

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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COFNODION AM CYFARFOD A GYNNHALIWDYD ar 31^{ain} Gorffennaf 2017 am 7.30yh
MINUTES FOR THE MEETING HELD on 31st July 2017 at 7.30pm

Pobol yn presennol: Cllr. John Griffiths (Chair) Cllr Paul Harries
Persons Present: Cllr. Bryce Barrett Cllr. Wendy Wright
 Cllr. Jano Williams Cllr. Barbara Young
 Cllr. Daron Paish Cllr. Ros Cleal
 Cllr. Jon Letten Miss L Evans (Town Clerk)

Ymwelwyr / Visitors 3 members of the public

Ymddiheuriadau wrth: Cllr. Mike Phillips Cllr. Elaine Lloyd

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared an interest in all planning matters. Cllr. Harries also declared that as a member of Newport Town Council, he is involved in seeking to utilise land owned by Newport Town Council to provide affordable housing. The land involved has a restrictive covenant held by PCC. As a County Councillor he intends to declare a "Personal Interest" at the Newport Town Council meetings."	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 26^{ain} Mehefin 2017 Minutes of the meeting held on 26th June 2017	
2.1	The minutes were agreed as correct, proposed by Cllr. Cleal, seconded by Cllr. Williams. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 6.2 re NTC to meet school children to discuss Parc y Plant. Clerk to contact the school and suggest meeting at the school in September and also do a site visit.	Clerk
3.2	Item 11.2 re website Task and finish group. Cllr. Harries suggested that going paperless be put on the website agenda for the next meeting.	
3.3	Item 13.3 re payment of £389 to Marc Spencer. The Clerk has noted that this money will come from the allocated funds as agreed.	
3.4	Item 16 re Grant Thornton Annual audit. The Clerk has received the certified annual return. NTC will be invoiced £231 plus vat for time spent on the audit. Grant Thornton identified that the minute reference and date of approval of the Accounting Statement was blank. The Council confirmed that these should read 37/17-19 and 14 June 2017. Cllr. Harries thanked John Evans and Mike Sajko for their work in	

submitting the annual return.

4. **Adroddiad y Cadeirydd / Chairman's Report**

4.1 Parc y Plant/Goalposts

Cllr. Phillips wanted to propose that a picture is taken of the newly installed goalposts in Parc y Plant and put on Facebook. Cllr. Letten will take a picture and send to the Clerk

JL

4.2 Aneurin's bench

Cllr. Phillips has moved a bench and installed it at the top of Cnwce for Aneurin to sit on. A picture of this to be put on Facebook.

Clerk

4.3 Parrog Shelter

Bob Wilson has been repairing the shelter. When it is finished a picture to go on Facebook.

Cllr. Harries proposed that the goalposts, Aneurin's bench and Parrog shelter to go on Facebook, Cllr. Barrett seconded, all agreed.

Cllrs. Harries and Griffiths to check Parrog Shelter and take a picture.

Clerk
PH
JG

4.4 Cllr. Williams proposed a change to the order of the agenda, to allow the Visitors Centre to be discussed earlier. Cllr. Griffiths advised that this agenda item would be discussed in the next 20 minutes.

Adroddiad y Pwyllgor / Committee Reports

5. **Pwyllgor Cynllunio / Planning Committee**

5.1 The last meeting was not quorate. Councillors are reminded that planning meetings are FULL Town Council meetings.

6. **Marchnad Stryd / Street Market**

6.1 Nothing to report.

7. **Iard y Parrog / Parrog Yard**

7.1 The terms and conditions have been amended to show that there will be a pro rata payment to people if the housing development begins before the end of the annual parking.

7.2 There is nothing to report on the PCC covenant terms.

8. **NTC yn cytuno, yn amodol ar gytundeb, i dalu £ 18,250 i CSP i amrywio'r cyfamed cyfyngol ar Parrog Iard i ganiatáu datblygu'r safle ar gyfer tai fforddiadwy i'w rhentu am byth.**
NTC agrees, subject to contract, to pay £18,250 to PCC to vary the restrictive covenant on Parrog Yard to allow the development of the site for affordable homes for rent in perpetuity.

8.1 Cllr. Harries advised that the above should have been written as a Notice of motion and that it needs a proposer and seconder to discuss it. Cllr. Cleal proposed, Cllr. Harries seconded, all agreed.

The figure of £18,250 is lower than what was originally asked for. The Town Council would pay PCC this figure, and Wales and West Housing are willing to reimburse the Town Council up to £18,250. NTC are selling Parrog Yard to WWHA for £23k.

The Notice of motion was voted upon, all voted in favour of paying PCC the £18,250.

9. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**

9.1 Only Cllrs. Phillips and Wright were at the cemetery meeting.

9.2 Cllr. Letten proposed that the cemetery, footpaths and benches sub committees amalgamate, Cllr. Cleal, seconded, all agreed.

