

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 10^{fed} IONAWR 2022 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 10th JANUARY 2022 at 7pm**

Pobol yn presennol: Cllr. Elaine Lloyd (Chair) Cllr. John Griffiths
Persons Present: Cllr Paul Harries (Vice Chair) Cllr. Matthew Lewis
Cllr. Paddy Davies Cllr. Jon Letten
Cllr. Jano Williams Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau Cllr. Bryce Barrett

wrth:

**Apologies received
from:**

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Barrett.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Harries declared a personal and prejudicial interest in all planning matters as a member of the PCNPA planning committee.

3. Cofnodion o'r cyfarfod gynhaliwyd ar 29th Tachwedd 2021 / Minutes of the meeting held on 29th November 2021

3.1. Item 9.1 - spelling mistake, should be through not though. Clerk to rectify.

3.2. Item 26. There is a duplicate entry for the Newport Information Centre payment. Clerk to remove this.

3.3. Subject to these amendments, Cllr. Williams proposed that the minutes are correct and approved, Cllr. Morgan Lewis seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 13.1 re Community governor for Ysgol Bro Ingli. The Clerk has notified PCC that Cllr. Cleal has volunteered for this. Clerk to check for an update on what is happening.

4.2. Item 22.1 re defibrillator on chemist wall. Cllr. Davies has tried to find out who is responsible and will persevere and talk to the chemist owner.

4.3. Item 24 re Christmas lights. Clerk to send a thank you card to the cherry picker driver who helped.

4.4. Item 28.6 re slabs that have lifted in the square. Cllrs. Letten and Harries have lifted these and made the area safe.

5. Cofnodion o'r cyfarfod Cyllideb a Chyllid gynhaliwyd ar 9^{fed} Rhagfyr 2021 / Minutes of the Budget & Finance meeting held on 9th December 2021

5.1. Item 8.1 should read Enhancing Pembrokeshire projects, not Enhancing Projects. Clerk to rectify this.

5.2. Subject to this amendment, Cllr. Morgan Lewis proposed that the minutes are correct and approved, Cllr. Davies seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. No matters arising.

7. Adroddiad y Cadeirydd / Chair's Report

7.1. Cllr. Williams has received an invitation from the Senedd to attend a formal evidence session regarding an enquiry into 2nd homes on the 26th January. The Housing and needs working group need to meet to discuss what information could be submitted for this session. Cllr. Williams to organise this.

7.2. Cllr. Letten has been approached by a member of the public (MOP) regarding parking on Church St, opposite the Church entrance. The MOP has written to PCC with their concerns. Cllr. Letten to refer her to Cllr. Harries as the County Councillor for Newport. Residential parking was mentioned. This is a bigger issue that needs to be discussed.

8. Dogfennau ar gael ar y wefan / Document availability on website

8.1. Cllr. Morgan Lewis has been uploading documents and information onto the website and sorting the Welsh version of the website. The governance documents are on the website. Information regarding the housing and needs survey will be going up soon. Cllr. Morgan Lewis has created a Newport Skate Park Facebook page. Any documents that go up on the website to be checked with the Chair and Clerk first.

9. Archifo dogfennau / Archiving documents

9.1. The trustees for the playing field need to agree on archiving their documents before the town council will proceed.

10. Diweddariad ar y cynnig o dan brydles Canolfan Croeso / Update on proposed under lease of Canolfan Croeso

10.1. The Clerk has not put the 6 proposals regarding the underlease on the agenda. This will be discussed at the next meeting.

10.2. Canolfan Croeso side access – When the town council took over the lease of the building there was a plan to extend out the back. This could be compromised if the side access isn't permitted. PCNPA own the building. Cllr. Harries declared an interest as Chair of PCNPA. Clerk to ask PCNPA regarding details of the right of way.

11. Praesept 2022 / Precept 2022

11.1. Cllr. Harries thanked the Clerk for her hard work in producing draft figures for the council. The draft precept figure is the same as last year. Cllr. Davies enquired about whether the Clerk needs to do the CiLCA training. The Clerk advised that if the council wish to have General power of competence, then the Clerk needs to have this qualification, all councillors need to have been elected and that the council have received qualified audit reports. A resolution would need to be passed which could only be done once the Clerk is fully qualified. The council agreed to keep a watching brief on this matter. The budget for Dues and subscriptions needs to be put up to £280. Clerk to check what the new monthly telephone bill will be. There will be an extra precept meeting to finalise the details.

12. Adroddiad arolygu ardal chwarae / Play area inspection report

12.1. No inspection reports received.

13. Swydd wag cynghorydd / Councillor vacancy

13.1. The Clerk has not received any applications. The deadline is 27th January.

14. Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports

14.1. The next meeting is on the 18th January.

15. Arolwg ac anghenion Tai / Housing and needs survey

15.1. The final draft of the housing survey has been received.

15.2. Ratify terms and conditions for the Community Asset Working Group – The revised terms of reference have been sent to all councillors. The working group need to discuss these terms and report back to the council. A working group meeting to be called.

15.3. Notes from the 1st December working group meeting – All councillors have received the proposals and are happy to agree to them.

