

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 31^{ain} GORFFENNAF
2023 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 31ST JULY 2023 at 7pm**

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

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. No apologies received.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 26^{ain} Mehefin 2023 / Draft minutes of the meeting held on 26th June 2023

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

4. Materion yn codi / Matters arising

4.1. No matters arising.

5. Adroddiad y Cadeirydd / Chair's report

5.1. Nothing to report.

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

6.1. 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 has prepared an email and will send to the Clerk to send to Red Kite.

7. Lloches bws Castell / Castle Bus shelter

7.1. Quote of £1,400 received from JCP solicitor. Cllr. McGarry commented that this quote is quite steep. Cllr. Griffiths proposed that further quotes be sought from Welch and son and Morgan and Richardson, Cllr. McGarry seconded, all agreed. Clerk to send them an email with the details. Cllr. Bayes proposed that the Clerk contact the gardeners who are interested in the Canolfan Croeso garden and see if they are interested in the upkeep of the bus shelter garden, Cllr. Harries seconded, all agreed.

8. Adroddiadau pwyllgorau cynghori / Advisory committee reports

- 8.1. Grants and projects - Cllr. Morgan has circulated the notes from the last meeting. The group would like to amalgamate with the Community asset working group and have sent an email to ask them. Cllr. McGarry asked whether the council had contacted the diocese and Bethlehem regarding their future plans? Cllr. Harries advised that Jano Williams did contact them but as an individual.
- a) Enhancing Pembrokeshire grant application – Projects Implementor – Cllr. Harries asked whether the council have agreed to apply for this job? The Clerk confirmed they had not. This to be discussed further in the next working group meeting. The application criteria is not available yet. Cllr. Harries has met with Cllr. McGarry to go through the notes of the last meeting. All correspondence must go through the Clerk. The Wellbeing plan has been completed; the forum has copies.
- b) request for a councillor to join this group - Cllr. Letten volunteered to be on the working group.
- 8.2. Community assets – Clerk to call a meeting.
- 8.3. Traffic - last met on 22nd June. Clerk to complete actions from this meeting.
- 8.4. Street market – Chair thanked Cllr. Morgan for circulating the notes. The group are looking at flyers for the market, need to check the latest regarding the Christmas market event in December, need bilingual signs/road closed signs, the possibility of more stalls and larger trailer, maybe raise the fees for stall holders. Clerk to put budget for more stalls/replacement trailer on the next Budget and finance agenda and discussing stall holder fees on the next town council agenda.

9. Tendr goleuadau Nadolig / Christmas lights tender

- 9.1. One tender received but no quote on the paperwork. Clerk to contact this person for a figure and put it on the next agenda for discussion and agreement.

10. Tai Fforddiadwy - Tir i'r de o Feidr Eglwys / Affordable Housing - Land to south of Feidr Eglwys

- 10.1. This was dealt with at the last planning meeting. Take off agenda.

11. Canolfan Croeso

- 11.1. Information centre garden plan – Cllr. McGarry declared a personal and prejudice interest in this matter and left the meeting. Cllrs. Harries, Letten and Griffiths met with the Stockfords and have come up with a list of things to do. The Clerk has emailed Mr M. Lewis regarding the chapel side access but has not received a response yet. Clerk to follow this up. Cllr. McGarry rejoined the meeting.
- 11.2. Dripping pipe – Clerk has informed Canolfan Croeso that they can go ahead and obtain a quote from the plumber.

12. Cyfarfodydd Hybrid meetings

- 12.1. Clerk to check with OVW if hybrid options must be offered for meetings.

13. Toiledau cyhoeddus / Public toilets

- 13.1. Letter received from Chief Exec of PCC – Clerk has received an email. There is confusion over land ownership. Cllr. Griffiths observed that PCC seem reluctant to confirm who the landlord is. An expression of interest in taking over the toilets must be received by PCC by 5th November if they are to keep the toilets open until April 2024. Katie Daly, PCC has offered to meet with the town council. Everyone happy with this. Cllr. Bayes asked whether a representative from PCNPA could be present at this meeting. If PCC are happy with this then so is the town council. Clerk to arrange a meeting at the office and to also invite County Cllr. Huw Murphy.
Cllr. Lewis to investigate disposing of the black bin bags in Unit 3 that need incinerating.

14. Parcio ar traeth mawr / Newport sands parking

- 14.1. Clerk has circulated an email received from Gary Meopham, PCNPA. This to be put on the planning agenda. Clerk to ask for attachments that were missing in the email.

15. Swyddi gwag cynghorwyr / Councillor vacancies

- 15.1. No applications have been received. Clerk to put another poster in the noticeboard without a deadline date.

16. Tai fforddiadwy / Affordable Housing

- 16.1. Discuss the need for affordable housing (Refer to Housing and Needs Survey) – the survey report addresses this and the task and finish need to report back to the full council.
16.2. Discuss Place planning and forming a CLT – Rosie Barnes from Cwmpas is invited to the housing survey meeting on 3rd August and will talk about CLT's. Place plans to be discussed at the meeting.
16.3. Update on communications between the Diocese and NTC re the rectory land – This was discussed in item 8.1. Cllr. Bayes proposed that the council write to the diocese to see if they are selling their land on Long Street as NTC may be interested, Cllr. Lewis seconded, all agreed.

