

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 10<sup>fed</sup> IONAWR 2022 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 10<sup>th</sup> JANUARY 2022 at 7pm**

You are hereby summoned to attend an online meeting of Newport Town Council for the purpose of transacting the following business.

If a member of the public/press wishes to attend the online meeting, please email the Clerk on [npclerk@newport-pembs.co.uk](mailto:npclerk@newport-pembs.co.uk) by **6<sup>th</sup> January**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 29<sup>th</sup> Tachwedd 2021 / Draft Minutes of the meeting held on 29<sup>th</sup> November 2021**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion draft o'r cyfarfod Cyllideb a Chyllid gynhaliwyd ar 9<sup>fed</sup> Rhagfyr 2021 / Draft Minutes of the Budget & Finance meeting held on 9<sup>th</sup> December 2021**
- 6. Materion yn codi / Matters arising**
- 7. Adroddiad y Cadeirydd / Chair's Report**
- 8. Dogfennau ar gael ar y wefan / Document availability on website**
- 9. Archifo dogfennau / Archiving documents**
- 10. Diweddariad ar y cynnig o dan brydles Canolfan Croeso / Update on proposed under lease of Canolfan Croeso**
  - 10.1. Canolfan Croeso side access
- 11. Praesept 2022 / Precept 2022**
- 12. Adroddiad arolygu ardal chwarae / Play area inspection report**
- 13. Swydd wag cynghorydd / Councillor vacancy**
- 14. Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports**
- 15. Arolwg ac anghenion Tai / Housing and needs survey**
  - 15.1. Ratify terms and conditions for the Community Asset Working Group
  - 15.2. Notes from the 1<sup>st</sup> December Community asset working group meeting
- 16. Adroddiad y gweithgordd / Working group report**

16.1. Grants and projects

16.2. Traffic

## 17. Parc y Plant

17.1. Parc y Plant perimeters/Trees

17.2. No parking sign

## 18. Cysgod Parrog a pryddles safbwynt / Parrog shelter and viewpoint lease

18.1. Discuss meeting with Kathryn Perkins from Edward Perkins Chartered Surveyors

## 19. Blaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor gan ddechrau gyda 2021/22 / The Council's priorities, activities and achievements, beginning with 2021/22

## 20. Meinciau / Benches

20.1. Benches in Brynhyfryd cemetery

## 21. Mwbwysiadu Protocol ar gyfer datrys cwynion yn anffurfiol / Adopting the Informal Resolution Protocol

## 22. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

## 23. Cynllunio ar gyfer yr amgylchedd / Plan for the environment

23.1. Environment (Wales) Act 2016 Part 1 – Section 6

23.2. Brynhyfryd tree assessment survey

23.3. Active travel consultation phase 2

23.4. CSO Alert Notifications – Newport North (Traethmawr)

## 24. Marchnad stryd / Street market

## 25. Archwilio Cymru / Welsh Audit

## 26. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits £.....

### Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m	£
Unit 3 rental (DD) p.m	£150 (vat £25)
Council Tax (DD) p.m	£155.00
Chess telephone (DD) p.m	£77.86 (vat £12.98)
Good energy (DD) p.m	£27.00 (down from £33)
United studios, GSuite mail box (DD) p.m	£12 (vat £2)
United Studios, Basic monthly website care package (DD)	£94.80 (vat £15.80)
PCC-Street market road closure application	£525.00
PCC-Street market-Advertising costs associated with the road closure	£342.09 (vat £68.42)

Lumalite/Litemania, 200 new Christmas light bulbs	£732.60 (vat 122.10)
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- 26.1. Chess telephone contract
- 26.2. Victoria Gardens ownership and lease
- 26.3. Update on planning application on behalf of the playing field for a container on the playing field
- 26.4. Discuss possible community acquisition

## 27. Tudalen RAG / RAG sheet

## 28. Cyfatebiad / Correspondence

See attached list

## 29. Planning applications

Link to view planning applications:

[https://planning.pembrokeshirecoast.wales/agile\\_pcnpa/apas/run/wphappcriteria.display](https://planning.pembrokeshirecoast.wales/agile_pcnpa/apas/run/wphappcriteria.display)

