

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

**Pobol yn presennol:** Cllr. Paul Harries (Chair) Cllr. Sandra Bayes  
**Persons Present:** Cllr. Elaine Lloyd (Vice Chair) Miss L Evans (Town Clerk)  
Cllr. Morgan Lewis Cllr. Ros McGarry

**Ymwelwyr / Visitors**

**Ymddiheuriadau wrth:** Cllr. Jon Letten Cllr. Jano Williams  
**Apologies received** Cllr. Matthew Lewis Cllr. John Griffiths  
**from:** County Cllr. Huw Murphy Cllr. Paddy Davies

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

1.1. Apologies received from Cllrs. Letten, Williams and Bayes. The Chair reminded the council that councillors receive summons to attend meetings and that they should send their apologies if they cannot attend.

**2. Datganiad o ddiddordeb / Declarations of Interest**

2.1. No declarations of interest.

**3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 20<sup>fed</sup> Medi 2022 / Draft minutes of the meeting held on 20<sup>th</sup> September 2022**

3.1. Agenda item 17.6, this should be green not 'gren. Clerk to rectify. Subject to this amendment Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

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

- 4.1. Item 4.1 re councillor query regarding receiving private session information. The Clerk will check with OVW.
- 4.2. Item 4.2 re the council contacting Planed about the CWBR project. The town council is receiving newsletters about this project.
- 4.3. Item 4.5 re draft response to Newport Forum. The Chair has done this.
- 4.4. The Chair reported that the Budget & Finance meeting did not happen on the 27<sup>th</sup> October as the meeting was not quorate. The Clerk puts in a lot of work for these meetings. This will need to be rescheduled.

**5. Cofnodion draft o'r cyfarfod Anghyffredin a gynhaliwyd ar 7<sup>fed</sup> Medi 2022 / Draft minutes of the Extraordinary meeting held on 7<sup>th</sup> September 2022**

5.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lloyd seconded, all agreed.

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

6.1. No matters arising.

**7. Adroddiad y Cadeirydd / Chair's report**

- 7.1. The Chair has completed the digital services survey which was sent on 26<sup>th</sup> September.
- 7.2. The Chair has sent his comments on the Green infrastructure strategy proposals and thanked Cllr. Bayes for her contribution.
- 7.3. The Chair attended the online meeting 'The importance of Community & Town councils in building resilient spaces for nature' between 10am-4pm. Other councils are declaring a climate emergency statement, is this something this council should look at? The Clerk to put this matter on the November agenda.
- 7.4. The Chair has been approached by a member of the public regarding borrowing the market stalls for 10<sup>th</sup> December. The Chair advised him to contact the street market manager and to contact the Clerk. The council agreed that if approached that a nominal charge should be made for the stalls but that this charge would be waived as a donation.

## **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 – these have been sent to the Clerk and Chair.
- 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) – the town council's solicitor has submitted the draft lease to the information centre. M. Taylor is assisting them with this lease and has suggested some minor amendments. Cllr. Griffiths proposed that the town council contact their solicitor and send them the suggested amendments to the draft lease, Cllr. Lloyd seconded, all agreed except 1 abstention.
- 8.3. Canolfan Croeso side access – An email has been received from PCNPA which explains that there is no right of way to the side access to Canolfan Croeso. Access to the garden behind Canolfan Croeso is by consent of the adjoining owner. Cllr. Griffiths proposed that the council do not pursue a claim for legal side access, Cllr. Cleal seconded, all agreed. This to be revisited in 6 months' time.

## **9. Lleoliad cyfarfodydd y dyfodol / Venue for future meetings**

- 9.1. The Chair and Clerk to investigate the cost of setting up hybrid meetings. Clerk to ask other councils for advice. Unit 3 does not have any ventilation which is a concern for some councillors. Cllr. Lewis will ask in college about what equipment they use. Report back at the January meeting.

## **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 – Cllr. Griffiths proposed the following wording be sent to the owner:  
 "The Town Council has rented the ornamental garden upon part of which the bus shelter stands for many years. Presently it seems that the Council has no security. In due course the shelter will require maintenance. It will be difficult or impossible to obtain grant aid unless the Council owns the freehold of the land or has the benefit of a long lease. Would you be prepared to transfer to the Council the freehold of the land which the Council currently rents or grant a long lease? The Council does not intend changing the current use of the land and would enter into an appropriate covenant to that effect", Cllr. Cleal seconded, all agreed.

## **11. Adroddiadau pwyllgorau cynghori / Advisory committee reports**

- 11.1. Grants and projects – GPO progress report – Cllr. Davies has circulated the progress report to all councillors. The GPO contract ended in August. In section 3 of this report there is a statement regarding the town council looking at ways of financing a similar post. Cllr.

Davies proposed that this statement is kept in the progress report, Cllr. Harries seconded, all agreed. Cllr. Harries thanked Cllr. Davies for all her hard work. The spending profile needs to be re-checked and will be re-sent to everyone. The GPO has written her reflections of the project which was sent to PCC in support of the grant application for a Wellbeing Projects implementor which outlined that community groups benefit from support to achieve grant success. Cllr. Harries advised that the Enhancing Pembrokeshire grant sub committee determine where the taxation money is spent and that this reflections report should be sent to them.

11.2. Community assets – this group has not met. Keep on agenda.

11.3. Traffic – a lot of information has come through since the last meeting. Cllr. Harries wished to thank County Cllr. Huw Murphy for all his hard work on this matter. The Clerk to call a traffic meeting.

