

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON MONDAY 1<sup>st</sup>  
SEPTEMBER, 6.00PM AT NEYLAND COMMUNITY HUB**

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This meeting was recorded.

Meeting Opened: 6.00pm

**IN ATTENDANCE:** Cllr. P Hay (Mayor)  
Cllr. A Phelan (arrived 7.05pm)  
Cllr. M Harry  
Cllr. E Phelan  
Cllr. S Hancock (arrived 7.00pm)  
Cllr. D Matthews  
Cllr. S Campodonic  
Cllr. D Devauden

Miss. Libby Matthews – Town Clerk & RFO

**APOLOGIES:** Cllr. A Thomas, Cllr. A Richards.

**ALSO IN ATTENDANCE:** Cllr. Randell Thomas-Turner, Deputy Mayor of Haverfordwest.  
Cllr. Dani Thomas-Turner, Sheriff of Haverfordwest.

Members of public.

**4559 – DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE  
TRANSACTIONED**

<b>Name:</b>	<b>Interest:</b>	<b>Agenda item(s):</b>
Cllr. M Harry	Personal; Non-paid Director of Neyland CIC	N/A

**4560 – AN ADDRESS FROM CLLR. RANDELL THOMAS-TURNER REGARDING THE ANTI RACIAL  
ACTION PLAN.**

Cllr. Randell-Thomas Turner, Deputy Mayor of Haverfordwest, along with Cllr. Dani Thomas-Turner, Sheriff of Haverfordwest, attended Council to discuss Neyland Town Council adopting the Anti-Racial Action Plan within Standing Orders. Both Cllrs Thomas-Turner gave an in depth insight into the importance of, and the work they are doing towards the ARAP. Councillors had a valuable discussion on a variety of issues that are addressed within the ARAP, along with the positive steps being taken by Council's all across Pembrokeshire to address these issues. Neyland Town Council agreed that they would be unanimously in favour of adopting the ARAP into Standing Orders and that preliminary work will begin, working closely with Cllr. R Thomas-Turner to adapt the ARAP effectively for Neyland Town Council.

**4561 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)**

There were no public representations.

**4562 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING 07.07.2025**

There were no amendments put forward by Council.

**Proposal: To approve the minutes of the Ordinary Meeting of Council 07.07.2025**

**Proposed: Cllr. M Harry**

**Seconded: Cllr. E Phelan**

**4 in favour, 2 abstentions.**

**RESOLVED: MINUTES OF THE 07.07.2025 MEETING OF COUNCIL ARE APPROVED AS A TRUE RECORD.**

**4563 – MATTERS ARISING**

- 49/25 – (4543) The Clerk advised she had received an email with the Carnivals' financial information and that she would circulate this to Council.
- 49/25 – (4544) The audit has been submitted to Audit Wales.
- 50/25 – (4545) Both grants had been well received, with VIP Class Acts & HOPE extending their gratitude for the award.
- 51/25 – (4548) The Clerk advised she had requested a site visit with PCC regarding the Public Toilets but that she had not been given a date as of yet. She advised she would continue to chase and notify Council once a date & time had been secured.
- 51/25 – (4549) The Clerk advised a new laptop had not yet been purchased as following the meeting she had with the potential new gov.uk domain providers, they had provided a specification of a laptop required to support the new website, which was more expensive than the allowance the Clerk had been allocated.
- 51/25 – (4549) The Clerk advised that the meetings she had attended in regard to the website had been quite intensive and that she did not yet feel confident to push forward with the process until she had a better understanding of the services offered. She advised she would liaise with local Clerk's who utilise the same companies to gain further understanding before she could provide adequate information to Council.
- 52/25 – (4551) Cllr. E Phelan advised that she had put some thought into how to begin planning a Careers Event and asked Council if they were happy with her researching interest from local businesses and young people ahead of planning the specifics of the event. Council agreed this was a sensible suggestion.
- 52/25 – (4552) The Clerk advised she had not yet received a response from Hywel Dda regarding the information requested on St Clements Surgery.

**4564 – A REPORT FROM THE COMMUNITY ENHANCEMENT MEETING 15.07.2025**

**DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE TRANSACTED**

There were no declarations made.

**TO DISCUSS AN APPLICATION RECEIVED FROM THE MILFORD HAVEN SEA CADETS**

An application had been received from the Milford Haven Sea Cadets, with a request of assistance towards the purchase of 4 new hand held radios, at a cost of £507.80 in total.

Members discussed the application, with Cllr. Hay expressing the MHSC are a wonderful group and have a spectacular facility for the young people of Milford and Neyland. He also expressed that NTC's Community Enhancement committee have awarded the MHSC large sums of money historically towards projects and have been happy to do so. All members were in agreement of Cllr. Hay's views.

The Clerk had been asked to liaise with MHSC and ask if they had also approached Milford Haven Town Council for support. MHSC responded that they had not approached MHTC for this particular project, but that MHTC provide support to them for many other projects throughout the year.

