

**COFNODION DRAFFT AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 25^{ain} MAWRTH 2024 am
7yh
DRAFT MINUTES FOR THE MEETING HELD ONLINE on 25th MARCH 2024 at 7pm**

Pobol yn presennol:	Cllr. Paul Harries (Chair)	Cllr. Ros McGarry
Persons Present:	Cllr. Morgan Lewis (Vice Chair)	Cllr. Sandra Bayes
	Cllr. Elaine Lloyd	Cllr. Emily Shevlin
	Cllr. Jackie Morris	Miss L Evans (Town Clerk)
Ymwelwyr / Visitors	County Cllr. Huw Murphy	

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Griffiths, Letten and Paish. The Chair welcomed new councillor Emily Shevlin to the council.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. McGarry declared a personal and prejudicial interest in agenda items 9.2 and 19.2.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 26^{ain} Chwefror 2024 / Draft minutes of the meeting held on 26th February 2024

3.1. Item 13.1, 'Lloyd' is missing 2 l's, the Clerk to rectify this. 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 18.4 re the Chair to meet up with the Chamber of Trade. Clerk to put this on the RAG sheet.

5. Cofnodion drafft o'r cyfarfod anghyffredin a gynhaliwyd ar 8^{fed} Chwefror 2024 / Draft minutes of the extraordinary meeting held on 8th February 2024

5.1. Item 3.1; Ganor should be 'Gaynor' and Cllr. McGarry only voiced concerns regarding 1 bed units and not wet rooms. Subject to these amendments, Cllr. Harries 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 has attended the following meetings: Parrog Matters on 27/02/24, NTC Planning on 27/02/24, CWBR Youth meeting at Boat Club on 28/02/24, Community Road Show at Memorial Hall on 1/3/24, Traffic Group meeting on 4/03/24, Housing and Needs meeting on 6/03/24, Playing Field Meeting on 12/03/24, Youth meeting on 14/03/24, Council Induction meeting on 14/03/24, NTC Planning on 18/03/24, Water Quality Public meeting on 21/03/24. The Chair thanked councillors for attending the public water quality meeting and also thanked Reg Atkinson for helping set up the hall and County Cllr. Huw Murphy for attending.

8. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions

- 8.1. Community Needs, Assets, Projects and Grants – Item 4 in matters arising, Cllr. Bayes to send draft wording to the Clerk. The Clerk to organise another group meeting. Ceri from Cwmpas is going to send an introductory email to the Clerk regarding Claire who works at Cwmpas to discuss the different structure options. The Clerk read out Gaynor Toft's response email to Mary's Farmhouse land. Clerk to forward this email to everyone.
- 8.2. Traffic – there are various actions for County Cllr. Huw Murphy to do. He has sent 3 emails before this meeting. These to be dealt with in the next traffic meeting. Cllr. Lewis proposed that the council agree to ask for a smiley sign to encourage drivers to slow down, Cllr. Morris seconded; the majority of councillors voted for this. County Cllr. Huw Murphy will send an email about this decision. The Clerk to ask Chris Davies at SWTRA about overrun strips and contact Sara Morris at PCNPA about an outstanding query that has not been answered. The Clerk to update all actions in green.
- 8.3. Street market – the committee are meeting tomorrow. PCC have advised that the council need to purchase new 'road closed' signs for the street market, these cost £90 each. The Chair agreed in principle for 2 signs to be ordered, this to be put on the next agenda.
- 8.4. Housing survey – the committee to draft a letter to the Clerk stating exactly what they wish to ask PCC and PCNPA about regarding developing a place plan, the Clerk to circulate Cllr. Bayes email on place plans to the group and to follow up on her email to Jenny Capitaio, PCC regarding the public Maes Ingli meeting.
- 8.5. Priorities, Environment and Climate task and finish – the Clerk to organise a meeting.

9. Canolfan Croeso

- 9.1. Leaking solar panels – Cllr. McGarry left the meeting. The Clerk has received an invoice from Canolfan Croeso for the town council's share of the work in dismantling the solar panels, this to be put on the next agenda.
- 9.2. Boiler repairs – the Clerk to ask R. Hooper if the boiler has now been completely fixed. Cllr. McGarry rejoined the meeting.

10. Toiledau cyhoeddus / Public toilets

- 10.1. The Parrog toilets will shut in September unless the town council take them over. The Barony is disposing of Parrog land, the town council are in discussions with the Barony's chartered surveyor. The annual cost of keeping the toilets open is £12k. The Clerk to organise a Parrog task and finish group. Cllrs. Bayes, Lewis, Morris and Shevlin would like to attend along with Cllrs. Harries, Griffiths and the Clerk. This meeting to happen in Unit 3.
- 10.2. The Clerk has received a letter from the Boat Club who wish to meet with the council. The Clerk to organise a meeting.

11. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

11.1. A letter has been received from Newport Forum Maes Ingli sheltered housing working group. The Chair asked Cllr. Bayes who is on this group and do they have the minutes for their last meeting? Cllr. Bayes named the members. This letter to be forwarded to the housing survey group. The Chair is not happy with the tone of the last paragraph in this letter and asked whether Cllr. Bayes should declare an interest. Cllr. Bayes agreed and declared a personal and prejudicial interest in this matter. Cllr. McGarry stated that there are concerns in the community regarding the Maes Ingli development plans.

12. Dogfennau llywodraethu / Governance documents

12.1. GD13 - Standing orders - the Chair and Clerk have read through this document and highlighted the matters that the council need to discuss and agree upon. The council were happy with all suggested inclusions. The document refers to point 17f which does not exist. The Clerk to contact OVW about this matter. Cllr. Harries proposed that the updated Standing orders are accepted, Cllr. Lloyd seconded, all agreed.

