

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 AM CYFARFOD A GYNNHALIWYD ar 23^{ain} Hydref 2017 am 7.30yh
MINUTES FOR THE MEETING HELD on 23rd October 2017 at 7.30pm

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

Ymwelwyr / Visitors 2 Members of public (MOP)

Ymddiheuriadau wrth: Cllr. Bryce Barrett Cllr. Elaine Lloyd

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared a personal and prejudicial interest in all planning matters as he is a member of the National Park planning committee. As a County Councillor he has a personal interest in negotiations regarding Parrog Yard and a personal interest in TIC items as a member of the National Park.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 25^{ain} Medi 2017 Minutes of the meeting held on 25th September 2017	
2.1	The minutes were agreed as correct, proposed by Cllr. Griffiths, seconded by Cllr. Phillips. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 3.1 re meeting with school children to discuss Parc y Plant. Cllrs. Phillips, Griffiths and Williams went to meet them, it went well. Cllr. Williams has dropped off drawings/plans of the field to the children.	
3.2	Item 3.2 re Aneurin's bench. The Clerk has posted this on Facebook.	
3.3	Item 3.3 re Parrog shelter. The shelter is not finished yet. The bench facing the car park is rotten and has a hole in it. Cllr. Cleal to talk to Bob Wilson. This matter to be put on the RAG sheet.	RC
3.4	Item 4.1 re Youth hostel. Youth hostel volunteers have been clearing weeds and cutting back hedges around the building. Clerk to thank them.	Clerk
3.5	Item 14.4 re Christmas light insurance. Clerk to contact Neil Wilmott for copy of his insurance.	Clerk
3.6	Item 20 re Community speed watch. Clerk to inform the Policing team that she has forwarded their email to Newport Community Forum.	Clerk

4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	Councillor allowance The Clerk has received a response from OVW regarding Councillor allowance which has been forwarded to everyone. If this were to be agreed the amount would need to be included in the precept. Clerk to include on Budget and Finance meeting agenda on 31 st October.	Clerk
4.2	Archive Pembrokeshire Archives are willing to archive old documents. Meeting minutes need to be archived. Cllr. Phillips will email the details to the Clerk who will circulate to all Councillors.	MP Clerk
4.3	Pictures of the Millennium stone Janet Weston has photographs of the millennium stone that NTC might be interested in having. Cllr. Philips to follow up.	MP
4.4	Traffic calming meeting This meeting was held on 16 th October, Cllr. Griffiths took notes, will circulate them when ready. These notes to be discussed at the next meeting. Paul Davies AM has suggested a press release, Cllr. Williams has drafted one. Once this press release is agreed upon, it can be sent to Paul Davies. Clerk to circulate press release once it has been received.	
4.5	Projector Cllr. Phillips has purchased a new cable for it, the image projected is green, a new bulb might be needed.	
	Adroddiad y Pwyllgor / Committee Reports	
5.	Pwyllgor Cynllunio / Planning Committee	
5.1	An outstanding Treeworks application to be decided upon as there was no planning meeting this month. Cllr. Harries left the room. The Town Council agreed unanimously to approve planning application NP/17/0566/TCA Castle Reach, Mill Lane. Clerk to inform PCNPA.	Clerk
5.2	Chair brought forward an item on the correspondence list as a member of the public was present who wished to speak about it. Cllrs. Letten and Williams declared an interest, signed the interest book and left the room.	
5.3	Mrs Williams lives on Lower St Mary Street and had emailed the Town Council regarding the parking/traffic situation on the street, including pictures of the refuse lorries trying to navigate their way. Mrs. Williams' land reaches the corner of Lower St Mary St/Feidr Fach. Cars are often parked on this corner and large vehicles cannot pass through. Soil and stones have fallen off this corner; Mrs Williams has tried to fix the hedge. PCC have put up a bollard on this corner which has been driven over on numerous occasions. Mrs. Williams had to call an ambulance and waited over an hour for it to arrive as it could not get to her property via Feidr Fach. There are house owners who do have a place to pull in in front of their house but are unable to use it because of vehicles parked opposite, this would cause an obstruction.	

