

**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD REMOTELY ON TUESDAY 6TH
APRIL 2021 AT 7.00PM**

PRESENT: Cllr S Hancock (Mayor)
Cllr J Bevan
Cllr V Edwards
Cllr P Davies
Cllr G Lawlor
Cllr M Harry
Cllr P Hay
Cllr W McGarvie

APOLOGIES: Cllr J Sutton

The Town Clerk was in attendance (Mrs J Clark)

2755 DECLARATIONS OF INTEREST

Cllr M Harry declared a personal interest in the item relating to the audio-visual equipment at the Hub as he is council's representative on the Community Hub.

Cllr G Lawlor declared a personal interest in the item relating to the trees on Riverside Avenue as he is an employee of PCC.

2756 REPRESENTATIONS FROM PUBLIC

There were no members of the public present.

2757 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 1st March 2021 were proposed and seconded. They were agreed as a true record apart from the following matter:

- a) Minute 2736: The following paragraph to be added - A recorded vote was taken which was unanimously in favour of the above recommendations with Cllrs W McGarvie, M Harry, S Hancock, G Lawlor, S Churchill, V Edwards and J Sutton voting. Mrs Hatchett was thanked by the Mayor for attending the meeting.

2758 MATTERS ARISING

The following matters were raised:

- a) **Minute2736:** It was suggested that information on the proposed footpath at Elm Grove to Wood Lane be publicised on FB and the council website, asking for comments from residents.

- b) **Minute 2736a)** Cllr P Hay advised that he had emailed PCC's Access Officer regarding the need for lighting at Victoria Court on the path to the play area.
- c) **Minute 2736d)** PCC have advised that they should have funding for a build-out in High Street in the near future.
- d) **Minute 2742:** A meeting regarding the website will have to be arranged for a demonstration from a company offering to transfer the information from our current site to a local government fully compliant template website.
- e) **Minute 2744:** The trees planted on Riverside Avenue look very good, however someone with a van is parking their vehicle right up next to one of the trees. It was agreed that this person be requested not to park there. Some of the trees will need to be re-located a few feet further back as they are obstructing the visibility splay for drivers when exiting side roads onto Riverside Avenue. A licence for the trees will also need to be obtained from PCC. Cllr J Sutton and G Lawlor will attend to this. It was also suggested that the police be contacted about the vehicles causing an obstruction.
- f) **Minute 2745:** It was suggested that Supt Ross Evans and/or CI Louise Harries be invited to attend a special remote meeting to discuss cctv and other issues in Neyland.
- g) **Minute 2748:** The Town Clerk asked whether councillors could assist with the distribution of the Walk Neyland leaflet to garages, shops and other outlets. It was suggested that a list be prepared of where they should be delivered to, to avoid duplication of effort.

2759

UPDATE ON ACCOUNTS TO 31ST MARCH 2021

The following documents had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £49,972.14 in the Current Acct, £8,681.13 in the Saver Acct, £0.00 in the Mayor's account and £1,262.10 in the Twinning Acct.
- b) The Financial Statement – Cashbook showing income of £199,801.26 (gross) and expenditure of £203,187.87 (gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

The following matters were raised:

- a) That £2,000 be earmarked from the Town Improvement budget which was underspent to add to the £1,500 currently earmarked, making a total of £3,500.00.
- b) There was currently £7,500.00 plus the 2021-22 budget of £2,500 earmarked for the holding of Elections.
- c) There was also £5,000 earmarked for the play area.

2760

TO CARRY OUT FINANCIAL RISK ASSESSMENT FOR 2020-21

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 document be approved and agreed.**

2761

REVIEW OF INTERNAL AUDIT

The Town 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 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. It was agreed to sign off the document and return to the clerk.

RESOLVED: **That the review of internal audit 2020-21 be accepted.**

2762

CO-OPTION OF COUNCILLOR TO WEST WARD

Prior to the start of the meeting three candidates had been interviewed for possible co-option to Council. A secret ballot was taken via text message to the Town Clerk and the successful candidate was Andrew Lye of Cambrian Road, Neyland.

RESOLVED: **That Mr Andrew Lye of Cambria Road, Neyland be co-opted to the West ward of Council.**

2763

PLAYPARK INSPECTION

Cllr P Hay advised that the cantilever swing, or basket swing at the park has worn heads which need replacing quite soon as it has a lot of use. A quote had been obtained for £971.00 for the necessary replacement parts, which included £62.00 for two talk tube ends for another piece of equipment and delivery of £82.00. It was agreed for now just to order the talk tube ends which Cllr Hay can fit and find out the cost for fitting the rest of the parts.

RESOLVED: **That the two talk tube ends costing £62.00 be ordered at this time and a cost obtained for the fitting of the other parts to the cantilever swing before ordering.**

2764 **REQUEST FOR CONTRIBUTION TO AUDIO-VISUAL EQUIPMENT AT HUB**

A request had been received from Paul Miller for a contribution of 50% of the cost of the supply and installation of new audio-visual technology for the meeting room upstairs at the Hub to facilitate hybrid meetings. It was felt that this equipment would be well used for guests to our meetings to attend without travelling and it was suggested that we agree to pay 50% of the cost up to a maximum of £2,000.

RESOLVED: **That this council contributes 50% of the cost of the new equipment, up to a maximum of £2,000.**

2765 **PARKING REVIEW IN NEYLAND**

It was suggested by Cllr G Lawlor that the County Council be requested to conduct a full parking review in Neyland due to the ever-growing problem of on-street parking, which has resulted in grass verges being badly damaged by vehicles being parked on them. Members were advised by the Mayor that PCC are about to prepare a Parking Estates Policy and they would be requesting expressions of interest. It was suggested that a reply be sent from this Council requesting a review of parking in the whole town and that the Police be involved from the start. It was further agreed that a letter be sent to Darren Thomas and Richard Brown of PCC highlighting the parking issues in the town.

