

91/24

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON MONDAY 14th
OCTOBER 2024, 7.00PM AT NEYLAND COMMUNITY HUB**

This meeting was recorded.

IN ATTENDANCE: Cllr. P Hay (Mayor)
Cllr. A Phelan (Deputy Mayor)
Cllr. M Harry
Cllr. A Richards
Cllr. A Thomas
Cllr. S Hancock
Mrs Deborah Yea (Minute taker)

APOLOGIES:
Cllr. E Phelan
Cllr. S Campodonic
Miss. Libby Matthews – Clerk & RFO

NON-ATTENDANCE: Cllr. B Rothero
Cllr. D Devauden
Cllr. S Thomas

ALSO IN ATTENDANCE: 6 x Members of the public (names were not provided)

The meeting opened at 19.00.

All agreed to start the meeting

Mayor requested ground rules to be adhered to there in an ongoing investigation with the clerk and no discussions this evening to become prejudicial to the proceedings this evening.

**4496 – DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE
TRANSACTIONED**

Member:	Interest:	Agenda Item:
Cllr. S Hancock	Personal; County Councillor Chairman of the planning committee for PCC. Patient at St Clements Surgery.	Item 8 & 9 Planning committee Patient of the surgery
Cllr. M Harry	Personal; Non-paid Director of Neyland Community Hub	Item 10
Cllr. A Phelan	Personal; Member of the Neyland Carnival Committee Impendent custodial inspector in animal welfare Independent member of the custodial panel.	

4497 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)

John Tenneck (JT) wished to discuss the Haverfordwest High (HHVC) transport and how it has been an ongoing issue for some years. JT has been campaigning for a change of catchment for many years and this year the bus size has reduced resulting in concessionary passes not being issued with them now having to find other transport. JT continued to outline what he and other parents have done in the campaign to get the catchment area changed:

- Contacted Education Director & Transport Manager, and requested a meeting no response received. It was noted that there was initially communication, over the past two years, but with the bus size reduced the communication has ceased. Cllr. A Phelan noted that he had also contacted the Transport Manager with no response received.
- School transport
- Cllr Paul Davies AM
- Head of Bus policy in the Welsh Government
- Cabinet Secretary for Education
- A petition had been started to change the catchment for Neyland school from Milford Haven Comprehensive School (MHCS) to HHVC.

Discussions continued around the petition, it has reached over 500 signatures, Cllr. S Hancock noted that this petition will automatically come to full council as it has over 500 signatures and he explained the rationale behind the reduction in the bus size. People are choosing to send their children out of catchment so it is the parent's responsibility to get their child to school which is the councils' views. JT continued stating the reasons behind sending their child to HHVC school; catchment changed 2018 following on from a consultation which saw Neyland, Johnston change to MHCS catchment and following another consultation the 6th form was removed from MHCS School. Milford Haven, Johnston and Neyland do not have to access to a school 6th form. JT continued that Year 8 in MHCS are at a full capacity, so they have chosen to send their children to HHVC due to this, but as they have chosen to send out of catchment need to find their own transport. Children who are out of catchment are still being taken by bus to HHVC there seems to be a lot of abnormalities. MHCS in special measure and has a bad reputation, traffic going to HHVC can't cope, and the opportunities are not a great in MHCS, an example was provided. 6th form or post 16 education is not available in MHCS catchment and pupils are expected to attend Pembrokeshire College which again don't offer the same opportunities as HHHVC. It is costing parents approximately £1,000 per term to send children to school on the Fflecsi bus, and there is not always availability they have tried via public transport where pupils have been offered drug on the service bus. The conversation concluded with a final comment that the population of Milford Haven is growing, children will have to go to get provided an education and will need to be transported to a school. The Major asked the question is HHVC at capacity to which it was confirmed no. JT has requested a Freedom of Information (FOI) on the capacity of MHCS which is due shortly.

