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**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 7TH FEBRUARY 2022 AT 7.00PM AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND**

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

Cllr G Lawlor (Deputy Mayor)

 Cllr P Hay

Cllr A Lye

Cllr A Phelan

Cllr M Harry

Cllr S Churchill
Cllr P Wonacott

Cllr J Sutton (part – virtual attendance)

**IN ATTENDANCE:** Jane Clark – Town Clerk, Ms Vanessa Walker – Deputy Town Clerk, Tony Organ (part – virtual attendance)

**APOLOGIES:**  Cllr J Bevan

**2907 RESIGNATION OF CLLR V EDWARDS**

 The Clerk had received a letter of resignation from Cllr. Viv Edwards and would respond thanking Cllr Edwards for his time on the Town Council.

**2908 DECLARATIONS OF INTEREST**

None

**2909 REPRESENTATION BY PUBLIC**

 Mr. T Organ attended the meeting to discuss Item 2912 – see below.

**2910 MINUTES OF LAST MEETING**

The Minutes of the Meetings held on the 7th February 2022 were agreed as a true record apart from the gross cashbook income figure being incorrect and needed to be amended to £66,708.02.

**2911 MATTERS ARISING**

The following points were raised:

1. **Minute 2890(d):** Cost of elections – Cllr S Hancock had received an email with the potential costs for both Neyland wards if elections were to take place. This email would be forwarded to the Clerk.
2. **Minute 2890(a):** Meeting with Joyce Watson AM. Still awaiting date for the meeting.
3. **Minute 2892:** Cllr A Lye will forward the reply from Dr Steven Jones regarding the Neyland Conservation Area which would be sent to all Councillors.
4. **Minute 2896**: COP26 and Neyland Action – Cllr. A Lye is working on the report.

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1. **Minute 2903(6**): Cllr. A Phelan will attend the new Milford Haven Multi Agency Working Group (MAWG).
2. **Minute 2903(4):** It was confirmed that there will be a Town Council meeting on the 4th April 2022.

**2912 TO DISCUSS CORRESPONDENCE FROM SOLICITOR RELATING TO TRANSFER OF LAND AT NEYLAND ATHLETIC CLUB**

 Correspondence has been received from Eaton, Evans and Morris confirming that they will be able to act for the Town Council in the matter of the land transfer. The costs will be £672.00 including VAT, however Paul Miller has confirmed that the Town Council will not be liable for these costs. An email has been received from Mr. Sean Hannon relating to the position of the Neyland Football Club and Mr. T Organ then talked about the history of the original lease for the field and his concerns that Neyland Football Club were not represented in the lease and therefore had no control of their continued use of the field. He requested that there should either be a caveat on the existing lease guarding the position of the Football Club if the ownership is transferred in future or new transfer documents should be drawn up giving the Football Club some security in its ongoing use of the field. Cllr S Hancock promised that the rights of usage for the Football Club would be established before any transfer of the land was made. All Councillors present were unanimous in their support.

**RESOLVED: To establish rights of usage for Neyland Football Club at Neyland Athletic Club before any land transfer takes place.**

**2913 REPORT OF THE FINANCE COMMITTEE MEETING of 19TH JANUARY 2022**

The following report was considered:

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

 Cllr M Harry

 Cllr G Lawlor

 Cllr P Hay

 Cllr A Phelan

 Cllr A Lye

**APOLOGIES:** None.

**DECLARATIONS OF INTEREST**

None received.

**TO CONFIRM THAT CLLR J BEVAN WISHES TO STAND DOWN FROM THIS COMMITTEE**

Cllr Jo Bevan had confirmed her wish to leave this committee. This was noted.

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**REVIEW OF FINANCIAL REGULATIONS**

Councillors brought various questions about the current Financial Regulations to the meeting. These were addressed and the following operational changes were agreed:

6.4: Signatories – will be changed to one Councillor (ideally the Mayor) and the Town Clerk, as per bank mandate.

4.1: The payment limit for the Clerk and Mayor to authorise should be increased to £500 from £250. The limit to refer to Council for any item purchased should be increased to £1500 from £1000.

