**64/23**

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL**

**HELD ON 4TH SEPTEMBER 2023 AT NEYLAND COMMUNITY HUB**

This meeting was recorded and live streamed.

**PRESENT:** Cllr B Rothero (Chair)

 Cllr S Thomas

 Cllr D Devauden

 Cllr S Campodonic

 Cllr A Richards

 Cllr M Harry

 Cllr A Phelan

 Cllr P Hay

 Cllr A Thomas

 Cllr E Phelan (via livestream)

**ALSO IN ATTENDANCE**: Miss Libby Matthews – Town Clerk/RFO

**APOLOGIES:** Cllr A Radice

The meeting opened at 19.10pm

**4259 – TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO**

 **BE TRANSACTED**

The onus is on Members to declare any interests which may relate to the meeting and/or any transactions to be made.

|  |  |  |
| --- | --- | --- |
| **Member:** | **Interest:** | **Agenda Item:** |
| **Cllr A Phelan** | **Personal** | **Item 9 & Item 14** |
| **Cllr E Phelan** | **Personal** | **Item 9** |
| **Cllr S Thomas** | **Personal** | **Item 14** |
| **Cllr P Hay** | **Personal** | **Item 14** |
| **Cllr M Harry** | **Personal** | **Item 7** |

Cllr S Thomas also declared that he was a member of Llanstadwell Community Council.

**4260 – REPRESENTATION BY MEMBERS OF THE PUBLIC (limited to 15 minutes)**

There were no members of the public present at this meeting.

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**4261 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 3RD**

 **JULY 2023**

Cllr A Phelan asked if the minutes had been edited at all since temporary clerk Juliet Raymond wrote them. Cllr S Thomas advised that he had edited some typos and sentence structures.

4223 – Cllr Harry advised he is not a publican and that his interest should show as Director of the

 Hub.

4225 – Cllr A Phelan has concerns that the language used in the minutes seems biased.

4225 – (39/23) to include that Councillor Thomas stated yes, he still stands by the statements.

4225 – (40/23) To remove the statement “Councillor Phelan doesn’t feel that a standing order was

 specifically called” as no Standing Order was referenced.

4225 – (43/23) amend to read “It was felt that Councillor Thomas should not be asked.”

4226 – (40/23) Cllr A Phelan has concerns that the language used is overly biased.

4226 – (43/23) should read ‘lower curbs’

4228 – To elaborate on “It was felt that this is historical.”

4230 – To be re-worded, as this is usually the job of the Clerk.

4235 – To amend to all Veterans in Neyland.

4239 – to include that there needs to be a 20 working day notice for a freedom of information

 Request.

4242 – amend to “Cllr Harry advised he would investigate and address the Council’s concerns to

 The Hub in writing. A response would come from The Hub, not himself.”

**Cllr Phelan proposed that the Free Pints for Veterans Scheme be extended to all Emergency personnel, as well. Cllr Rothero seconded the motion.**

**All in favour.**

**Proposal: To approve the minutes, with amendments, of the Ordinary Meeting held on 3rd July 2023.**

**Proposed: Cllr S Thomas**

**Seconded: Cllr D Devauden**

**Against: Cllr M Harry and Cllr A Phelan.**

**RESOLVED: MINUTES, WITH AMENDMENTS, TO BE APPROVED.**

**4262 – MATTERS ARISING**

4224 – (49/23) Is there an update on the tree at Isambard Gardens? Cllr Devauden confirmed he has spoken with ATEB regarding this, and it is currently in progress. A decision is being made on the best place to situate the tree.

4224 – (50/23) Have PCC been contacted regarding the speed of traffic on the hill and road next to the Skate Park? Cllr S Thomas confirmed that C. Cllr Simon Hancock and Highway Control at PCC had been contacted. The Clerk is to follow this up.

