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**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 1st NOVEMBER 2021 AT 7.00PM AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND**

**PRESENT:** Cllr S Hancock (Mayor)

Cllr P Hay

Cllr M Harry

Cllr G Lawlor

Cllr A Lye

Cllr P Wonacott

Cllr S Churchill

Cllr A Phelan

The Town Clerk was in attendance (Mrs Jane Clark) and the Town Clerk’s assistant (Ms Vanessa Walker)

**APOLOGIES:**  Cllr J Bevan

Cllr V Edwards

Cllr J Sutton

**2845 DECLARATIONS OF INTEREST**

None received.

**2846** The Mayor welcomed new Councillor Ashleigh Phelan to his first Council meeting. Due to the unfortunate tragedy over the weekend in Haverfordwest, apologies had been received from Superintendent Evans who had agreed to attend the meeting. He had offered to attend the meeting in December instead. Apologies had also been received from representatives of Ateb who were due to attend remotely to discuss the allocation of properties at Isambard Gardens.

**2847 REPRESENTATION BY PUBLIC**

None.

**2848 MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on the 4th October 2021 were proposed and seconded. They were agreed as a true record.

**2849** **MATTERS ARISING**

The following points were raised:

1. **Minute 2806:** Cllr. Lawlor confirmed that two of the picnic tables had been installed.   
   **Minute 2818:** Cllr. Lawlor had provided a plan of the proposed public right of way. The Clerk was asked to send this on to James Cotton and Matt Cloud – Pembs County Council.
2. **Minute 2819**: The Clerk was asked to set up a Finance Committee meeting during November to discuss the 2022-23 budget.

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1. **Minute 2822:** For various reasons it had not been possible to arrange for any representation at Town Council meetings so far. It was agreed that Councillors would make themselves available for special meetings if they would be more convenient and enable representatives to attend either physically or virtually. Cllr S Hancock would invite the new Chief Exec of Pembs County Council, William Bramble, to the January meeting.
2. **Minute 2823i**): The request has gone in for the five trees at Riverside Avenue to be moved to Elm Grove. The Mayor confirmed that following the theft of the cherry tree in Neyland Vale and donations received from the public, there was enough money to purchase three new trees. One would go to Neyland Vale as a replacement and the other two could be added to the five trees at Elm Grove, making seven in all. Cllr. Lawlor asked that clarification be sought as to the responsibility of maintaining the trees at Elm Grove.
3. **Minute 2833:** lighting of pathway at Victoria Court – Cllr. Lawlor confirmed that pathway does come under Highways, Pembs County Council and is on the Adoption Plan – there were lights there but they were removed several years ago. The streetlight behind Gothic Road has been replaced and is working and the one at the other end of the path (which is not working) belongs to Western Power who will be asked to repair it. Ateb will be asked to install a new light halfway along the path making 3 lights in all.
4. **Minute 2835:** Eluned Morgan AM had been invited to a Town Council meeting but had responded that she was unable at present to attend any meetings. The Clerk was asked to invite her again, specifically as the Regional AM rather than as Minister for Health, offering a remote meeting at her convenience and asking for a senior representative if she was still unable to attend.

**RESOLVED: To invite Eluned Morgan AM again at her convenience.**

1. **Minute 2838:** it was confirmed that even though the Town Clock is to be erected on Bethesda Chapel it still belongs to Neyland Town Council.
2. **Minute 2836:** it was confirmed that the Santa Sleigh will leave the Community Hub at 5.00pm on Friday 17th December and that Santa’s Grotto will be in the Bowls Room at the Hub from 5.30pm.
3. **Minute 2843a**): Pembs County Council had agreed that new signs to the Community School and the Community Hub would be appropriate off John Street. It was not yet clear if additional signs could be erected for the Town Council and the Athletic Ground.
4. **Minute 2843e):** The Mayor would like to make a presentation of Town Council plaques to the four staff at Neyland Pharmacy. It was suggested that a framed scroll for the business also be presented.

**RESOLVED: To purchase four plaques and a framed scroll.**

**54/21**

**2850 MAYORS ANNOUNCEMENTS**

The Mayor had attended the opening of Portfield Fair at Haverfordwest and looked forward to Councillors joining him for the Service of Remembrance at 2.00pm on Sunday 14th November.

**2851 UPDATE ON ACCOUNTS TO 31st October 2021**

The following financial information had been circulated:

a) Bank Account Reconciliation Summary showing a balance of £53,476.55in the Current Acct, £18,500.44 in the Savers Acct, £300.00 in the Mayor’s Acct and £0 in the Twinning Acct. The funds from Barclays from the Twinning Account have still not been received.

b) The Financial Statement – Cashbook showing income of £63,887.52 (gross) and expenditure £45,809.68. (gross).