The above resolutions were proposed by Cllr G Lawlor, seconded by Cllr Hancock and all Members were in favour.

**OTHER RECOMMENDATIONS:**

* To look at the feasibility of enhanced internet banking to include the making of payments, setting up of standing orders etc.
* To put the Governing Documents on the website.
* To invite the Internal Auditor to give personal feedback at a virtual Council meeting.
* To change the Precept forecast date to December.
* To introduce three-year budgetary forecasts.
* To review the thresholds for public service contracts and public works contracts when required.
* To review the Financial Regulations every two years.

The amendments were proposed by Cllr A Phelan and Cllr A Lye. Cllr M Harry voted against. All others in favour.

 There being no further business the meeting closed at 19.40.

**RESOLVED: That the report be accepted and that the move to enhanced Internet Banking be expedited.**

**2914 REPORT OF THE PLANNING COMMITTEE MEETING HELD ON 2ND FEBRUARY 2022**

The following report was considered:

**PRESENT:** Cllr P Hay

 Cllr M Harry

 Cllr A Lye (Chair)

Cllr V Edwards

**APOLOGIES:** Cllr G Lawlor

 Cllr S Churchill (Vice Chair)

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 **DECLARATIONS OF INTEREST**

None received.

1. **PLANNING APPLICATIONS**

To consider the following planning application:

1. **21/0912/PA: former Neyland Health Centre, 56 Charles Street, Neyland – demolition of existing building and construction of four dwellings.**

Councillors had **no adverse comments** but had the following concerns:

1. That the application does not show the new development of Isambard Gardens and should have been brought up to date to show the new road.
2. Is the number of car parking spaces sufficient?
3. What about the future of the old entrance to the youth club leading to a parking area used for the school – what will this become?
4. No solar panels and/or EV parking facilities.

**Recommended: That this application be supported, and that Pembs County Council be asked to respond to the concerns listed.**

Councillors then asked if the s106 Community Contribution applies and whether there might be a donation to the Town Council.

1. **Pembs County Council – information on the delay of the LDP Timetable** due to concerns of phosphates in ecosystems which was mentioned at the last Town Council meeting as Councillors have concerns about the quality and safety of the River Cleddau. The Clerk is waiting to hear back from Pembs County Council – response to be circulated.
2. **Pembs County Council – Supplementary Planning Guidance** – consultation on the cumulative impact of wind turbines. The Clerk was asked to respond with no comment and to find the letter from company which put in the wind turbines so that Council can write asking for a financial contribution.
3. **Any other planning matters.**

Growth of Neyland – the Clerk was asked to find out if it is possible to put forward new Candidate Sites to the LDP which would be discussed at next meeting.

The Meeting ended at 19.00 hours.

**RESOLVED: To accept the report and send the various queries to Pembs County Council.**

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**2915 UPDATE ON ACCOUNTS TO 31st JANUARY 2022**

The following financial information had been circulated:

a) Bank Account Reconciliation Summary showing a balance of £58,828.99 in the Current Acct, £18,500.90 in the Savers Acct, £440.34 in the Mayor’s Acct and £1,262.10 in the Twinning Acct. It was agreed to transfer all but £1.00 out of the Twinning Account to the Saver Acct and that the amount of £1,261.00 be ringfenced for future Twinning activity.

b) The Financial Statement – Cashbook showing income of £97,187.80 (gross) and expenditure £71,083.10 (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 balance of the Twinning Account apart from £1.00 be transferred and ring fenced for future Twinning activity and that the financial information provided be accepted and agreed*.***

**2916MAYORS ANNOUNCEMENTS**

The Mayor made the following announcements:

1. Cllr Hancock confirmed that a new tree had been ordered from the Mayor’s Fund to replace the stolen one originally provided by the Soroptimists.
2. On 31st January he had opened the Wellbeing Room at Neyland Youth Club which had been funded by this Council.
3. He will be setting up a meeting to discuss the future of the Neyland Carnival this year.
4. Town Clerk Position - A meeting had been held with the Mayor, Cllr Gareth Lawlor, Cllr Mike Harry, Jane Clark, and Vanessa Walker to discuss how to progress the filling of the Town Clerk position after the disappointingly small number of applicants for the post. Jane Clark had announced her intention to stay on until the end of May and Vanessa Walker had offered to fill in from that time if required until the position was filled. This would provide continuity for the Town Council after the election in May. The post would be readvertised in July (the two existing candidates would be considered along with any new applicants) with a new Clerk hopefully starting in August/September.