29.1	<p>Application number:- <b>NP/21/0791/FUL</b> (Ext given)</p> <p>Site:- Castle Reach, Mill Lane, Newport, Pembrokeshire, SA42 0PN</p> <p>Proposal:- Removal of existing porch and replace with new oak framed porch. Replace existing white upvc windows with new oak box sash style windows</p> <p>Comments:-</p> <p>Recommendation:-</p>
29.2	<p>Application number:- <b>NP/21/0802/TCA</b></p> <p>Site:- 2 Berriman Terrace, Upper West Street, Newport, Pembrokeshire, SA42 0TG</p> <p>Proposal:- 2 no. Sycamore (of group of three) - Reduce and reshape to stabilise and preserve them (as per annotated image). 1 no. Ash - Reduce to an approximate 4 metre monolith (as per annotated image). 1 no. Birch - Reduce crown back to an appropriate point of growth to avoid interference with roof and chimney (as per annotated image).</p> <p>Comments:-</p> <p>Recommendation:-</p>

**Dyddiad y cyfarfod nesaf / Date of next meeting**

## Supporting documents

### Agenda item 10.1

**From:** Jano Williams <[janowilliamsntc@icloud.com](mailto:janowilliamsntc@icloud.com)>

**Sent:** 17 December 2021 13:25

**To:** Lowri Evans <[npclerk@newport-pembs.co.uk](mailto:npclerk@newport-pembs.co.uk)>

**Cc:** Elaine Lloyd <[lloydelaine3197@gmail.com](mailto:lloydelaine3197@gmail.com)>; Paul Harries <[paulharries@mail.com](mailto:paulharries@mail.com)>

**Subject:** Re: Canolfan Croeso side access

In accordance with the Town Council business plan for the CAT of Canolfan Croeso, we included the building of an extension to the rear for the community and town council use. In order for this to happen and for the use of the extension, we need to ensure that we have a guaranteed right of way over the land contained in the passage down the side. John Griffiths obtained the Land registry documents, which showed it is owned by Tabernacle. The owner of Chapel House (the house behind, which is solely accessed down that path) has recently died and the ownership of that property will be passing on to the beneficiaries, who may decide to sell the property. It is possible that we may encounter difficulties in future with the use of that passage for building work and access unless our position is clarified.

This is what I would like to put before the council.

Hope that helps

Jano

### Agenda item 15.2

#### **Notes of Community Asset Working Group held on line on 1st December 2021 at 7pm.**

Present: Cllr Elaine Lloyd, Cllr Paul Harries, Cllr Paddy Davies, Cllr Jon Letten, Cllr Morgan Lewis, Cllr Jano Williams, Lowri Evans, Ros McGarry, Nia Siggins.

##### 1. Election of Chair

1.1 Cllr Jano Williams was proposed as Chair by Cllr Elaine Lloyd, seconded by Ros McGarry, all agreed.

##### 2. Election of Secretary

2.2 Cllr Paddy Davies offered to take notes, all agreed.

##### 3. Considering each asset, its potential use for the community and ways to proceed

3.1 The group considered the current position regarding land to the east of Pen Y Bont. This land is prioritised for housing. The group discussed whether the Town Council could consider buying the land in order to provide affordable housing for local people, either to buy or to rent. This would require a loan, and any business plan would need a source of income in order to pay this off.

##### 4. Proposal on how to proceed

4.1 The Working Group requests that the Council discuss and decide on the following proposal.

- a) Find out if the land is, or will be, for sale, and if so what is the asking price.
- b) Approach Pembrokeshire County Council for advice and help on financing such a purchase.
- c) Approach Housing Associations and the Community Housing Association for information and advice.
- d) Investigate other sources of finance