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

It was agreed that the Clerk should vire £3000.00 from the Burial Board Budget to the Contingencies. The two invoices recently received for contributions to the audio-visual equipment and the postbox at the Community Hub would be paid from the Contingencies Budget.

**RESOLVED: That the financial information provided be accepted and agreed and that the sum of £3000 be vired from the Burial Board Budget to the Contingencies Budget. Payments for equipment at the Community Hub would be made from the Contingencies Budget.**

**2852 REPORT OF THE PLANNING COMMITTEE**

The following report had been submitted:

**REPORT OF MEETING OF PLANNING COMMITTEE HELD ON WEDNESDAY 19th OCTOBER 2021 AT THE COMMUNITY HUB, JOHN STREET, NEYLAND AT 6.30PM.**

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

Cllr P Hay

Cllr M Harry

Cllr S Churchill (Vice Chair)

Cllr G Lawlor

**APOLOGIES:** Cllr V Edwards

**DECLARATIONS OF INTEREST**

None received.

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**PLANNING APPLICATIONS**

**a) 21/0590/PA:** Glyndwr, Church Way, Neyland SAQ73 1QL – construct detached garage. There were no objections to this application although Councillors had concerns about the height of the proposed garage and its possible impact on the neighbouring property Caerfelin. The Chair asked for a vote on the decision, and it was passed 4:1.

**Recommended: That this application be supported but the Planning Officer be asked to consider the effect of the height of the structure.**

**ANY OTHER PLANNING MATTERS**

1. Cllr. A Lye has written to Pembs County Council asking about the Neyland Conservation Area and the lack of a Conservation Area Management Plan. Cllr. Lye will circulate this letter to all Councillors.
2. Councillors were concerned that the above Planning Application had not been sent to Neyland Town Council, only Llanstadwell Community Council. Cllr. Lye had noticed this and asked the Town Clerk to arrange a special planning meeting to consider it. Councillors asked if this omission had been brought to the attention of Pembs County Council and if so, its response.

There were no other matters to discuss and the meeting closed at 6.50pm.

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

**2853 REPORT OF THE TOWN IMPROVEMENT COMMITTEE**

The following report had been submitted

**REPORT OF MEETING OF TOWN IMPROVEMENT COMMITTEE HELD ON WEDNESDAY 20TH OCTOBER 2021 AT 6.30PM.**

**PRESENT:** Cllr S Hancock (Mayor)

Cllr M Harry (Vice Chair)

Cllr J Sutton (Chair)

**APOLOGIES**: Cllr Ms J Bevan

Cllr S Churchill

Vanessa Walker was in attendance

**DECLARATIONS OF INTEREST**

Cllr. Mike Harry declared an interest in the application from the Over 50’s Table Tennis Club.

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**APPLICATIONS CONSIDERED**

1. Over 50’s Table Tennis Club – funding for £550 for a new table and £300 towards session rent at the Neyland Community Hub. It was agreed to donate the sum of £300 towards the cost of the rent.
2. Forget me Knots Pembrokeshire - funding of £500 towards the total requested of £870.75 (Xmas Lunch for 45 people @ £16.95ea). Councillors discussed the request but felt that this was not really a Town Improvement project, rather that funding should come out of the S137 budget. For the next full Council meeting. Proposed by Cllr. J Sutton, seconded by Cllr. Simon Hancock.

**Recommended: That the Over 50’s Table Tennis Club be awarded the sum of £300.**

**That the request from Forget me Knots Pembrokeshire**

**for funding towards an Xmas meal be put to full Council on the 1st November, 2021.**

The meeting closed at 6.54pm.

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

**2854 S137 PAYMENT TO FORGET ME KNOTS, PEMBROKESHIRE GROUP**

It was agreed that the request for funding for £500 which had come to the Town Improvement Committee should be paid from the S137 budget instead. Proposed by Cllr Simon Hancock and seconded by Cllr Peter Hay. Councillors further agreed that an annual donation for the cost of a community Christmas meal should be made if a request is put forward.

**RESOLVED: That a payment of £500 be made to Forget me Knots Pembrokeshire from the S137 Budget.**

**2855 DRAFT ANNUAL REPORT 2021/22 OF THE INDEPENDENT REMUNERATION FOR WALES**

The section of this document relating to payment to Town & Community Councillors had been previously circulated and it was agreed that the payment of £150 to all Councillors would continue but the payment of an additional Attendance Allowance would not be paid. Councillors discussed the merits of reducing the Mayor’s and Deputy Mayor’s Allowances and setting up a Civic Budget to cover civic expenses which the Town Clerk advised against. Cllr. M Harry proposed that the status quo should continue ie. a Mayor’s Allowance of £1500, a Deputy Mayor’s Allowance of £500 and expenses of £1800 which must be receipted. This was seconded by Cllr. P Wonnacott. A vote was taken - 6:1 for the proposal (the Mayor did not vote).

