

**CYNGOR TREF TREFDRAETH**  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS  
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**COFNODION O CYFARFOD CYNGOR Y DREF A GYNHALIWDYD AR  
 9<sup>fed</sup> IONAWR 2017 AM 7.30YH  
 MINUTES OF TOWN COUNCIL MEETING HELD on  
 JANUARY 9<sup>th</sup> 2017 AT 7.30PM**

**Pobol yn presennol:** Cllr. Elaine Lloyd (Chair) Cllr Paul Harries (Acting Chair)  
**Persons Present:** Cllr. Mike Sajko Cllr. John Griffiths  
 Cllr. Jon Letten Miss L Evans (Town Clerk)  
**Ymwelwyr / Visitors** Sandra Bayes Ros McGarry  
 Ann Hughes  
**Ymddiheuriadau wrth:** Cllr. Mike Phillips (Vice Chair) Cllr. Daron Paish  
**Apologies received from:** Cllr. Carl Wright Cllr. John Evans  
 Cllr. Ros. Cleal

<b>Rhif No.</b>	<b>Eitem Item</b>	<b>Gweit' Action</b>
1.	<b>Datganiad o diddordeb / Declarations of Interest</b>	
1.1	Cllr. Harries declared an interest in all planning matters.	
1.2	Cllr. Sajko proposed that Cllr. Harries chair the meeting as Cllr. Lloyd has not been able to attend meetings for the last few months, Cllr. Lloyd seconded, all agreed.	
2.	<b>Cofnodion o'r cyfarfod a gynhaliwyd ar 28<sup>ain</sup> Tachwedd 2016 / Minutes of the meeting held on 28<sup>th</sup> November 2016</b>	
2.1	Item 4.4 re lifeboat station. The ship was named 'Oline' not Otine. Clerk to rectify.	<b>Clerk</b>
2.2	Item 4.4 re lifeboat station. Essex Havard has the original ships name plate, not the sign. Clerk to rectify.	<b>Clerk</b>
2.3	The minutes were agreed as correct subject to the above amendments, proposed by Cllr. Lloyd seconded by Cllr. Sajko. All agreed.	
3.	<b>Materion yn Codi / Matters arising</b>	
3.1	Item 1.2 re Parrog Flood Alleviation Scheme. Cllr. Sajko has still not received any response regarding a date for a meeting.	
3.2	Item 3.2 re draft procedure for purchasing a grave plot. Clerk has written a draft procedure and will send to Cllr. Wright.	<b>Clerk</b>
3.3	Item 3.5 re Parc y plant hedge. Cllr. Griffiths is waiting to hear from Tomos Harries.	
3.4	Item 3.6 re Parrog Shelter repair. Cllr. Harries to contact Bob Wilson.	<b>PH</b>

3.5	Item 16.1 re traffic calming. Cllr. Harries is still pursuing Ken Skates.	
3.6	Item 28.2 re Jane Jamison letter of engagement. Clerk to remind Cllr. Phillips to look at the letter.	Clerk MP
4.	<b>Adroddiad y Cadeirydd / Chairman's Report</b>	
4.1	<u>Town benches</u>  Ann Hughes informed the Council that a bench was reported missing from College Square three years ago.  Cllr. Harries informed the meeting that there should be a bench policy and procedures to decide on priority of locations and installations, how many can be installed, health and safety, maintenance schedule, is planning permission needed, should plaques for benches be accepted, who will pay for the bench? Cllr. Letten has mapped out the locations of all benches in Newport.	
5.	<b>Canolfan Ymweld Trefdraeth / Newport Visitor's Centre</b>	
5.1	This item was moved up the agenda at the discretion of the Chairman to accommodate visitors at the meeting wishing to speak about the matter.  Cllr. Sajko attended the meeting between the action group and James Parkin on January 4 <sup>th</sup> . James Parkin was given a proposal that NTC would be willing to purchase the building in principal and asked that Miss Moncriefe's legacy be taken into consideration. James Parkin's view on the proposal was positive and he agreed to put it forward to PCNPA.  Cllr. Sajko proposed that a working party be formed to move things forward, to consist of members from NTC, Library, and Newport Forum. NTC will call the meeting and proposed that there be 12 members of the working party consisting of 4 Councillors, 4 from the Library group and 4 from Newport Forum. Cllr. Lloyd seconded, all agreed. Cllr. Sajko proposed that Cllrs. Harries, Griffiths and Evans be members of the party. Ros McGarry informed everyone that she believed the Library would be happy if they agreed on the conditions.  Sandra Bayes informed the meeting that the action group were not expecting NTC to call a meeting.  It was suggested that there would be no need for the action group to continue.  Mike Cavanagh, PCC is willing to advise on options and procedures. Cllr. Lloyd to call a meeting as soon as possible.	
	<b>Adroddiad y Pwyllgor / Committee Reports</b>	
6.	<b>Pwyllgor Cynllunio / Planning Committee</b>	
6.1	Nothing to report.	
7.	<b>Marchnad Stryd / Street Market</b>	
7.1	Email received from Tynewydd Alpacas regarding street market promotion. Clerk to ask Cllr. Paish to respond to this email. Clerk to apply for the street trading licence.	Clerk  Clerk