5.4	<p>Cllr. Harries advised that he has given his opinion to John Price, PCC that he agrees to double yellow lines by the house 'The Elms'. Cllr. Harries is entitled to change his opinion on this matter.</p> <p>Clerk to write to John Price and ask when NTC will be consulted on this matter.</p>	Clerk
6.	Marchnad Stryd / Street Market	
6.1	<p>Extending market hours</p> <p>Refer this matter to the Street Market Committee. Could cause problems with the stall holders.</p>	DP
7.	Iard y Parrog / Parrog Yard	
7.1	<p>Latest email from Georgina at Red Kite Law states that a letter explaining the contract will be sent out shortly. NTC have asked the Solicitor to clarify that they don't need formal consent to sell. PCC have stated that this is not needed.</p> <p>Email received from Gareth Thomas from WWHA regarding the lettings policy, Clerk to forward this to all Councillors.</p> <p>Cllr. Griffiths to assist the Clerk in responding to all emails concerning the Parrog Yard development.</p> <p>The planning application will be resolved on 8th November. WWHA will exchange contracts at the end of November.</p>	Clerk
7.2	<p>The Parrog Yard committee to meet on 8th November at 7pm. (Cllrs Griffiths, Letten, Harries, Lloyd and Paish). A MOP announced that Cllr. Lloyd was having her knee operation on 16th November. Clerk to send her a card.</p> <p>Cllr. Phillips met with WWHA last week.</p>	Clerk
8.	Mynwent Brynhyfryd / Brynhyfryd Cemetery	
8.1	<p>The draft procedure for the purchase of a grave is ongoing. Cllr. Wright has been working on this. Cllrs. Wright and Phillips to meet to discuss.</p>	WW MP
8.2	<p>Bee friendly scheme. Tomos Humfrey cuts the grass but does not take the cuttings away; he has not got the equipment for this. Clerk to check the grass cutting contract. Cllr. Young to call a meeting.</p>	Clerk BY
9.	Gwefan / Web Site	
9.1	<p>The notes from the 17.10.17 have not been circulated, Clerk to do this.</p> <p>The website Task and Finish group met with Byron Rees from United Studios who was asked to draw up a one page document/quote. This quote was presented at the meeting, £800 + VAT for a new website and £60-£80 a year in hosting fees. The website group recommended that this offer is agreed upon. Cllr. Phillips proposed that NTC agree to employ United Studios to design a new website, Cllr Harries seconded, all agreed.</p> <p>Cllr. Harries proposed that Councillors at the Budget and Finance meeting on the 31st decide where the money to pay for this should come from, Cllr. Williams seconded, all agreed.</p>	Clerk
9.2	Byron Rees had advised that he is keen to restart the Chamber of	

- Trade. The free Wi-Fi in town could become a matter for the Chamber of Trade.
- 9.3 Clerk to wait for the approval of the press release about traffic calming before putting it on the Facebook page.
- 9.4 Photocopier lease. Cllr. Phillips recommended buying a laser printer, 3 year warranty, no need for A3 printing, no need for wireless. Cllr. Cleal proposed that Cllrs. Williams and Phillips meet with the Clerk to discuss printer options and report to the Budget and Finance meeting, Cllr. Harries seconded, all agreed.
- Going paperless to be looked at.
- 9.5 Chess Broadband contract, ongoing until January.
10. **Uned 3 / Unit 3**
- 10.1 Cllr. Phillips to shred old Eco Centre mail.
- 10.2 The Visitors Centre will be occupied very soon.
11. **Taflen RAG / RAG sheet.**
- 11.1 The RAG sheet was discussed and updated.
12. **Canolfan Ymweld Trefdraeth / Newport Visitors Centre**
- 12.1 Cllr. Williams supplied all Councillors with a copy of Draft terms of reference NTC Community Asset Working Group.
- Cllr. Williams proposed that the previous TIC working group be dismantled, Cllr. Griffiths seconded, all agreed except Cllr. Phillips who abstained.
- 12.2 A new working group to be set up along with 2 members of the Library group. The Councillors involved should have been previously involved with the dismantled working group. There should be 4 Councillors, Cllrs. Griffiths, Williams, Barrett and Cleal were proposed. If one Councillor cannot make the meetings, then they can co-opt another Councillor in their place.
- 12.3 Cllr. Phillips suggested that more than 6 months had gone by since NTC had agreed to purchase the TIC building. The Clerk confirmed that an email confirming NTC's wish to purchase the TIC building was sent to James Parkin, PCNPA on 1st August 2017.
- 12.4 Cllr. Williams advised that the working group need to act quickly, contact PLANED and OVW for advice. The working group would have the authority to start the process but would need to show any grant application to the full Town Council.
- 12.5 Cllr. Williams proposed that the new working group is set up and that the draft terms of reference are agreed upon, Cllr. Young seconded, all agreed except for Cllr. Phillips who abstained.
13. **Hysbysiad o gynnig nad yw'r NTC ond yn symud i'r eiddo a feddiannir gan y Llyfrgell a'r Ganolfan Ymwelwyr, ar yr amod bod lle ychwanegol wedi'i adeiladu i ddarparu ar gyfer NTC, heb rhwystro ar y Ganolfan Llyfrgell ac Ymwelwyr**
Notice of motion that NTC only move into the property occupied by the Library and Visitors Centre, at such time as additional space

