

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 28^{ain} MEHEFIN 2022 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 28th JUNE 2022 at 7pm**

Pobol yn presennol:	Cllr. Elaine Lloyd (Chair)	Cllr. John Griffiths
Persons Present:	Cllr. Paddy Davies	Cllr. Jon Letten
	Cllr. Morgan Lewis	Cllr. Sandra Bayes
	Cllr. Ros McGarry	Miss L Evans (Town Clerk)
Ymwelwyr / Visitors	County Cllr. Huw Murphy	
Ymddiheuriadau wrth:	Cllr. Jano Williams	Cllr. Paul Harries
Apologies received from:		

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Williams and Harries.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod gynhaliwyd ar 30^{eg} Mai 2022 / Minutes of the meeting held on 30th May 2022

3.1. Item 4.2 – agenda item reference should be 12.4 and terms and conditions will be looked at. Clerk to rectify this.

3.2. Item 15.1 should include Cllr. McGarry.

3.3. Subject to the corrections, Cllr. Davies proposed that the minutes are correct and approved, Cllr. Morgan Lewis seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 21.1 re the Council's priorities approved document. Clerk to check she has sent this to Cllr. Morgan Lewis to be put on the website.

4.2. Item 23.1 re adopting the informal resolution protocol. Cllrs. Lloyd, Letten and Morgan Lewis to arrange a meeting.

5. Adroddiad y Cadeiryd / Chair's report

5.1. No report from the Chair.

5.2. Cllr. McGarry reported that she attended the initial school governors meeting as the council's representative and attended some courses. There is an AGM happening soon. There is quite a lot of work involved.

5.3. Cllr. Lloyd explained that the agenda has been streamlined with many agenda items being moved to the RAG sheet and explained that if any councillor wishes a RAG item to be discussed and decided upon, then that councillor is to send a request to the clerk 3 clear working days before the meeting that the item be included on the agenda.

**6. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes:
Adroddiad cyfarfod gyda busnes preifat / To consider excluding the public from the
meeting for the following item of business: Report of meeting with a private business**

- 6.1. The Clerk read out the following from the Standing Orders: Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. The following motions may be moved at a meeting without written notice to the Proper Officer; to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- 6.2. The confidential information is a report of an ongoing discussion with a private business.
- 6.3. Cllr. Lloyd motioned that the town council go into a private session, Cllr. Griffiths seconded all agreed. The member of the public left the meeting for this matter.
- 6.4. The Clerk took the minutes for this private session which will remain confidential.

7. Diweddariad gwefan / Website update

- 7.1. Cllr. Morgan Lewis has sent a website report to everyone and explained that there would be a lot of work if the council did the website in-house. Cllr. Davies added that this was the original reason that the council employed United studios to do the work as no one had the time to do it. Cllr. Bayes questioned what the £94 a month paid for? Cllr. Morgan Lewis explained that United studios offer support, keep an eye on security, can sort problems out when they arise and they also support the gmail email account. All agreed to carry on with paying United studios their monthly care package fee.

8. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre

- 8.1. Canolfan Croeso side access – no update as Cllr. Williams is not at the meeting. This to be discussed at the next meeting.
- 8.2. Canolfan Croeso sub tenants' insurance – The leases provide that the sub tenants contribute towards the building insurance. Cllr. Davies declared a personal interest and left the meeting. Cllr. Griffiths proposed that the council write to both tenants asking for payment under the terms of the lease, Cllr. Morgan Lewis seconded, all agreed. Cllr. Davies re-entered the meeting.

9. Tendr goleuadau Nadolig / Christmas lights tender

- 9.1. The Clerk will send out and advertise the Christmas lights tender this week.

10. Lleoliad cyfarfodydd y dyfodol / Venue for future meetings

- 10.1. The Clerk advised that meetings will continue to be online until after the summer.

11. Adroddiadau gweithgorau/pwyllgorau cynghori / Working group/Advisory committee reports

- 11.1. Grants and projects – Cllr. Bayes advised that the terms of reference are not easy to understand. Cllr. Lloyd proposed that the terms of reference are accepted and approved, Cllr. Griffiths seconded; majority agreed. The minutes of the last meeting were noted.
- 11.2. Community assets – ongoing, a meeting to be called.
- 11.3. Traffic - Cllr. Lloyd proposed that the terms of reference are accepted and approved, Cllr. Letten seconded, all agreed. The council noted the minutes. The Clerk confirmed that she has actioned the 4 points from the traffic working group meeting.

11.4. Wellbeing Action plan – ongoing, a meeting to be called. Cllr. Bayes asked that the council discuss the email that was sent by the Forum regarding meeting up to discuss the terms of conditions and asking for a representative for the ERO job. The Clerk advised that the TOR's need to be discussed at the wellbeing action plan working group meeting. Cllr. Lloyd proposed that Cllr. Bayes is the representative for the ERO job, all agreed.

