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**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 4th OCTOBER 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

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

**APOLOGIES:**  Cllr J Bevan

Cllr P Wonnacott

Cllr V Edwards

Cllr S Churchill

Cllr J Sutton

**2825 DECLARATIONS OF INTEREST**

Cllr. Simon Hancock – accounts for approval and payment.

**2826 CO-OPTION OF NEW COUNCILLOR**

Two candidates for co-option had been interviewed prior to the meeting. A secret ballot was taken, and Ashleigh Phelan was the successful candidate.

**RESOLVED: That Ashleigh Phelan be co-opted onto Neyland Town Council.**

**2827 REPRESENTATION BY PUBLIC**

 None.

**2828 MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on the 6th September 2021 were proposed and seconded. They were agreed as a true record.

**2829** **MATTERS ARISING**

 The following points were raised:

1. Minute 2806: Cllr. Lawlor confirmed that the picnic tables have been ordered and should be delivered within the next few weeks.
2. Minute 2817: The response from Stephen Crabb MP had been circulated, however no response had been received from the Prime Minister Boris Johnston.
3. Minute 2818: Right of Way – Cllr G Lawlor will provide a plan for Matt Cloud and James Cotton.
4. Minute 2819: There will be a meeting of the Finance Committee this month to discuss the setting up of the new Town Development Committee, its

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budget and projects. The grant application for Cambrian Road railings had not been successful.

1. Minute 2820: Pembrokeshire County Council had voted to increase the second homes Council Tax to 100%.
2. Minute 2822: special meetings are to be arranged with the Police quarterly, the first meeting to be in November. Pembs County Council and the Health Board to be invited to attend regular meetings starting in December.
3. Minute 2823: Five trees from Riverside are being moved to Elm Grove.

**2830 MAYORS ANNOUNCEMENTS**

The Mayor advised that the tree donated by Milford Haven Soroptimists which had been planted in Neyland Vale had been stolen. However, following a public appeal, donations of over £300 had been received which would allow for the tree to be replaced and others purchased. Information on the possible culprit has been forwarded to the Police. It was noted that so far this year 16 trees have been planted around Neyland by the Town Council.

The Mayor has contacted Go safe again relating to road safety issues.

**2831 UPDATE ON ACCOUNTS TO 30th September 2021**

The following financial information had been circulated:

a) Bank Account Reconciliation Summary showing a balance of £55,716.23 in the Current Acct, £18,500.44 in the Savers Acct, £300.00 in the Mayor’s Acct and £0 in the Twinning Acct. We are still waiting for funds to be transferred back into the Twinning Account but have now received a claim form for retrieval of the funds from the Bank.

b) The Financial Statement – Cashbook showing income of £63,887.52 (gross) and expenditure £42,640.01 (gross).

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 provided be accepted and agreed.**

**2832 REPORT OF THE TOWN IMPROVEMENT COMMITTEE**

 The following report had been submitted:

 **REPORT OF MEETING OF TOWN IMPROVEMENT COMMITTEE HELD REMOTELY ON WEDNESDAY 15TH SEPTEMBER 2021 AT 6.30PM.**

**PRESENT:** Cllr S Hancock (Mayor) Cllr S Churchill Cllr M Harry Cllr J Sutton

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**APOLOGIES**: Cllr Ms J Bevan

 The Clerk was in attendance (Jane Clark)

**DECLARATIONS OF INTEREST**

Cllr M Harry declared an interest in the Table Tennis application and Cllr S Hancock declared an interest in the Little Lambs Playgroup application.

**APPOINTMENT OF CHAIR AND VICE-CHAIR**

Cllr J Sutton was proposed and seconded as Chair and Cllr M Harry as Vice-chair and both appointments were agreed and accepted.

**Recommended: That Cllr J Sutton be appointed as Chair and Cllr M Harry be appointed as Vice-Chair.**

**APPLICATIONS CONSIDERED**

1. Little Lambs Parent and Toddlers Group – funding for toys and equipment. It was agreed to donate the sum of £227.36.
2. Neyland Hub Table Tennis Club – funding for equipment. It was agreed that insufficient information had been provided regarding the costs of running the club etc and that a further application be made with full costs of equipment required be submitted. In the meantime, a nominal donation of £100.00 be made.

**Recommended: That the Little Lambs Parent & Toddler group be awarded the sum of £227.36.**

**That the Neyland Hub Table Tennis Club be awarded £100 and that a more detailed application for funding be made.**

The meeting closed at 7.05pm.

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

**2833 LIGHTING OF PATHWAY AT VICTORIA COURT**

Pembs County Council had confirmed that they would not be able to light the pathway as it is not a registered footpath and does not comply with their policy. Cllr. P Hay spoke about his proposal for the Town Council to fund the pathway lighting – the cost would be in the region of £250. It was suggested that Ateb be approached to install solar lighting on columns and that C Cllr. Paul Miller be asked if he can discuss the situation with Mel Stevens. Cllr. G Lawlor will ask Hale Construction for advice. Cllr. P Hay was thanked for all his efforts to resolve this situation.