4228 – (52/23) Cllr S Thomas asked why Cllr E Phelan had made representation on an External Committee when, in line with the sanctions set out in standing orders, Cllr E Phelan should not

currently be representing the Council on such committees. Cllr A Phelan & Cllr M Harry do not believe that sanctions can be imposed as the standing order was not passed correctly. There was discussion on the matter between Councillor’s. Cllr A Phelan has asked the Clerk to look into the validity of standing order 25B and whether this can be upheld.

**66/23**

Cllr A Phelan also does not feel that Cllr Ellen Phelan should be removed from representing NTC regarding the Youth Club as she has already established a very good relationship with the young people who attend the Youth Club. This was agreed unanimously between Councillor’s.

4235 – Is there an update on free pints for Veterans? Cllr S Thomas advised letters are being drawn up and will be distributed to all Neyland pub landlords.

4240 – Is there an update on the speed limit on Kensington Road? The new 20 mph speed limit comes into force on 17th September 2023, Kensington Road is included in the new speed limit. PCC has been contacted on several occasions asking for suggestions on improving road safety. It was suggested by Cllr Harry that Neyland Town Council should invite members of PCC to a meeting to address the issues. The Clerk is to follow up with another email.

4243 – Cllr S Thomas proposed to Cllr Harry that the Clerk be given a master key to the Hub, to avoid issues arising with the meeting room door being locked at booked meeting times. Cllr Thomas also advised that

stated in the Development Partnership Agreement, the Council should also have access to the Kitchen facilities. Cllr Harry advised that he was not there representing the Hub, however, if Neyland Town Council put their request in writing to the Hub, he will ensure that it gets looked into. Cllr Harry advised it would likely be a key for the meeting room provided and not a master key.

**Action: Clerk to confirm the validity of Standing Order 25B with external advice.**

**Action: Clerk to send follow up email to PCC regarding road safety.**

**4263 – TO APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON**

 **7TH AUGUST 2023.**

The starting minute needs to be amended to 4247 and all other minute numbers adjusted accordingly.

The minutes need to include the Cllr A Radice had to leave the meeting due to technical issues with the livestream.

4248 – The statement read out by Cllr Rothero should not be included in the minutes.

4250 – incorrect spelling of ‘Barrie’

4251 – incorrect spelling of CiLCA

4252 – To amend the phrase ‘less fortunate families’ to ‘low income families’

4254 – To amend ‘forming another group’ to ‘organising another meeting.’

4255 – Stated that Cllr B Rothero had been added to the mandate, however this is incorrect.

 The Chairman is given automatic powers to instruct on adding or removing members from

 the mandate. Amend the minutes to reflect this.

**Proposal: To approve the minutes, with amendments, of the Extraordinary Meeting of Council held on 7th August 2023.**

**Proposed: Cllr S Thomas**

**Seconded: Cllr B Rothero**

**Against: Cllr M Harry and Cllr A Phelan**

**Abstained: Cllr E Phelan**

**RESOLVED: MINUTES, WITH AMENDMENTS, TO BE APPROVED.**

**67/23**

**4264 – MATTERS ARISING**

4248 – It was decided that the motion would be brought back to Council correctly in the September meeting, however this is not on the agenda. Cllr Rothero gave his apologies for the oversight, and it was agreed to be brought back to the next meeting in October.

4255 – Cllr Harry told Members that he had spoken with Martin from OGI, who had advised him it was never stated that the £1,000 donation from OGI had been lost due to paperwork not being submitted. Cllr S Thomas disagreed and stated that what he had reported in the meeting had been correct.

**4265 – DISCUSSION OF INTERNAL AUDIT**

The Chair asked if all Member’s had received a copy of the report received from the internal auditor, Bernie Scourfield. Members confirmed that they had all received a copy. The Chair asked if any member had any questions regarding the report. It was suggested that any queries should be sent to the Clerk and advised

upon in the next meeting. The Chair noted and commented upon the many discrepancies between the planned budget and the actual budget.

**4266 - ARRANGEMENTS FOR THE FIREWORKS DISPLAY**

The Clerk advised Members that Milford Haven and Whitland were both hosting their Fireworks displays on the 5th of November, which may have an impact on the turn out of the Neyland Town Council display if we also choose to host on the 5th.

Cllr Hay asked if a deposit has been paid to the Fireworks display company, to which Cllr S Thomas stated that advice given by the previous Clerk, was that the company had not requested a deposit.

The Chair informed Members that he had been approached with requests from two businesses in Neyland regarding hosting the Fireworks display this year. One request was for the Fireworks display to be hosted from the river, with the Alumchine hosting the bar and amenities. There was a lengthy discussion between Members surrounding the implementation of hosting at this venue, out laying the potential issues to be encountered.

Cllr E Phelan raised a suggestion to organise a quiet space for children with sensory issues, or who do not like the noise of the Fireworks, it was a unanimous feeling from Members that this was a very positive idea.

The date was agreed to be set for Friday 3rd November, providing the display company, caterers and additional attendees will be available for this date. Clerk to confirm this.

The Chair advised that an EGM will be called to confirm and agree all details once more information has been gathered.

**4267 – ARRANGEMENTS FOR REMEBRANCE SUNDAY**

Cllr S Thomas opened the discussion by confirming to Members that last year, the late Judith Wilson had organised the ordering and distribution of the wreaths and poppy boxes. The Clerk is to find information on how to order the wreaths and to confirm how many we will need to order.

Cllr S Thomas proposed that as Sally-Ann did an excellent job with the refreshments arrangements last year, we ask her to organise this again this year at The Hub. This was unanimously agreed.

Cllr Hay opened a discussion regarding extending our invites to the Remembrance Sunday Parade to additional Local Councils, as was done historically, pre Covid-19. This was agreed to be a good idea.

Cllr Devauden volunteered his services as Parade Marshall this year.

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It was discussed between Members that PCC will whitewash the steps of the monument in anticipation of the parade, however, they will not clean the Cenotaph itself. Cllr Rothero agreed to take on the responsibility of getting the Cenotaph cleaned before the parade.

Cllr Devauden offered his time and services to clean the six war graves in the cemetery.

**Proposal: The function to be held at the Hub**

**Proposed: Cllr S Thomas**

**Seconded: Cllr B Rothero**

**All in favour.**

**RESOLVED: THE REMEBRANCE DAY FUNCTION TO BE HELD AT THE HUB**

**4268 – PLANNING APPLICATION RECEIVED FOR 71 HIGH STREET, NEYLAND**

As Cllrs A Phelan & E Phelan had both declared an interest in this matter, both were excluded from considerations on the matter, as per the Code of Conduct.

The Chair opened the discussion by advising that he was a bit concerned that a meeting of the Planning Committee had not taken place regarding the Planning Application received. The Chair advised that the Clerk had sent an email to the Planning Committee to arrange a meeting, however it had not received any response. Cllr Harry commented that it was likely due to current circumstances within the Council, that being that the email had been sent during the summer recession and that, at the same time Council had appointed a new Clerk, who was unaware at the time that the onus is on the Clerk to ensure all meetings are arranged. This was generally accepted by the Clerk and Council.

Cllr A Richards advised the Clerk that she had not received an email regarding this and that she was a member of the Planning Committee. The Clerk apologised to Cllr Richards for the oversight and asked if all members could send her an up to date list of all committees that they are a part of, to ensure this does not happen in future.

Cllr S Thomas advised that as he would not be in attendance at the next meeting, he would like to offer his concern on the application in this meeting:

“I have concerns that raising of the party wall in the back may affect the neighbours.”

**RESOLVED: CLERK TO ENSURE MEETINGS ARE CORRECTLY ORGANISED IN FUTURE**

**4269 – RED PHONE BOX ADOPTING AND RE-PURPOSING**

Cllr A Phelan opened the discussion by advising Members that he had received a few emails regarding the new initiative of re-purposing of old Red Phone Boxes across Wales. Cllr Phelan advised that part of the initiative was that the phone boxes could be purchased for £1, to be re-purposed in the local community. The Chair asked Cllr Phelan if he had a plan in mind for re-purposing?

There was a discussion between members on what the Council could use a phone box for and where it would be best placed. Some suggestions were to house a defibrillator or for use as a local book swap. The Chair asked Cllr Phelan to research the initiative and provide Council with full details before a decision was made.

**RESOLVED: CLLR A PHELAN TO RESEARCH INITIATIVE AND BRING IT BACK TO COUNCIL.**

**69/23**

**4270 – STREET/BOY RACERS AND REPORTING THEM**

Cllr A Phelan opened the discussion by reporting to Members that he had received several complaints from members of the public regarding speeding cars and dangerous use of E-Scooters by young people. Cllr Harry also reiterated this concern and advised that it was his understanding that use of E-Scooters on the pavements and roads was illegal. The Chair advised that, whilst he was in full agreement that this is a continuing issue on the Neyland roads, after a previous consultation with the PCSO for Neyland, it was understood that there were very restrictive rules in place regarding the powers held to take E-Scooters and such from children. Cllr Campodonic further advised that the PCSO has told Members that they hold powers to tell young people to stop using them, but it would take an external company, such as ‘Milforge’ to remove the property.

Cllr Hay joined the discussion and suggested to Members that the Council should be more active in highly encouraging the public to report all incidents to 101, as this helps to highlight the need for additional support from law enforcement and PCC to counteract the dangerous behaviour on Neyland roads. The Chair suggested

that perhaps Neyland Town Council could create an easier form of reporting for the public, such as a blog or a direct link to making reports, via the Neyland Town Council social media accounts. Members felt this was a good idea and should be something to look into as soon as possible.

**RESOLVED: TO PROVIDE A LINK AND/OR BLOG TO ENCOURAGE MEMBERS OF THE PUBLIC TO REPORT ANTISOCIAL BEHAVIOUR IN NEYLAND**

**4271 – 20MPH SPEED LIMIT INTRODUCTION – REMINDER**

Cllr A Phelan reminded Members that the introduction of the new 20mph speed limit, brought in by the Welsh Government, will be enforceable from 17th September 2023. Cllr Hay suggested it would be a good idea for Neyland Town Council to remind the members of the public in Neyland about this new speed limit, as all Neyland roads will now come under this law. Members agreed this was a good idea.

**RESOLVED: THE CLERK TO CREATE A NOTICE REMINDING MEMBERS OF THE PUBLIC OF THE NEW SPEED LIMIT COMING INTO FORCE**

**4272 – TOWN COUNCILS ELECTORAL BOUNDARIES**

Cllr A Phelan advised Members he had brought this to Council to discuss as he believes the boundaries for Neyland Town Council are outdated. Cllr Phelan believes that the area of Crossways, which includes Sinclair’s Garage and the Crossways’ Service Station, and that the area of Honeyborough Industrial Estate, adjacent to the Cemetery, should be included in Neyland Town Council’s Boundaries, rather than Llanstadwell Community Council. Cllr A Phelan also advised Members that there was currently a Boundary Commission being undertaken at PCC to possibly amalgamate smaller Council’s and that perhaps this would be a good time to write to PCC to ask them to review the boundaries.

A discussion was opened by Cllr Harry referencing the speed on the A477 road as you are leaving Neyland, which, at present, falls under Llanstadwell boundaries. It is a concern of Cllr Harry that as a Council Body, it was historically agreed that Council would take action to contact PCC to have the speed limit on this stretch of road reduced, but given that this road falls outside of Neyland’s boundaries, do Neyland Town Council have any authority to propose this to PCC? Cllr Harry went on to advise that Cllrs had previously invited the Head of the Highway’s Department at PCC, Darren Thomas, to Neyland Town Council meetings to discuss issues such as these and that it would be a good idea to start to do this again. It was advised that the speed limit on the A477 stretch of road has previously been brought to the attention of Darren Thomas via email and that as a Council, we should continue to pursue the issue.

**70/23**

**RESOLVED: WRITE TO PCC TO REQUEST A REVIEW OF THE NEYLAND TOWN COUNCIL BOUNDARIES**

**RESOLVED: TO PURSUE THE ISSUE OF THE SPEED LIMIT ON THE A477 ROAD LEAVING NEYLAND**

**4273 – COMMUNITY COHESION SMALL GRANT APPLICATION, INTERNATIONAL DAY OF DISABILITY**

Cllr S Thomas presented a proposal to Members regarding an application he would like to submit for the Community Cohesion Small Grant. Cllr S Thomas advised Members that he intends to apply for the grant to hold a small conference, inviting multiple local disability groups and local businesses, to encourage the understanding and support of employment and assistance for any person who has a disability. Cllr S Thomas told Members he would like to host the event at The Hub as it would be a good opportunity to showcase the building and that the building has excellent disability access. Cllr S Thomas informed Cllrs that the grant would

cover a buffet, advertisement of the event, small favours provided with the Neyland Town Council logo (such as pens or keychains) and an additional 8 hours’ work for the Clerk. Cllr S Thomas asked the Council to provide £100.00 of seed money to begin funding the event, which would be paid back upon receipt of the grant money if the application is successful.

**Proposal: Cllr S Thomas to apply for the Community Cohesion Grant to host an event in support of people with a disability.**

**Proposed: Cllr S Thomas**

**Seconded: Cllr B Rothero**

**All in favour.**

**Proposal: Neyland Town Council to provide £100 of seed money to begin funding the event, which will be repaid to the Council once the grant funding is received.**

**Proposed: Cllr S Thomas**

**Seconded: Cllr A Phelan**

**All in favour.**

**RESOLVED: CLLR S THOMAS TO APPLY FOR THE COMMUNITY COHESION GRANT AND FOR NEYLAND TOWN COUNCIL TO GIVE £100 SEED MONEY**

**4274 – DISCUSSION OF THE DONATION TO CRUISING FREE 2025**

Cllr A Phelan advised Members that during the Ordinary Meeting of Council held on 5th June 2023, Cruising Free 2025 made a presentation to Council and asked for a donation of £1000. During this meeting, former Cllr A Lye agreed to funding this donation. The Chair supported this decision, and it was agreed that Neyland Town Council would give a donation of £1000 to Cruising Free 2025.

**Proposal: To give a donation of £1000 to Cruising Free 2025**

**Proposed: Cllr B Rothero**

**Seconded: Cllr A Phelan**

**All in favour**

**RESOLVED: NEYLAND TOWN COUNCIL TO DONATE £1000 TO CRUISING FREE 2025**

**71/23**

**4275 – APPLYING FOR PEMBROKESHIRE ENHANCEMENT FUNDING**

Cllr Devauden advised Members that he would like to apply for the Pembrokeshire Enhancement funding to go towards improving and refreshing the Play Park in Neyland. Cllr Devauden updated the Council that he had participated in discussions with young people to get their views on what they would like to see in the Play Park. Cllr Devauden reported that there was a resounding consensus from the young people he spoke with that they would like to see a gazebo or shelter of some sort, where they can sit if the weather is bad. Cllr A Phelan supported this by mentioning that himself and Cllr E Phelan had received the same suggestions from young people who attended Neyland Youth Club. There was a discussion between Members surrounding the risks of vandalism, historical vandalism, and the specification requirements a gazebo would require to minimalise the risk of any future vandalism and for health and safety reasons. It was suggested by The Chair

that the Environmental & Leisure Committee arrange a meeting to put together a proposal and bring it back to Council to discuss and that Cllr Devauden also attend this meeting.