8. **Iard y Parrog / Parrog Yard**
- 8.1 Cllr. Harries has received an email from Helen McLeod-Baikie who will be meeting Gareth Thomas from Wales and West Housing to discuss the PCC covenant on Parrog Yard. Cllr. Griffiths willing to attend this meeting, Clerk to forward email to Cllr. Griffiths. **Clerk**
9. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**
- 9.1 Cllr. Wright is arranging to meet Tom Humfrey at the cemetery this Friday morning to look at works that need to be done. The cemetery committee would like the railings painted and the steps to the shed repaired.
- Email received from Ant Rogers, PCC regarding the bee friendly scheme. He has surveyed 3 sites, Parc y Plant, land at the Old Fort and Brynhyfryd cemetery. The cemetery is the best option. Cllr. Lloyd to contact Ant Rogers and Ysgol Bro Ingli to discuss the bee friendly scheme, Clerk to email Cllr Lloyd the email from Ant Rogers. **EL Clerk**
10. **Gwefan / Web Site**
- 10.1 Nothing to report.
11. **Uned 3 / Unit 3**
- 11.1 Email received from Liz Roach regarding working space. Clerk to contact Liz and get all the details, Cllr. Lloyd will then ring her. **Clerk EL**
12. **Cyllid / Finance**
- Arian a dderbyniwyd / Monies received:**
- Street market deposits
- Cyfrifon i'w talu / Accounts to be paid:**
- |   |                       |
|---|-----------------------|
| Town Clerk Pay (SO) p.m                           | £ .....               |
| Dwr Cymru (DD) p.m                                | £18.67                |
| Unit 3 rental (DD) p.m                            | £150 (vat £25)        |
| Council Tax (DD) p.m                              | £141.00               |
| Chess telephone (DD) p.m                          | £34.22                |
| Good energy (DD) p.m                              | £20.70                |
| Winter Festival (paid)                            | £500                  |
| 200 Christmas light bulbs, Lumalite               | £600 (approx)         |
| Jim Austin, Market Manager                        | £360.00               |
| Neil Wilmott, bulbs for castle floodlights (paid) | £186.85               |
| Neil Wilmott, Christmas lights erection           | £3,000                |
| Litemania, Christmas bulbs                        | £637.20 (vat £106.20) |
- 12.1 Clerk confirmed that there is £9,658.81 in the Treasurers account, £45,180 in Parrog Yard and £3,447.25 in the 30 day account.
- 12.2 Cllr. Harries proposed that all finances are paid, Cllr. Lloyd seconded, all agreed.