**RESOLVED: That this matter be discussed at the next meeting.**

**2834 NOTICE OF TOWN CLERK’S RETIREMENT IN 2022**

The Town Clerk advised Members of her proposed retirement in February 2022 and Member expressed their regret at hearing this news. It was agreed that a

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small working group consisting of the Town Clerk, Cllr. S Hancock, Cllr. G Lawlor and Cllr. M Harry be set up to progress advertising for a replacement, reviewing the job description, employment contract etc. Candidates will need specific Council clerking and Financial Officer skills and will be interviewed by the full Town Council.

**RESOLVED: That a working group be set up to progress the Town Clerk’s replacement.**

**2835 REDUCTION IN LOCAL HEALTH SERVICES**

Councillors voiced their concerns over the proposed reduction of local ambulances from 7 down to 5 and how this would impact on an already overstretched service. All children were now being sent to Glangwili Hospital rather than Withybush, as the paediatric unit had closed completely. It was agreed to send a letter of concern to WAST (Wales Ambulance Service Trust) and to invite Eluned Morgan AM to the Council meeting in December to discuss the reduction in health services in Pembrokeshire.

**RESOLVED: That WAST be asked for their comments on the reduction in ambulances and that Eluned Morgan AM be invited to the December meeting.**

**2836 CHRISTMAS EVENTS**

The Santa/Sleigh tour of Neyland had been provisionally arranged for Friday 17th December subject to confirmation from Milford Haven Round Table. The Santa’s Grotto would be located at the Community Hub in the Bowls room which has been booked. An 18 foot Christmas Tree has been ordered to be located outside the Community Hub building and three quotes had been obtained from Lite, Festive Lighting and Lumalite for lights for the tree. It was agreed that the purchase of 15 strings of Christmas Lights for the tree at a cost of around £650.00 plus VAT would be delegated to the Town Clerk.

**RESOLVED: That new lights be ordered for the Christmas Tree.**

**2837 FIREWORKS DISPLAY**

Cllr. G Lawlor gave an update on the Fireworks Display to be held on the 6th November at 6.15pm outside the Community Hub. Neyland Town Council and the CIC will share the cost of the event – 50% each with donations on the gate to recoup the cost.

**2838 TOWN CLOCK**

The Town Clock which had been donated to the Town Council by the Neyland WI has since been given to Bethesda Church and been restored and repaired. It is now in full working order it will be put onto the church tower for the town to enjoy once more.

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**2839 COMMUNITY GARDENS**

There has been no progress to date, and it was agreed that further reminders to be sent to PCC as the land transfer needed to take place before work could commence.

**2840 TOWN CLERK’S REPORT**

The Town Clerk had submitted the following report:

1. I have circulated a document from Welsh Govt entitled Multi-location or hybrid meetings and meeting notices – August 2021 for your information. It contains information on the holding of meetings which enables members or the public to attend either in person or remotely which we are able to do with the new
2. technology in our meeting room. The only issue we have at present is I have been given any instruction on how to use it so I will have to make sure that receive training before the next meeting.
3. I have received advice from OVW that we should be holding our meetings remotely if we are not able to provide the facilities for hybrid meetings. OVW have challenged Welsh Govt on the requirement to hold hybrid meetings, but no changes have been made as yet. Hopefully once I can operate the new video-conferencing equipment, we will be compliant with the law as stated in the Local Govt and Elections (Wales) Act 2021.
4. I have contacted Tony Organ regarding his project on Neyland’s Famous People which is to be incorporated into our website and he is making progress with this following his period of ill health.
5. It has become apparent that a notice board is required on the outside of the Hub for our notices, agendas etc. Vanessa has obtained some quotes and will provide you with the costs so that a decision can be made tonight. The front window of the Hub is not really suitable for our official notices and looks unprofessional.
6. A service of Remembrance will be held on Sunday 14th November 2021 at the Cenotaph at 2.30. There will be a procession from the Hub led by Milford Town Band and refreshments will be provided afterwards at the Hub.

**2841 NEW TOWN COUNCIL NOTICEBOARD**

Three quotes had been obtained for a new noticeboard from Noticeboard Online, Notice Me and Greenbarnes. It was agreed to delegate the purchase of

a board for around £700 plus VAT to the Town Clerk. The board would be put up outside the entrance to the Community Hub.

**RESOLVED: That a new notice board be purchased.**

**2842 ACCOUNTS FOR PAYMENT**

Accounts totalling £12,942.60 (gross) were approved for payment. Proposed by Cllr. A Lye, seconded by Cllr. P Hay.

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**2843 ANY OTHER INFORMATION**

 The following matters were raised:

a) Signpost on John Street – it was agreed to ask Pembs County Council to change it as the Town Council is now located in the Community Hub.

b) New Town Council signage is being arranged for the Council Office.

c) Elections next year – Cllr. A Lye suggested that information be provided for potential candidates to join the Town Council next year and this be discussed at the November meeting.

d) Cllr. G Lawlor asked for volunteers to help with the Firework event.

e) Cllr. S Hancock asked for information on “parlour” gifts, e.g. shields or other items that could be given out on behalf of the Town Council to visitors.

**RESOLVED: To discuss the forthcoming Elections at the next meeting.**

**2844 DATE OF NEXT MEETING**

The next meeting will be held on Monday 1st November 2021 at 7.00pm at the Community Hub.

The meeting closed at 9.10pm

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

Signed …………………………………………….. Town Clerk