

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 27<sup>ain</sup> MAWRTH 2023 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 27<sup>th</sup> MARCH 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](mailto:npclerk@newport-pembs.co.uk) by **23<sup>rd</sup> March**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27<sup>fed</sup> Chwefror 2023 / Draft minutes of the meeting held on 27<sup>th</sup> March 2023**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion drafft o'r cyfarfod anghyffredin ar 20<sup>fed</sup> Chwefror 2023 / Draft minutes of the extraordinary meeting held on 20<sup>th</sup> February 2023**
- 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. 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)
- 9. Lloches bws Castell / Castle Bus shelter**
  - 9.1. Discuss matter of owner of the Bus shelter and adjoining land (to whom the Council pays an annual rent of £5) wanting to sell the land to the Town Council
- 10. Adroddiadau pwyllgorau cyngori / Advisory committee reports**
  - 10.1. Grants and projects
  - 10.2. Community assets
  - 10.3. Traffic
  - 10.4. Street market
- 11. Cynllun hyfforddi Cyngor Tref / Town Council training plan**
- 12. Cyfarfodydd Hybrid meetings**
- 13. Strategaeth toiledau cyhoeddus / Public toilet strategy**
- 14. Clwb Ieuenctid Trefdraeth / Newport Youth Club**

## 15. Swyddi gwag cynghorwyr / Councillor vacancies

## 16. Adroddiad arolwg tai / Housing survey report

- 16.1. Task and finish group
- 16.2. Calling a public meeting

## 17. Dogfennau llywodraethu / Governance documents

- 17.1. GD16 Cemetery Policy
- 17.2. GD10 Recruitment and employment

## 18. Adroddiad ar gyfarfod gyda John Ewatt-Cynllun Gweithredu Lles / Report of a meeting with John Ewatt-Wellbeing Action Plan

## 19. Materion yr amgylchedd / Environment matters

- 19.1. Climate Emergency statement
- 19.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works
- 19.3. Crown reduction on trees by Parc y Plant/Pen y Bont

## 20. Tender torri gwair / Grass cutting tender

## 21. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits (Dec)	£95.00
New burial plot purchase	£1,035.00

### Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£814.84
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)
Spindogs, GSuite mail box (DD) p.m.	£14.40 (incl. vat £2.40)
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Cllr. Letten, OVW training	£35.00
One Voice Wales Annual Membership	£298.00
Audit fees, 2020 – 21 and 2021 - 22	£400.00
One Voice Wales training for Cllr. Letten	£35.00
Havards, 2 keys cut for Brynhyfryd cemetery gates	£12.00 (vat £2)
Wicksteed, children's play area replacement equipment	£2,169.68 (incl vat £336.91, carriage £148.22)
Sutcliffe, children's play area replacement equipment	£1,228.60 (incl vat £189.02, carriage £94.50)
Euros Thomas, replace parts on apparatus at playing field in Newport and supply and replace cross member on swing	£960.00 (vat £160)
Planning Aid Wales, training for Cllr. Bayes	£40.00

PCC Trade Waste agreement	£40.70
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- 21.1. Discuss donation towards Llwyngwair Arms for Christmas lights electricity supply
- 21.2. Enhancing Pembrokeshire application – Children’s play area
- 21.3. Letter of engagement from internal auditor
- 21.4. Councillor allowance
- 21.5. Application for a grant by Grwp Resilience from the Shared Prosperity Fund
- 21.6. PCC Trade Waste agreement

**22. Rhifau Rhestr Aros Tai Cyngor Sir Benfro / Pembrokeshire County Council Housing Waiting List numbers**

**23. Tudalen RAG / RAG sheet**

**24. Cyfatebiad / Correspondence**

See attached list

**Dyddiad y cyfarfod nesaf / Date of next meeting**

**SUPPORTING DOCUMENTS**

**Agenda item 13**

Dear Newport Community Council

I wanted to follow up on my letter sent in December 2022 whereby I explained the difficult financial situation Pembrokeshire County Council are facing and how it may possibly impact on toilet provision within your community.