The Mayor confirmed that a rationale has been requested by Neyland Town Council (NTC) and explained that we do not have any power over the decision of catchment but that we can support them.

Cllr. A Phelan noted that he is awaiting a response from the Director of Education also.

Cllr. S Hancock suggested this to be added as an Agenda Item and to be discussed at the next meeting, with the view to invite Matthew John and the Director of Education. Cllr. S Hancock also reiterated that as there are over 500 signatures this will be heard at Full Council. A number of discussions took place about when the review is due, what happened in previous years and it was noted that the parents would be happy to pay a contribution for the bus.

It was agreed that Cllr. A Phelan and JT to link in together to share their correspondence. It was reiterated that NTC would voice their concerns and support them and that we have raised it all ready.

No other items were brought to NTC from members of the public and 3 members of the public left 19:20.

The mayor requested if everyone was in agreement that the Agenda was re arranged to discuss the important topics and we can go through the formalities at the end. All Agreed

4498 - A REQUEST OF SUPPORT FROM THE BURIAL BOARD, INCLUSIVE OF ADDITIONAL FUNDS FOR RUNNING COSTS AND ADDITIONAL FUNDS FOR A LAWNMOWER.

It was confirmed that all Councillors have received the three papers from the Burial Board and had a chance to review. The three papers were discussed by Roger Diggle (RD)

The first paper discussed requested for extra funding which, written back in September 2024 asking Neyland and Llandstandwell Community Councils (LCC) for £8,000.00 to maintain the burial board.

However, it was noted that the financial situation is better at the moment, and an overview was provided; there have been a significant number of receipts received, as a result this request is now longer urgent which is good news, however there is a high probability later in the financial year there will be an expectation to look for further financial subsidies from both NTC and LCC, they don't need money right now.

Earlier in the financial year money was requested for a walk behind Lawnmower, that money got consumed keeping the burial board afloat, therefore a replacement was not purchased. The ride on lawnmower is now also in need of replacement. An overview of both the lawnmowers was provided along with the specification and prices presented. There is limited difference in the mowers, and the three options are:

- John Deere X127 £4040 + £150 for mulching (Centre deck) = £4190 incl VAT
- Husqvarna TS 142T plus mulcher £2650 + VAT (Centre deck)= £ 3180 incl VAT
- Husqvarna R214TC £3100 + VAT (Front deck) = £ 3720 incl VAT

RD did say it is possible to purchase a second hand one and proposed the money is allocated by both councils in the usual proportion 75% NTC 25% LCC, and the purchase does not take place until the end of February 2025. When the time arises for the purchase if there is no option to purchase a second, then a new one to be purchased with a current lead time 5 working days from Riverlea Whitland. The Lawnmower required is Husqvarna TS 142T plus mulcher : £3180.00 inc VAT a total of £2,385.00 from NTC. Request attached:



Ride on
Lawnmowers.docx

The conversation went back to the initial paper requesting for extra funding where Cllr. S Hancock requested further information from RD on item 6 the estimated total due to the HMRC. RD explained the background, there is an ongoing investigation being carried out by One Voice Wales with regards to a Grievance raised, this could result in a possible demand from HMRC and also invoices from Audit Wales. The Mayor confirmed it is estimated at about £1,000.00 all details have been sent to HMRC going back over years there are 3 payments missing which in total will come to £1,000.00. With regards to the grievance, the charge for the investigation is £65/hr and is estimated at 10hours, however 92 documents have been submitted total estimated £1,200.00. Upon completion of the investigation the invoice will be sent, which will hopefully be in this financial year as it will also bring the grievance to a close.

RD presented the draft budget 24/25 and noted it also should say 25/26 was. RD advised the Councillors he had been trying to analyse the income & expenditure of the last few years excluding any subsidy, to see if any pattern could be identified, this would indicate what the year-end could potentially look like. Income of the burial board has declined and the costs have increased, increases in the minimum wage, difficult organisation to run as the expenses are fixed and income variable. Last year's figures not correct for a number of reasons, £1,000.00 invoices that should have been paid in 2023/2024 but weren't, therefore skewed the figures, this has also happened with HRMC £1,000.00 paid this year and should have been paid in the previous year. PD went onto highlight another factor not taken into account, reserves were used with the burial board operating in a £4,000.00 deficit which should have been addressed. Best guess for 2024/2025 deficit will be approximately £13,000.00 but unable to be precise due to the nature of the business. PD continued income variable, there will be a need for a subsidy and a substantial one to keep the burial board operational for the next few years.

The explanation for options continued and it was noted that to ensure financial security a lump sum for 18 months would be required which was estimated to be in the region of £45,000.00, between the two councils which is unrealistic, the alternative is to allocate a more realistic figure of £13,000.00 between the two councils. A proposal is for 50% to be available at the start of the financial year and the balance when required in the year. This is not an ideal situation both the councils are going to have to allocate more. It may get to the point where both councils think it might be not be worth continuing. PD continued to explain how cost savings activities can be put in place and The Mayor advised that this was actually burial board business.

The mayor summarised the request; Income won't match expenditure, burial board as it stands can't run without the support of both councils, we need to get to a point where each council budgets for a substantial amount of money to go to the burial board. The burial board does not run on its own and closing it will not be an option so we will need to support, whilst the burial board looks at options. The Burial board needs assurance that the funds will be available a total of £8,000.00, £6,000.00 from NTC and when we do next year's budget we should be working to a figure of £10,000.00. Cllr. M Harry sought confirmation on the figures being requests, and The Mayor confirmed we have paid them £4,000.00 this year. Money is required for 2 areas; £8,000.00, and the purchase of a mower detailed above £2385.00 Cllr. S Hancock suggested that should PCC take the commentary over, and that all options should be explored.

Proposal: NTC accept that they need support this financial year £6,000.00 this year and allocated and allocate £10,000.00 for 2025/2026.

Proposed: Cllr. S Hancock

Second: Cllr. A Thomas

5 for, 1 against

RESOLVED: NTC TO SUPPORT THE BURIAL BOARD ALLOCATING £6,000.00 FOR THE BOARD AND £2385.00 FOR THE LAWM MOVER AND THEY WILL REQUEST IT WHEN IT IS REQUIRED

4499 - TO APPROVE THE SUBMISSION OF THE ACCOUNTS TO AUDIT WALES FOR 2023-2024

The Mayor asked the Councillors had they all seen the submission, report from the auditor read and reviewed they all confirmed. The Mayor went through the questions on Page 2 of the below document "Annual Governance Statement";

1. We have put in place arrangements for:
 - effective financial management during the year; and
 - the preparation and approval of the accounting statements.

Yes -All agreed

2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

No – Cllr. A Phelan did not agree, The Mayor requested his reasons? The insurance issue were discussed and it was noted that it is hard to know what could be done to prevent this happening the VAT invoice arrived and we asked the questions, therefore it was identified and we have a process in place, which captured the error. All reasonable steps were taken.

RESOLVED: YES, ALL AGREED.

3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have significant financial effect on the ability of the Council to conduct its business or on its finances.

5 yes, 1 no – agreed.

4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.

Yes -All agreed

5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

5 yes, 1 no – agreed.

6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.

Yes – All agreed

The Mayor requested it to be recorded that the Clerk is very well thought of by internal auditor who was complimentary.

7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.

5 yes, 1 no – agreed.

8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.

Yes – All agreed

9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.

