burial Board – Cllr. M Harry and Cllr. A Phelan.
2. **To confirm the revised Budgets for 2022/23.**
These were agreed and would be incorporated into the monthly financial overview information. Proposed by Cllr. M Harry, seconded by Cllr. A Phelan.
3. **To commence setting a draft budget in readiness for the setting of the Precept for 2023/24.**
Provisional figures were established which would be confirmed once the County Council had informed the tax base and Band D amount for 2023/24. A second Precept/Budget Meeting would be held to recommend the Budgets and Precept request for next year. Cllr. M Harry proposed that the Precept should be increased by at least 5% for next year. Seconded by Cllr. S Thomas. All in favour.
4. **Any other information**
Llanstadwell & Neyland Burial Board
Cllr. Harry proposed that the Burial Board be asked to submit the amount that they will be requesting next year and send copies of all Minutes for this year and this year's Financial Statement to date. Seconded by Cllr. Ellen Phelan.
5. **Date of next meeting.**
Tuesday 15th November at 7.00pm.

Meeting closed at 8.55pm

RESOLVED: That the report be accepted.

**4032 TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE MEETING HELD ON
THE 3RD OCTOBER 2022**

**PLANNING COMMITTEE MEETING HELD ON MONDAY 3RD OCTOBER 2022, AT 6.30PM AT THE
COMMUNITY HUB, JOHN STREET, NEYLAND**

PRESENT: Cllr. A Lye
 Cllr. M Harry
 Cllr. Angela Radice
 Cllr. P Hay

APOLOGIES:

IN ATTENDANCE: Vanessa Walker – Town Clerk

1 TO NOMINATE A CHAIR FOR THE MEETING

Cllr. A Lye proposed Cllr. P Hay as Chair of the Planning Committee. Seconded by Cllr. Angela Radice. All in favour. No Deputy Chair was nominated.

2 TO RECEIVE APOLOGIES FOR ABSENCE

None received.

3 DECLARATIONS OF INTEREST

None received.

4 PLANNING APPLICATIONS

To consider the following planning applications:

i) 22/0446/PA: Neyland Yacht Haven Ltd, Brunel Quay, NEYLAND, Milford Haven, Pembrokeshire, SA73 1PY.

No adverse comments

The Clerk was asked to write to James Cotton at Neyland Yacht Haven to find out if the Marina might open their new toilets to members of the public

i) 22/0466/PA: 2 Neyland Terrace, Neyland SA73 1PP.

No adverse comment

22/0484/PA: 2 Riga Avenue, Neyland SA73

No adverse comment.

22/0516/PA: land at Honeyborough, 1 Honeyborough, Neyland SA73 1SE

Councillors confirmed that this application is not in the Neyland Town Council area.

5 PLANNING TRAINING

Cllr. Angela Radice requested to go onto the forthcoming Planning Aid training session "Introduction to Planning" being held by Planning Aid Wales. This was agreed.

RESOLVED: **That the report be accepted.**

4033

TWINNING WITH SANGUINET

Cllr. Angela Radice has looked into the current state of the twinning relationship which appears to be quite vibrant with recent visits by the Judo Club and Pennar School.

Councillors discussed visiting Sanguinet next year and Cllrs. S Thomas, A Phelan and Ellen Phelan expressed an interest in attending. The Clerk was asked to find out if the Town Council was able to assist with travel costs. The Council will need to facilitate the re-formation of the Twinning Committee. Facebook and website adverts could be used to find out if there is any interest.

4034

TO SET UP AN ENVIRONMENTAL AND LEISURE COMMITTEE

The following Councillors offered to join a new Environmental & Leisure Committee – Cllrs: P Hay, Leah Unwin, M Harry, Ellen Phelan, A Lye.

4035

TO RECEIVE CONSULTATION ON PARLIAMENTARY REFORM

Councillors discussed this consultation by the Boundary Commission for Wales and agreed that they would respond as individuals.

4036

TO RECEIVE A REPLY FROM PAUL DAVIES MS RE NOTICE OF MOTION ON THE COST OF LIVING CRISIS

Paul Davies MS had responded to the Notice of Motion put forward by Cllr. A Lye on the Cost of Living Crisis. Cllr. Lye again voiced his concerns about the very high numbers of people who had no savings and how they will survive the cost of living crisis as it develops.

4037

TO DISCUSS THE REQUEST BY LLANSTADWELL COMMUNITY COUNCIL FOR A 50% SHARE OF LEGAL COSTS ASSOCIATED WITH THE NEYLAND & LLANSTADWELL BURIAL BOARD.

Cllr. S Thomas proposed that this item should be raised with the Burial Board at its next meeting. The Clerk was asked to request this.

4038

TO RECEIVE PRE-PLANNING INFORMATION ABOUT THE PROPOSED DEVELOPMENT AT THE HAVENBRIDGE GARAGE, NEYLAND, BY ASCONA RETAIL

A full planning application would be forthcoming but at this stage Councillors were unanimous in their approval of the proposal. It was hoped that this might affect the speed limit on the A477 and more electric charging points and a solar array were suggested

4039

CHAIR'S ANNOUNCEMENTS

Cllr. M Harry thanked the Clerk for her efforts in helping to organise the recent Fireworks Event and the forthcoming Remembrance Service. Ex Cllr. Gareth Lawlor had also given advice and help.