17. Adroddiad arolwg tai / Housing survey report

- 17.1. Task and finish group – there is a meeting on the 3rd August. Cllr. Letten is joining this group as well as Paddy Davies as a member of the public. Clerk to send the agenda tomorrow. Clerk to ask OVW whether any other business can be put on an agenda and whether committee/working group agendas should be publicised.
17.2. Calling a public meeting – this was considered but the group suggested organising drop-in sessions instead. Cllr. Lloyd proposed this is approved, Cllrs. McGarry seconded, all agreed.

18. Dogfennau llywodraethu / Governance documents

- 18.1. GD13 - Standing orders – defer until the next meeting.
18.2. GD16 - Cemetery policy – this policy was updated and approved within the last 6 months. Clerk to put this on the September agenda.

19. Archwilio Cymru Blynyddol / Annual Audit Wales

- 19.1. The Clerk confirmed that documents had been uploaded to Audit Wales and other documents sent in the post. The Chair thanked the Clerk for all her hard work.

20. Materion yr amgylchedd / Environment matters

- 20.1. Climate Emergency statement – The Chair has written a statement and included information from OVW’s Climate chaos document. The Chair has included 17 suggested action points, there are 35 items altogether that the council may wish to consider. Cllr. Harries proposed that the statement and 17 points are approved, Cllr. Lloyd seconded, all agreed.
The council need to look at these 35 items. Cllr. McGarry reported that Ysgol Bro Ingli are champions in the Energy Sparks project, Clerk to send the council’s congratulations. Cllrs. Harries, Letten, Lewis, Lloyd and Bayes to form a task and finish group to look at these items, Clerk to arrange a meeting in September.
- 20.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works – ArborCulture carrying on with the work.
- 20.3. Children’s play area annual inspection report – Cllr. Letten meeting with Euros Thomas this week. Some further equipment may be needed.
- 20.4. Environment (Wales) Act 2016 Part 1 – Section 6 – the same group set up in item 20.1 will look at this report.
- 20.5. Tackling Climate Chaos guide from OVW and Friends of the Earth Cymru – discussed previously in item 20.1.
- 20.6. Parc y Plant – Fields in Trust plaque – the council need to give dates to Mr. A. Varney so he can contact Brynmor Williams. Cllr. McGarry would like to plant a cherry tree in memory of Jano Williams. Need to decide the location for the plaque and who to invite. Clerk volunteered to contact S4C to see if they will televise the event.

21. Lloches parrog a golygfaf / Parrog shelter and viewpoint

- 21.1. Email received today from the chartered surveyors. They are meeting with the estate next week.

22. Adroddiad blynyddol ar flaenoriaethau, gweithgareddau a chyflawniadau / Priorities, activities and achievements annual report

- 22.1. This to be dealt with the group set up in item 20.1.

23. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£850.00
Burial plot purchase	£1,114.00
Hire of market stalls, Canolfan Llwynihirion	£200.00

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.	£166.00
Plusnet, Telephone (DD) p.m.	£32.14 (vat £5.36)
Good energy (electric) (DD) p.m.	£27.00
Google workspace	£6.74 (£6 a month)
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Planning Aid Wales, 2 councillors training event	£88.00
Euros Thomas, replacement parts in children’s play area and supply and replace cross member on swing	£960.00 (vat £160)

Jane Jamison, assistance with preparation of accounts and payroll	£231.60
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23.1. The accounts are as follows: Treasurers-£12,310.42, GPO-£15,439.55, 30-day savers-£21,331.47, Playing field-£8,066.14. Cllr. Lewis proposed that the figures are correct and that all finances are paid, Cllr. Lloyd seconded, all agreed. The council need a new signatory.

24. Cais am blac glas ar adeilad i goffau Canolfan Eco Gorllewin Cymru / Request for Blue plaque on building to commemorate West Wales Eco Centre

24.1. Clerk to contact County Cllr. Huw Murphy regarding this.

25. Adolygiad o broses grant Gwella Sir Benfro / Review of Enhancing Pembrokeshire grant process

25.1. Clerk to contact PCC for an update on this.

26. Band eang busnes Plusnet / Plusnet business broadband

26.1. Cllr. Lewis looking into this.

27. Fideo capsawl amser / Time capsule video

27.1. Cllr. Letten has received a quote of around £40 for Timpsons to transfer this video. Cllr. Bayes proposed that the council contact Pembrokeshire archives to see if they offer the service, Cllr. Lewis seconded, all agreed.

28. Tudalen RAG / RAG sheet

28.1. The RAG sheet was discussed and updated.

29. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 29.1. Item 1.2 re fishing equipment left on land at Parrog. Clerk has replied to the first email from the MOP advising that the council do not lease this land and that they should contact the Barony and PCNPA. Cllr. Harries has been down to the area and the lobster pots have been moved, there are a few bags of rope left. The council to keep a watching brief on this situation. Clerk to update the MOP and advise that landowners must accept responsibility for their own land and to take this matter up with the Barony and Mayors secretary.
- 29.2. Item 5.1 re email from S. Bayes to Neil Prior at PCC. Cllr. Bayes to forward these emails to the Clerk.
- 29.3. Item 7.6 re invitation to meet Ben Lake, MP. Chair advised that the council should either meet all candidates or none of them. Council decided to decline this offer.
- 29.4. Item 7.8 re Working better together meeting in September. Cllrs. Harries and Bayes will attend.
- 29.5. Item 8.1 re baptism pool. This is Bethlehem's responsibility.
- 29.6. Item 11.3 re campervan on estuary path. PCNPA are keeping an eye on this. Property owners may have vehicular access to their land.

The next meeting is on the 25th September.

The meeting closed at 9.07pm.