Yes – All agreed



CTCs Annual
Return - NTC.pdf



Internal Audit
Report 2024.pdf



Internal audit work
programme 2024.pd

Proposal We accept this document “Annual Governance Statement”

Propose; Cllr. M Harry

Second: Cllr. S Hancock

5 for, 1 Against

RESOLVED: ACCEPTANCE OF THE ANNUAL GOVERNANCE STATEMENT

4500 – REVISION OF THE BANK MANDATE

The Mayor presented the proposed revision of the bank mandate. There were too many on the Councillors on the Bank Mandate, which was unnecessary and not good governance, the following are now on the bank mandate the Clerk, Cllr. Hay (Mayor), Cllr. A Phelan (Deputy Mayor) and Cllr. A Richards

All in agreement

4501- PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE

The Mayor confirmed with Councillors they had received documents. He brought it to the attention of the Councillors that there was a credit of £1,998.00 on the HMRC account, therefore no NI to be paid now for several months.



Payments
September 2024.pdf

Proposal: Accept these payments for September 2024

Propose; Cllr. A Phelan

Second: Cllr. M Harry

All in agreement

5002 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING 02.09.2024

69/24 – Page 85/24 Cllr A Phelan asked can we add the answer to the question: *Cllr. Phelan asked Cllr's Thomas & Devauden if their feelings were the same for page 70/24, relating to the former Clerk to the Burial Board, whereby she had addressed Council with accusations of bullying and harassment she had believed to have received from Members of NTC during her employment?* It was agreed to request to ask the Clerk to go back through the minutes to find if there was an answer to the question and add the answer in if it there.

Proposal: To approve the minutes, with the agreed amendments, as a true record of the Ordinary Meeting of Council 02.09.2024

Propose: Cllr. A Phelan with the amendment 85/24 no. 69/24 if there is an answer we will add it in.

Second: Cllr. A Thomas

All in favour

RESOLVED: THE MINUTES OF THE ORDINARY MEETING OF COUNCIL, WITH AGREED AMENDMENTS, ARE ACCEPTED AS A TRUE REFLECTION OF THE MEETING.

4503 – MATTERS ARISING

72/24 – The consultation for the 20mph is now on our social media page.

86/24 – 73/24 Cllr A Phelan confirmed the Defib was used over the weekend, it was noted that this is on an auto replenish.

86/24 - 4484 – Cllr Phelan asked was there an update on this item the recording of the meeting policy, it was confirmed there wasn't as this will be look at in the next meeting. Cllr S. Hancock asked for an update for the live stream equipment, it was confirmed it has gone away for repair. The system is of significant use and provides an opportunity to people to attend the meeting, good policy to have this in use at all times and it makes the meetings more transparent. The Mayor also said it would be beneficial for more Councillors to have an understanding on how it works.

87/24 – A request was asked if we had an update on Belle Vue. The Mayor confirmed that the Clerk has spoken to Fields in Trust and is trying to find out more by liaising with PCC and Fields in Trust to see if there is any land recognised by either of them in Neyland. Cllr. M Harry and Cllr. S Hancock both agreed that Fields in Trust have been spoken to, Cllr. P Hay agreed that verbally we would have but it was not recorded and continued, we have significantly improved our record keeping since the Clerk Libby Matthews has joined.

4495 – Cllr Rothero has not handed over the text read out at the meeting from the former Clerk of the burial board, and as yet no one has been able to go through the recording to extract the information.

4504 – TO APPROVE THE LICENCE TO OCCUPY FOR THE LAND AT NEYLAND SKATE PARK

All the documents have been complete by PCC and they will release the piece of tarmac. They will lease the piece of tarmac around the skate park for £1.00 per year. Cllr. S Hancock proposed we accept this proposal. Cllr. A Phelan raised Section 11.1- we should also have the right to terminate / cancel the contract. Section 15 concerns were raised about maintenance of equipment and who's responsibility it was, this was discussed and agreed by all this was not of any relevance. Section 16 the license does not confirm any exclusive right the closing remarks was it was a very generic document.

Propose: The council move forward and sign and approve the license

Propose: Cllr. S Hancock

Second: The Mayor

5 for, 1 Abstain Cllr. A Phelan

RESOLVED: THE COUNCIL TO SIGN THE LICENCE

4505 - TO INSTRUCT A SOLICITOR FOR THE COMMUNITY ASSET TRANSFER OF THE BRUNEL QUAY TOILETS

The Mayor advised it would make sense to instruct the Solicitor we are using for other transfers, which are Price and Kelway.

