

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 9^{fed} IONAWR 2023 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 9th JANUARY 2023 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 **5th January**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 30^{eg} Tachwedd 2022 / Draft minutes of the meeting held on 30th November 2022**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion draft o'r cyfarfod anghyffredin ar 22^{ail} Tachwedd 2022 / Draft minutes of the extraordinary meeting held on 22nd November 2022**
- 6. Materion yn codi / Matters arising**
- 7. Cofnodion draft o'r cyfarfod Cyllideb a Chyllid ar 15^{fed} Rhagfyr 2022 / Draft minutes of the Budget and Finance meeting held on 15th December 2022**
- 8. Materion yn codi / Matters arising**
- 9. Cofnodion draft o'r cyfarfod Anghyffredin gynhaliwyd ar 19^{eg} Rhagfyr / Draft minutes of the Extraordinary meeting held on 19th December**
- 10. Materion yn codi / Matters arising**
- 11. Adroddiad y Cadeirydd / Chair's report**
- 12. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre**
 - 12.1. 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)
- 13. Lloches bws Castell / Castle Bus shelter**
 - 13.1. Discuss response of the owner of the Bus shelter and adjoining land (to whom the Council pays an annual rent of £5) regarding the owner wanting to sell the land to the Town Council.
- 14. Adroddiadau pwyllgorau cyngori / Advisory committee reports**

- 14.1. Grants and projects
- 14.2. Community assets
- 14.3. Traffic
- 14.4. Street market

15. Cynllun hyfforddi Cyngor Tref / Town Council training plan

16. Praesept 2023 / 2023 Precept

17. Adroddiad arolwg tai / Housing survey report

- 17.1. Task and finish group
- 17.2. Calling a public meeting

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

19. Dogfennau llywodraethu / Governance documents

- 19.1. GD24 Environmental policy

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

21. Materion yr amgylchedd / Environment matters

- 21.1. Section 6 biodiversity and ecosystem annual report – notes of meeting
- 21.2. Climate Emergency statement
- 21.3. Tree planting project/Brynhyfryd tree survey report and estimate cost of works
- 21.4. Crown reduction on trees by Parc y Plant/Pen y Bont
- 21.5. Victoria Gardens ownership and lease
- 21.6. Pembrokeshire Draft Well-being Plan Consultation

22. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits (Dec)	£815.00
PCC, Precept (Dec)	£9,210.00

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)-reinstated
United studios, GSuite mail box (DD) p.m.	£12 (vat £2)
United Studios, Basic monthly website care package (DD)	£94.80 (vat £15.80)
Newport Memorial Hall, financial request for bilingual sign	£240.00
D N Wilmott, Christmas lights contracted work	£3,620.00
Town Clerk, pay back payment from April 2022	£743.17

- 22.1. Independent Remuneration Panel for Wales – discuss on when and how Councillor's allowance and basic payment for extra costs of working from home are made and the £52 cost for consumables – discuss option of reimbursement on receipt
- 22.2. PCC Budget seminar and deficit
- 22.3. Enhancing Pembrokeshire application – Children's play area

23. Tudalen RAG / RAG sheet

24. Cyfatebiad / Correspondence

See attached list

25. Ceisiadau Cynllunio / Planning Applications

Link to view planning applications:

https://planning.pembrokeshirecoast.wales/agile_pcnpa/apas/run/wphappcriteria.display

25.1	<p>Application Number:- NP/22/0694/FUL</p> <p>Site:- Cartrefle, Long Street, Newport, Pembrokeshire, SA42 0TJ</p> <p>Proposal:- Proposed slate hanging to south elevation</p> <p>Comments:-</p> <p>Recommendation:-</p>
25.2	<p>Application Number:- NP/22/0695/FUL</p> <p>Site:- Gwalia, East Street, Newport, Pembrokeshire, SA42 0SY</p> <p>Proposal:- New roof covering & slate hanging to existing dormer roof structure, new kitchen flat roof coverings, structure & roof lights, replace glass roof panel with roof light, make good area of removed chimney stack</p> <p>Comments:-</p> <p>Recommendation:-</p>

Dyddiad y cyfarfod nesaf / Date of next meeting

Supporting documents

Agenda item 19 – Governance documents

GD24 – ENVIRONMENTAL POLICY

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment.

We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

We will:-

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities.
- promote environmental awareness among our members and encourage them to work in an environmentally responsible manner.
- train, educate and inform our members about environmental issues that may affect their work.
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, **economical** and suitable.
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
- purchase and use environmentally responsible products accordingly.
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes.
- communicate our environmental commitment to clients, customers and the public and encourage them to support it.
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

Dated - 24.09.18

Approved at 24.09.18 Newport Town Council meeting

Agenda item 21.1 – Section 6 draft report

Notes

Section 6 Task and Finish meeting held on the 14th December 2022 at 19:00 by Zoom.

Present:

Cllrs. Paul Harries, Ros McGarry, Elaine Lloyd and Sandra Bayes.

Apols: NAEG – Richard Sylvester.

The notes of the meeting on the 24th November were agreed.

The DRAFT Biodiversity and Resilience of Ecosystems Duty report dated 30th November 2022 was discussed and minor alterations suggested and adopted.

All agreed the DRAFT report.

The DRAFT report to be recommended to the next appropriate Town Council meeting.

NeVERN Community Council have requested a copy of our DRAFT report, it was agreed that a copy be sent to the Clerk.

GD24-ENVIRONMENTAL POLICY

The policy was briefly discussed with one small deletion suggested.

It was recommended that GD24 be reviewed at the next appropriate Town Council meeting.

Newport Draft Action Plan (ENVIRONMENT) 26TH March 2019.

Cllr Bayes did not wish to discuss the Action Plan and left the meeting.

