

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 25^{ain} GORFFENNAF 2022 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 25th JULY 2022 at 7pm**

Pobol yn presennol: Cllr. Paul Harries (Chair) Cllr. Jano Williams
Persons Present: Cllr. Elaine Lloyd (Vice Chair) Cllr. John Griffiths
Cllr. Paddy Davies Cllr. Sandra Bayes
Cllr. Morgan Lewis Cllr. Ros Cleal
Cllr. Ros McGarry Cllr. Matthew Lewis
Miss L Evans (Town Clerk)

Ymwelwyr / Visitors County Cllr. Huw Murphy

Ymddiheuriadau wrth: Cllr. Jon Letten

**Apologies received
from:**

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Letten.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 28^{ain} Mehefin 2022 / Draft minutes of the meeting held on 28th June 2022

3.1. Item 11.4 – this should be terms of conditions not terms of reference.

3.2. Item 12.1 – 3rd line should read 'dispose of land' not 'dispose to land'.

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

4. Materion yn codi / Matters arising

4.1. Item 6.4 re private session minutes. These were sent to all councillors today.

4.2. Item 11.4 re email sent by Forum to the town council. This will be discussed under agenda item 14.4. Cllr. Williams apologised to Cllr. Bayes for the confusion regarding the terms of conditions being referred to as the terms of reference.

4.3. Item 16.1 re email received from Cllr. Bayes regarding the Whiteman legacy. The Clerk has responded to this email.

4.4. Item 16.2 re Finance & Governance toolkit. This to be kept on the agenda.

4.5. Item 16.3 re workshop on green infrastructure. Cllr. Bayes is attending this meeting tomorrow.

4.6. Item 16.4 re CWBR Youth meeting. Cllr. Lloyd was unable to attend this meeting. Cllr. Bayes attended on behalf of Newport Forum.

5. Cofnodion draft o'r cyfarfod Cyllideb a chyllid a gynhaliwyd ar 16^{eg} Mehefin 2022 / Draft minutes of the Budget & Finance meeting held on 16th June 2022

5.1. Cllr. Harries 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. Cofnodion draft o'r cyfarfod Cyllideb a chyllid a gynhaliwyd ar 12^{fed} Gorffennaf 2022 / Draft minutes of the Budget & Finance meeting held on 12th July 2022

7.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Morgan Lewis seconded, all agreed.

8. Materion yn codi / Matters arising

8.1. Item 13.1. Can councillors claim for printing costs? The Clerk to check this.

9. Adroddiad y Cadeirydd / Chair's report

9.1. Nothing to report.

10. Diweddariad gwefan / Website update

10.1. Cllr. Morgan Lewis continues to upload documents onto the website. This is on the RAG sheet so will be taken off the agenda.

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

11.1. Cllrs. Williams and Davies declared a personal and prejudicial interest in this agenda item.

11.2. Canolfan Croeso side access – the council have received a detailed email from Gary Meopham at PCNPA who advised that there is no legal access. Cllr. Williams reported that building a possible extension was put in the plan for the Canolfan Croeso. Cllr. Williams proposed that the town council approach Tabernacle chapel regarding negotiating permanent right of access, Cllr. Morgan Lewis seconded, all agreed. Cllr. Williams to draft a letter with Cllr. Griffiths help.

11.3. Canolfan Croeso sub tenants' insurance – Cllr. McGarry declared a personal and prejudicial interest and both she and Cllr. Davies left the meeting. The Clerk reported that she had sent an invoice to both tenants for last years rent and apologised for doing this as the town council waived last years fee. Invoices for this year have been sent to both tenants.

11.4. The underlease for Newport Information Centre is currently with the solicitor.

12. Tendir goleuadau Nadolig / Christmas lights tender

12.1. The Clerk confirmed that she has received one tender and opened it. The tender is from DN Wilmott. The Clerk confirmed the council has budgeted £3,500. The quote received is no more than this. Cllr. Harries proposed that the tender is accepted, Cllr. Lloyd seconded, all agreed.

13. Lleoliad cyfarfodydd y dyfodol / Venue for future meetings

13.1. All agreed to review this in September. The town council need to look into what equipment is needed to host hybrid meetings. Clerk to put on September agenda.