**RESOLVED: ENVIRONMENTAL & LEISURE COMMITTEE TO ARRANGE A MEETING AND EXTEND AN INVITE TO CLLR DEVAUDEN, TO PRODUCE A PROPOSAL TO BRING BACK TO FULL COUNCIL TO DISCUSS**

**4276 – DISCUSSION ON ADOPTING AN ACCOUNTING PACKAGE TO MANAGE FINANCES**

It was agreed in the Extraordinary Meeting of Council held on 07th August 2023 that the Clerk would take steps to research a suitable accounting package that the Council would adopt to manage the finances of the Council. The Clerk researched 3 different accounting packages: Scribe, advantEDGE and Rialtis. The Clerk presented the Council with an overview of each package and its offerings along with the pricing for each package. Cllr Hay asked the Clerk, in her professional opinion, which accounting package did she think would be the best suited for the Council. The Clerk advised that Scribe was her preferred choice and demonstrated the reasons why. The Clerk also presented the Council with 3 pricing quotes for adopting Scribe. The original quote given for a 12 month contract, a second quote given for a 12 month contract with an additional 10% discount negotiated and a final quote for a 36 month contract with an additional 15% discount negotiated.

**Proposal: The Clerk to be authorised to confirm and pay for a 36 month contract with Scribe Accounting.**

**Proposed: Cllr S Thomas**

**Seconded: Cllr S Campodonic**

**All in favour**

**RESOLVED: NEYLAND TOWN COUNCIL TO ADOPT THE SCRIBE ACCOUNTING PACKAGE**

**4277 – PAYMENTS TO BE AUTHORISED**

Payments were presented to the Council totaling £11,847.73 Net.

This included a payment for the Neyland East Election to PCC for the value of £8,103.01. The Clerk advised Council that the option was available to spread the cost of this payment up until the next General Election in 2027, but that this would incur a 6% interest fee.

**Proposal: To pay the costing of the Neyland East Election as a lump sum payment to avoid additional fees.**

**72/23**

**Proposed: Cllr P Hay**

**Seconded: Cllr A Phelan**

**All in favour**

**Proposal: All payments to be accepted and authorised**

**Proposed: Cllr S Thomas**

**Seconded: Cllr A Phelan**

**All in favour**

**RESOLVED: TO APPROVE ALL PAYMENTS**

**4278 – CLERKS REPORT**

The Clerk reported the following to Members:

1. She had undertaken training with the Clerk at Pembroke Town Council, Suzi Thomas
2. She had obtained membership to the SLCC and had begun the ILCA training course.
3. Christmas Lighting is covered for damage and accidents under our Employer’s Liability Policy – no additional costs will be incurred at Christmas.
4. She had completed the setup of NEST workplace pension scheme.
5. An email had been received from former Cllr A Lye requesting payment of his allowance as a member and on a pro rata basis for his short time as Mayor.
6. An overview of Fireworks Display arrangements.
7. An overview on Remembrance Sunday arrangements
8. One Voice Wales have confirmed that there is no legal time limit to which recordings of meetings must be kept as there is no legal requirement for meetings to be recorded and that this is at the discretion of the Council.

**4279 – MAYORS UPDATE**

The Chair advised Members he would like to organise an EGM for next week to discuss the confirmation of arrangements for the Fireworks Display and to discuss the arrangements for the Christmas proceedings for this year.

The date for the meeting was set for Wednesday 13th September 19.00pm at The Hub.

**4280 – DEPUTY MAYORS UPDATE**

Cllr S Thomas gave Members a quick update on the progression of the work to be carried out for the installation of the Town Christmas tree at Policeman’s Bank. Cllr Thomas advised Barrie Jones will be available to being the work shortly, along with OGI. A confirmed date is yet to be set. Cllr Thomas also advised that CEF Electrical have offered donations in the form of materials. Cllr Rothero added that R & M Electricals have also offered donations in the form of materials. Cllr Thomas informed Members that the purchase of a Manhole cover will need to be made by Nayland Town Council.

**73/23**

**4281 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR**

No Members of the Council had additional information to exchange.

**4282 – DATE OF NEXT MEETING**

The date of the next meeting was set for 2nd October 2023.

The Meeting closed at 21.41pm

**Signed: …………………………………………………. (Chairman) Date: …………………………………………………….**

**Signed: …………………………………………………. (Town Clerk/Proper Officer)**