The Task and Finish group selected items of relevance to the Section 6 report and suggested further consideration.

Items of relevance:-1,7,8.9,12,16,18,20,21,23,25,48,53,54,59c and 60c.

Additional items for consideration are

Allotments

Marine Environment.

Agenda item 23 – RAG sheet

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	09.01.23	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	09.01.23	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. Query received regarding replacement bench opposite Gwelfor, Clerk to reply back to thank him but cannot give permission as it is on Barony land.	PH/JG	09.01.23	A
24	23/10/17	Parrog shelter and viewpoint lease	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. Meeting happened between NTC, PCNPA and Moorings on 25th Sep. Al agreed to ask Perkins to seek 3 evaluations.	RC/JG	09.01.23	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. Davies will give Cllr. Harries the cemetery book.	Clerk	09.01.23	A
30	30.01.18	Draft procedure for purchase of grave Unrecorded burials	Cllr. Davies has updated the paperwork. Memorials should be strength tested. Falln gravestone has been restored. Child burials are free in Pems. 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	09.01.23	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 nudge Paul about this	PH	09.01.23	A

40	27.01.20	Housing and needs survey	Final draft report has been received. An extra meeting was called to discuss results with Keith Edwards. Council await final report.	JW/JG	09.01.23	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. Cllr. Lewis reported that United Studios has been sold.	JW	09.01.23	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?		09.01.23	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	09.01.23	A
58	25.01.21	Mary Farmhouse kitchen land	Ongoing situation.		09.01.23	A
59	16.02.21	Election costs	Costs received from PCC. Contested election estimate is £5,068.84. Clerk not received an invoice yet.		09.01.23	A
60	31.05.22	Citizen Led Recovery reports	Cllrs. Harries and Bayes will be attending these meetings. Waiting for a date, take off RAG sheet for now. Cllr. Bayes will attend 'Working better together' meeting.		09.01.23	G
61	20.06.22	Governance Documents	Goc docs to be reviewed and updated		09.01.23	A
62	20.06.22	Play area inspection reports	Repairs needed for the children's play area, Cllr. Letten looking into this.		09.01.23	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing.		09.01.23	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing.		09.01.23	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		09.01.23	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		09.01.23	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. Clerk to email Adrian and Cllr. Matthew Lewis for an update.		09.01.23	A
68	20.06.22	The Council's priorities, activities and achievements Annual Report	Report has been put on the website for 2021-22. Clerk to call meeting for end of November.		09.01.23	A
69	20.06.22	Maes Ingli Sheltered Accommodation	Elaine and Ros M went to the meeting organised by the Forum, people from PAVS and PCC were there. The development is delayed at the moment, going to re-do plans and will call a public meeting. Housing is a business to PCC. PCC would like a copy of housing survey when finalised. Paul reported that there was no communication regarding this meeting with NTC. Paul propose Clerk ask for official update from PCC. Not many people had been invited to this meeting. Clerk to ask PCC for an update.		09.01.23	A

70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Clerk sending update to councillors for Paul.		09.01.23	A
71	20.06.22	Welsh Annual Audit	Clerk received 2 unqualified reports for 2020-21 and 2021-22, meaning the accounts are all fine.		09.01.23	G
72	20.06.22	Purchasing new printer	Ongoing		09.01.23	A
73	20.06.22	Victoria Gardens ownership and lease	2 letters sent to Welsh Gov re ownership. Clerk to circulate email from John. Put back on the agenda. JG to go and speak to one of the residents.		09.01.23	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis doing this		09.01.23	A
75	31.10.22	Cllr opting out of private sessions	Clerk to email OVW for advice. Advice received but still unclear. Keep an eye on this.		09.01.23	A
76	31.10.22	Investigate Hybrid meetings	Clerk to investigate - back on agenda in January 2023. Info received from Crymych clerk.		09.01.23	A
77	22.11.22	Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary	Looking at sites both ends of Newport.		09.01.23	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		09.01.23	A
79	22.11.22	Update on planning application on behalf of the playing field for a container on the playing field	JL to talk to Mike Higgins, PCNPA tree officer, tie in with tennis club site visit.		09.01.23	A
80	30.11.22	Reporting back from governors report	Lots of meetings to attend, open day yesterday, went to school to see how its running. Looking at policies	RM	09.01.23	A

Agenda item 24 – Correspondence list

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 9^{fed} Ionawr 2023 **Newport Town Council Correspondence for online meeting held on 9th January 2023**

1. Cynllunio a thai/ Planning and housing

2. Uned 3 / Unit 3

3. Materion amgylchedd / Environment matters

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

1. Email from Cllr. Bayes re Enhancing Pembs grant application (02.12.22)

6. Un Llais Cymru/ Cymdeithas Clercod Cynghorau Lleol/ Llywodraeth Cymru **One Voice Wales /Society of Local Councils and Clerks/Welsh Government**

1. Email from OVW re The Future of Welsh Communities: call for evidence, consultation questions and responses are invited by 13 January 2023, forwarded to all (30.11.22)
2. Email from OVW re Pembs draft wellbeing plan, deadline 17th February 2023, forward to all (20.12.22)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro **Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

1. Email from PCC re PSB Draft Well-being Plan Consultation, deadline 17th February, forwarded to all (30.11.22)

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

1. Email from Pembrokeshire Lido Park re attending a council meeting, forwarded to councillors (14.12.22)
2. Email from Planed re nominated Councilor for CWBR Youth, forwarded to all (20.12.22)

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 matters

1. Email from SWTRA/Atkins Global re A487 Fishguard to Cardigan WelTAG Stage One Report, forwarded to all (20.12.22)
2. Email from MOP re designating a disabled parking space in Market St, Newport, forwarded to councillors (03.01.23)

12. Marchnad stryd / Street Market