Cabinet considered a report on public toilet budgets at its meeting on 13<sup>th</sup> February and have agreed the following:

1. Agree to close all PCC funded toilets listed in Group 2 (where we are legally able to) from 5th November 2023, unless a community asset transfer is agreed or a funding stream identified.
2. Agree that, should PCC funded toilet closures impact financially disproportionately on a particular Community Council, that a report be brought back to Cabinet to determine whether there is a case for an exception.
3. Give notice of the decision to Town and Community Councils/ Pembrokeshire Coast National Park Authority (where applicable) to allow time to develop funding arrangements should they wish to keep them open. If, before 5 November 2023, we receive an expression of interest to either fully fund the provision going forward, or a commitment that a community asset transfer will be in place by 31 March 2024, the facility will remain open until this date to allow for arrangements to be made (unless a usual winter closure is in place).
4. Subject to Council consideration and determination of the use of an element of the Second Homes Council Tax Premium to fund elements of the Council budget relating to affordable housing and the sustainability of local communities, this

funding is used to fund the contract costs of the toilets in Group 2 for financial year 2023-24 while permanent arrangements are being made.

5. Agree that any toilet which is declared surplus to requirements and closes but is serving, predominantly, the visitor economy will be temporarily retained until the outcome of any future decision on Welsh Government's proposal for introducing a Visitor Levy is known.

The full report can be read:

<https://mgenglish.pembrokeshire.gov.uk/documents/s68918/3.2%20-%20Cabinet%2013th%20Feb%202023%20Toilet%20Budget%20Report.pdf>

As per point 1 above, the toilet at Newport Parrog is within the Group 2 classification and therefore is due to close on 5<sup>th</sup> November 2023 unless a future funding stream is identified.

As the toilet is serving a PCNPA car park, please be assured that we are continuing conversations with them to try and come to a resolution over the future funding. Unfortunately to date the Parks have not agreed to financially support any provision in Pembrokeshire.

I mentioned in my previous letter that should your Council wish to retain the facility there is an option available to you to fund the contract cost to keep it open which several other town/community councils do across Pembrokeshire.

The current cost for providing the toilet through our existing contract is £11,207 per annum. This includes cleaning, consumables, responsive repairs, utilities, vehicles, management charge and overheads.

The contract price is subject to annual CPI increases and the contract is due to be renewed or retendered in 2024 which could affect the overall price.

I appreciate this is very disappointing news however the provision of public conveniences is a discretionary service and with such a severe financial situation we can no longer afford to fund what is more toilets than any other authority in the UK (less Highlands and Island of Scotland) when we continue to charge the lowest council tax in Wales.

If you would like to discuss further the opportunity to fund the toilet to prevent closures or have any other questions please don't hesitate to get in touch.

Yours sincerely



Katie Daly

Strategic Business Manager

Dear all/Annwyl Pawb,

I am away abroad for just over 2 weeks and yesterday was spent in the air and I have just re-connected to the wider world. I have read the email sent out in respect of Public toilets and their relevance to us, which are:

1. Newport, Parrog.
2. Dinas, Pwllgwaelod.
3. Dinas, Cwm yr Eglwys.
4. "Newport" Traeth Mawr - not in our ward but by geographical proximity its closure would impact negatively upon us.

I have shared this email with both Councils as I feel the issue is equally important to both Communities and by working together, we have greater strength to achieve our aim of retaining all public toilets being kept open. At present all toilets listed for potential closure will remain open until at least Nov 2023.

PCC have grouped the toilets into Group 1 and Group 2 with all in Group 1 to be retained with Long Street, Newport being an example. I have not seen the methodology of how the toilets were split into their respective groups. I personally think PCC Officers will claim Parrog is in group 2 as Long Street is being retained and not too far away (as crow flies).

Therefore, in respect of Dinas CC I feel we need to appeal having Pwllgwaelod placed in Group 2 of public toilets and request it be inserted into Group 1 meaning it would be retained as without it the nearest public toilets are Newport or Fishguard. Pwllgwaelod is busy all year round due to its location on the Coastal Path, Dinas Head being a popular circular walk, beach nearby and so on. Therefore, if we can move Pwllgwaelod into Group 1 via an "appeal process" (not that I have seen any formal appeal procedure to follow so assume simply write and seek support) then it would remain open.

Notwithstanding the above I have made enquiries with Cllrs who serve on the PCNPA authority as a working group is being formed for the PCNPA to consider taking over responsibility of public toilets within the Park. All the public toilets above are within the PCNP and no doubt their closure would not be popular with locals and visitors alike and will be viewed as extremely negative for both PCC and the PCNPA in my opinion. The PCNPA authority charge for parking in many coastal car parks (fees are increasing this year) and many PCC Councillors, with me being one feel that the PCNPA need to accept that where they charge for car parking, thereby generating quite considerable amounts of revenue they need to accept responsibility for public toilet costs at such locations, eg Traeth Mawr.

