

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 31^{ed} HYDREF 2022 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 31st OCTOBER 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 **27th October**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 20^{fed} Medi 2022 / Draft minutes of the meeting held on 20th September 2022**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion draft o'r cyfarfod Anghyffredin a gynhaliwyd ar 7^{fed} Medi 2022 / Draft minutes of the Extraordinary meeting held on 7th September 2022**
- 6. Materion yn codi / Matters arising**
- 7. Adroddiad y Cadeirydd / Chair's report**
- 8. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre**
 - 8.1. Receive the notes of a meeting between Cllr Griffiths and Mark Taylor
 - 8.2. Consider submitting the notes to RedKite Law with the Council's comments and requesting RedKite Law for advice prior to responding to CGT (Newport Information Centre)
 - 8.3. Canolfan Croeso side access
- 9. Lleoliad cyfarfodydd y dyfodol / Venue for future meetings**
- 10. Lloches bws Castell / Castle Bus shelter**
 - 10.1. The Council approach the owner of the Bus shelter and adjoining land (to whom the Council pays an annual rent of £5) to invite the owner to transfer the land to the Town Council.
- 11. Adroddiadau pwyllgorau cynghori / Advisory committee reports**
 - 11.1. Grants and projects – GPO progress report
 - 11.2. Community assets
 - 11.3. Traffic
 - 11.4. Street market
- 12. Cysgod Parrog a prydles safbwynt / Parrog shelter and viewpoint lease**

13. Cynllun hyfforddi Cyngor Tref / Town Council training plan

14. Adroddiad arolygi Chwarterol Maes chwarae plant / Children's play area Quarterly inspection report

15. Adroddiad arolwg tai / Housing survey report

16. Dogfennau llywodraethu / Governance Documents

17. Blaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor / The Council's priorities, activities and achievements

18. Cyfarfod a thrigolion Llain yr Eglwys a Swn y Nant / Meeting with residents of Llain yr Eglwys and Swn y Nant

19. Materion yr amgylchedd / Environment matters

- 19.1. Consider tree planting sites in Newport-Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary
- 19.2. Dog fouling problem in Newport / Dog Watch Scheme
- 19.3. Jet Ski's in Newport/Parrog
- 19.4. Unrecorded burials-Brynhyfryd cemetery
- 19.5. Section 6 biodiversity and ecosystem annual report
- 19.6. Tree planting project
- 19.7. Crown reduction on trees by Parc y Plant/Pen y Bont
- 19.8. Letter of support for extending the CLEAN project
- 19.9. Request from Tennis Club for town council to speak to PCNPA Tree officer regarding overhanging trees at the Newport Tennis Courts

20. Canllawiau statudol ar gyfer Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 / Statutory guidance relating to the Local Government and Elections (Wales) Act 2021

21. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits (Oct) £715.00

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)
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)
Cllr. Bayes, Planning Aid Wales training, Place plans	£35.00
Data protection renewal fee (DD)	£35.00
Town Clerk, electric usage whilst working from home - 235.5 hrs (£6 a week)	£114.00
Newport Bay Tree & Garden services, contracted gardening work, 3 of 4 invoice	£1,690.00

J. Austin, Market manager hours, Sep-Oct	£450.00
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- 21.1. Clerk's employment matters
- 21.2. Clerk's reimbursement of electric whilst working from home
- 21.3. Update on planning application on behalf of the playing field for a container on the playing field
- 21.4. Letter from the Minister for Finance and Local Government re The Finance & Governance Toolkit for Community and Town Councils
- 21.5. Direct debit mandate for Unit 3 PCC rent

22. Tudalen RAG / RAG sheet

23. Cyfatebiad / Correspondence

See attached list

Dyddiad y cyfarfod nesaf / Date of next meeting

SUPPORTING DOCUMENTS

Agenda item 22 – RAG sheet

Newport Town Council Action Log - 25th October 2022						
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	31.10.22	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	31.10.22	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	31.10.22	A
24	23/10/17	Shelter on Parrog	Location map received by K. Perkins. Lease and documents received from Perkins. John, Paul and Elaine to meet to discuss before 25th July meeting. John to write to K. Perkins and tell her the situation. A meeting between NTC, PCNPA and Moorings committee scheduled for 25th Sep.	RC/JG	31.10.22	A
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	Clerk	31.10.22	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. Cllr. Davies has found there are missing purchases and will make a note of these. Clerk reported there is one missing burial of ashes.	PD	31.10.22	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 nusge Paul about this	PH	31.10.22	A