**MP
JW**

has been built to accommodate NTC, without impinging on the Library and Visitors Centre

13.1 Cllr. Williams withdrew her notice of motion for the above.

14. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Monumental Mason, new memorial	£200.00
Grave Concerns, new memorial	£200.00
Street market deposits	£.....
Reservation of a grave	£950.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m	£
Dwr Cymru (DD) p.m	£20.50
Unit 3 rental (DD) p.m	£150 (vat £25)
Council Tax (DD) p.m	£145.00
Chess telephone (DD) p.m	£63.66(vat £10.61)
Good energy (DD) p.m	£2.00 (vat £0.10)
Glyn Edwards, copier paper, toilet rolls	£24.54 (vat £4.91)
Glyn Edwards, photocopier meter reading	£45.87 (vat £7.65)

14.1 Clerk confirmed that there is £8,863.85 in the Treasurers account, and £48,666.77 in the 30 day account.

14.2 Cllr. Harries proposed that all finances are paid, Cllr. Phillips seconded, all agreed.

14.3 Internet banking is ongoing.

14.4 Clerk has applied to PCC for the Christmas lights for Newport. Clerk to ask Neil Wilmott for copy of insurance.

Clerk

15. **Archwiliad Blynyddol Grant Thornton**

Grant Thornton Annual Audit

15.1 Invoice for £231 has been received and will be on the Budget and Finance agenda to be paid.

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

16.1 Bench at bottom of Bedd Morris road

This needs replacing, the shelter is owned by NTC. Karl Wright will be looking at it.

16.2 Lorna Lloyd bench request

This bench request is on the Burma road, which is Barony land. Cllr. Phillips proposed that NTC agree to this bench, Cllr. Young seconded, all agreed. Cllr. Phillips has advised Lorna to contact PCNPA for possible benches.

16.3 Cllr. Phillips and Griffiths to review the bench policy.

**MP
JG**

16.4	The Clerk has received a query regarding the cost of a bench. Cllr. Griffiths proposed that the lady requesting a bench send a sketch of the preferred location, Cllr. Phillips seconded, all agreed. Clerk to contact her.	Clerk
17.	Adroddiad arolygu / Inspection reports	
17.1	Cllr. Griffiths and Phillips have completed the quarterly inspection report. Clerk has received inspection sheets from Buzz, nothing to report.	WW Clerk
18.	Dogfennau llywodraethu / Governance documents	
18.1	Social media policy. Cllr. Wright has looked at this and will send the document to the Clerk who will forward to all Councillors to look at.	
19.	Hysbysiad o gynnig bod NTC yn ffurfio Gweithgor i ddelio â'r holl faterion traffig, cerddwyr a pharcio yn Nhrefdraeth	
19.1	Notice of motion that NTC forms a Working group to deal with all traffic, pedestrian and parking issues within Newport	
19.1	Cllr. Barrett not present so postpone until next month's meeting.	
20.	Cyfatebiad / Correspondence	
	Other than below, all correspondence was noted.	
	<u>Emails</u>	
	Finance – No 1 re email from Sandra Bayes re £60 donation for Supporting Team Newport. Cllrs. Williams and Young will go to the event on 11 th November and represent the Town Council. The £60 donation to be discussed at the Budget and Finance meeting.	
	Incoming letter, no 10 re proposed speed limit letter from PCC, noted.	
	All Late Correspondence was noted.	
	There being no further business the meeting closed at 10pm	
	The date of the next meeting is 27 th November	