9.3 The defective right hand gate is being sorted by Cllr. Phillips.

10. **Gwefan / Web Site**

10.1 The notes from the 03.07.17 meeting were noted.

10.2 Cllr. Harries stated that it was agreed that the following issues be referred to full Council: Royal Mail deliveries, return of Unit 3 keys, change of Unit 3 door lock, Chess Broadband and NTC notes re Wi-Fi.

10.3 Recommendations were made to the Council: the website is not fit for purpose, the group consult with Melanie Wilmott and Byron Rees regarding the website, tenders are only required for works above £1k, passwords for the present site be held by Jake Hollyfield, Clerk and Cllr. Williams and that Cllr. Williams will be responsible for uploading information onto the website, passwords for the Clerks emails to be held by the Clerk, Jake and Cllr. Williams, password for the enquiry emails to be held by the Clerk, Jake and Cllr. Williams and that the 'Webmaster' emails be switched off until further notice.

11. **Uned 3 / Unit 3**

11.1 The Visitors Centre will be let to a local business in the next few weeks.

12. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits £977.50

Parrog Yard parking, Mrs. Rutherford, Alyson Russen, Dr. Ward, Sue Foster, D Lewis, Wyn Knott, P Smith, Peter Maudsley
£1,120.00

VAT repayment £968.75

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

£145.00

Chess telephone (DD) p.m

£63.97 (vat £10.66)

Good energy (DD) p.m

£2.00 (vat £0.10)

Glyn Edwards, photocopier meter bill

£103.35 (vat £17.23)

One Voice Wales, 2 invoices for Councillor training and code of conduct

£110.00

Glyn Edwards, envelopes, sellotape

£21.74 (vat £3.62)

	Jim Austin, Market Manager	£540.00
	Mr Denzil Griffiths, deposit of Parrog Yard key	£5.00
	Ysgol Bro Inqli, Victor/Victrix	£60.00
	Cllr. Phillips, Boat Club room rental	£25.00

12.1 Clerk confirmed that there is £4,089.17 in the Treasurers account, and £48,660.50 in the 30 day account.

12.2 Internet banking is ongoing.

12.3 Investigating a pension scheme for the Clerk is ongoing.

12.4 Cllr. Harries proposed that all finances are paid, Cllr. Paish seconded, all agreed.

13. **Canolfan Ymweld Trefdraeth / Newport Visitors Centre**

13.1 The minutes of the 05.06.17 and 03.07.17 meetings were noted.

13.2 1st Proposal: NVCWG recommends to Newport Town Council that the Business Plan and Financial Projections for the Visitor Centre as prepared by Newport Visitor Centre Action Group be approved.

13.3 The Business plan was sent to all Councillors today. This is not enough time to consider it; most Councillors have not had a chance to look at it. Cllr. Williams apologised for the late sending of the business plan. There is a deadline of 11th August which the TIC working group were not aware of.

13.4 As Cllr. Harries has not seen the business plan yet, he is unsure whether he should declare an interest in the matter.

13.5 James Parkin at PCNPA has seen the draft business plan at the last TIC working group meeting, he needs a yes or no from NTC concerning the business plan.

13.6 Cllr. Barrett stated there is a strong community feeling to retain the TIC, that there are several options to acquire the building. One option is to introduce the Town Council into the building over the next couple of years.

13.7 John Evans, member of the public to pass on his comments and business plan to the Clerk and Cllr. Williams tomorrow morning.

13.8 Cllr. Harries moved to defer this proposal to the Extraordinary meeting on Friday 4th August.

13.9 2nd proposal: Newport Town Council confirms its decision to acquire Newport Visitor Centre building for the community

13.10 NTC have already agreed and informed PCNPA that they are willing to acquire the TIC building. James Parkin wants a formal statement. Cllr. Letten proposed that the Clerk email James Parkin to reaffirm NTC's decision about acquiring the TIC building as stated in the email sent to him on 31st January 2017, Cllr. Paish seconded, all agreed.

13.11 3rd proposal:

(a) As soon as possible, Newport Town Council open face to face

Clerk

negotiations, including the Chairman of Newport Visitor Centre Working Group, concerning the terms of acquisition of the Newport Visitor Centre building.

(b) Newport Town Council obtain a commitment from the National Park that during negotiations the building will be used by the community according to the agreed business plan, and community users will have security of tenure until the acquisition of the building is finalised.