RESOLVED: **That PCC be requested to conduct a full parking review for the whole of Neyland and that the local PCSO be involved in the process.**

2766 **'READY TO GO' – SOLVA CARE TOOL KIT**

It was agreed that this be discussed at the May meeting when reviewing the Strategic Plan for Neyland.

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

That the Strategic Plan be discussed at the May meeting to decide on action plan for next 12 months.

2767 **REQUEST FOR ADDITIONAL CHRISTMAS LIGHTING AT MARINA ENTRANCE**

A request had been received from a local resident, that additional Christmas lights be added to the trees at the entrance to Neyland Marina. This was discussed and it was agreed that the Christmas lights be reviewed in two year's time when the current lease ends.

RESOLVED: **That this matter be discussed when the current lease for Christmas lights ends in two year's time.**

2768

UPDATE ON COMMUNITY GARDENS

The Town Clerk advised Members that the application for an Enhancing Pembrokeshire Grant had been provisionally accepted but no progress had been made on the transfer of the land from PCC. The Mayor, Cllr S Hancock thanked the Town Clerk and Cllr Gareth Lawlor for their work on the application. Permission to remove the hedge from the play area would need to be obtained from PCC before any work is carried out.

RESOLVED: That permission be sought from PCC for the removal of the hedge at the play area/Belle Vue field.

2769

YOUTH SERVICES IN NEYLAND

This item was raised by Cllr S Hancock who stated that there were many issues with young people in the town and more services would be required after the Covid pandemic is over. He advised that Nicola Davies who had organised the Christmas Together event, had some money left over and asked what we would like to see for young people in the future. The Youth Club would be open through the summer funded by PCC and the youth leader was hoping to arrange a walk about with the new PCSO to speak to youngsters to see what they wanted. It was then hoped to hold a meeting with James White, Head of Youth Services at PCC to progress these ideas. The Clerk was asked to let Keith Howells from Neyland Yacht Club know of this.

RESOLVED: That additional provision be made for youth people in the town, following a walk around with the Youth Leader and the PCSO and a meeting with the Head of Youth Services at PCC.

2770

ACCOUNTS FOR APPROVAL

Accounts totalling £? Were approved for payment.

2771

TOWN CLERK'S REPORT

The Town Clerk had submitted the following report:

1. Our application for an Enhancing Pembrokeshire grant for the community gardens has been provisionally approved and will be confirmed after 19th April and the hedge will be removed from the Belle Vue field shortly after.
2. The trees have been planted at the junctions on Riverside Avenue which, hopefully will prevent further parking on the grass verges.
3. The provision of a path from Elm Grove to Wood Lane has been provisionally agreed by PCC and will be placed on their schedule of works.

4. The work on the play area has been completed to renew two areas of safety surfacing.
5. The picnic table in memory of the late Cllr Brian Phelan has been purchased and we are waiting for the plaque to be added. It will then be located at a suitable location outside the Community Hub.
6. I have received notification from PCC that Milford Haven School is ending its Sixth Form Provision from September 2021. The reasons for her decision can be found on the Council's website as follows:
<https://www.pembrokeshire.gov.uk/haveyoursay/school-reorganisation>.
7. With regard to the trees being made available to us under the Coastal Communities Adapting Together (CCAT) project, hosted by the Port of Milford Haven, I have been made aware that this Council will have to arrange the planting and on-going maintenance of these trees (probably about 24 trees). In view of this I did not order any trees because we had not decided exactly where they would be located or who would be planting them, and I did not want to have a large quantity of trees in storage while we decided where they would go or who would plant them. If anyone has any ideas as to how we can facilitate this, please let me know.
8. Our insurance brokers WPS Insurance have informed me that they have re-tendered the CouncilGuard facility to the UK insurance market and have selected The Military Mutual as the new scheme insurer with effect from 1st March 2021. When our policy comes up for renewal in June, they will explain our options. I have a letter from the Chief Executive Officer of The Military Mutual Ltd of anyone wishes to see it please let me know.
9. Members were informed that a FOI request had been received from a Member of Llanstadwell CC who had asked for the details of the person who had complained about the Burial Board management. The Clerk advised that having taken advice from OVW she had declined to provide the information on the grounds that the complainant had requested strict confidentiality.
10. One Voice Wales had sent an invitation to renew membership at a cost of £?? and this was agreed.

2772

ANY OTHER INFORMATION

The following points were raised:

- a) Cllr W McGarvie reminded members that his son had offered to re-do the council's website free of charge and this was noted, and Cllr McGarvie thanked for the offer.
- b) It was reported that the recent Burial Board meeting had gone well, and Jane Clark will cover the work of the Clerk for the Burial Board for approx. 3 months from 24th May.
- c) Cllr G Lawlor reported that Domino's delivery drivers were driving over the speed limit whilst making deliveries and he had received several complaints from the public about this. It was agreed that the company be written to about this matter and asking for their policy on delivery times.

- d) The clerk was asked to find out from OVW what the requirements were for the holding of hybrid meetings.
- e) Cllr Lawlor suggested that a presentation of the Town Improvement Grant cheque to Neyland School be arranged as it was the largest grant council had ever given.

2773

DATE OF NEXT MEETING

The next meeting will be the AGM and will be held on Tuesday 4th May followed by the ordinary meeting of Council.

The meeting closed at 9.30pm.

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

Signed.....Town Clerk