

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 27<sup>ain</sup> MAWRTH 2023 am 7yh  
MINUTES FOR THE MEETING HELD ONLINE on 27<sup>th</sup> MARCH 2023 at 7pm**

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

**Ymwelwyr / Visitors**

**Ymddiheuriadau wrth:** Cllr. Jano Williams Cllr. Ros Cleal  
**Apologies received from:**

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

1.1. Apologies received from Cllrs. Williams, Cleal and Griffiths but Cllr. Griffiths joined the meeting at agenda item 17.

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

2.1. No 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> February 2023**

3.1. Cllr. McGarry proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

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

4.1. Item 24.8 re copy of Brynhyfryd key. Cllr. Harries had to have 2 keys re-cut. There are now 2 spare keys in the Post office and 1 in Gwalia.

**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**

5.1. Cllr. Lloyd proposed that the minutes are correct and approved, Cllr. Lewis 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 attended the Newport awareness Day in the Memorial Hall which went well. Cllr. Bayes reported that it was reasonably well attended early on in the day. The Chair attended a climate change meeting, attended an Owl technology hybrid meeting demonstration in Llechryd, attended the poppy making day at the Memorial Hall and the Growing better connections meeting regarding the CLEAN project.

## 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) – Cllr. Griffiths is liaising with the Clerk.

## 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 – Cllr. Griffiths will ring the estate agent, JJ Morris.

## 10. Adroddiadau pwyllgorau cyngori / Advisory committee reports

- 10.1. Grants and projects – nothing to report.  
10.2. Community assets – Clerk to call a meeting.  
10.3. Traffic – Meeting was held on 23<sup>rd</sup> February. Clerk to re-send an email concerning traffic matters to County Cllr. Huw Murphy.  
10.4. Street market – the market has started. Cllr. Lewis to put information about the market on the website and Facebook page. Cllr. Bayes has put up the street market closure notices and delivered these notices to the residents in Market Street.

## 11. Cynllun hyfforddi Cyngor Tref / Town Council training plan

- 11.1. This is ongoing.

## 12. Cyfarfodydd Hybrid meetings

- 12.1. Cllr. Harries attended a meeting at Llechryd where hybrid meeting Owl Technology was being demonstrated. The cost of this technology is around £5k. Telemat can install this technology. All agreed this should be investigated. The Clerk to contact Telemat for further information and costs.

## 13. Strategaeth toiledau cyhoeddus / Public toilet strategy

- 13.1. Cllr. Harries has circulated the notes/communication timeline from the Toilet Task and finish group meeting held on 2<sup>nd</sup> March. The Task and finish group suggested sending letters to various people but since the meeting there have been other communications that have implications on the T & F groups suggestions. Newport Parrog is listed as Group 2 (Katy Daly email 13/03/23) and is scheduled to close on the 5th November 2023 unless a future funding stream is identified. (Point 5) Do we request that:
- Newport Parrog toilets are reassessed and classified as Group 1? YES
  - Current cost £11,207 per annum (see email Point 5), is there an option for shared costs? YES
  - What is the Council's opinion on funding the toilets by the Welsh Governments Visitor Levy. Council agreeable to this suggestion
  - Does NTC wish to have time to develop funding arrangements? If we do and put forward an Eol the toilets may remain open until 31st March 2024. (Point 3) YES
  - What is the Council's opinion on funding toilets by the second home tax. (Point 4) NTC does not believe that funding toilets from the second home council tax should be considered as this was NOT the original stated purpose of this Tax.
- 13.2. The council also wished to enquire the following:

- a) Is PCC considering dispensing of Newport Long street car park and its facilities? Should that be the case, would PCC wish to dispose of the car park and facilities by a community asset transfer? As Newport Long Street Car Park is subsidising the Long Street toilets NTC would like to investigate if the Long Street Car Park income can be used to fund the Parrog toilets.
- b) Newport Town Council believes that PCC should supply public toilets and that this should apply to local authorities across Wales
- c) Can PCC provide NTC with current charging rates for using public toilets?
- d) If a Community Asset Transfer is to be considered we would need to investigate the following:-  
How much would a CAT cost NTC?  
What is the footprint of the Parrog toilet land under consideration?  
We understand that the Barony of Cemaes is reviewing its ownership of its land holdings on Parrog. This may have some bearing on the future of charging for the car park. The Car Park is currently leased to Pembrokeshire Coast National Park Authority. (PCNPA)  
We understand that there is a covenant preventing charging on the Parrog car park. This needs to be explored.
- e) NTC to fund from the Precept - this is a possibility that NTC would need to consider but could not be instigated until the next financial year.
- f) Other Interested Parties - NTC will publicise the current discussions to enable others to express points of view and ideas.

13.3. In conclusion the council strongly agrees with Cllr Huw Murphy in his email to PCC on the 24/03/23 where he states:- "Furthermore, and specific to point 5 in letter dated March 13th 2023 that both public toilets are "temporarily retained until the outcome of any future decision on Welsh Government's proposal for introducing a Visitor Levy is known." There is no doubt that both these public toilets are vitally important to the tourism economy of Newport & Dinas ward and until the outcome of any decision on a tourism levy is known both these public toilets to remain open, which should mean at least another year until at least March 31st, 2025."

13.4. Cllr. Harries to draft a letter and send to all councillors before the next meeting.

#### **14. Clwb Ieuencid Trefdraeth / Newport Youth Club**

- 14.1. The Clerk has contacted Neil Pryor at PCC who has confirmed that there will be funding for Newport Youth Club.
- 14.2. Cllr. Bayes reported that there has been a meeting regarding CWBR youth which went well. The second part of the CWBR youth exercise is to work with a special graffiti artist to create a painted art board. PAVS has run out of money. The cost is £290. Cllr. Bayes to send the Clerk a proposal for the town council to fund this cost.

