

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
 Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
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COFNODION O CYFARFOD CYNGOR Y DREF A GYNHALIWDYD AR
27^{fed} Chwefror 2017 AM 7.30YH
MINUTES OF TOWN COUNCIL MEETING HELD on
February 27th 2017 AT 7.30PM

Pobol yn presennol: Cllr. Elaine Lloyd (Chair) Cllr Paul Harries
Persons Present: Cllr. Mike Phillips (Vice Chair) Cllr. John Griffiths
 Cllr. Mike Sajko Cllr. John Evans
 Cllr. Jon Letten Miss L Evans (Town Clerk)

Ymwelwyr / Visitors 1 member of the public

Ymddiheuriadau wrth: Cllr. Daron Paish Cllr. Ros. Cleal
Apologies received from: Cllr. Karl Wright

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared an interest in all planning matters.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 30 Ionawr 2017 / Minutes of the meeting held on 30th January 2017	
2.1	Item 5.4 – Cllr. Harries left the room as planning matters were being discussed. Clerk to input this.	Clerk
2.2	Item 11.4, incorrect wording for setting the precept, it should read: ‘The budget was discussed in detail. Following the Budget and Finance meetings and full Town Council meetings, the precept was dully set on the assessment of the budget. Cllr. Evans and Cllr. Paish proposed and seconded each individual figure. Cllr. Evans proposed that the precept for this year be set at £24k. Cllr. Paish seconded, all agreed. Clerk to notify PCC.’ Clerk to rectify.	Clerk
2.3	The minutes were agreed as correct subject to the above amendments, proposed by Cllr. Letten seconded by Cllr. Sajko. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 3.2 re draft procedure for purchasing a grave. Ongoing.	
3.2	Item 3.4 re Parrog shelter repair. Waiting for the weather to improve before repairs can begin.	
3.3	Item 3.5 re street market. Clerk to remind Cllr. Paish to contact the Market manager.	Clerk DP

3.4	Item 3.6 re disposal of assets. OVW has emailed a document to the Clerk which she has forwarded to all Councillors.	
3.5	Item 4.1 re Newport Youth Club. The Clerk has contacted the Youth Club and is awaiting a reply. To be added to the RAG sheet.	Clerk
3.6	Item 16.1 re traffic calming. Cllr. Harries received the last correspondence from Suzanne Davies at Dyfed Powys Police on 20.01.17. Cllr. Harries will pursue this.	PH
3.7	Item 21.1 re Parrog Coastal Alleviation Scheme. Paul Morgan, PCC is coming to the meeting on March 2 nd .	
3.8	Item 25.1 re Health and Safety. This is on the RAG sheet. The RAG sheet to be put on the next agenda before correspondence and to be put in the noticeboard along with agendas.	Clerk
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	Sarah Mellor was unable to attend to talk about the Stitch in time project as she is unwell. Another time to be agreed.	
4.2	Cllr. Harries has received complaints regarding sheep being killed on the road and lack of signs on Bedd Morris. 4 signs to be put up warning motorists to slow down and the cattle grid sign to be replaced.	
4.3	There has been a longstanding problem with cars going down Upper St Mary Street which is a one way road. 2 new signs will be installed.	
4.4	It has been suggested that NTC investigate putting up a plinth on the land by the Castle Inn to display local art/sculptures. Clerk has sent a letter to the Solicitor to check who owns this land. Do NTC wish to investigate this suggestion? All agreed for the matter to be put on the agenda for the next meeting.	Clerk
5.	Adroddiad y Pwyllgor / Committee Reports	
	Pwyllgor Cynllunio / Planning Committee	
5.1	Cllr. Harries, Evans and Griffiths attended the Planning Aid Wales LDP meeting on February 21 st to discuss the LDP and candidate sites. There will be another meeting held at the end of March. The PCNPA should inform the public what is being discussed.	
6.	Marchnad Stryd / Street Market	
6.1	Clerk to pursue Cllr. Paish for an update on the street market.	clerk
7.	Iard y Parrog / Parrog Yard	
7.1	A meeting was held on February 24 th between NTC and PCC to discuss the removal of the covenant. PCC are stating that the sale of Parrog Yard breaches the covenant and that a payment will be required. The original covenant document drafted stated that the land can be used for social and/or recreation. Gareth Thomas, WWHA confirmed that the draft consultation plans will be displayed in the Visitors Centre. A venue is needed for an open meeting for members of the public to attend and ask questions. All Councillors agreed that the meeting be held at the Visitors Centre between 3-7pm, sometime in the week of March 20 th . Cllr. Griffiths to send email to Clerk.	JG

