

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 31<sup>eg</sup> IONAWR 2022 am 7yh**  
**MINUTES FOR THE MEETING HELD ONLINE on 31<sup>st</sup> JANUARY 2022 at 7pm**

<b>Pobol yn presennol:</b>	Cllr Paul Harries (Chair)	Cllr. John Griffiths
<b>Persons Present:</b>	Cllr. Paddy Davies	Cllr. Bryce Barrett
	Cllr. Jano Williams	Cllr. Jon Letten
	Cllr. Morgan Lewis	Miss L Evans (Town Clerk)
<b>Ymwelwyr / Visitors</b>	1 member of the public	
<b>Ymddiheuriadau wrth:</b>	Cllr. Elaine Lloyd	Cllr. Ros Cleal
<b>Apologies received from:</b>		

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllrs. Lloyd and Cleal.

**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. Cllr. Williams declared a personal and prejudicial interest in agenda item 10, Newport Information Centre underlease as Chair of the Information Centre.

**3. Cofnodion o'r cyfarfod gynhaliwyd ar 10<sup>fed</sup> Ionawr 2022 / Minutes of the meeting held on 10<sup>th</sup> January 2022**

3.1. 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 4.2 re chemist defibrillator. Tony Williams is still involved in the responsibility of this.

4.2. Item 7.1 re Cllr. Williams attending a Senedd session regarding an enquiry into 2<sup>nd</sup> homes. There was one county councillor 3 town councillors present. General questions were asked regarding housing and the community. Cllr. Williams advised that it was a good session to attend.

4.3. Item 7.2 re parking on Church Street. There is no update on this.

4.4. Item 22.1 re Maes Ingli defibrillator being placed at the Memorial Hall. The Clerk has received an update to say that the defibrillator is housed in an internal cabinet that may not be suitable for external use. They are going to look into this and report back.

**5. Cofnodion o'r cyfarfod Anghyffredin a gynhaliwyd ar 17<sup>eg</sup> Ionawr 2022 / Minutes of the Extraordinary meeting held on 17<sup>th</sup> January 2022**

5.1. The Clerk has not completed these minutes. They will be on the agenda for the next meeting.

**6. Materion yn codi / Matters arising**

6.1. To be discussed at the next meeting.

## **7. Adroddiad y Cadeirydd / Chair's Report**

7.1. Cllr. Harries reported that there had been an informal meeting between himself, the Chair, Sue Leonard (PAVS) and Ros McGarry (Forum) to discuss the ERO. There will be another meeting between the Chair and Ros.

## **8. Diweddariad gwefan / Website update**

8.1. Cllr. Lewis reported that he has been uploading documents to the website and translating the Welsh site. The Chair thanked Cllr. Lewis for all his hard work. Cllr. Davies will send information about the library for the website.

## **9. Archifo dogfennau / Archiving documents**

9.1. Cllr. Davies is still checking the cemetery book. Once this is done, all documents can go to the archive at PCC.

## **10. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) - Ystyried y penderfyniadau canlynol Proposed underlease to Newport Information Centre - Consider the following resolutions:**

10.1. Authorising the Town Clerk to sign RedKite terms and conditions of business.

10.2. Accepting the costs estimate of RedKite

10.3. Confirming that the Town Clerk is authorised to provide instructions to RedKite in this matter on behalf of the Council

10.4. Informing RedKite of the names of the Trustees of CGT

10.5. Instructing RedKite to submit the draft underlease to CGT such draft having been circulated to councillors prior to this meeting

10.6. Instructing Redkite to seek the consent of PCNPA to the proposed underlease

10.7. Cllr. Williams left the meeting. Cllr. Griffiths proposed that the council proceed with agenda items 10.1 to 10.6, Cllr. Barrett seconded, all agreed. Cllr Williams re-joined the meeting

10.8. Canolfan Croeso side access – The council have agreed to contact PCNPA and ask about the side access and right of way. Cllr. Harries declared a personal interest in this matter. Cllr Griffiths proposed he draft an email to send to PCNPA, Cllr. Barrett seconded, all agreed.

