

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
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AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 28^{ain} MAWRTH 2022 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 28th MARCH 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 by **24th March**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion o'r cyfarfod gynhaliwyd ar 28^{ain} Chwefror 2022 / Minutes of the meeting held on 28th February 2022**
- 4. Materion yn codi / Matters arising**
- 5. Adroddiad y Cadeirydd / Chair's Report**
- 6. Diweddariad gwefan / Website update**
- 7. Archifo dogfennau / Archiving documents**
- 8. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre**
 - 8.1. Canolfan Croeso side access
- 9. Adroddiad arolygu ardal chwarae / Play area inspection report**
- 10. Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports**
- 11. Arolwg ac anghenion Tai / Housing and needs survey**
- 12. Adroddiadau y gweithgor / Working group reports**
 - 12.1. Grants and projects
 - 12.2. Community assets
 - 12.3. Traffic
 - a) West Street parking
- 13. Parc y Plant**
 - 13.1. No parking sign
 - 13.2. Outdoor table tennis
 - 13.3. Parc y Plant perimeters/Trees
 - 13.4. Pen y Bont footpath

13.5. Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective properties

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

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

16. Mynwent Brynhyfryd cemetery

- 16.1. Benches
- 16.2. Update on Brynhyfryd records
- 16.3. Tree survey – Quotes received from Arborculture for recommended tree works
- 16.4. Tree planting project

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

18. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

- 18.1. Defibrillator update

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

- 19.1. CSO Alert Notifications – Newport North (Traethmawr)
- 19.2. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary
- 19.3. Dog fouling problem in Newport

20. Marchnad stryd / Street market

21. Archwilio Cymru / Welsh Audit

22. 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)
Plusnet, telephone, initial 1 st month set up (DD)	£35.39
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)
Newport Bay Tree & Garden Services, garden contract work, Inv. 4 of 4	£1,690.00
One Voice Wales annual membership	£272.00
PCC, Trade Waste Agreement, renewal charge	£37.00
Cyfieithu Pentigily Translation, Housing needs translation	£187.00

Euros Thomas, replacement rails at Parrog shelter	£288.00 (vat £48)
Euros Thomas, replace apparatus in children's play area	£456.00 (vat £76)
Euros Thomas, hire of 2 men, tractor and post knocker for work on replacement apparatus in children's play area	£1,677.00 (vat £279.50)

- 22.1. Clerk's hours and pay
- 22.2. Purchasing new printer
- 22.3. Victoria Gardens ownership and lease
- 22.4. Update on planning application on behalf of the playing field for a container on the playing field
- 22.5. Letter of engagement from internal auditor

23. Tudalen RAG / RAG sheet

24. Cyfatebiad / Correspondence

See attached list

Dyddiad y cyfarfod nesaf / Date of next meeting

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 28^{ain} Mawrth 2022
Newport Town Council Correspondence for online meeting held on 28th March 2022

E-byst / E-mail

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 Cynghorau Lleol/ Llywodraeth Cymru
One Voice Wales /Society of Local Councils and Clerks/Welsh Government

1. Email from OVW re Councils writing a Training plan, to be ready and published by 5th November, sent to all (02.03.22)
2. Email from OVW re Pre-election period (Purdah) begins on 16th March, forwarded to all (02.03.22)
3. Email from OVW re Welsh Government My Tree launch, Our Forest scheme on 6 December 2021 with the Woodland Trust, looking for land to plant trees, forwarded to all (10.03.22)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro

Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

1. Email from Mike Higgins, PCNPA in response to the Brynhyfryd cemetery tree survey, forwarded to all (08.03.22)

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

1. Email from Newport Forum re the employment of a part-time ERO to progress the low-level volunteering work, forwarded to councillors (21.03.22)
2. Email from G. Prager regarding tree planting along Parc y Plant hedge, forwarded to all (22.03.22)

9. Mynwent / Cemetery

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

1. Email from the headmistress re rubbish left in the MUGA, forwarded to all (21.03.22)

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.

Newport Town Council Action Log - 22nd March 2022				
No.		Objective	Action	By Wh
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 &
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
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/J
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. Cllrs have met with Kathryn Perkins who is going to send location map. JG to send around notes of meeting.	RC/J
27	23/10/17	Archive Council Material	Cllr. Harries has gone through everything. Town council agreed to archive docs. Wait for playing field trustees to agree on their docs. Cllr. Harries waiting to receive cemetery book from Cllr. Davies	Cler

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. Cllr. Davies has found there are missing purchases and will make a note of these.	PD
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
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. The final draft of the survey is complete. Cllrs. Williams and Davies are transcribing the online form to paper format and getting it translated.	JW/J
42	27.01.20	New website update	New Covid temporary website up and running. Jano updating docs to go onto the permanent website. New website has gone live. Cllr. Morgan Lewis putting up documents and info and translating docs into welsh.	JW
45	27.01.20	Blue plaque on building	Finalise decision and financing. PH awaiting responses. Clerk to nudge PH. Council to get prices for blue plaques and ask GPO whether there are grants for this?	
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD
0	20.10.20	Brynhyfryd Bench request	Council happy with the 2 locations for the benches. Clerk to let them know and for them to proceed with installation of the benches.	PH

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. Ongoing.	
59	16.02.21	Election costs	Waiting for costs from PCC. Clerk to chase.	