Red Kite fees are £750 + vat for the disposal of assets procedure. NTC agree to pay this.

Clerk and Chair to sign the contract. Clerk to inform Red Kite not to rush ahead with any work for a few weeks.

Clerk

8. **Polisi ar gyfer meinciau / Policy for benches**

8.1 Cllrs. Harries and Letten have walked around Newport and updated the map of benches located within the town. Cllr. Letten handed out the map to all present. 11 potential sites have been located.

Cllr. Phillips suggested that 5 benches be spaced evenly on the estuary path.

People requesting a bench can look at the list of possible bench locations. The Town Council will look at the map and decide where a bench should be placed. Ownership of land where a bench to be placed must be checked. If NTC own the land, then the PCNPA will need to be consulted.

NTC have received a bench request from Lorna Lloyd who has offered to pay for it, Cllr. Letten to send electronic copy of the map to the Clerk who will send it on to Lorna Lloyd. A member of the public present requested a bench on College Square to replace missing one. Member of public has not offered to pay for the bench. NTC will need to check who owns the land.

9. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**

9.1 The cemetery path is very slippery. Clerk to contact Tom Humfrey and ask him to sort it.

Clerk

10. **Gwefan / Web Site**

10.1 Cllr. Harries has been in touch with Melanie Wilmott regarding improving commercial advertising on the website. Mrs. Wilmott has offered to contact businesses and sell them website space to advertise their business. If successful, she will have a share of the money generated.

11. **Uned 3 / Unit 3**

11.1 The lease for Unit 3 with PCC runs out in December 2019. Cllr. Griffiths is looking into this. Cllr. Evans still waiting for Broadband contract from Chess Ltd. Clerk waiting to hear from Liz Roach regarding office working space.

12. **ULC Aelodaeth / OVW Membership**

12.1 All Councillors agreed that the annual membership be paid.

13. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits	£0.00
Parrog Yard parking for 1 month, Mr. Ruel	£16.67
Parrog Yard parking for another month, Mr. Ruel	£11.67

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m	£.....
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	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	£36.65	
	Good energy (DD) p.m	£20.70	
	Glyn Edwards, meter bill for photocopier	£74.06 (vat £12.34)	
	Kestrel web solution, website hosting	£120.00	
	Street market temporary road closure application, PCC	£430.00	
	OVW membership renewal	£223.00	
	BNP Paribas, photocopier rental (DD)	£240.29 (vat £40.05)	
13.1	Clerk confirmed that there is £4,059.83 in the Treasurers account, £45,203.34 in Parrog Yard and £3,447.54 in the 30 day account.		
13.2	Cllr. Harries proposed that all finances are paid, Cllr. Sajko seconded, all agreed.		
13.3	Chess Ltd should not be charging for 1 st month of broadband, Clerk to check bank statements.		Clerk
13.4	Cllr. Phillips proposed that the Parrog Yard account be closed and that the money be transferred to the 30 day account, Cllr. Evans seconded, all agreed.		
13.5	A letter of engagement has been received from Rachel Thompson, the Town Council's external auditor. All Councillors have seen the letter and agree that it is acceptable.		
14.	Canolfan Ymweld Trefdraeth / Newport Visitors Centre		
14.1	Clerk to send the notes for the Working group February 20 th meeting to all the Councillors, Cllr. Evans to send them to James Parkin, PCNPA. 6 members of the group to look at the mind maps and layout of the building.		Clerk JE
15.	Adroddiad Grant Thornton / Grant Thornton report		
15.1	Keep on agenda.		
16.	Tudalen Facebook ar gyfer CDT / NTC Facebook page		
16.1	This item is on the RAG sheet. To be taken off the agenda.		Clerk
17.	Arafu Traffig / Traffic calming		
17.1	Discussed previously in item 3.6.		
18.	Contract torri gwair a Gwaith goleuadau Nadolig Grass cutting and Christmas lights contract.		
18.1	The contracts have been sent to all Councillors. Cllr. Evans read out all the guidelines which were proposed and seconded by Cllrs. Lloyd and Phillips and agreed and approved by all.		
19.	Penodi Llywodraethwr Ysgol Appointment of School Governor		