14. Adroddiadau pwyllgorau cyngori / Advisory committee reports

- 14.1. Grants and projects - Proposal to Apply to Enhancing Pembrokeshire – the committee have met and draft notes were sent around today. These notes will be considered at the September meeting. The proposal has been circulated and was written by the Grants and Projects Advisory committee with Cllr. Davies leading on it. The job title should be 'Wellbeing Projects Implementor' not 'Wellbeing Plan Implementor'. Cllr. Davies reported that the Enhancing Pembrokeshire grant is available again this year, around £37k. The expression of interest needs to be submitted first. The deadline for the full application is 13th September. Cllr. Bayes advised that the proposal refers to a wellbeing resilience plan and not to the wellbeing action plan. Cllr. Davies confirmed she would change this. Cllr. Williams advised that this proposal will bring together the wellbeing action plan which the new ERO will be working on and the results from the housing survey that the town council commissioned. Cllr. Bayes asked that the town council reconsider the terms and conditions that were written in response to a letter sent by the Forum and PAVS with regards to working together with the town council on the wellbeing action plan. A vote was taken and the majority voted in favour, 1 abstention. Cllr. Davies proposed that the expression of interest (EOI) is prepared based on this proposal and circulated to all councillors and sent to PCC. If the EOI is accepted then the application will be written and discussed in a full town council meeting before the deadline, Cllr. Ros McGarry seconded, all agreed.
- 14.2. Community assets – this group is meeting on Wednesday. Cllr. Harries apologised for not organising a meeting sooner.
- 14.3. Traffic – a meeting is being held this Thursday. Cllr. Harries thanked County Cllr. Huw Murphy for taking an interest in this matter.
- 14.4. Wellbeing Action plan – this committee met last Friday. The notes have not been circulated yet. The committee decided to advise the council that this group be discontinued. Cllr. Harries reported that the Clerk has documented the email trail regarding the letter received from the Forum and PAVS back in February. There are various reasons why the town council have not responded including the fact that a new council was put in place in May after the elections and an AGM was called. A further email was received from the Forum on 24th May which the Chair read out. *"The Wellbeing/Action Plan Project Working Group Terms and Condition", as currently written, are not acceptable and wish to take up the Council's offer to meet with the Forum to discuss these as soon as possible."* Cllr. Harries will draft a response to this email.
- 14.5. Street market – A meeting to be called in September/October. Cllr. Bayes reported that there are many cars turning into Market Street when the market is happening. There needs to be better signage to say 'no turning'. The Chair advised Cllr. Bayes to write to the Clerk regarding this matter.

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

- 15.1. Cllr. Griffiths has sent an email to councillors. The town council needs to respond to Kathryn Perkins. Cllr. Griffiths proposed that copies of the emails received by the Barony be sent to the Moorings committee and PCNPA and that a meeting be organised with both parties and nominated councillors, Cllr. Williams seconded, all agreed. Cllr. Griffiths advised that PCNPA have a long-term lease for Parrog parking with the Barony which has a covenant that stipulates no charging for parking. Cllr. Griffiths will draft a letter to Kathryn Perkins explaining the town council's position and also draft a letter to the Moorings committee and PCNPA asking them to contact the Clerk who will organise a meeting. Nominated councillors are Cllrs. Harries, Williams, McGarry, Matthew Lewis and Griffiths.

16. Governance Documents

- 16.1. GD06 Diversity and Equal Opportunity – Cllr. Lloyd proposed that this document is accepted, Cllr Davies seconded, all agreed.
- 16.2. GD07 Councillors expenses – Cllr. Harries proposed that section 1.1 to 1.7 is taken out and replaced with the following wording: “The Town Council will comply with the Independent Remuneration Panel provisions as stated in the Annual Report.” Cllr. Harries proposed the document is updated and accepted, Cllr. Lloyd seconded, all agreed.
- 16.3. GD08 Health & Safety – Cllr. Morgan proposed that this document is accepted, Cllr. McGarry seconded, all agreed.