Newport Town Council Action Log - 21st December 2021						
No.		Objective	Action	By Whom	By When	Status
6	26/06/17	Create a Health and Safety file for Newport Town Council	Keep on Agenda. Ongoing, Cllrs. Harries and Griffiths. This is a priority.	JG & PH	10.01.22	R
7	26/06/17	Investigate the provision of an information board commemorating the "OLINE"	Cllr. Harries to formulate a plan. Paul met Essex Havard yesterday, pleased its still on our radar-he's trying to locate family of sailors family.	PH	10.01.22	A
15	26/06/17	Bench plaques and policy	Cllr. Harries to look at policy and map of benches located in Newport. Cllr. Varney suggested having one bench with many plaques on it.	PH/JG	10.01.22	A
24	23/10/17	Shelter on Parrog	JG has heard from the Barony's solicitor-they wish to charge £200 per year, for NTC to pay half their legal fees, to insure the area. JG has written to solicitor to let them know that NTC do not want the sea wall responsibility. Clerk sent another email.	RC/JG	10.01.22	A
27	23/10/17	Archive Council Material	Investigate what needs archiving and report. MP to invite Claire Ore from PCC to come and talk. Cllr. Harries has put together a document of all archive materials. The town council agreed for these docs to go to the archive.	Clerk	10.01.22	A
30	30.01.18	Draft procedure for purchase of grave	Cllr. Davies has updated the paperwork. Memorials should be strength tested. Falln gravestone has been restored. Child burials are free in Pembs.	PD	10.01.22	A
36	21.05.18	Welsh names	PCNPA have confirmed they will make and pay for the signs in the new year. NTC will be responsible for the upkeep of these signs. Planning needed, put on agenda. PH to dig out letter from Kate Attrill. A website link was sent around. Can a sub group be formed to take this on? Clerk to nudge Paul about this	PH	10.01.22	A
40	27.01.20	Housing survey	Meeting to be arranged with PCNPA to discuss. Tender awarded to successful candidate. Will start work when restrictions allow. Keith Edwards has contacted people to get their input for the consultation process and is now drafting the actual survey.	JW/JG	10.01.22	A
42	27.01.20	New website update	New website has gone live. There is an issue with the translation.	JW	10.01.22	A
45	27.01.20	Blue plaque on building	Finalise decision and financing. PH awaiting repsonses. Clerk to nudge PH.		10.01.22	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	10.01.22	A
			Picture received. NTC approved Brynhyfryd cemetery bench request from Gareth Roberts. He has sent			

52	20.10.20	Brynhyfryd Bench request	Picture received. NTC approved Brynhyfryd cemetery bench request from Gareth Roberts. He has sent pics of the bench, everyone happy with the design, Paddy proposed, Adrian 2nd. Concerns re wooden legs rotting in the ground. Adrian to contact Cris Tomos for advice. Jano will investigate alternatives. Jano has met with teh 2 people who have requested a bench, this info has been sent to all.	PH	10.01.22	A
57	19.01.21	Maes Inqli sheltered accommodation	Have your say on PCC website. The consultation period has ended, results have been published. Clerk trying to organise a meeting with Gaynor Toft. PH attended a meeting. Clerk to get an update.		10.01.22	G
58	25.01.21	Mary Farmhouse kitchen land	Paul- as County Cllr wrote to Cris Tomos, Bob Kilminster, Helen Baikie-Mcloud. The owner may develop this site themselves. Clerk to ask Cris Tomos and Bob Kilmister for an update.		10.01.22	A
59	16.02.21	Election costs	Waiting for costs from PCC. Clerk to c		10.01.22	A

**Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 10<sup>fed</sup> Ionawr 2022**  
**Newport Town Council Correspondence for online meeting held on 10<sup>th</sup> January 2022**

**E-byst / E-mails**

**1. Cynllunio a thai/ Planning and housing**

**2. Uned 3 / Unit 3**

**3. Canolfan Croeso**

**4. Gwefan a Materion TG / Website and IT issues**

**5. Cyllid / Finance**

**6. Un Llais Cymru/ Cymdeithas Clercod Cyngorau Lleol/ Llywodraeth Cymru**

**One Voice Wales /Society of Local Councils and Clerks/Welsh Government**

1. Email from OVW re Consultation on planning legislation and policy for second homes and short-term holiday lets, deadline 23<sup>rd</sup> February, forwarded to all (30.11.21)
2. Email from OVW re technical Advice Note (TAN) 15-Important update from the Minister for Climate Change, forwarded to all (30.11.21)
3. Email from OVW re Laying of the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021, forwarded to all (21.12.21)

**7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro**

**Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

1. Email from Emma at Visit Pembrokeshire regarding a presentation at a meeting, forwarded to councillors (23.12.21)

**8. Materion cyffredinol Cyngor y dre / General Town Council issues**

**9. Mynwent / Cemetery**

1. Email from Chair re condition of the cemetery path

(03.12.21)

**10. Ysgol/ Chwarae/ Gohebiaeth plant / School/Play/Children correspondence**

**11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd**

**Road closures/Road Trunk Agency/Road issues**

**12. Marchnad stryd / Street Market**

Correspondence in red highlighted by the Clerk.