Proposal: To instruct Price and Kelway

Proposal Cllr. M Harry

Second: Cllr. A Phelan

All in agreed

4506 - TO APPROVE THE PROPOSED AGREEMENT BETWEEN NTC & NEYLAND CIC FOR THE FIREWORKS DISPLAY

Cllr. M Harry advised he would not vote on this before any discussions took place, he continued to ask for clarification that any shortfall of the total income on the firework display the CIC are happy to contribute it is an agreement that it is split 50/50 between CIC hub and NTC.

The Mayor raised that budgets coming up and this event is very expensive and we need to have people on the gates collecting money, to prevent a shortfall. The Mayor asked who is going to collect the money and Cllr. M Harry agreed it is in the interest of CIC to collect money as well. Discussion to place around

potential volunteers and entrance points, 5 or 6 people are needed to collect money. Cllr. A Phelan asked about having a raffle it was confirmed there will be no raffle. A general discussion took place around the operational costs of the event the including costs involved. The following morning the rugby field is needed, therefore the field needs to be cleared of debris, therefore we need to be on site at 7:30am to pick up any debris left. We need to be seen to be supporting in the clean up between both NTC and CIC to clear the fields.



NTC & Neyland CIC
Fireworks Display Ag

Proposal: NTC accept the Firework display agreement between NTC and CIC

Propose: Cllr. A Phelan

Second: Cllr. P Hay

5 for, 1 Abstain Cllr. M Harry

4507 - TO CONFIRM ARRANGEMENTS FOR REMBERANCE SUNDAY

Cllr. S Hancock asked who will be taking the service and The Mayor confirmed Rev Bob Caper will be taking the service. A discussion took place around the preparation of the ground works for the wreath laying, last year's wreaths have been removed. The reading of the laying of the wreaths will be done by Deputy Major Cllr. A Phelan. The Mayor noted a conversation has taken place with regards to Mr Davies owner of Zion who confirmed they are happy that the speaker is inside the railings.

A request for cakes to be purchased by the Clerk

Agreed by all

4508 - A REPORT FROM THE PLANNING COMMITTEE

Cllr P Hay confirmed that everyone had received the draft planning minutes held on 10th September 2024 and referenced, there are 2 items on the agenda to which The Mayor gave an overview on the items. With reference to the Forrester Arms application Cllr. M Harry commented he was away on leave and an email was sent outlying his feelings. Cllr. S Hancock reiterated that he does not speak of vote on individual planning application.

Agreed by all

4509 - A PROPOSAL TO CREATE A VACANCY FOR A YOUTH REPRESENTATIVE

It was agreed to hold this item until Cllr E Phelan is present

Agreed by all

4510 - TO ADVERTISE THE CASUAL VACANCY FOR NEYLAND EAST

It has been identified that the Youth representative is an additional vacancy therefore the Clerk has progressed the casual vacancy following the normal process, as this vacancy is for anyone to stand.

4511 - A PROPOSAL TO WRITE TO OUR LOCAL M.P TO ASK THE RATIONALE BEHIND VOTING FOR THE REDUCTION AND ELIGIBILITY REGARDING WINTER FUEL PAYMENTS

Cllr. A Phelan has requested as stated above a letter to be sent from NTC or himself to request the rationale behind the winter fuel payment. The Mayor asked for comment and stated that 27% of pensioners are millionaires, Cllr. S Hancock also raised there is also an encouragement to take advantage of the pension credit if you are eligible, and there has been a lot of discussion around this. There was further discussion around this item. It was agreed that the way the fuel payments have been stopped was not correct, principle it should be means tested.

Proposal: To write to local MP Henry Tufnell to ask for the rationale behind the ending of the winter fuel payments.