17. Materion yr amgylchedd / Environment matters

- 17.1. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park’s 70th Anniversary – Cllr. Williams has emailed all councillors with 2 suggestions for possible tree planting sites which were both entrances into Newport. All happy with these suggestions. Clerk to email PCNPA with these 2 suggestions.
- 17.2. Dog fouling problem in Newport / Dog Watch Scheme – County Cllr. Huw Murphy has been looking into this matter. He reported that the PCC Dog warden is coming to Newport on Thursday and will see how often this warden can visit the town. Cllr. Cleal advised that there needs to be more dog waste bins.
- 17.3. Jet Ski’s in Newport/Parrog – there are many issues and difficulties with this problem. Lifeguards keep an eye on jet ski users and their speed over the summer. County Cllr. Huw Murphy will look into this issue.
- 17.4. Fields in Trust plaque location and ceremony – Adrian Varney has spoken to 2 sports celebrities who are willing to attend this event. A date needs to be decided. Cllr. Bayes suggested the money in the festivals reserve could be used towards this event. Cllr. Williams proposed setting up a task and finish group to organise this celebration event and officially present the Fields in trust plaque, Cllr. Lloyd seconded, all agreed. Cllrs. Williams, Matthew Lewis, Morgan Lewis and McGarry all volunteered to be in the task and finish group.

18. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £745.00

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)
Dishwasher for the Playing field	£209.99 (vat £35.75)
Donation to the Senior Citizens Welfare Association (paid)	£500.00
Zoom Annual subscription (paid)	££143.88 (vat £23.98)
Payment to Canolfan Llwynihirion Brynberian, market stalls for community garden event	£100.00 (paid)

J. Austin, Market manager hours for June/July and Brynberian stall hire event	£460.00
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- 18.1. The accounts are as follows: Treasurers-£21,474.16, GPO-£3,449.55, 30-day savers-£21,238.29. All councillors are happy that the town council pay for the dishwasher for the playing field. Cllr. Williams proposed that all finances are paid, Cllr. Lloyd seconded, all agreed.
- 18.2. Clerk's employment matters – 4 councillors are working on this. They are going through the contract of employment where there are some items that need resolving including an insurance issue. The job description, remuneration and appraisal are ongoing.
- 18.3. Dishwasher purchase for Playing field – discussed in item 18.1.
- 18.4. Update on planning application on behalf of the playing field for a container on the playing field - Cllrs. Williams and Letten are going to measure the distances between trees as part of the application requirements. Cllr. Harries thanked Cllrs. Williams, Letten and Matthew Lewis for their hard work on this matter.

19. Tudalen RAG / RAG sheet

- 19.1. The RAG sheet was discussed and updated.

20. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 20.1. Item 5.1 re financial request from Pembrokeshire Pride. This event has now happened. Consider request for next year.
- 20.2. Item 6.1 re consultation on Shaping Wales's future. Cllr. Bayes will look at this.
- 20.3. Item 7.2 re Green infrastructure workshop. Cllr. Harries reported that this is important for Newport and the LDP. There are 9 towns out of 11 that are on the coast and they have completely missed out the maritime sector. The town council to keep an eye on the progress of this.
- 20.4. Item 8.1 re supporting the Save Withybush campaign. Cllr. Lloyd voiced her opinion that the council should support the campaign. Cllr. Griffiths disagreed and advised that he has watched the Senedd discussion on this matter and that there is not much difference in the mileage to where the new hospital would be sited. Cllr. Griffiths to send this link to everyone. Cllrs. Cleal, Bayes and Williams agreed with Cllr. Griffiths's opinion. Cllr. Griffiths proposed that the town council inform the campaigners that they could not support the notion, Cllr. Bayes seconded, 7 agreed, 2 against and 1 abstention.
- 20.5. Item 8.2 re community musical event. The town council feel this type of event is too large for them to organise and suggested passing on the information to Llwyngwair Manor.
- 20.6. The Chair advised that he had received late correspondence which was a financial request from the 2 football clubs in Newport, asking for a donation of £500 towards a new mower for the playing field. Cllr. Matthew Lewis declared a personal interest. Cllr. Harries proposed that the town council agree in principle to donate £500 towards the new mower, Cllr. Williams seconded, all agreed. This matter to be put on the agenda at the next appropriate meeting. Funding could be used from the Mark Taylor or Whiteman reserve.

The next meeting will be in September.

The meeting finished at 9.10pm.