16. Adroddiad y gweithgor / Working group report

16.1. Grants and projects – The GPO is working with community groups to assist in locating and applying for grants. PAVS have an Outdoor Connections Fund of £1,500 for voluntary and community groups. The town council are happy for Cllr. Davies to register for this. Cllr. Davies explained that regarding the Grants & Projects Officer project, NTC agreed to provide £2,514 as a cash contribution, made up of £1,464 for office accommodation, and £1,050 for office costs. NTC will also provide £975 in voluntary hours contributions. The tenants of the Canolfan Croeso charge £10 per hour for use of the office. Nia has spent a lot of time in the office since June, as it is a more accessible meeting place for potential clients than her home.

In the first quarter (June to September 2021) the total charge for use of the office was £815. The next quarter estimated cost (September to December 2021) is £740. The total for the 2 quarters is therefore estimated at £1,555, ie £91 over budget. Cllr. Davies suggested that the town council ask the tenants to waive the office charges for the next 4 months to see what the financial position will be like then. Cllrs. Davies and Williams declared an interest in this matter. Cllr. Lloyd proposed that the council ask the tenants to waive the office charges for the next 4 months, Cllr. Morgan Lewis seconded, all agreed except for Cllrs. Davies and Williams.

16.2. Traffic – Clerk to call a meeting in February.

17. Parc y Plant

- 17.1. Parc y Plant perimeters/Trees – Cllr. Williams has met with Jason James to look at the path and trees. Waiting for a quote from him. The residents have asked to meet with the council. Cllrs. Harries and Griffiths are happy to meet with them.
- 17.2. No parking sign – ongoing.

18. Cysgod Parrog a prydles safbwynt / Parrog shelter and viewpoint lease

- 18.1. Discuss meeting with Kathryn Perkins from Edward Perkins Chartered Surveyors – Clerk to contact her and ask her about a February meeting.

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

- 19.1. Clerk to call a meeting in March.

20. Meinciau / Benches

- 20.1. Benches in Brynhyfryd cemetery – Cllr. Williams has met with the 2 people who have requested a bench. Jason the contracted gardener has agreed to clear the brambles by the tree at the top. Cllr. Williams will send around a plan of the suggested locations for the 2 benches.

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

- 21.1. The Chair, Cllrs. Letten and Morgan Lewis to arrange a meeting to discuss this.

22. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

- 22.1. The Maes Ingli defibrillator is in the process of being placed on the Memorial Hall wall/porch.
- 22.2. Clerk to ask PCC for an update on the sheltered accommodation.

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

- 23.1. Environment (Wales) Act 2016 Part 1 – Section 6 – The Chair and Cllr. Harries are doing this.
- 23.2. Brynhyfryd tree assessment survey – Clerk to re-send it. The council need to agree on what work needs to be done. Keep on agenda.
- 23.3. Active travel consultation phase 2 – The town council have sent a response.
- 23.4. CSO Alert Notifications – Newport North (Traethmawr) – Cllr. Harries has been communicating with Dwr Cymru. The usual spills are around 10 a year. There have been 193 this year. Cllr. Harries is trying to find out the volume of the spill and why they are occurring.

24. Marchnad stryd / Street market

- 24.1. Nothing to report. Clerk still chasing the Market Manager for his invoices.

25. Archwilio Cymru / Welsh Audit

25.1. Nothing to report.

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)

26.1. The accounts are as follows: Treasurers-£37,453.67, GPO-£2,131.55, 30-day savers-£21,237.05. The payments for the street market come out of the market budget, the payment for the Christmas bulbs to come out of the Christmas lights reserve, which has £760 left in it. Cllr. Harries proposed that all finances are paid, Cllr. Davies seconded, all agreed.

26.2. Chess telephone contract – Plusnet have been in touch with BT to connect us. There was a hold up as they could not find Unit 3 address. Cllr. Williams contacted Chess who are meant to be contacting BT about the address provision. This should have all been done by today. Contract deadline with Chess is the 20th January. Cllr Williams has written a letter of complaint. Cllr. Harries proposed that the Chair and Clerk send this letter, Cllr. Lloyd seconded, all agreed.

26.3. Victoria Gardens ownership and lease – Clerk has not heard back from the Welsh Government. Clerk to re-send the letter.

26.4. Update on planning application on behalf of the playing field for a container on the playing field – Cllrs. Letten and Matthew Lewis to meet to discuss the terms of conditions.

26.5. Discuss possible community acquisition – this to be taken off the agenda.

27. Tudalen RAG / RAG sheet

27.1. The RAG sheet was discussed and updated.

28. Cyfatebiad / Correspondence

All correspondence was noted.

29. Planning applications

Cllr. Harries left the meeting.

29.1	<p>Application number:- NP/21/0791/FUL (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:- No comments.</p> <p>Recommendation:- APPROVAL</p>
29.2	<p>Application number:- NP/21/0802/TCA</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).</p> <p>1 no. Ash - Reduce to an approximate 4 metre monolith (as per annotated image).</p> <p>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:- No comments</p> <p>Recommendation:- APPROVAL</p>

The meeting closed at 9pm.