12.2. GD14 – Financial regulations – the Clerk has emailed OVW and asked for advice regarding whether we have received the latest version of these regulations.

13. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:

13.1. Parrog land – this agenda item was discussed in item 10. The council will not be going into a private session.

14. Dŵr Cymru

14.1. The public meeting was very well attended. The Chair thanked Cllr. Bayes for taking notes of the meeting. Cllr. Lewis to check these notes and add his notes to them. Cllr. Harries is meeting Kelly Jordan from Dwr Cymru on the 24th April. Cllr. McGarry will collate all the emails taken on the night. The Clerk to send thank you emails to all the speakers and Ant Rogers for participating and Reg and Grace for helping set up the hall.

15. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£866.84
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£166.00
Plusnet, Telephone (DD) p.m.	£38.65 (vat £6.44) up from £32.14
Good energy (electric) (DD) p.m.	£27.00
Google workspace	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Town Clerk, Back payment, April to January (paid)	£520.00
M. Slade, annual lease on garden/bus shelter	£5.00
J. Jamison, preparing and submitting Payroll for the 10 Months End 31st January 2024.	£150.00
Financial request, Newport Seniors Citizens Welfare Association	£500.00

Playing field, budgeted	£1,000.00
Financial appeals: (Already approved) Breton Twinning Association Pembrokeshire Coast Charitable Trust Paul Sartori hospice at home British Heart Foundation Eisteddfod yr Urdd Pembrokeshire Pride Pembrokeshire Young Farmers Clubs Macmillan Cancer Support	£180.00 each Total = £1,440.00
Planning Aid Wales, Cllr. Bayes training	£50.00
Audit Wales, 2022-23 full transactional audit	£584.00

- 15.1. The accounts are as follows: Treasurers-£13,046.19, GPO-£10, 30-day savers-£37,042.90, Playing field-£8,726.59. The Clerk confirmed that Newport Tigers Football Club have paid their outstanding invoice to the playing field. The Clerk advised that the 8 financial donations to charities have been agreed but that the donations to the Senior Citizens and playing field have not officially been approved yet. An invoice for the full transactional audit has been received, this is more than what was budgeted for. Cllr. Lewis proposed that the figures are correct and that all finances are paid, Cllr. McGarry seconded, all agreed.
- 15.2. Town Clerk's annual leave agreement – the Clerk is awaiting advice from OVW, keep on the agenda.
- 15.3. Wicksteed play area equipment – the Clerk to ask Cllr. Letten for an update on this situation.
- 15.4. Christmas lights – the Clerk to email Cllr. Paish to organise a meeting between him and the Chair.
- 15.5. Telephone contract changeover from PlusNet to BT – the Clerk has phoned BT to complain about receiving bills for a service that the council are not actually receiving. Hopefully this matter has been resolved and the account cancelled.
- 15.6. Unit 3 insulation – the Clerk to contact L. Hinds at PCC for an update.
- 15.7. Letter of engagement from internal auditor – this has been sent to all councillors. Cllr. Harries proposed that the letter of engagement is accepted and approved, Cllr. Lewis seconded, all agreed.
- 15.8. SLCC membership renewal, £148 and One Voice Wales membership renewal, £313 – Cllr. Lewis proposed that these 2 renewal invoices are paid, Cllr. Lloyd seconded, all agreed.

16. Ymgysylltiad ieuencid / Youth engagement

- 16.1. A report from the CWBR Youth session at Ysgol Bro Ingli and the workshop at the Boat Club have been received. There is a long list from the children of what they would like to see happening in Newport. Tom Moses from Planed and Cllrs. Bayes and Harries will consider this list. A council youth task and finish group to be set up. Cllrs. Bayes, Lewis, Shevlin and Lloyd volunteered to be on this group. Cllr. Bayes to draft a thank you letter to Tom Moses. County Cllr. Huw Murphy reported that Newport Youth Club is no longer in danger of being closed down, they are safe for the next 12 months. The Chair thanked Huw for his hard work on this matter.

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

- 17.1. The Clerk to contact L. Hinds at PCC for an update.

18. Tudalen RAG / RAG sheet

18.1. The RAG sheet was discussed and updated.

19. Materion i adrodd arnynt / Matters to report

- 19.1. Proposed underlease to Newport Information Centre – this is ongoing.
- 19.2. Grant lease of library – Paddy Davies has sent an update on this matter, the Clerk to check this email.
- 19.3. Castle bus shelter – the Clerk has sent 3 emails to the solicitor asking for an update and will send another email.
- 19.4. Website update – Cllr. Lewis along with J. Hollyfield's help has created a sister website with Fast hosts and is migrating information over to this website. The costs so far is £1,20. The existing website is still currently running. Cllr. Lewis to check what the contract is with Spindogs. The Chair thanked Cllr. Lewis for all his work on this matter.
- 19.5. New bank signatory – this is ongoing.
- 19.6. Victoria gardens ownership – this is ongoing.
- 19.7. Hybrid meetings – this is ongoing.
- 19.8. Time capsule video – this is ongoing.
- 19.9. Parc y Plant – Fields in Trust event – this was reported in the RAG sheet. The arrangements are going well, the group had a meeting last Saturday, met with Mair Searle and Reg Atkinson. The group are asking if marquees can be put up on the field. Clerk to confirm with Brynmor Williams and the school regarding their attendance.
- 19.10. Newport sands parking – J. Parkin from PCNPA has sent an email regarding this, the Clerk to check this.
- 19.11. CWBR youth – this was discussed in item 16.

20. Cyfatebiad / Correspondence

All correspondence was noted.

The next meeting is on the 29th April.

The meeting closed at 9.07pm.

DRAFT