

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL, HELD ON WEDNESDAY 15TH
OCTOBER, 7.00PM AT NEYLAND COMMUNITY HUB**

This meeting was recorded.

Meeting Opened: 7.00pm

IN ATTENDANCE: Cllr. P Hay (Mayor)

Cllr. A Phelan
Cllr. M Harry
Cllr. E Phelan
Cllr. D Matthews
Cllr. A Richards
Cllr. A Thomas

Miss. Libby Matthews – Town Clerk & RFO

APOLOGIES: Cllr. S Hancock

NON-ATTENDANCE: Cllr. D Devauden, Cllr. S Campodonic

ALSO IN ATTENDANCE: Mr. G Sutton, Mr. N Wilson – Members of Public

**4579 – DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE
TRANSACTIONED**

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

4580 – REPRESENTATION BY THE PUBLIC (limited to 15 minutes)

Mr. Sutton had attended Council to address his concerns regarding the parking situation on St Clements Road. Mr. Sutton advised that he is a resident of this road and has many safety concerns about the increased parking due to the surgery, the school, the Church Hall and the Childcare Company all situated in such a small area. Council discussed and shared concerns between themselves and Mr. Sutton, noting potential solutions and/or measure to improve the situation. Mr. Sutton was assured that NTC were acutely aware of the increased issues in the area and advised that this is something NTC intend to pursue with PCC until a satisfactory resolution is reached.

There were no further representations from members of the public.

4581 – TO APPROVE THE MINUTES OF THE ORDINARY MEETING

There were no amendments put forward by Council.

Proposal: To approve the minutes of the Ordinary Meeting of Council 01.09.2025

Proposed: Cllr. M Harry

Seconded: Cllr. E Phelan

5 in favour, 2 abstentions.

RESOLVED: MINUTES OF THE MEETING OF COUNCIL 01.09.2025 ARE APPROVED AS A TRUE RECORD.

4582 – MATTERS ARISING

56/25 – (4563) The Clerk apologised for the oversight and advised she would send out the Carnival accounts ASAP.

57/25 – (4564) The Clerk confirmed that the handheld radios had arrived, and a date was being decided for the Mayor to attend for a hand-over and a meeting with the Sea Cadets.

58/25 – (4567) Cllr. Harry raised his concern at Cllr. Devauden representing NTC in the Remembrance Sunday Parade by reading the order of wreaths. He felt that due to Cllr. Devauden's behaviour towards, and within, NTC, and the fact that Cllr. Devauden had been found guilty by the Ombudsman of breaching the Code of Conduct and bringing NTC into disrepute, he should not be offered a publicly representative position during the Remembrance Service.

Proposal: To withdraw the offer to Cllr. Devauden to read the Order of Wreaths during the Remembrance Service 2025.

Proposed: Cllr. M Harry

Seconded: Cllr. A Thomas

All in favour.

It was agreed that the Mayor and the Clerk would notify Cllr. Devauden of this via email the next morning. It was also agreed that Cllr. E Phelan would read out the Order of Wreaths in replacement of Cllr. Devauden.

61/25 – (4575) The Clerk confirmed that she had spoken with PCC regarding the erection and removal of the Christmas Tree.

4583 – ONGOING MATTERS

- a. **MUGA** – NTC have put a lot of pressure on PCC to assist with the damage at the MUGA and PCC have recently begun works. There is still a lot more to do, but it is good to see PCC moving on this issue.
- b. **Public Toilets** – Meeting with PCC on the various repairs ahead of NTC taking over the public toilets via Asset Transfer was very positive. Please see additional documents for a list of agreed works to be undertaken by PCC.