19.1	Pete Smith has agreed to be appointed to the School Governors Board. All Councillors are happy with this. Clerk to inform PCC.	Clerk
20.	Clawdd Parc y Plant / Parc y Plant hedge	
20.1	This item is now on the RAG sheet, to be taken off the agenda.	Clerk
21.	Menter Cyfeillgar Gwenyn / Bee Friendly Initiative	
21.1	This item is now on the RAG sheet, to be taken off the agenda.	Clerk
22.	Cynllun Iliniaru Arfordirol Parrog Parrog Coastal Alleviation Scheme	
22.1	This item is now on the RAG sheet, to be taken off the agenda.	Clerk
23.	Adroddiad arolygu / Inspection reports	
23.1	On RAG sheet. Cllr. Phillips investigating.	
24.	Diogelu data a rhyddid o gwybodaeth Data protection and Freedom of Information	
24.1	This item is now on the RAG sheet, to be taken off the agenda.	
25.	Dogfen Llywodraethu / Governance documents	
25.1	Keep on agenda.	
26.	Ffeil iechyd a diogelwch / Health and Safety file	
26.1	This item is now on the RAG sheet, to be taken off the agenda.	
27.	Arwydd Bad Achub / Lifeboat Sign	
27.1	This item is now on the RAG sheet, to be taken off the agenda.	
28.	Pympiau Tref / Town Pumps	
28.1	This item is now on the RAG sheet, to be taken off the agenda.	
29.	Gŵyl Gaeaf / Winter Festival	
29.1	Waiting for final accounts. Take off as agenda item as on RAG sheet.	
30.	Aelod newydd Cyngor Dre Trefdraeth New Town Council member	
30.1	One application received from Mrs. Wendy Wright. Clerk read out the letter. Cllr. Harries proposed that the Council co-opt Mrs. Wright, Cllr. Phillips seconded, all agreed. Clerk to notify Mrs. Wright.	Clerk
31.	Cyfathrebiad / Correspondence	
31.1	Other than below all correspondence was noted: <u>Emails</u> PCC, no 11 re Transforming temporary space. Cllr. Lloyd to look at this, Clerk to re-send the email.	EL Clerk
31.2	General, no 12 re Welsh tree charter survey. Cllrs. Lloyd and Harries to complete.	EL PH

31.3	General, no 13 re Wi-Fi workshop on March 7 th . Cllrs. Harries and Evans are attending.	
31.4	<u>Incoming letters</u> No 9 re letter from Kidney Wales re a 50 th year walk around Wales. Clerk to forward to Janet Weston.	Clerk
32.	Cyfathrebiad hwyr / Late correspondence	
32.1	Other than below all late correspondence was noted.	
	<u>Emails</u> No 6 re link officer response. Brig to the next meeting.	
32.2	<u>Incoming letters</u> No 1 re National Assembly electronic financial system. Clerk to check with Cllr. Harries. There being no further business the meeting closed at 10.10pm. The next meeting to be held on March 27th 2017	Clerk