## **11. Praesept 2022 / Precept 2022**

11.1. The Clerk has received an email from PCC to say they have not received the precept form with the agreed figure of £27,630. The Clerk sent this via email on the 18<sup>th</sup> January. Clerk has re-sent this email.

## **12. Adroddiad arolygu ardal chwarae / Play area inspection report**

12.1. The skate park annual inspection is due now. Cllr. Davies has informed PCC that they need to let us know when they are coming to inspect as the park is currently closed. Cllr. Williams contacted the school headmistress to ask her to tell the children not to use the skate park.

## **13. Swydd wag cyngorydd / Councillor vacancy**

13.1. The Clerk has received one application which she read out to the council. Cllr. Harries proposed that as long as all the paperwork is fine then the council will co-opt him onto the council, Cllr. Barrett seconded, all agreed.

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

14.1. These meetings are PCC led and the next one is on the 2<sup>nd</sup> March which Cllr. Harries will attend.

#### **15. Arolwg ac anghenion Tai / Housing and needs survey**

15.1. Cllr. Williams has been sent the final draft of the housing survey and with Cllr. Davies has been transcribing it into copy format. Cllr. Williams will send an update on this project to all councillors. The Chair thanked both councillors for all their hard work.

15.2. Ratify terms and conditions for the Community Asset Working Group – this to be put on future agendas as a separate item. The council need to formulate a letter to OVW to clarify confidentiality and private issues with having members of the public on this working group. Cllrs. Harries and Williams to work on this.

#### **16. Adroddiad y gweithgor / Working group report**

16.1. Grants and projects – Cllr. Davies reported that all paperwork is ready for the next claim to PCC, covering October to December. An invoice for office use will be on the next agenda. Cllr. Harries reported that the CLEAN project (monitoring River Nevern) may be applying for an Enhancing Pembrokeshire grant and are in talks with the GPO. Cllr. Davies advised that the GPO is currently working on projects with the Memorial Hall, Boat Club, Skate Park, Music Society, storytelling and Canolfan Croeso and will send updates/documents regarding the GPO project to all councillors. Cllr. Williams asked the question of how the GPO's role could become self-sustainable? Cllr. Davies to call a working group meeting.

16.2. Traffic - the Clerk to call a meeting in February.

#### **17. Parc y Plant**

17.1. Parc y Plant perimeters/Trees - The Clerk has sent the suggested works to all councillors. The quote is for £750. The Clerk advised there is enough money in the Hedges and trees reserve to pay for this. Cllr. Harries proposed that the council accept this quote and the works suggested on the condition that the work can be finished by the end of February, and also meet the residents who have concerns, Cllr. Griffiths seconded, all agreed. Cllr. Harries reported that there are trees that may need crown reduction between Parc y Plant/Pen y Bont. Cllr. Griffiths proposed that this work is delayed until the Autumn, Cllr. Harries seconded, all agreed. Clerk to put this in the calendar for September.

17.2. No parking sign – ongoing. Cllr. Williams suggested having outdoor table tennis in Parc y Plant. Clerk to put this on the agenda for the next meeting.

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

18.1. Cllr. Harries proposed that the Chair, Vice Chair and Cllr. Griffiths meet with Kathryn Perkins from Edward Perkins Chartered Surveyors to discuss the lease details. Clerk to organise this 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 for March time.

## **20. Mynwent Brynhyfryd cemetery**

- 20.1. Benches - the brambles have been cleared by the tree towards the top of the cemetery. Cllr. Williams has sent photos of both bench locations. Cllr. Williams proposed that the town council agree to both benches, Cllr. Lewis seconded, all agreed. The Clerk and Cllr. Williams to liaise with the 2 people who have requested these benches.
- 20.2. Update on Brynhyfryd records – Cllr. Davies is still working on these and set up a database for each plot. There is missing information on 13 purchased graves between 2009 and 2016. Cllr. Davies proposed that she put the information about the missing purchases at the back of the purchased graves book and make a note in the margins regarding this, Cllr. Harries seconded, all agreed.
- 20.3. Tree survey – The report has been sent to all councillors. Cllr. Griffiths suggested this report is sent to the tree surgeon to get a quote to see how much these works will cost. The Clerk to contact Arborculture but to advise that any works costing more than £1k must go out to tender.