Public Toilets
agreed works.docx

- c. **Belle Vue Field** – The Clerk advised that she had chased up our solicitor, who had confirmed she had not yet received any update from PCC Legal Team on the matter, but that she would chase them up again. The Clerk advised Council she had instructed the solicitor to insist PCC drop the caveat considering there is no evidence the field was ever enrolled into ‘Fields in Trust’, which will allow NTC to move forward with planned projects. It was also agreed that whilst the caveat should be dropped with PCC, it was integral that NTC as a Council place the field into ‘Fields in Trust’ as soon as possible.
- d. **St Clements Surgery** – The Clerk advised that she had not yet received a response regarding St Clements Surgery from Hywel Dda and asked Council if they would like her to send a second letter. Cllr. A Richards offered an alternative contact within Hywel Dda and also advised she would be happy to chase this up and request attendance from Hywel Dda at an NTC meeting.
- e. **ARAP** – No update on this matter.
- f. **Website & Laptop** – The Clerk advised that she had not yet bought a laptop due to the specification received from the potential website company being out of the agreed budget for a new laptop. She also advised Council that this project was large and not something she had ever managed before, so she is reluctant to confirm anything to Council without further research. The Clerk advised she intends to set up a meeting with other Clerk’s who already use the website management company to discuss real time usage and costs ahead of any further implementations on the matter.
- g. **Bench for Skate Park** – The Clerk had provided a variety of quotes for different styles of bench. It was agreed that the bench should be recycled plastic, but there was some debate on the style of bench. It was agreed that the Clerk would put together an ‘Option Sheet’ and this could be agreed upon via NTC’s email voting policy.
- h. **New PA Speaker System** – The Clerk had provided a variety of quotes for different styles of PA Speaker systems. Many were discussed and it was agreed that the double speaker system would be preferred, however, the one provided did not include microphones. The Clerk was asked to find a similar system, but that additionally specified the ability to use microphones. It was further agreed that this would also be voted upon via NTC’s email voting policy.
- i. **Career’s Event** – Cllr. E Phelan advised she had drafted a letter to business owners in Neyland advising of the initiative and asking if the business held any interest in participating. Cllr. Phelan advised she would get this printed and begin posting letter, as well as formulating social media posts to garner interest.
- j. **Neighbourhood Watch Scheme** – The Clerk advised that Cllr. Hancock had advised her that there were currently 6 active Neighbourhood Watch schemes in Neyland. Cllr. A Phelan, who is leading this project, advised he had received contradicting information stating that there were not currently any active schemes in Neyland. Cllr. Phelan was asked by Council to approach PSCO Adam Thomas to discuss how the schemes work best and to also engage with the public to garner interest.
- k. **12-Month Plan** – Please see attached additional document.



Council
Suggestions for a 12

4589 – A REPORT FROM THE PLANNING COMMITTEE MEETING 16.09.2025

MINUTES OF A NEYLAND TOWN COUNCIL PLANNING COMMITTEE HELD ON TUESDAY 16TH
SEPTEMBER, 6.30PM AT NEYLAND COMMUNITY HUB

This meeting was recorded.

The minutes have been completed using the recording.

IN ATTENDANCE: Cllr. P Hay
Cllr. D Matthews
Cllr. M Harry
Cllr. E Phelan

APOLOGIES: Cllr. A Phelan
Cllr. A Thomas
Cllr. A Richards

Meeting Opened: 6.30pm

DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINES TO BE TRANSACTED

No declarations received.

TO DISCUSS PLANNING APPLICATION 25/0354/PA, VERGE ALONG STATION ROAD

An application had been received from AMP Clean Energy for the construction and operation of a micro energy storage unit on the Verge of Station Road, SA73 1PY.

Members discussed the purpose of the storage unit. Cllr. Hay advised the only comment he would have regarding the installation would be that it should be taken into consideration the gap between the unit and the wall to allow for adequate space to clean rubbish gathered. It was agreed that this should be noted in the letter to PCC.

The planning application was unanimously accepted.

TO DISCUSS PLANNING APPLICATION 25/0302/PA, BLENHEIM COURT

An application had been received from Mr. Garry Thomas regarding a variation of condition 1 on a previously authorised planning permission. The variation set out described a change of materials used to complete the driveways.

The original proposal was that this would be a paved driveway, whereas the new application states that they now wish to tar the driveways. Members discussed the differences, and all agreed that there were no issues seen with this proposal.

The planning application was unanimously accepted.

TO DISCUSS PLANNING APPLICATION 25/0362/PA, UNIT 1A - 1B BRUNEL QUAY

An application had been received from Lewis Partnership Architects Ltd on behalf of Audrey Johns Ltd regarding internal and external alterations along with 2 extensions to the existing building. The building has previously been extended, and it has now been proposed to extend again into the car park to include more workspace and an additional office. Members discussed and all agreed that the business is situated in an industrial estate and that it is good to see businesses in Neyland having the need to expand. Cllr. Hay noted that a few parking bays would be lost, however, whilst he felt it was unlikely that it would have any effect on the ability for staff/customers to park, it should be noted that the committee would like to seek assurance that this would not cause any additional on-road parking as an effect of losing the parking spaces.

The planning application was unanimously supported.

Meeting closed at 6.43pm.

4586 – TO CONFIRM A DATE FOR CO-OPTION INTERVIEWS

The Clerk confirmed she had received one application for Co-option and that she had a meeting scheduled the following day to speak with another potential applicant.

The interview date was set for Wednesday 22nd October, 6.30pm.

4587 – TO APPROVE THE INSURANCE FOR FIREWORKS NIGHT

The Clerk had circulated a copy of the quote received for the insurance schedule for Fireworks 2025. The cost of the insurance totaled £522.00.

Proposal: To accept the quoted price for the Fireworks 2025 insurance.