**RESOLVED: That the Clerk’s post will be re-advertised in late summer, that Jane Clark and Vanessa Walker would job share until the end of May and that if required Vanessa Walker would stay until a new Clerk was appointed.**

**2917 TO DISCUSS RESPONSE FROM PEMBS COUNTY COUNCIL RELATING TO MONITORING OF COASTAL WATERS NEAR NEYLAND**

A reply had been received from the Pollution Control Team at Pembs County Council. As an authority they are not able to measure sewage discharges from

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Welsh Water assets which are monitored by Welsh Water and National Resources Wales. They are hoping to arrange a check of our area to make sure there are no obvious concerns. Pembs County Council does, however, monitor bathing waters and offered to undertake samples from Neyland Yacht Club helping to inform swimmers of local bathing water safety/quality. This would include a pre-season check of the area and weekly results. Councillors discussed the information and agreed that samples of the River Cleddau water off Neyland Yacht Club should be requested. It was noted that Welsh Water monitor themselves for water purity. Cllr. A Lye requested thatthe Town Clerk write to Welsh Water and National Resource Wales voicing the Town Council’s concerns and asking for information and statistics.

**RESOLVED: That Pembs County Council should be asked to take water samples from the River Cleddau off Neyland Yacht Club and that more information and statistics be requested from Welsh** **Water and National Resources Wales.**

**2918 TO CONSIDER QUOTE FROM PLAYGROUND REPAIRS LTD FOR PLAYPARK INSPECTION**

A quote had been received from a local company for a monthly inspection package including an annual inspection which would cost £570pa + VAT. Any necessary repair work can be requested and quoted for. Cllr. M Harry proposed that this be accepted, seconded by Cllr Simon Churchill. The Clerk was asked to find out it the company could inspect the new Skatepark on a similar basis.

**RESOLVED:** **To take out an annual contract with Playground Repairs Ltd and request a quote for the Skatepark once installed.**

**2919 TO CONSIDER QUOTES FOR THE SAFETY SURFACING AT THE PLAYPARK**

 Two quotes had been received for the above work: a) Sovereign - £5,004 (there could be a saving regarding the removal of spoil) and b) GB Sport & Leisure - £3,922. After consideration Cllr P Hay proposed to accept the second quote, seconded by Cllr S Churchill. All in favour.

 **RESOLVED: To accept the quote from GB Sport & Leisure.**

**2920 TO DISCUSS QUOTE FOR A SAFETY GATE AT THE NEW SKATEPARK**

Cllr G Lawlor voiced his concerns about the existing road entrance onto the new skatepark area which could be dangerous if not properly secured as children could run out into the road and vehicles could drive onto the skatepark. Councillors discuss the options of a gate or removable fencing, and it was agreed that more options and costs would be considered.

**RESOLVED:** **To ascertain the cost of other safety options for the junction onto the Marina Road at the skatepark**.

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**2921 TO CONSIDER THE WELSH GOVERNMENT CONSULTATION ON PLANNING PROPOSALS FOR SECOND HOMES AND SHORT-TERM HOLIDAY LETS**

 Cllr A Lye offered to draft a response for the Town Council which would be circulated for approval before submission.

**RESOLVED: That the Town Council would submit its response by the 23rd February.**

**2922 TO DISCUSS QUOTE FROM DYFED ALARM SYSTEMS FOR REMOTE MONITORING OF THE CCTV AT BRUNEL QUAY**

The Clerk was asked to query the figures given in the quote and the work required which needed clarifying and to confirm that it would be possible to identify people from the footage being recorded. For the next meeting.

**RESOLVED:** **To clarify the quote for remote monitoring and discuss at the next Town Council meeting.**

**2923 TO APPOINT A REPLACEMENT FOR CLLR M HARRY ON THE WATERSTON SHARED SITE LIAISON GROUP**

 There was no-one willing to represent Council at this point in time.