40	27.01.20	Housing and needs survey	Meeting to be arranged with PCNPA to discuss. Tender awarded to successful candidate. Will start work when restrictions allow. Survey has been sent to all residents, links on the website. Good paper response so far. All survey info has been inputted online by 4 councillors. The report is being worked on now. Jano working on paperwork to send to PCC to get the grant money reimbursed.	JW/JG	31.10.22	A
42	27.01.20	New website update	Cllr. Morgan Lewis putting up documents and info and translating docs into welsh. Cllr. Lewis sent report to all. Council decided to stay with United studios.	JW	31.10.22	A
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?		31.10.22	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	31.10.22	A
58	25.01.21	Mary Farmhouse kitchen land	Ongoing situation.		31.10.22	A
59	16.02.21	Election costs	Costs received from PCC. Contested election estimate is £5,068.84. Clerk not received an invoice yet.		31.10.22	A
60	31.05.22	Citizen Led Recovery reports	Cllrs. Harries and Bayes will be attending these meetings. Waiting for a date		31.10.22	A
61	20.06.22	Governance Documents	Goc docs to be reviewed and updated		31.10.22	A
62	20.06.22	Play area inspection reports	Reports received from Peter Delaney-all fine.		31.10.22	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing.		31.10.22	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing.		31.10.22	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		31.10.22	A
66	20.06.22	Parc y Plant-Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective properties	Ongoing		31.10.22	A
67	20.06.22	Parc y Plant-Identify location for Fields in trust plaque	Jano and Jon to look for appropriate location. Adrian Varney has contacted 2 sports celebs who are happy to come to opening event. T&F group set up to organise this.		31.10.22	A
68	20.06.22	The Council's priorities, activities and achievements Annual Report	Report has been put on the website for 2021-22. Put on agenda for October to discuss priorities for this year.		31.10.22	A

69	20.06.22	Maes Ingli Sheltered Accommodation	Defib has now been re-allocated to the Memorial Hall. Defib pads have been replaced by Libby Balchin who has been reimbursed. Last update from PCC were they were going to arrange a meeting in July. Clerk to chase this.		31.10.22	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Clerk sending update to councillors for Paul.		31.10.22	A
71	20.06.22	Welsh Annual Audit	Clerk sending to Audit Wales this Thursday.		31.10.22	A
72	20.06.22	Purchasing new printer	Ongoing		31.10.22	A
73	20.06.22	Victoria Gardens ownership and lease	2 letters sent to Welsh Gov re ownership. Clerk and John to look at this. Clerk to circulate email from John.		31.10.22	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis doing this		31.10.22	A

Agenda item 23 – correspondence list

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 31^{eg} Hydref 2022 Newport Town Council Correspondence for online meeting held on 31st October 2022

E-byst / E-mail

1. Cynllunio a thai/ Planning and housing

1. Email from Cllr. Harries re personal statement regarding a case study for Housing quality Network Cymru (14.10.22)

2. Uned 3 / Unit 3

3. Materion amgylchedd / Environment matters

1. Email from Cllr. Harries re views on the Green infrastructure project (13.10.22)
2. Email from Cllr. Harries re CSO spill, forwarded to all councillors (18.10.22)
3. Email from the Local Places for Nature officer with possible dates for a meeting, forwarded to all (25.10.22)

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 Local Government and housing reporting to community assets available, forwarded to all (20.10.22)
2. Email from Welsh Gov re Independent Remuneration Panel for Wales Draft Annual Report - February 2023, consultation period ends 1st December but OVW would like responses by 16th November, forwarded to all (20.10.22)
3. Email re ‘The Boundary Commission for Wales has published its Revised Proposals for Wales’ new parliamentary constituencies’. Representations can be sent until 15 November 2022, forwarded to all (20.12.22)
4. Email from Clerk to Welsh Gov with Christmas lights application documents (18.10.22)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro

Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

1. Email from R. Vaughan re update regarding the celebration of the 70th year of Pembrokeshire Coast National Park Authority and the project idea to plant trees in each community for anyone and everyone to enjoy, forwarded to all (25.10.22)

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

1. Email to Edward Perkins re Barony of Cemaes, land at Parrog and valuations (28.09.22)
2. Email from O. Cooper re repainting the telephone box in Parrog (28.09.22)
3. Email from Cllr. Harries re draft notes of meeting on 26th Sep with PCNPA and Moorings committee (01.10.22)

9. Mynwent / Cemetery

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

11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd

Road closures/Road Trunk Agency/Road issues

1. Email from Cllr. Harries to Welsh Gov re sharing the Final stage 1 report and an update on a meeting in the Autumn (23.09.22)

12. Marchnad stryd / Street Market

1. Email from Cllr. Bayes re consider the need for signage on the A487 and on Church Street to advise that traffic cannot turn into Market Street when the Market is happening (20.09.22)