- 13.12 Cllr. Williams is seeking authority to start negotiations. Representatives from all the groups need to be involved. Cllr. Cleal proposed that the Chair, Vice Chair, Chair of the TIC working group and 2 representatives from the Library and Action group meet with PCNPA to start face to face negotiations, Cllr. Young seconded, all agreed.
- 13.13 Proposal 3b to be discussed at the face to face negotiations.
- 13.14 Valuation of the TIC by a qualified valuer.
Cllr. Harries advised that an evaluation may come back with a high figure. Cllr. Harries proposed that no evaluation is acquired, Cllr. Barret seconded, majority agreed.
- 13.15 Cllr. Griffiths advised that the consideration of the business plan be postponed until the Extraordinary meeting on Friday. Cllr. Harries left the room.
- 13.16 The Clerk stated her feelings on the plan, that the office allocated for the Town Clerk is too small for her desk, computer, printer, shelves and filing cabinets. Also sharing with others such as the Rangers, Library group and community groups would not work.
The Clerk is not opposed to the idea of the NTC moving into the building further down the line when there is more office space and a room for the Council to meet.
14. **Cofnodion o chyfarfod Cyllideb a Chyllid ar 18^{fed} Gorffennaf 2017**
Minutes of the Budget and Finance meeting held on 18th July 2017
- 14.1 Clerk to change the attendance of Karl Wright to Wendy Wright.
- 14.2 The minutes were agreed as correct subject to the above amendment, proposed by Cllr. Harries, seconded by Cllr. Young. All agreed.
- 14.3 Matters arising
The capital account and bank reconciliation to be done by the Clerk and Cllr. Harries.
15. **Archwiliad Blynyddol Grant Thornton**
Grant Thornton Annual Audit
- 15.1 Clerk has received the annual return. The fee will be £231.
16. **Polisi ar gyfer meinciau / Policy for benches**
- 16.1 Bench at bottom of Bedd Morris road needs replacing. Karl Wright has agreed to do some work on it in September with Cllr. Phillips.

Clerk

Clerk
PH

16.2	Ownership of land on Burma Road/Lorna Lloyd request. The Clerk has contacted the Barony regarding ownership of the land, awaiting a response.	
16.3	Letter from Anne Hughes re bench on College Square. The Clerk has sent Mrs. Hughes confirmation that the bench is secure.	
17.	Pyst gôl Parc y Plant / Parc y Plant goalposts	
17.1	The goalposts have been installed.	
18.	Adroddiad arolygu / Inspection reports	
18.1	Thanks to Cllr. Griffiths and Phillips for doing the inspections in Buzz's holiday absence	
19.	Dogfennau llywodraethu / Governance documents	
19.1	3 governance documents are usually presented in a meeting to review and change if needed. One Voice Wales have sent a Local Resolution document. Do NTC need to change their complaints policies? Cllr. Williams to look at GD03 AND GD04 Complaints procedure and compare them with the OVW document. Clerk to send the documents to Cllr. Williams.	Clerk
	Social media policy. Postpone until the next meeting. Cllr. Wright to look at it.	WW
20.	Plinth ar tir ar bwys y Castle Inn / Plinth on land by Castle Inn	
20.1	This is on the RAG sheet, take off the agenda.	Clerk
21.	Tudalen RAG / RAG sheet	
21.1	The RAG sheet was discussed and updated. It was agreed that the RAG sheet item be put nearer the beginning of the agenda, as there are many items to discuss.	Clerk
22.	Cyfatebiad / Correspondence	
	Other than below, all correspondence was noted.	
	<u>Emails</u>	
	Planning - no 2 re email from Newport Area Environment Group re Newport new Housing referendum. Cllr. Cleal proposed that NTC support the referendum, Cllr. Williams seconded, all agreed. Clerk to contact them	Clerk
	Website – no 2 re Antur Teifi meeting. Cllrs. Harries and Barrett will attend, Clerk to inform them.	Clerk
	Finance – no 2 re financial appeal from CAB. To be considered next year for financial appeals.	
	PCC – no 1 re Review of Electoral Arrangements in the County of Pembrokeshire. There are 897 people on the electoral roll for Newport. There is a need for 62 County Councillors for PCC. The boundaries may change (Newport and Dinas together etc).	
	No 2 re invitation from Cllr. Harries as Chairman of PCC. Only Cllr. Phillips attended from Newport Town Council, representatives from Nevern, Dinas and St Dogmaels attended.	
	General – no 6 re email from Georgina at Red Kite Law with plan of	

Bedd Morris and land opposite Llysmddyg. Keep on agenda.

No 7 re Newport Paths Group and walkway on other side of the Iron bridge. There was a pathway here which has been closed. Cllr. Harries has spoken to the landowner who has agreed in principal to re-open it, would become a boardwalk.

No 9 re Pembrokeshire coast tv series with Iolo Williams. Cllrs. Williams and Young to look into this.

JW
BY

Incoming letters

No 10 re letter from solicitors re NTC title deeds. Clerk to give copy to Cllr. Harries

Clerk

There being no further business the meeting closed at 9.55pm

The date of the next meeting is 25th September