Proposed: Cllr. D Matthews

Seconded: Cllr. E Phelan

6 in favour, 1 abstention.

The Clerk updated Council that the Army Cadets were unavailable on the evening to assist with volunteering and marshaling, so the responsibility will fall to Council. The Clerk advised she would need volunteers for collections on the gates and for assisting members of public on the evening, should they need it.

4588 – CAR PARKING ISSUES ON ST CLEMENTS ROAD

This agenda item was discussed during public representation.

4589 - PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE

Council had been circulated, ahead of the meeting, a list of expenditure for September 2025 totalling £13,271.89, a list of income for September totalling £66.57, a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments
September 2025.pdf



Income September
2025.pdf



Current Account
Barclays Statement.p



All Accounts
Reconciled.pdf

Cllr. Hay queried the payment of £850.00 to 'Western Services Ltd'. The Clerk confirmed that this was the payment for the erection and dismantling of the bunting for Carnival and this was the newly incorporated name for the regular company NTC use.

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

Proposed: Cllr. A Phelan

Seconded: Cllr. D Matthews

All in favour.

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

4590 - CLERK'S REPORT

The Clerk reported the following to Council:

- 1. Public Toilets** – The Clerk reported that she, Cllr. Hay and Cllr. Harry had attended a site visit of the public toilets with PCC. The Clerk had, ahead of the meeting, circulated a list of agreed upon works the PCC will complete ahead of the CAT. It was agreed that the meeting was very positive, and a lot of work had been confirmed.
- 2. Fireworks Night** – The Clerk confirmed that everything had been arranged for Fireworks night (rides & catering, Hub hosting, quiet room, field permission, insurance, fireworks company etc.) however, the Cadets have advised that they are unavailable to marshal for the evening, so this falls back to Councillors. Cllr. E Phelan, D Matthews, M Harry, A Thomas, P Hay and A Phelan all volunteered for the evening.
- 3. Remembrance Sunday** – The Clerk confirmed that everything was in place for Remembrance Sunday, including the Hub hosting, refreshments, wreaths, parade marshal, town band, road closures and order of service.

Cllr. Harry queried if 'Free Pints for Veterans' was running again this year. The Clerk advised that this scheme had slipped her mind as she had never facilitated this scheme, it had been run by as former Councillor, who had not passed along information on how the scheme runs. The Clerk asked Council that, as this was not something she had time to facilitate this year, could we postpone it for this year and re-visit for next years' Remembrance service.

Proposal: To not facilitate Free Pints for Veterans for the year 2025 and to re-visit the scheme for Remembrance 2026.

Proposed: Cllr. E Phelan

Seconded: Cllr. M Harry

4 in favour, 4 against.

The Chair was given casting vote as there was a tie in votes. The Chair voted for the proposal, so the motion was passed.

- 4. **Christmas Events** – The Clerk confirmed that the sleigh had been booked for 19th December. Santa has been booked, sweets have been purchased, Christmas competition has been organised with the school, the lights have been confirmed to be switched on 1st December and that a Miscellany service will take place on 7th December.
- 5. **Finance Meeting** – The Clerk confirmed she will be organising an EGM in November to begin discussions on the precept for 2026/27.
- 6. **Christmas Closure** – The Clerk confirmed that this years’ Christmas closure will be 22.12.25 – 26.12.25, open between 29.12.25 – 30.12.25 and closed again 01.01.26 – 02.01.26.
- 7. **Annual Leave** – The Clerk advised Council she had annual leave dates booked for 30.10.25 & 31.10.25.

4591 – MAYOR’S UPDATE

The Mayor reported the following to Council:

- 1. **MUGA** – The Mayor advised Council that he had cleaned and fixed issues within the MUGA and that PCC had now also began the agreed works.
- 2. **Attendances** – The Mayor advised he had attended The Guild of Freeman, St Michaelmas Fair, Johnston Men’s Shed Macmillan Coffee morning, and Neyland Men’s Shed first aid Course.
- 3. **Cenotaph** – The Mayor advised he had removed the 2024 poppy wreaths from the cenotaph and would be taking them for recycling. He also advised that he would be cleaning the cenotaph and adjusting the straps for the 2025 poppy wreaths.
- 4. **Information Documents** - The Mayor advised that he had been compiling a number of information documents regarding historical Town Council implementations. For example, the speed signs, the cenotaph, the information signs at the marina etc. This was to ensure the correct information is stored and passed along through the years.

4592 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR

There was no information exchanged.

4593 – DATE OF NEXT MEETING

The date of the next meeting was set for Monday 3rd November, 7.00pm.

Signed: (Mayor/Chair)

Signed: (Clerk/Proper Officer)

Date:

