

MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 2ND MARCH 2020 AT THE BETHESDA CHURCH HALL, FREDERICK STREET, NEYLAND AT 7.00PM.

PRESENT: Cllr W McGarvie (Mayor)
Cllr P Davies
Cllr S Hancock
Cllr M Harry
Cllr P Hay
Cllr S Churchill
Cllr B Phelan
Cllr A Pollard-Powell
Cllr J Sutton
Cllr P Wonnacott

APOLOGIES: Cllr J Bevan

The Town Clerk was in attendance (Mrs J Clark)

2535 DECLARATIONS OF INTEREST

None received.

It was agreed to take agenda item 8 first as some councillors had to leave the meeting early.

2536 CO-OPTION OF COUNCILLOR TO EAST WARD

The two candidates had been interviewed prior to the meeting and ballot papers were circulated to all members and collected by the Town Clerk. The ballot resulted in the following result – Grayham Passmore 3 votes and Vivian Edwards – 7 votes with Mr Edwards being co-opted.

RESOLVED: **That Mr Viv Edwards be co-opted to the East ward of Neyland Town Council.**

2537 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 3rd February 2020 were proposed and seconded. They were agreed as a true record.

2538 MATTERS ARISING

The following matters were raised:

- a) Minute 2527g) Cllr P Davies advised that he had attended a recent meeting of the carnival committee and the 2020 carnival would be going ahead on 11th July. Stewards and marshals were required to help out.

- b) Cllr J Sutton advised that litter-pickers had walked the road towards Rosemarket and there was very little litter there despite complaints being made.
- c) Minute 2528 The Clerk asked who to contact regarding the repairs to the 'Coronation Bakery' sign on Kensington Road. Cllr S Hancock advised that he would apply for a Town Improvement Grant to renovate this sign.
- d) Cllr S Churchill advised that he is working on the information relating to electric cars.

2538

MEETING OF TOWN IMPROVEMENT COMMITTEE

The following report was submitted:

REPORT OF MEETING OF TOWN IMPROVEMENT COMMITTEE HELD ON THURSDAY 13TH FEBRUARY 2020 AT THE COUNCIL OFFICES, HIGH STREET, NEYLAND AT 6.30PM.

PRESENT: Cllr M Harry (Chair)
Cllr W McGarvie (Mayor)
Cllr P Hay
Cllr S Churchill

APOLOGIES: Cllr S Hancock
Cllr J Bevan
Cllr J Sutton

DECLARATIONS OF INTEREST

None received

APPLICATIONS FOR CONSIDERATION

The following applications were considered:

- a) **NADEE – require funding for a digger to clear out the pond on Honeyborough Green.**

It was agreed to award the sum of £300.00.

- b) **Bethesda Church – funding towards the establishment of a Food Bank in Neyland.**

It was agreed to initially award £270.00 to pay for a deep freeze and a refrigerator, however if they can provide more information on how the food bank will be run, further funds may be made available.

- c) **Music at Llanstadwell – funding towards their summer series of concerts.**

It was agreed to award £100 towards advertising costs for the concerts and a request be made for some of the concerts to be held in Neyland occasionally. It was agreed to award £350 towards this project.

The meeting closed at 7.30pm.

REPORT ENDS

The following comments were made:

- a) Cllr P Hay commented that NADEE is making a huge difference to look of Neyland – it is looking much improved. Members agreed that NADEE be thanked for their efforts on behalf of the town.

RESOLVED: That the report be accepted.

2539 MEETING OF VE DAY 75 COMMITTEE

The following report was submitted:

REPORT OF MEETING OF VE DAY COMMITTEE HELD ON MONDAY 17TH FEBRUARY 2020 AT THE COUNCIL OFFICES, HIGH STREET, NEYLAND AT 6.00PM.

PRESENT: Cllr J Sutton
Cllr S Hancock
Cllr P Hay

APOLOGIES: Cllr M Harry
Cllr B Phelan

DECLARATIONS OF INTEREST

None declared.

ADDITIONAL EVENT FOR FRIDAY 8TH MAY 2020

Cllr J Sutton advised that he had organised a 'Fun Run' for the Friday 8th May which would take place at 8.00am. He requested that 100 special VE Day 75 medals be purchased for the event for the Mayor to present to participants. He has restricted the entries to 100 and all participants must register prior to the event. The medals cost £0.99p each and were supplied with a ribbon.

Recommended: That the medals be ordered as soon as possible.

OTHER EVENTS FOR FRIDAY 8TH MAY

- a) The Town Clerk was awaiting confirmation from Rev Canon Alan Chadwick regarding the service at the Cenotaph. SSAFA to be invited to take part in this.
- b) It was suggested that the toast be made at the new Community Hub. Confirmation was awaited regarding the piper from Barry John.
- c) The fee for the swing band 'The Numbers Game' was £750.00 for the evening and it was agreed to confirm this booking for the party at the Community Hub to start at 5.30pm and play until 6.30pm and then for a further hour from 7.30pm until 8.30pm.

- d) The Neyland Ladies Choir have agreed to sing war-time songs at the Hub from 4.00pm until 5.00pm.
- e) We are awaiting confirmation of a Town Crier for 6.55pm and for the bells of St Clements to ring at 7.00pm.
- f) It was agreed to purchase Union Jack and Welsh Dragon bunting to be put up in the High Street instead of our usual bunting. Paper bunting would also be purchased for the hall of the Hub for the party.

EVENTS FOR SATURDAY 9TH MAY

- a) It was agreed to publicise the £100 funding for street parties as soon as possible to allow plenty of preparation time.
- b) It was agreed that a tree be purchased for Policeman's Bank – suggestions welcome.

CHURCH SERVICE ON SUNDAY 10TH MAY

Rev Canon Chadwick has offered to have a service at St Clements and final details to be discussed soon.

The meeting closed at 6.55pm.

END OF REPORT

RESOLVED: That the report be accepted.

2540

MAYOR'S ANNOUNCEMENTS

The Mayor submitted the following report:

3rd Council Meeting
11th Meeting with the Police Commissioner
12th Engagement session – Bethesda
12th Meeting with Luncheon Club Rep.
13th Town Improvement Meeting
14th Unveiling of Plaque to welcome the Charterhouse lifeboat and visit to the Heritage Centre Pembroke Dock
29th Presenting the trophies at Neyland Sea Angling Club

I have met or spoken to all of the organisers of the various Pensioner Groups in Neyland and together we have arranged an Afternoon Tea with a Bingo session at Bethesda on the 25th March. Neyland Cooperative have kindly donated tea and coffee. I welcome any help with catering and prizes. The Neyland "Heroes Awards" will be held on the 18th March. Again, I would welcome help with catering etc. Neyland Coop have again offered Tea and Coffee.

I am in discussions to again get the Easter Egg Hunt sponsored.

I have dealt with one parking issue and one lighting issue.

I have been in discussion with representatives of Save Easy who are willing to talk to us if we think a Credit Union would be useful to the Residents of Neyland.

Perhaps Cllrs would consider the purchase/ lease of the old Library as a Museum / Meeting place. It was agreed that this be put on the April agenda.

It was agreed that the future use of the library building in St Clements Road be discussed at the April meeting.

RESOLVED: That the Mayor be thanked for his report.

2541

UPDATE ON ACCOUNTS TO 29TH FEBRUARY 2020

The following financial information was circulated:

- a) The Bank Account Reconciliations Summary showing a balance of £64,826.39 in the Current Acct and £680.28 in the Saver Acct, the Mayor's Account of £1,555.00 and Twinning Account of £1,262.10.
- b) The Financial Statement – Cashbook showing income of £120,752.67 (net) and expenditure of £79,100.69 (gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

The Town Clerk was requested to circulate a list of all earmarked reserves so that end of March balances can be accurately gauged.

RESOLVED: That the financial information above be accepted

*Cllr B Phelan left the meeting at 8.00pm.

2542

FINANCIAL RISK ASSESSMENT FOR 2019-20

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions.

The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately.

RESOLVED: That the risk assessment for 2019-20 be accepted and agreed.

2543

REVIEW OF INTERNAL AUDIT FOR 2019-20

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial and control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the relationship between the council, the clerk and the internal auditor and the

effectiveness of the audit plan and reporting procedures. After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor.

RESOLVED: That the internal audit review be accepted.

2544 APPOINTMENT OF INTERNAL AUDITOR

It was agreed that Mr Bernie Scourfield, who has carried out our internal audits for many years, is adequately qualified and was duly appointed as the internal auditor for the 2019-20 accounts.

RESOLVED: That Mr B Scourfield be appointed as internal auditor for 2019-20 accounts.

2545 TO CONSIDER APPOINTMENT OF MAYOR FOR TWO-YEAR PERIOD

Cllr M Harry spoke on this matter and proposed that as of May 2020 the Mayor be appointed for a two-year period which would save a considerable amount on Civic Events and would allow some continuity for the Mayor and the Council. This was agreed.

RESOLVED: That the Mayor be appointed for a two-year period as of May 2020.

2546 REVIEW OF ENVIRONMENTAL POLICY

Following the publication of Council's Action Report compiled by Cllr A Pollard-Powell relating to this Council's duty under S6 of the Environment (Wales) Act 2016 it was necessary to slightly change Council's Environmental Policy to include the following points – 'That we operate green spaces in a way to encourage biodiversity' and 'in line with our S6 duty, produce a biodiversity report to be submitted by 31st December each year.' These changes were agreed.

RESOLVED: That the amended Environmental Policy be adopted.

2547 DONATIONS MADE UNDER s137 OF THE LOCAL GOVT ACT 1972

The following donations were made:

- a) Wales Air Ambulance - £50.00
- b) Cruse Bereavement Care - £25.00

RESOLVED: That the above donations be made under s137 of the Local Govt Act 1972.

RESOLVED: That an application be made for funding the above work.

2550 **RENEWAL OF MEMBERSHIP OF ONE VOICE WALES**

An application to renew membership of OVW had been received at a cost of £563.00.

RESOLVED: That Council's membership of OVW be renewed.

2551 **PCC STATUTORY CONSULTATION ON PROVISION OF SIXTH FORM EDUCATION AT MILFORD SCHOOL**

The above consultation document had been received from PCC and it was considered that a Member with a child or children of school age should respond. It was suggested that Cllr J Bevan may wish to respond on council's behalf.

RESOLVED: That Cllr J Bevan be asked to respond to this consultation.

2552 **KEEP WALES TIDY FUNDING FOR GREENGROWTH PROJECTS**

Information had been received from Keep Wales Tidy regarding the above project and on the starter packs available for town and community council to become involved in Local Places for Nature. It was suggested that Cllr A Pollard-Powell may wish to be involved in this and he agreed.

RESOLVED: That Cllr A Pollard-Powell look into this project on behalf of Council.

2553 **RESPONSE TO PCC LDP2 CONSULTATION**

It was agreed that no comment be made on this consultation document.

RESOLVED: That no comment be made.

2554 **LOCATION OF SPEED INDICATOR SIGN ON THE PROMENADE**

Following the publication of data from the Honeyborough Road speed sign, representations had been received from residents of The Promenade requesting that a similar speed indicator sign be located there as drivers are regularly breaking the speed limit and it is becoming very dangerous. It was agreed that the Town Clerk contacts the supplier regarding the battery-operated sign we currently have in the office to ask if this can be used.

RESOLVED: That the Town Clerk to ascertain if we can use the speed sign that is currently stored in the office.

2555 **UPDATE ON ACTION PLAN**

The following points were discussed:

- a) A report was received of a lot of litter left on the road from Honeyborough to Rosemarket but when checked, there was very little litter there.
- b) Cllr J Sutton requested that information be sent to him relating to the purchase of a defibrillator for Neyland High Street.
- c) The Mayor requested that the Climate Emergency report received from PCC be sent to him.
- d) The Mayor advised that he would be setting up a Youth Project with Neyland Youth Club.

2556

WALK NEYLAND LEAFLET

The amended leaflet had been checked by Cllr P Hay and it was agreed that the Clerk should now attempt to sell the advertising spaces on the back of it to help pay for the printing.

RESOLVED: **That the advertising spaces on the rear of the Walk Neyland leaflet be sold to help with printing costs.**

2557

POLICE MATTERS

Nothing to report.

2558

YOUTH MATTERS

The Youth leader at Neyland had requested funding for extra youth club sessions during the summer, as we did last year for 10 weeks which would cost about £2,000. Cllr Hancock, the Deputy Mayor advised that he would not be having a Civic Service this year and would use the budget for this to pay for the additional sessions at the Youth Club. It was agreed to discuss this at the April meeting.

RESOLVED: **That the funding of additional summer sessions for the Youth Club be discussed at the April meeting.**

2559

REPORT OF CTY CLLR SIMON HANCOCK

Cllr Hancock submitted the following report:

Meetings

Investiture of the BEM to Mrs Sybil Edwards
Hywel Dda Armed Forces Covenant meeting
Public meeting with Dyfed Powys Police and Crime Commissioner
Neyland Community School staffing committee
Torch Theatre, meet and greet Ben Lloyd, Chief Executive Officer
Peer Review meeting PCC
Radio Pembrokeshire Local Heroes Award
Meeting with Mrs Marcia Kidney, practice manager of the Neyland Health Centre to discuss surgery issues
PCC members budget seminar
Neyland Town Council VE Day commemoration
HDUHB Business Performance committee
Pembrokeshire Blind Society

HDUHB Audit and Risk Assurance Committee
VC Gallery Board
PCC Chairman's briefing
Full Pembrokeshire County Council
Saundersfoot 'Cawl by the Sea' competition