Cllr. Hancock said that he knew the MHSC benefits a lot of Neyland youngsters and feels we should, as a Council and committee, support MHSC with the project they have approached us with.

Proposal: To purchase 2 hand held radios at a cost of £253.90 (incl VAT) for the Milford Haven Sea Cadets

Proposed: Cllr. P Hay

Seconded: Cllr. S Hancock

All in favour.

RESOLVED: MILFORD HAVEN SEA CADETS TO BE AWARDED 2 HANDHELD RADIOS FOR THEIR  
UPCOMING PROJECT

**4565 – A REPORT FROM THE PLANNING COMMITTEE MEETING 15.07.2025**

**TO DISCUSS PLANNING APPLICATION 25/0100/PA, RON SKINNER & SONS LTD**

A planning application had been sent to NTC in regard to Ron Skinner & Sona Ltd, Honeyborough Industrial Estate. The application expressed that Ron Skinner & Sons wishes to purchase the adjacent property to the one they currently own (Unit 71, Honeyborough Industrial Estate) in order to expand their car park area, showroom and mechanical facilities. The Unit in question had historically been used as an industrial warehouse, so already provided adequate public access and car parking etc.

The Committee founds no issues with the application and were happy to support in full.

Cllr. Harry proposed we write to PCC to advise that NTC have no issues with the planning application, this was seconded by Cllr. E Phelan.

All in favour.

**4566 – TO CONFIRM A DATE FOR CO-OPTION INTERVIEWS**

No applications had been received following the advertisement of Co-option. The advertisement was agreed to be recirculated, with the application deadline being agreed for the 3<sup>rd</sup> October.

*Cllr. S Hancock arrived at 7.00pm.*

**4567 – REMEMBRANCE SUNDAY**

The Clerk asked Council to confirm that they were happy for her to proceed with arrangements for Remembrance Sunday, continuing the usual arrangements. The Clerk gave an overview, advising that she had already arranged the wreaths and that, with confirmation from Council, she would be contacting the Milford Haven Town Band, The Hub for collection of wreaths and hosting refreshments afterwards, PCC & the police for road closures, ordering Order of Service booklets and contacting the Parade Marshall. Council agreed they were happy for the Clerk to proceed.

Cllr. Devauden raised a complaint that he, as a veteran, had not been asked to have a role in the Remembrance Parade. He requested that he was given the role of Parade Marshall. There was disagreement between Council on whether they wished for Cllr. Devauden to fill this role, so it was requested to be put to a vote.

**Proposal: Cllr. Devauden to be appointed Parade Marshall for the Remembrance Sunday Parade 2025.**

**Proposed: Cllr. D Devauden**

**Seconded: Cllr. S Campodonic**

**2 in favour, 6 against.**

The motion was not passed, therefore, Cllr. Devauden will not be invited as Parade Marshall.

Cllr. Devauden further impressed that he would then like to read the list of wreath laying, to which Council agreed.

*Cllr. A Phelan arrived at 7.05pm.*

**4568 – DUATHLON DONATION**

The Clerk explained that between 2024-2025, NTC had received a £450.00 donation from the Pembrokeshire Duathlon Team, which they hoped would go towards a project in the Brunel Quay area, as this is the area they regularly utilise. Cllr. P Hay further advised that he had heard from a few members of public that they wish for there to be a bench on site close to the Skate Park, as there is currently no-where for parents to sit whilst their children are playing, so he had thought it may be a good idea to utilise this donation and purchase a bench. All Council were in agreement that this was a good way to spend the donation, and the Clerk was tasked with providing quotes for a bench at the next meeting for approval.

**Action: Clerk to provide quotes for an outdoor bench at the next meeting.**

**4569 – PURCHASE OF A NEW SPEAKER**

Cllr. Hay advised Council that the current PA System NTC own is unfortunately, no longer fit for purpose. He advised that the speaker had been returned damaged following last years' Christmas Events and that the remote also no longer worked. Cllr. Hay advised that we use the speaker on a number of occasions, including Remembrance Sunday, so it will require replacing soon. Council agreed this was a good idea and tasked the Clerk with bringing quotes for a new PA Speaker System to the next meeting.

**Action: Clerk to provide quotes for a new PA Speaker at the next meeting.**

*Cllr. Devauden left at 7.20pm.*

**4570 – A DISCUSSION ON NTC CHRISTMAS EVENTS FOR 2025**

Council discussed the options for Christmas activities for 2025. All were in agreement that the multiple events of the last two years would not be repeated this year, as none had been particularly successful. Council ultimately decided that this year, NTC would facilitate a Santa Sleigh Run around the Town followed by Santa's Grotto with a present at The Hub. Further details and dates will be discussed and confirmed. It was also confirmed that NTC would once again facilitate a Christmas Card competition within the schools (Neyland Community School & PLC), with the winners receiving a prize and potentially becoming the design for the NTC Christmas card. It was also discussed and confirmed that the Town's Christmas lights will be switched on, on December 1<sup>st</sup>, and that we will not be hosting a 'Lighting of the Tree' ceremony this year. Finally Cllr. Hay confirmed that he would once again be organising a Miscellany service this year and further details of this will be confirmed closer to the date.