12.3	The precept figures were discussed and Cllr. Harries proposed that Councillors have examined the accounts and analysed the risks and have come to a suggested precept figure of £23k, Cllr. Sajko seconded, all agreed. The precept to be discussed and finalised at the next meeting on January 30 <sup>th</sup> .	
12.4	The Clerk had printed off the VAT payments for 2015 and these were checked.	
12.5	Section 137 of the Local Government Act states that for each elector in Newport, £7.42 can be spent on purposes for which they have no other specific statutory expenditure. There are 849 electors in Newport; this comes to an expenditure of £6,299.58. The Library has already received £3k in this financial year.	
12.6	A loan to the Playing Field was discussed. Clerk to check the playing field accounts.	Clerk
13.	<b>Cofnodion cyfarfod cyllideb a chyllid am Rhagfyr 13<sup>ydd</sup> Budget and Finance meeting minutes for December 13<sup>th</sup></b>	
13.1	The minutes were checked for accuracy: Item 1.1 re Cllr. Harries, this should read as ‘Cllr. Harries has consulted with the monitoring officer and Standards committee of the PCNPA and can speak about all matters concerning Newport Visitors Centre at PCNPA meetings.’ Clerk to rectify.	Clerk
13.2	Item 4.1 re Newport TIC, 6 <sup>th</sup> paragraph should read ‘Cllr. Harries proposed that the Clerk arrange a meeting and liaise with Paddy Davies’. Clerk to rectify.	Clerk
13.3	Item 5.1 re financial position. Clerk to remove the line regarding Mr. Wilmott’s invoice.	Clerk
13.4	Item 6.1 re payment to Lumalite. This payment to be taken from the Banner and Bunting capital account, not the Winter festival account. Clerk to rectify.	Clerk
13.5	Item 12.1 re Winter Festival. Incorrect figure, this should be £500, Clerk to rectify.	Clerk
13.6	Matters arising: Item 4.2 re Parrog Yard. Clerk to ask Gareth Thomas for an update regarding the planning application.	Clerk
13.7	Item 4.2 re disposal of assets procedure. This is ongoing.	
14.	<b>Adroddiad Grant Thornton / Grant Thornton report</b>	
14.1	Invoice received for £231. This will be on the next meeting’s finances to be paid.	
15.	<b>Tudalen Facebook ar gyfer CDT / NTC Facebook page</b>	
15.1	Keep on agenda, Clerk to find out if the number of comments can be limited.	Clerk
16.	<b>Polisi ar gyfer meinciau / Policy for benches</b>	
16.1	Discussed previously in item 4.1.	

17.	<b>Arafu Traffig / Traffic calming</b>	
17.1	Discussed previously in item 3.5.	
18.	<b>Penodi Llywodraethwr Ysgol Appointment of School Governor</b>	
18.1	Clerk to contact PCC regarding the procedure.	<b>Clerk</b>
19.	<b>Clawdd Parc y Plant / Parc y Plant hedge</b>	
19.1	Discussed previously in item 3.3.	
20.	<b>Menter Cyfeillgar Gwenyn / Bee Friendly Initiative</b>	
20.1	Discussed previously in item 8.1.	
21.	<b>Cynllun lliniaru Arfordirol Parrog Parrog Coastal Alleviation Scheme</b>	
21.1	Clerk to contact PCC to arrange a date for a meeting.	<b>Clerk</b>
22.	<b>Adroddiad arolygu / Inspection reports</b>	
22.1	Clerk to ask Cllr. Phillips to check the quarterly inspection report.	<b>Clerk MP</b>
23.	<b>Diogelu data a rhyddid o gwybodaeth Data protection and Freedom of Information</b>	
23.1	Ongoing. Keep on agenda.	
24.	<b>Dogfen Llywodraethu / Governance documents</b>	
24.1	Ongoing. Keep on agenda.	
25.	<b>Ffeil iechyd a diogelwch / Health and Safety file</b>	
25.1	Keep on agenda. Ongoing.	
26.	<b>Arwydd Bad Achub / Lifeboat Sign</b>	
26.1	Cllr. Harries to formulate a plan.	<b>PH</b>
27.	<b>Pympiau Tref / Town Pumps</b>	
27.1	Keep on agenda.	
28.	<b>Gŵyl Gaeaf / Winter Festival</b>	
28.1	The Winter Festival went well. The committee are looking at their finances and NTC will be informed about their £500 donation.	
29.	<b>Aelod newydd Cyngor Dre Trefdraeth New Town Council member</b>	
29.1	Clerk to check procedures with NTC.	<b>Clerk</b>
30.	<b>Cyfathrebiad / Correspondence</b>	
30.1	Other than below all correspondence was noted: <u>Emails</u> General TC issues, no 1 re letter of support for Bluestone Brewery. Clerk and Chair to draft a letter.	<b>Clerk EL</b>

30.2	<u>Incoming letters</u>	
30.3	No 4 re letter from law abiding citizens of Newport. To be put on late correspondence for the planning meeting.	
30.4	No 6 re Derek Podmore. Sent to wrong address, Clerk to re-direct letter.	<b>Clerk</b>
31.	<b>Cyfathrebiad hwyr / Late correspondence</b>	
31.1	Other than below all late correspondence was noted. <u>Emails</u>	
	No 5 re tenancy agreement for Unit 3. The lease comes to an end on December 31 <sup>st</sup> 2019. Cllr. Griffiths looking into this.	<b>JG</b>
31.2	No 8 re LDP form to fill in. Clerk to remind Cllr. Phillips to complete. There being no further business the meeting closed at 10.10pm.	<b>MP</b>
<b>The next meeting to be held on January 30<sup>th</sup> 2017</b>		

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