Proposed: Cllr. A Phelan

Second: Cllr. A Thomas

Recorded vote requested by Cllr. A Phelan

For; Cllr. A Thomas, Cllr A Richards

Against; Cllr. S Hancock, Cllr. M Harry, Cllr. P Hay

Casting vote: The Mayor against therefore the proposal is not supported

RESOLVED: LETTER WILL NOT BE SENT FROM NTC

4512 - DISCUSSION ON A STATEMENT TO BE SUBMITTED ON BEHALF OF NTC FOR THE PUBLIC CONSULTATION OF THE LOCAL DEVELOPMENT PLAN SUBMISSION

Cllr. A Phelan discussed the local development plan wants permission for either himself or the Clerk to submit an application on behalf of this town to expand it. A discussion took place as to where to extend it, the only way is Westwood. There was a detailed discussion around housing developments over the years. Cllr M Harry noted that Neyland are losing out with income with reference to S106. Cllr. S Hancock advised there is significant amount ear marked for planning at the top of Flemming Way, and would oppose moving Westwood due to a historical landscape west of Honeyborough Green. Further discussions took place around a number of locations and empty properties, it was noted that there is still capacity within the town by Cllr. S Hancock. Cllr M Harry requested why this land hasn't been developed is there an issue with the land. Cllr. A Phelan asked how can we move this development forward? Discussions continued around the historical landscape.

Proposal: Cllr. A Phelan to make enquiries of the possibility of the development of land around Neyland.

Agreed by all

4513 - TO WRITE TO HYWEL DDA FOR FURTHER CONFORMATION OF THEIR LONG TERM COMMITMENT TO MAINTAINING ST CLEMENTS SURGERY



Draft Letter to
Hywel Dda.docx

Cllr. M Harry gave an overview as to the background of this letter and how there are a number of surgeries in Pembrokeshire that have closed. He has concern on this for Neyland as it is costing the health board a lot of money as they are using locums, so looking for some reassurance that this will remain open. Cllr. S Hancock advised he had emailed the Head of Primary Care Gill Patterson for an update and the response received outlines that their plans remain that they will commission under health board, until they have another organisation to take it on.

Proposal: The Clerk to send the Hywel Dda Letter

All agreed

4514 - OUTSTANDING MATTERS: A477 SPEED LIMIT, HHVS SCHOOL TRANSPORT, NHS DENTAL PROVISION, POLICE PRESENCE IN NEYLAND

A number have been discussed above. No further updates.

4515 - CLERK'S REPORT

No report given; a summary sheet was provided by the clerk referenced throughout the meeting by The Mayor.

4516 - MAYORS UPDATE

The Mayor provided an overview of the last month. The Mayor represented Neyland at;

- Civic Services at both Tenby and St. Davids.
- Church Service by Haverfordwest Guild of Freemen.
- Pembroke Dock Mayor's Harvest Service.
- Portfield Fair, Haverfordwest. Official opening by Haverfordwest Town Council.
- Pembroke Fair, Pembroke. Official opening by Pembroke Town Council.
- Neyland Ladies Choir concert, supporting the RNLI.

A number of reports have been written reports/details/history of various venues within Neyland that are the Town Council's responsibility such as, Play Park / Skate Park / Cenotaph / Coronation Bakery Sign / Gas-fuelled Beacon/ Marina Information Board.

Cllr P Hay advised he has spoken to the owners of 18 Kensington Road, regarding the 'Coronation Bakery Sign' explaining the Town Council looks after the sign on behalf of the people of Neyland, and the homeowners were pleased and happy to have the historic sign on their wall.

102/24

A number of jobs had been carried out:

- Replaced Speen Sign battery.
- Removed poppy wreaths from Cenotaph. Ready for PCC to clean it.
- Sorted the Town Clock on Bethesda Chapel.
- Made a few enquiries about what might happen VE Day 8th May 2024. (Booked Hub for afternoon and early evening. Tea Dance,

4517 - EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR

No exchanges of information.

9:20 meeting closed.