11.4. Street market - Clerk and Cllr. Lewis to call a meeting.

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

12.1. Cllrs. Harries and Griffiths met with PCNPA and the Moorings committee on the 26<sup>th</sup> September. The notes of this meeting have been circulated.

K. Perkins, chartered surveyor for the Barony has confirmed that they will prepare Terms of Reference for the Valuation and locate three valuers willing to carry out the works together with their timescales. At the 26<sup>th</sup> Sep meeting it was agreed to request that the valuations be itemised as follows: Parrog, the area upstream of Parrog and the area downstream of Parrog

## **13. Cynllun hyfforddi Cyngor Tref / Town Council training plan**

13.1. The Clerk and Chair to look at this.

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

14.1. The inspection report has been received. Cllr. Letten has been onsite to inspect with Euros Lewis. 4 bolts are needed to fix the equipment at £90 each. The Chair has confirmed that this repair is to go ahead. Cllr. Davies reported that Dinas community council have received an Enhancing Pembrokeshire grant to refurbish their children's play area and whether this council should apply. Clerk to ask Dinas council about their application and to put this on the next agenda.

## **15. Adroddiad arolwg tai / Housing survey report**

15.1. The final draft report has been received. Cllrs. Davies and Harries have sent their comments back to Keith Edwards regarding missing recommendations, what other ideas were frequently mentioned and typing errors. Cllr. Cleal proposed that the council meet to discuss the final draft once received, Cllr. McGarry seconded, all agreed. Cllr. Davies volunteered to collate all the documents to send to PCC in Cllr. Williams's absence, Cllr. Harries will help if needed. Clerk to ask Keith Edwards for the final report and then organise a meeting.

## **16. Dogfennau llywodraethu / Governance Documents**

16.1. No governance documents to discuss.

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

17.1. Cllrs. Davies, Harries, Lloyd, Cleal and the Clerk to meet at the end of November to discuss.

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

18.1. This was decided at the planning meeting. Cllrs. Bayes and McGarry have met with residents. A further meeting to be arranged between the town council, residents, PCNPA and Morgan Construction.

## 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 – Clerk received update from PCNPA stating that they need to check whether PCC Highways or The Trunk Road Agency have a remit with regards to tree planting and the distance from the highway. Keep on agenda
- 19.2. Dog fouling problem in Newport / Dog Watch Scheme – County Cllr. Murphy has sent 2 emails with updates
- 19.3. Jet Ski's in Newport/Parrog - County Cllr. Murphy has sent 2 emails with updates.
- 19.4. Unrecorded burials-Brynhyfryd cemetery – this to be put on the RAG sheet.
- 19.5. Section 6 biodiversity and ecosystem annual report – Clerk to call a meeting.
- 19.6. Tree planting project – Look at this in the next meeting. Clerk to check what the tree survey says.
- 19.7. Crown reduction on trees by Parc y Plant/Pen y Bont – ArborCulture are going to look at this site and report back.
- 19.8. Letter of support for extending the CLEAN project – Clerk has sent a letter of support from the town council.
- 19.9. Request from Tennis Club for town council to speak to PCNPA Tree officer regarding overhanging trees at the Newport Tennis Courts – Clerk to contact Mike Higgins, Tree officer at PCNPA and organise a site visit

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

20.1. Clerk and Chair to look at this.

## 21. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits (Sep/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

- 21.1. The accounts are as follows: Treasurers-£28,434.90, GPO-£5,753.55, 30-day savers-£21,240.79, Playing field-£10,399.32. The Clerk explained that the electric usage is from last October to this September. The invoice for Cllr. Bayes training to be ignored as another invoice including other training sessions has been received. Cllr. Lewis proposed that all finances are paid, Cllr. Lloyd seconded, all agreed. Clerk to put the GPO account on Budget & finance agenda.
- 21.2. Clerk's employment matters – Clerk's appraisal is happening on the 10<sup>th</sup> November.
- 21.3. Clerk's reimbursement of electric whilst working from home – already discussed in item 21.1.
- 21.4. Update on planning application on behalf of the playing field for a container on the playing field – nothing to report.
- 21.5. Letter from the Minister for Finance and Local Government re The Finance & Governance Toolkit for Community and Town Councils – Clerk and Chair to look at this.
- 21.6. Direct debit mandate for Unit 3 PCC rent – put on the Budget & finance agenda.

## 22. Tudalen RAG / RAG sheet

- 22.1. The RAG sheet was discussed and updated.

## 23. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 23.1. Item 3.2 re CSO spills. 2 emails from Dŵr Cymru have been circulated. Thank you to Cllr. Harries for persevering with this matter.
- 23.2. Item 3.3 re meeting with the Local Places for nature officer. All agreed on 23<sup>rd</sup> November, Cllrs. Lloyd, Harries and McGarry will attend the meeting. Clerk to send out invite to all councillors.
- 23.3. Item 6.4 re Christmas lights application. The Clerk and Chair met with Meirion Williams, Welsh Gov and Peter Morgan, Trunk Road agency which was a productive meeting. Clerk to send further documents for the application. Cllr. Harries thanked the Clerk for all her hard work.
- 23.4. Item 12.1 re need for signage for street market. Cllr. Lewis to look into this.

**The meeting closed at 8.45pm.**