**RESOLVED: That the payment of an allowance of £150 should continue for all councillors and that the Allowances for the Mayor and Deputy Mayor should remain as they are at present.**

**57/21**

**2856 REPRESENTATION ON OUTSIDE BODIES**

Replacement representatives were needed for the following outside bodies:

a) Neyland Community School - Cllr. Ashleigh Phelan was put forward as the Council’s representative which was agreed.

b) N Power – Cllr. Ashleigh Phelan was put forward as the representative and this was agreed.

c) Waterston Shared Site Committee – Cllr. Mike Harry announced his decision to resign as joint representative for this committee – Cllr. Peter Hay remains as the sole representative.

**RESOLVED: That Cllr. Ashleigh Phelan’s name be put forward for consideration as the Town Council Representative for Neyland Community School and also to N Power.**

**2857 INFORMATION FOR THE PUBLIC ON THE ROLE OF A TOWN COUNCILLOR**

Councillors discussed how best to engage with the public and provide information about the Town Council before the next election on the 5th May, 2022. It was agreed to hold two “drop-in” sessions: one on a weekday from 3pm to 6pm and the other on a Saturday morning from 10am – 12. Both of these events would take place in January 2022. Cllr. Simon Hancock suggested a banner of some sort which could be displayed at any Town Council event, eg the forthcoming Christmas ones, which could invite members of the public to find out more about the Town Council.

**RESOLVED: That the Town Council should hold two drop-in sessions for members of the public in January 2022.**

**2858 COST OF ELECTIONS IN 2022**

Councillors voiced their concerns that they had still not been notified of the potential cost of an election for Town Councillors next year – the cost of which would have to be borne by the Council. Cllr. Simon Hancock offered to discuss this with the new Chief Executive of Pembs County Council.

**RESOLVED: That Cllr. S Hancock would ask the Chief Executive, Pembs County Council, to provide clarification as to the potential costs of a Town Council election next year.**

**2859 UPDATE ON THE PROPOSED COMMUNITY GARDENS AT THE PLAYPARK**

No further information was available however Cllr Hancock offered to discuss the matter of the land transfer with the new PCC Chief Executive.

**2860 TOWN CLERK’S REPORT**

The Town Clerk had submitted the following report:

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1. The firework display will be held on Saturday evening at the Community Hub. The gates open at 5.00pm and there will be a children’s funfair and food available. The display will commence at 6.15pm.
2. The Service of Remembrance will be held on Sunday 14th November at 2.30pm. The parade will form up outside the Community Hub at 2.00pm to process via Frederick Street and High Street to the Cenotaph, led by Milford Haven Town Band. All Councillors and husbands/wives/partners are also invited and it is hoped there will be a large turnout. Refreshments will be served after the service at the Community Hub. Please do your best to attend.
3. The Police & Crime Commissioner is consulting on his policing priorities for 2021-25. Please let me have any ideas or concerns that you may have and I will pass them on to the Police Commissioner. The draft Police & Crime Plan is available here: https:\\dyfedpowys-pcc.org.uk/media/11000/draft-plan-10.pdf. Councillors were asked to respond individually. The Clerk was asked to invite the Police & Crime Commissioner to a remote special meeting at his convenience.

**RESOLVED: To invite the Police Commissioner to a special Town Council meeting.**

1. An application for a Town Improvement Grant has been received from a newly formed Neyland Badminton club so I would like to arrange a meeting for next week. Possibly Monday or Wednesday at 6.30pm.

**2861 ACCOUNTS FOR PAYMENT**

Accounts totalling £6,735.10 (gross) were approved for payment. Proposed by Cllr. S Hancock, seconded by Cllr. S Churchill.

**2862 ANY OTHER INFORMATION**

The following matters were raised:

1. Flowerbeds at Sportsway, Brunel Quay and Frederick Street – quotes are being obtained from Pembs County Council for the planting out of these beds for the next meeting.
2. The playpark has been inspected and the report would be circulated shortly for discussion at the next meeting. An invoice for the inspection had not yet been received.

**2863 DATE OF NEXT MEETING**

The next meeting will be held on Monday 6th December 2021 at 7.00pm at the Community Hub.

The meeting closed at 9.05pm

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

Signed …………………………………………….. Town Clerk