**2924 TO APPOINT A REPLACEMENT FOR CLLR V EDWARDS ON THE BURIAL BOARD COMMITTEE**

 Cllr A Phelan was nominated by Cllr S Hancock and seconded by Cllr P Hay. Cllr G Lawlor offered to be the reserve representative.

 **RESOLVED: That Cllr A Phelan join the Burial Board Committee.**

**2925 UPDATE ON MATTERS RELATING TO THE PROPOSED COMMUNITY GARDENS AT THE PLAYPARK**

 There was nothing to report as no response had been received from PCC. The Town Clerk was asked to write once again to Pembs County Council Property Dept for an update on the land transfer situation.

**2926 ACCOUNTS FOR PAYMENT**

Accounts totalling £5,330.47 (gross) were approved for payment.

**2927 UPDATE ON SPEED LIMIT ON THE A477**

An email had been received from Pembs County Council confirming that the matter was in hand.

1. **TOWN CLERK’S REPORT FOR FEBRUARY 2022 MEETING OF COUNCIL**
2. I have contacted Barclays Bank regarding making payments via bank transfer and we will need to add a counter-signatory who will be available over the next six months. Because of the elections in May, I would suggest we add Vanessa

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Walker as the co-signatory for online payments and ask if this is agreeable with everyone.

1. I have to inform Members that Cllr Viv Edwards has resigned from Council with immediate effect due to his new employment.
2. I have received correspondence from HDUHB regarding building a healthier future after Covid-19. They would like residents to share their views on how to manage the on-going impact of the pandemic and plan for improved services for the future. For more information go to https:\\www.haveyoursay.hduhb.wales.nhs.uk/building-a-healthier-future-after-covid-19 or contact hyweldda.engagement@wales.nhs.uk or phone 01554899056.
3. I have received information from PCC about their ‘Happy to Chat’ benches and we are invited to apply for one. We need to have a suitable place in mind which should be in a position where older people will find the bench helpful and demonstrate a local need ie a place where people could stop and chat to others, or a place without existing seating where older people could stop and rest. Please let me know if you have a place in mind for one of these benches.
4. I have received a copy of the Pembs Public Services Board Well-being Assessment Executive Summary and if you would like a copy, please let me know.
5. I am going to Scotland on Thursday for a few days so have agreed to switch my workdays with Vanessa who will work Monday and Tuesday next week and I will work Wednesday and Thursday.
6. I have received a letter from former councillor and Mayor Mrs Margaret Brace who had heard of my impending retirement and wished to thank me for my 8 years’ service to Neyland Town Council and for my help and support to her in her role as Mayor. She gave her permission for me to share this with you.
7. I have received a quote from the Positive Group who supply the broadband and phones for the building for a micro pc which will attach to our existing monitor which is quite new. The cost of the micro pc is £525.00, and installation is £75.00, making a total of £600.00 plus VAT which is a very good price. Is Council happy for us to go ahead with this purchase? Cllr. G Lawlor proposed that the Town Council seek advice from C Cllr Paul Miller on new office equipment. Seconded by Cllr S Churchill.

**RESOLVED: a) To set up new online banking payment authorisations with Barclays Bank.**

**b) To apply for a Happy Bench close to the bridge at the junction of Promenade Road and Llanstadwell.**

c**) To review new equipment for the Council Office and get costings.**

**2929 ANY OTHER INFORMATION**

a) A meeting had been arranged with the Police Commissioner and Councillors can attend this meeting either at Neyland Community Hub or at home and would be asked for questions to be put to Mr. Llywelyn. It was suggested that a FOI request be put to the Police regarding the annual costs for the Police launch.

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1. The All-Wales Rowing competition would be taking place in the Haven this year and Neyland Rowing Club were advised to apply for a Town Improvement Grant to facilitate the event.

**2930 DATE OF NEXT MEETING**

The next meeting will be held on Monday 7TH March2022 at 7.00pm at the Community Hub.

The meeting closed at 9.30pm.

Signed………………………………………………. Mayor…………………………. date

Signed…………………………………………………. Town Clerk