Therefore, I will report ASAP in respect of any PCNPA proposals to take over public toilets within the PCNP or not as the case may be. I have a feeling they may accept responsibility for some, but not all and not wishing to be pessimistic if they were to accept responsibility for Pwllgwaelod if not repositioned into Group 1 they may not then take on the running cost of Cwm yr Eglwys. In point 2 it clearly states that if a Community/Town Council faced "disproportionate" financial costs then it can be referred to PCC Cabinet to determine if an exception can be made. This is for Newport TC and Dinas CC to make a decision on, but it stands to reason that taking over any public toilets has a cost implication and reduces money that can be spent elsewhere in the economy ie the same pound cannot be spent twice. In respect of Cwm yr Eglwys do the owners of the private car/boat park contribute any monies towards the seasonal public toilets at this location?

Point 5 needs to be pursued in the letter from PCC, namely toilets serving the "visitor economy" will be "temporarily retained" until such matters as the tourism levy is decided. This option does provide time for other matters to be explored ie: PCNPA taking them over. It also avoids either Newport TC or Dinas CC accepting immediate responsibility for these toilets through a CAT and with it the financial obligations. In a nutshell through utilising point 5 it creates time for other options to be worked out.

My concern over any tourism levy (if introduced with utopian ideals), in the same way the second home council tax was in 2017 but the revenue it generates is then diverted into the revenues account of PCC to plug deficits as is effectively now occurring with the second home council tax. Only a lot of stubborn rear-guard action by Councillors such as myself have saved 25% of the SHCT for the Enhancing Pembrokeshire Fund (EPF). However, point 4 does refer to the utilisation of the SHCT/EPF funds to retain public toilets remaining open throughout the 2023/24 financial year, meaning until April 2024. The proposal in point 4 is to allow for more "permanent arrangements" to be made. I feel that an element of the EPF (what remains) should be utilised for retaining public toilets, especially those in areas most impacted by second homes which applies for Newport & Dinas. However, by asking PCC for the toilets to remain open under point 4 appears to secure them remaining open until early April 2024 rather than Nov 2023.

In conclusion the letter does give rise for serious concern but there are a number of options open to both Newport TC and Dinas CC to explore before you decide if you wish to take on the financial cost of retaining any of the toilet's threatened with closure. However, you may decide for peace of mind to make it clear you will or will not accept taking on any public toilets but I personally feel that we are not at that point yet. I am more than happy to write off to challenge proposed closures of these toilets and explore all options where retaining them does not impact negatively on Newport TC or Dinas CC financially.

Diolch,

County Cllr. Huw Murphy.

## **Agenda item 22**

Dear Cllr Murphy,

Please see below the information you have requested.

The top table is those live applications who have specified that they would like to reside in the Newport and Dinas Cross area. Please note this may include those who have selected anywhere within Pembrokeshire as an option on their application. We have also included the total housing register waiting list as well as we thought this would be interesting to you for Pembrokeshire as a whole.

**Live applications on Choice Homes at Pembrokeshire who have selected Newport and Dinas Cross as their areas of choice for future housing**

<b>Bedroom Eligibility</b>	<b>Newport/Trefdraeth</b>	<b>Dinas Cross</b>	<b>Sum:</b>
<b>1 Bedroom</b>	61	58	<b>119</b>
<b>2 Bedrooms</b>	23	19	<b>42</b>
<b>3 Bedrooms</b>	18	16	<b>34</b>
<b>4 Bedrooms</b>	2	3	<b>5</b>
<b>5+ Bedrooms</b>	4	2	<b>6</b>
<b>Sum:</b>	<b>108</b>	<b>98</b>	<b>206</b>

**Total LIVE Numbers on Housing Register in Total as at 31/12/2022**

<b>No of bedrooms</b>	<b>Gold Award</b>	<b>Silver Award</b>	<b>Bronze Award</b>	<b>Sum:</b>
1 Bedroom	875	1143	1070	3088
2 Bedrooms	433	355	466	1254
3 Bedrooms	160	193	229	582
4 Bedrooms	59	89	20	168
5+ Bedrooms	38	7	5	50
<b>Sum:</b>	<b>1565</b>	<b>1787</b>	<b>1790</b>	<b>5142</b>