Cllr. S Thomas advised that he had attended the following events: Haverfordwest Freeman Gild Benefactors Service on the 2nd October and the Pembroke Michaelmas Fair on the 13th October and has recently met with Pembro County Council Social

- 4040** Services Dept to discuss his plans for a suicide intervention project. Their statistical record keeping of incidents is very poor and more information will be needed before PCC can act on ST's recommendations and requests. He voiced his concerns about the signage at the bridge which is very poor and not illuminated. Cllr. Thomas is hopeful that a new Scout Group may be set up in Neyland.
- 4041** **ADDITION OF CLLR ELLEN PHELAN TO THE TOWN IMPROVEMENT COMMITTEE**
Cllr. Ellen Phelan had asked to join the Town Improvement Committee. This was agreed.
RESOLVED: That Cllr. Ellen Phelan join the Town Improvement Committee.

4042 **TOWN CLERK'S REPORT**

TOWN CLERK'S REPORT FOR MEETING ON 7th NOVEMBER 2022

- a) Belle Vue field/allotments. Now separated out into two legal parts: Pembs County Council will issue a lease for the Belle Vue field. Fields in Trust will release the allotments end of the playpark land, renew the playpark end as a Deed of Dedication (which has superceded a Covenant) and prepare a new Deed of Dedication for Belle Vue field. Have contacted original solicitor engaged by the Town Council back in 2016 – she is happy to work with me on the documents.
- b) Lavender plants – planted and looking happy thanks to mulching by Cllr. P. Hay who also cleared and prepared the flower bed at Sportsway.
- c) Playpark fence – the residents of 12 Harbour Close in Neyland have been contacted about the state of the fence between their garden and the playpark. The residents share the Town Council's concerns which has been vandalised by older children using the playpark. Balls come regularly into their garden and the teenagers climb over the fence to get them as well as jumping on it. They have tried to repair the fence and have now planted bushes in front of it to provide more of a barrier.
- d) The Playpark safety surfacing is due to be replaced on the 14th November.
- e) Save Withybush Campaign meeting – nothing further about meeting.
- f) Conservation area – virtual meeting held with the Conservation Officer and a walkround of Neyland arranged for the afternoon of Monday 7th November. A copy of his presentation is available if required.
- g) Cherry tree in Brunel Avenue. A resident has asked if the cherry tree that was outside his house but died could be replaced. Met with Pembs County Council's Tree Officer on-site. New policy is that trees should not be planted on verges or roadsides to avoid future maintenance costs. Trees will only be allowed on land that is large enough to avoid the need for regular pruning.
- h) Athletics Field – have instructed solicitor to prepare formal transfer documents.
- i) Neyland Fireworks Night – 6th November. Successful event well supported by the people of Neyland which raised £1602. The fireworks were fantastic.
 - j) Neyland Warm Spaces Project – application due in by the 9th November.
Any surplus monies from the Fireworks Event will go towards this project.

- k) SLCC conference – places booked for Cllr. Ellen Phelan and myself for the Conference on the 9th November. This is an all day course.
- l) The festoon Xmas lighting has been installed over the High Street.
- m) Remembrance Service will be held next Sunday 13th November. Procession to commence from Neyland Community Hub at 2.15pm.
- n) Christmas Meal for the elderly and vulnerable. Does any Councillor know if there is to be a Christmas Lunch for the elderly and vulnerable anywhere this year?

Vw: 7.11.22

4043 **OUTSTANDING ITEMS FROM FORMER MINUTES NOT YET ACTIONED**

Many items were outstanding post Covid, the Clerk was asked to include these on the forthcoming agendas on a regular basis to ensure that they are followed up and concluded. On-going.

4044 **EXCHANGE OF INFORMATION**

The Clerk reported on the successful Fireworks Event which had raised £1,612. This would pay for the fireworks and the banner leaving around £300 to be put into the Neyland Warm Spaces Project. Proposed by Cllr. A Phelan, seconded by Cllr. Ellen Phelan.

Cllr. M Harry proposed a Vote of Thanks to Cllr. P Hay for his help in preparing the Sportway flowerbed.

4045 **NEYLAND CARNIVAL**

The Neyland Carnival Committee had given the Town Council a medal as its Main Sponsor for the 2021/22 Carnival. Cllr. M Harry asked the Clerk to request feedback on the event and the donation of £1000. The Clerk explained that there was no Evaluation or Feedback Form for the Town Improvement Grant Fund but that this would be created soon and circulated to organisations which had been given a grant this year.

4046 **DATE OF NEXT MEETING**

The next Extraordinary Town Council Meeting would be held on Tuesday 22nd November, 2022.

The next Ordinary Town Council Meeting would be held on Monday 5th December, 2022.

The date of the Ordinary Town Council meeting in January would be changed to Monday 9th January, 2023.

The meeting closed at 10.22 pm.

Signed..... Chair

..... Date

Signed..... Town Clerk