#### **15. Swyddi gwag cynghorwyr / Councillor vacancies**

- 15.1. The notice of election went up in the noticeboard, on the website and Facebook page on 14<sup>th</sup> March. It will be published for 14 working days.

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

- 16.1. Task and finish group – there is a meeting on the 30<sup>th</sup> March. Cllr. Harries proposed that the council ask Paddy Davies to join the group as a member of the public, Cllr. Letten seconded, all agreed. The Clerk to put 'call a public meeting' on the agenda for this meeting.
- 16.2. Calling a public meeting – will be discussed at the meeting.

#### **17. Dogfennau llywodraethu / Governance documents**

- 17.1. GD16 Cemetery Policy – former Councillor Paddy Davies has sent a revised copy of this document to everyone. All agreed with the suggested amendments. The Clerk to input additional line regarding not charging for children’s burial plot.
- 17.2. GD10 Recruitment and employment – Cllr. Lloyd proposed that both documents are approved, Cllr. Lewis seconded, all agreed.

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

- 18.1. The notes of the meeting have been circulated to everyone. Cllr. Bayes has forwarded her individual questionnaire to all councillors. The council are happy with point 4 regarding Mr. Ewart wishing to mesh his plan into the original plan. Point 6 regarding a working plan, this will be sent to the council when completed.

## 19. Materion yr amgylchedd / Environment matters

- 19.1. Climate Emergency statement – The Clerk has received links and information from Cris Tomos. Clerk to circulate these and leave it on the agenda. Clerk to ask OVW for their advice on this matter.
- 19.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works – waiting for a response from ArborCulture.
- 19.3. Crown reduction on trees by Parc y Plant/Pen y Bont - Clerk waiting for a response from ArborCulture regarding notifying the electric company.

## 20. Tender torri gwair / Grass cutting tender

- 20.1. 1 tender has been received. The Clerk opened it and read it out as well as the 2 testimonials received. J. James’s quote is more than what the council have budgeted for which is £7,100. Cllr. Harries proposed that the town council accept J. James’s tender, Cllr. Lloyd seconded, all agreed. Cllr. Griffiths mentioned that the grass down in Parrog by the landing area should not be cut as often, this to be discussed with J. James.

## 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   |

- 21.1. The accounts are as follows: Treasurers-£16,709.34, GPO-£8,057.55, 30-day savers-£21,277.85. The Clerk advised that the money in the GPO account is not making any interest and that it should be transferred into the savers account. Cllr. Harries proposed that this is done, Cllr. Lloyd seconded, all agreed. Cllr. Lloyd proposed that all accounts except for the play area equipment be paid, Cllr. Lewis seconded, all agreed. The cost for the play area repairs comes to £4,358.28 including VAT. Cllr. Harries advised that there is at least £5k to be paid back from PCC for the Housing survey grant project. The Clerk advised this money could come from the undesignated reserves but would need to be paid back in the next financial year. Cllr. Harries proposed that the Wicksteed, Sutcliffe and Euros Thomas invoices are paid, Cllr. McGarry seconded, all agreed.
- 21.2. Discuss donation towards Llwyngwair Arms for Christmas lights electricity supply – this to be put on the Budget & finance agenda to be discussed.
- 21.3. Enhancing Pembrokeshire application – Children's play area – this to be put on the RAG sheet. The council recommend that councillors look at the depreciation of the children's play area at the Budget & finance meeting and to do an audit after the latest repairs.
- 21.4. Letter of engagement from internal auditor – Cllr. Harries proposed that the council accept the letter of engagement, Cllr. Griffiths seconded, all agreed.
- 21.5. Councillor allowance – this is in regards to a previous councillor who has left before serving the full year. Cllr. Harries proposed the councillor is paid the full £150 councillor allowance, Cllr. Lloyd seconded, all agreed. Clerk to put this matter on the Budget & finance agenda regarding future payments.
- 21.6. Application for a grant by Grwp Resilience from the Shared Prosperity Fund – the full application has not been received. The Clerk reminded the council that in the planning draft minutes the council had agreed that "A number of Councillors pointed out that the application for funding in draft form was incomplete and that a decision whether or not to support the application could not be made without sight of the complete application." Cllr. Bayes proposed a letter of support is sent, there was no seconder. Cllr. McGarry proposed that the council do not send a letter of support as they are not in possession of the full application, Cllr. Harries added an amendment saying that the council note with interest the proposal and wish to be kept informed, Cllr. Griffiths seconded, the majority voted in favour.
- 21.7. PCC Trade Waste agreement – this was agreed in agenda item 21.1.

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

- 22.1. This matter is on the agenda for the Housing and needs survey task and finish group meeting. The PCC waiting list numbers are very different to the housing survey report findings.

## **23. Tudalen RAG / RAG sheet**

- 23.1. The RAG sheet was discussed and updated.

## **24. Cyfatebiad / Correspondence**

All correspondence was noted except the following:

- 24.1. Item 7.3 re PCC Working better together seminar on 20<sup>th</sup> April. Cllrs. Harries and Bayes are attending.
- 24.2. Item 7.4 re continuation of coastal routes. The Clerk has received a response, Clerk to circulate to all.
- 24.3. Item 7.5 re tree planting to commemorate PCNPA 70<sup>th</sup> anniversary. Cllr. Harries will ring R. Vaughan.
- 24.4. Item 11.1 re 20mph speed limit, 20's plenty. Cllr Lloyd attending the zoom session.

The next meeting is the Budget & finance meeting on the 11<sup>th</sup> April.

The meeting closed at 9.37pm.