**Agenda item 23**

<b>No.</b>		<b>Objective</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>	<b>Status</b>
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	27.03.23	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	27.03.23	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	27.03.23	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. NTC informed Perkins they are happy for them to continue with the 2 evaluations they have received.	RC/JG	27.03.23	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	27.03.23	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	27.03.23	A
45	#REF!	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?		27.03.23	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these and send to the Clerk	PD	27.03.23	A
58	25.01.21	Mary Farmhouse kitchen land	Bluestone have given a presentation to the council. This is no longer a private matter		27.03.23	A
61	20.06.22	Governance Documents	Goc docs to be reviewed and updated		27.03.23	A
62	20.06.22	Play area inspection reports	Repairs needed for the children's play area, Cllr. Letten looking into this and getting quotes from Euros Thomas. Clerk not receiving the weekly report, need to chase this.		27.03.23	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing. There is one in Fishguard. Indoor tennis club in Newport. Cllr. Bayes to contact them.		27.03.23	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing.		27.03.23	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		27.03.23	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		27.03.23	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.		27.03.23	A



68	20.06.22	The Council's priorities, activities and achievements Annual Report	Report has been put on the website for 2021-22. Meeting on February 7th		27.03.23	G
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. 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. TV has been received and is in Unit 3. Clerk to ask Nia for an update.		27.03.23	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Paul had email from Dwr Cymru- strange spill durations since December. Paul asked Luis to take action, not received response.		27.03.23	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 has tried contacting one of the residents but has had no joy.		27.03.23	A
74	20.06.22	Adopting the Informal Resolution Protocol	CLLrs. Lloyd, Letten and Morgan Lewis have met and JL will circulate the notes.		27.03.23	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.		27.03.23	G
76	31.10.22	Investigate Hybrid meetings	Clerk to investigate - back on agenda in January 2023. Info received from Crymych clerk.		27.03.23	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. Clerk to get an update.		27.03.23	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		27.03.23	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. Paul and Jon to meet to discuss.		27.03.23	A
80	30.11.22	Reporting back from school governors report	CLLr. McGarry has attended 7 courses and 3 meetings. CLLr. Harries has received a present from PCC as he was the county councillor school governor.	RM	27.03.23	A
81	09.01.23	Guidance on bullying and harassment			27.03.23	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	Meeting happened in Nov. Need another representative as CLLr. Davies has now resigned.		27.03.23	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	CLLrs. Davies and McGarry looking into this		27.03.23	A
84	27.02.23	Moorings			27.03.23	A

## Agenda item 24

### Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 27<sup>ain</sup> Mawrth 2023 Newport Town Council Correspondence for online meeting held on 27<sup>th</sup> March 2023

#### 1. Cynllunio a thai/ Planning and housing

1. Email from G. Howell re Llain yr Eglwys site visit with the ecologist, Friday 31st March, 9.00 (21.03.23)

#### 2. Uned 3 / Unit 3

### **3. Materion amgylchedd / Environment matters**

### **4. Gwefan a Materion TG / Website and IT issues**

### **5. Cyllid / Finance**

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

1. Email from Welsh Gov re Independent Remuneration Panel for Wales Annual Report - February 2023, forwarded to all  
(28.02.23)
2. Email from SLCC re annual membership, £139, renew by 1<sup>st</sup> May  
(03.03.23)
3. Email from OVW re Written Statement: Digital Health of Community and Town Councils, forwarded to all  
(21.03.23)

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

1. Email from PCC Re: Notice of Variation (No.10) 2023 – Parking Place Charges, forwarded to all  
(14.03.23)
2. Email from PCC confirming budget for Newport Youth Club, forwarded to all  
(14.03.23)
3. Email from PCC re Working Better together seminar on 20<sup>th</sup> April, forwarded to all  
(14.03.23)
4. Email from Clerk to PCC re continuation of coastal bus routes  
(16.03.23)
5. Email from PCNPA re Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70<sup>th</sup> Anniversary in 2022, forwarded to councillors  
(21.03.23)

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

1. Email re Demonstration of Meeting Owl Technology in Llechryd, forwarded to all  
(09.03.23)
2. Email from the Chair regarding picking up litter and poo bags, forwarded to all  
(09.03.23)

### **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. Emails from 20's plenty for u re 20 mph speed limit coming into force on 17<sup>th</sup> September, forwarded to all  
(09.03.23)
2. Email from Hatti Woakes, North Pembrokeshire Transport Forum Secretary  
(16.03.23)

### **12. Marchnad stryd / Street Market**

1. Emails received from PCC re approval of licence and road closure  
(07.03.23)