11.5. Street market

- a) Stalls at Nevern Show – Cllr. Lloyd proposed that the town council waive the fee for these stalls, Cllr. Griffiths seconded, all agreed.
- b) County Cllr. Huw Murphy spoke about agenda item 13.2 as he needed to leave to attend another meeting. He has spoken to an inspector in PCC regarding issues in Newport. He is expecting a response from the dog control department. He has written a letter to SWTRA regarding traffic issues in Newport. He did a BBC interview today regarding Withybush which he does not want to see being downgraded. The Chair thanked him for his update.

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

12.1. An email has been received from Kathryn Perkins with various documents and leases for Parrog and surrounding land. They are awaiting the town council's response. The Barony wish to dispose of land they own in Parrog. Cllr. Griffiths proposed that the town council ask Cllrs. Harries, Lloyd and himself to draft a response to give to the council at the next meeting, Cllr. Lloyd seconded, all agreed.

13. Materion yr amgylchedd / Environment matter

- 13.1. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary – the Clerk to email councillors to put forward any site ideas they may have for the next meeting.
- 13.2. Dog fouling problem in Newport / Dog Watch Scheme – discussed in item 11.5b
- 13.3. Jet Ski's in Newport/Parrog – ongoing.

14. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£490.00
National Botanic Gardens of Wales, stall hire for Pollinator Day in aid of the Community Garden in Brynberian	£300.00

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
Plusnet, Telephone (DD) p.m.	£34.60 (vat £5.76) up from £29.40 (vat £4.99)
Good energy (electric) (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)
BullGuard Internet Security annual subscription	£49.99 (vat £8.33)
J. Austin, Market Manager hours from April-May and 2 tyre replacements on the trailer	£718.00

Donation of jubilee payment to the Playing Field	£200.00
Esgair tents, £63 + £108, wash, inspect and repair market stalls	£171.00
One Voice Wales, 2 councillors training (Bursary discount included)	£35.00

- 14.1. The accounts are as follows: Treasurers-£24,280.94, GPO-£4,601.55, 30-day savers-£21,238.10, playing field-£10,527.75.
- 14.2. Jubilee donation to the playing field – Cllr. Lloyd proposed that the town council reimburse the playing field for the £200 donation, Cllr. Griffiths seconded, all agreed. Cllr. Letten proposed that all finances are paid, Cllr. Davies seconded, all agreed.
- 14.3. Clerk’s employment matters-To establish the correct salary for the Clerk - That the Town Council discuss “PROFILE 1 and 2 as outlined in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 – the Clerk left the meeting and Cllr. Davies took the minutes. The Council considered PROFILE 1 and 2 as outlined in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. Cllr Lloyd proposed that Profile 2 was the most appropriate, seconded by Cllr Griffiths, and agreed by all. The Clerk re-entered the meeting.
- 14.4. Tennis Club annual rent – the annual lease is £50. Cllr. Griffiths questioned that this was a playing field matter. The Clerk advised that previously the fee has been sent to the council. All agreed for the tennis club to be invoiced from 2021 onwards and for the Clerk to put an annual reminder in the calendar.
- 14.5. Financial request from the Newport Senior Citizen Welfare Association – a letter requesting a donation towards the summer outing has been received. The Clerk confirmed there is funding budgeted and in the reserves for the Senior Citizens. Cllr. Lloyd proposed that the town council donate £500, Cllr. Letten seconded, all agreed
- 14.6. Update on planning application on behalf of the playing field for a container on the playing field – The Clerk has sent the paint colour to PCNPA but a proper form needs to be filled in and sent to them. Cllr. Letten will check what the procedure is.

15. Tudalen RAG / RAG sheet

- 15.1. The RAG sheet was discussed and updated.

16. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 16.1. Item 5.1 re email received from Cllr. Bayes re Whiteman legacy. The Clerk will respond to Cllr. Bayes’s email and advised that Ann Connock contact the Clerk personally for an update on this legacy.
- 16.2. Item 6.2 re Finance & Governance toolkit. Cllr. Harries and Clerk to look at this.
- 16.3. Item 7.1 re workshop on green infrastructure. Cllr. Harries is attending this. Cllr. Bayes requested that she attend as well. All agreed to this.
- 16.4. Item 8.1 re CWBR Youth meeting on 30th June. Cllr. Lloyd will attend this.
- 16.5. Item 8.2 re Havard stable Proud to Gain Accessibility Mark accreditation. The town council wish to congratulate them on their achievement.
- 16.6. Item 12.1 re £100 donation from the National Botanic Garden of Wales to Brynberian garden group. All happy for this to be paid.

The Clerk advised that she will purchase Zoom for a year which has been previously agreed by the Town Council, in light of the difficulties faced in tonight’s meeting with lack of internet, computer screens freezing and being unable to hear some councillors speaking.

The meeting closed at 8.45pm.