Ward Issues

- I met with housing management of the county council to discuss pre-consultation with residents at Windsor Gardens. The council have determined the site will be repurposed.
- I am having further complaints about parking on council estates, especially College park. The council has recently engaged a specific officer to look into the problem.
- I have dealt with three council house repair issues
- I have five council house accommodation cases active
- I have received representations from local residents about another speed activation sign for the Promenade
- There has been unauthorised access to Westfield Drive through a hedge on Westfield Bridge road. I have asked that this be replanted.
- I am awaiting the views of the council about the steep kerb outside the card shop in High Street
- The 'give way' markings to the rear of High Street will be redone and the matter is in the hands of the Highway asset manager.
- There have been complaints about cars parking on Riverside Avenue between Queen Elizabeth Avenue and Brunel Avenue, half on the pavement. An extension of double yellow lines is required.
- I have reported the problem of two streetlights not working in Riga Avenue
- The potholes in Wood Lane I have chased up
- The police and council continue to collaborate over designs to Brunel Quay Car Park to discourage reckless driving.

2560

ACCOUNTS FOR PAYMENT

Accounts totalling £5,298.91 were approved for payment.

2561

TOWN CLERK'S REPORT

The Town Clerk submitted the following report:

1. The Pembs Coastal Forum Team are looking to map community led outdoor activities throughout Pembs and part funding from NRW has made this possible. To aid the initial data gathering they have created a survey to be shared across communities in Pembs so that the people of Pembs can raise awareness of the opportunities they have knowledge of. The survey is available at :<http://bit.ly/OutdoorActivitySurvey>.
2. I have received a press release from the Wales Audit Office and the Auditor General for Wales, advising that only 66% of councils met the deadline for the publishing of accounts in 2019 and as of 30th November 2019, 38 community councils had not submitted accounts for audit. In addition, the

3. number of qualified audits is too high at 218 councils and 12 reports were brought to the attention of the public by the Auditor General due to significant failures in the management of public funds by local councils. The Auditor General recommends that all councils consider these issues and reflect on whether they apply to us.
4. I have received an invitation from the Police & Crime Commissioner's fourth St David's Day conference which will explore Policing in Rural Areas. If you wish to attend, please let me know. The event will be held at Police Headquarters, Carmarthen at 9.00am on Friday 6th March 2020.
5. I have received information from Welsh Govt relating to their consultation document – Beyond Recycling available at <https://gov.wales/circular-economy-strategy> and events taking place across Wales (in Haverfordwest on 4th March) so you can share your thoughts on how Wales can progress towards zero waste and what we can do to reduce our carbon footprint. To register a place go to <https://tocyn.cymru/en/organiation/0cff23c5-1a3c-42d4-b500-0ae42c72e7a5>
6. I have received a letter of thanks from the Urdd Eisteddfod for our donation of £25.00.
7. The Mayor will be holding the Neyland Hero's presentation event on Wednesday 18th March at Bethesda at 7.00pm. All councillors are invited to attend to witness these presentations. Refreshments will be provided.
8. The Mayor has organised a pensioner's tea, cake and bingo event on Wednesday 25th March at Bethesda at 2.00pm. All councillors are welcome to attend.
9. I will be requesting nominations for Mayor and Deputy Mayor at the April meeting in readiness for the Annual Council meeting to be held on Monday 4th May at 7.00pm. This will be followed by an ordinary meeting of council.

2562

ANY OTHER INFORMATION

The following matters were raised:

- a) Cllr Hancock has received a response from Liz Rawlings of LLangwm Historical Society and she is very interested in a possible Heritage Centre in Neyland. To be discussed at the April meeting.
- b) Cllr A Pollard-Powell had received emails about the amount of litter in the town from fast-food outlets, particularly food containers dropped from vehicles. He suggested that a local tax be levied to help with the costs of cleaning up after them. To be discussed at April meeting.
- c) The digger for the pond on Honeyborough Green will be doing the work very soon and the stonemason will be repairing the dam in April.
- d) It was suggested that we have multi-purpose signage in the town such as flower arrangements in tubs at the entrance to the town with a message about littering.
- e) It was suggested that we post photographs of rubbish left near the recycling point in the car park on FB to shame people.

- f) Cllr M Harry requested that a request to amend Standing Orders be placed on the next agenda.

2563

DATE OF NEXT MEETING

The next meeting will be held on Monday 6th April 2020 at 7.00pm.

There being no further business to discuss, the meeting closed at 9.35pm.

Signed..... Mayor.....Date

Signed.....Clerk