**4571 – TO HAVE OUTSTANDING MATTERS AT THE TOP OF THE AGENDA UNTIL A RESOLUTION IS REACHED OR THE MATTER HAS BEEN COMPLETED**

Cllr. Harry had brought this to the agenda as he felt that often, ongoing Council matters that are not on the agenda end up getting overlooked, or possibly side swept for a while when new items are added. He felt that an ongoing list of all matters NTC are progressing with should remain at the top of the agenda until the item is either completed or discontinued as NTC can do no more with it. Council and the Clerk all felt this was a good idea and agreed to implement this practice moving forward.

**4572 – COUNCIL TO DECIDE ON SOME SPECIFIC GOALS FOR THE NEXT 12 MONTHS**

Cllr. M Harry had brought this to the agenda as he felt it would be a good idea for Council to set some specific goals they wish to achieve within the next 12 months. All agreed that this was a very positive idea and that it was of paramount importance that Neyland Town Council began striving towards building back the reputation that had been lost over the previous 3 years, due to the troubles faced. Cllr. Harry expressed his view that due to the issues NTC have had to face over the previous 3 years, the Council as a whole has lost morale and lost sight of the reason we are here as a Council, and we need to get back on track to be doing things for Neyland. It was agreed that any Council member who wished to have a project, suggestion, goal etc. considered that they would send an email to the Clerk so that she could collate all ideas into a document for discussion.

**4573 – OUTSTANDING MATTERS**

1. **MUGA** – There was further discussion on the vandalism currently happening at the MUGA and the attempts of NTC to minimise this. Cllr. Hay also advised that he had spent 3 days tidying and fixing the MUGA in an attempt to get it back to a useable state and that he had emailed PCC with a follow up asking when the works they agreed upon would begin to be implemented.
2. **Price & Kelway** – The Clerk advised she had updates for these matters within her Clerk's report.
3. **St Clements Surgery** – The Clerk advised that she was yet to receive a response from Hywel dda, but that she would follow up.

**4574 - PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE**

Council had been circulated, ahead of the meeting, a list of expenditure for July 2025 totalling £15,409.57 , a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments July  
2025.pdf



Bank Statement  
Current Account July



All Banks  
Reconciled 31.07.20

Council had been circulated, ahead of the meeting, a list of expenditure for August 2025 totalling £3,912.52, a list of income totalling £41,200 (precept), a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments August  
2025.pdf



Income August  
2025.pdf



Barclays  
Transactions August



All Bank Reconciled  
August.pdf

Council had also been circulated a list of payments for approval totalling £3,303.04



Payments for  
Authorisation.xlsx

There were no queries from Council.

**Proposal: Payments are approved, and financial information is accepted.**

**Proposed: Cllr. A Phelan**

**Seconded: Cllr. S Hancock**

**All in favour**

**RESOLVED: PAYMENTS ARE APPROVED TO BE MADE AND FINANCIAL INFORMATION IS ACCEPTED.**

**4575 - CLERK'S REPORT**

The Clerk reported the following to Council:

**1. Solicitor Matters:**

**1a. Skate Park Lease** – awaiting confirmation from PCC that they accept the amendments proposed

**1b. Belle Vue Field** – we are pushing PCC for an answer on Fields in Trust or dismissal of the caveat.

**1c. Public Toilets** – A site visit is being arranged ahead of the CAT.

2. **Army Cadets** – I have reached out twice, with no response.

3. **Defibrillator** – Issues have been reported with the defibrillator situated outside the Co-op. I am working with Tenby First Responders to rectify issues.

4. **CCTV Error** – CCTV at Brunel Quay has been having connection issues. I have emailed twice with no response. I will try once more via telephone, then I will call in to PPC to get this rectified.

5. **Planning Committee** – A meeting is to be scheduled for Thursday 4<sup>th</sup>, 630pm.

6. **VJ Day** – Service went very well, weas well received and I have received positive feedback from the public for the acknowledgement of the day

7. **Christmas Tree** – I have placed the order for this years Christmas Tree. I have ordered the same as last year, a 15ft Norwegian Spruce. The price has remained the same as last year, costing £275.00.

**4576 – MAYOR'S UPDATE**

The Mayor advised that he had spent a lot of time fixing the side boards and cleaning up the MUGA.

**4577 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR**

Cllr. M Harry asked if the Clerk could extend an invitation to the newly appointed Police Sargeant to attend a meeting with Councillors to discuss relevant issues.

**4578 – DATE OF NEXT MEETING**

The date of the next meeting was set for Monday 6<sup>th</sup> October, 7.00pm.

Signed: ..... (Mayor/Chair)

Signed: ..... (Clerk/Proper Officer)

Date: .....