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

21.1. Ongoing. Cllr. Lewis will report back at the next meeting.

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

22.1. The Clerk has received an update from PCC which has been sent to all councillors.

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

- 23.1. Environment (Wales) Act 2016 Part 1 – Section 6 – this is due in December. The Clerk to put on the agenda for September's meeting.
- 23.2. Active travel consultation phase 2 – This has been reported. Clerk to take this off the agenda.
- 23.3. CSO Alert Notifications – Newport North (Traethmawr) – Dwr Cymru are trying to find out the cause of all the spills and are going to put cameras in manholes to find out what the problem is.
- 23.4. Tree planting project in Newport – Email received from Richard, Biodiversity Officer. The tree planting is going well. They may have a shortfall in funding to purchase enough trees. The Clerk to let Richard know that financial appeals will be decided upon at the February meeting and that he needs to send an official request. The town council to consider if there are any council owned sites suitable for planting trees. Cllr. Griffiths proposed that Brynhyfryd cemetery be considered as a possible tree planting site, Cllr. Harries seconded, all agreed. Cllrs. Griffiths and Williams to meet Richard onsite.

## **24. Marchnad stryd / Street market**

24.1. Flyers received from Soo to promote the market. The Clerk has asked for the flyers in word format so the council can check the content. The Clerk has asked the Market Manager to invoice monthly.

## **25. Archwilio Cymru / Welsh Audit**

25.1. Nothing to report.

## 26. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits	£495.00
Repayment of VAT	£1,052.51

### 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)
J. Austin, Market Manager, market from July 2021 to Jan 2022	£2,070.00

- 26.1. The accounts are as follows: Treasurers-£36,654.17, GPO-£979.55, 30-day savers-£21,237.24, Playing field-roughly £12k. Cllr. Davies proposed that all finances are paid, Cllr. Griffiths seconded, all agreed.
- 26.2. Chess telephone contract – The council have now switched providers to PlusNet. Many thanks to Cllr. Williams for sorting all of this.
- 26.3. Victoria Gardens ownership and lease – The Clerk to send a 2<sup>nd</sup> letter to the Welsh Government.
- 26.4. Discuss purchasing new printer – Cllr. Williams and the Clerk to look at printers and report back at the next meeting.
- 26.5. Update on planning application on behalf of the playing field for a container on the playing field – ongoing. Cllr. Letten is hoping to meet with Cllr. Matthew Lewis this weekend to discuss the terms and conditions.
- 26.6. Quote received from Newport Bay tree services detailing work on trees/hedges at Parc y Plant – this was discussed in item 17.1
- 26.7. Discuss temporary transfer of reserve funds to cover GPO's wage – Cllr. Davies proposed that £3,500 is transferred from the undesignated reserves to the GPO account to make sure there is enough money to pay invoices and the GPO's wage, Cllr. Harries seconded, all agreed. The project money will be reimbursed from PCC.

## 27. Tudalen RAG / RAG sheet

- 27.1. The RAG sheet was discussed and updated.

## 28. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 28.1. Item 6.1 re new OVW Project Officer. There are 4 seminar dates for Clerks and Chairs to attend for their input on tourism in Pembrokeshire. Cllr. Williams will attend one.

Cllr. Harries reported that an ex-Chair of the council, Heulwyn Jones has died. The Clerk to send a card to his family. Clerk to also send sympathy cards to Cllr Lloyd for her loss and Cllr. Barrett for the loss of his mother-in-law.

**The meeting closed at 8.45pm.**