

**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 GYNHALIWDYD ar 27<sup>ain</sup> Tachwedd 2017 am 7.30yh**  
**MINUTES FOR THE MEETING HELD on 27<sup>th</sup> November 2017 at 7.30pm**

**Pobol yn presennol:** Cllr. Mike Phillips (Chair) Cllr. Jano Williams  
**Persons Present:** Cllr. John Griffiths (Vice Chair) Cllr. Barbara Young  
 Cllr Paul Harries Cllr. Daron Paish  
 Cllr. Bryce Barrett Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors** 8 Members of public (MOP)

**Ymddiheuriadau wrth:** Cllr. Wendy Wright Cllr. Elaine Lloyd  
 Cllr. Jon Letten Cllr. Ros Cleal

**Apologies received from:**

| Rhif No. | Eitem Item   | Gweit' Action |
|----------|--|---------------|
| 1.       | <b>Datganiad o diddordeb / Declarations of Interest</b>  |               |
| 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. |               |
| 1.2      | Cllr. Harries informed the Council that Ex Chairman Melfydd George has passed away. He did a lot of work for the Town Council and felt that it was appropriate to hold a minute silence. A minute silence was held.  |               |
| 2.       | <b>Cofnodion o'r cyfarfod a gynhaliwyd ar 23<sup>ain</sup> Hydref 2017</b><br><b>Minutes of the meeting held on 23<sup>rd</sup> October 2017</b>   |               |
| 2.1      | Item 1.1 re declaration of interest. The Clerk has worded this incorrectly, Clerk to check the Members Interest Record book for correct wording.   | <b>Clerk</b>  |
| 2.2      | The minutes were agreed as correct subject to the above amendment, proposed by Cllr. Harries, seconded by Cllr. Griffiths. All agreed.   |               |
| 3.       | <b>Materion yn Codi / Matters arising</b>  |               |
| 3.1      | Item 3.1 re meeting with school children re Parc y Plant. NTC will wait to hear from them.   |               |
| 3.2      | Item 3.3 re Parrog Shelter. This is on the RAG sheet.  |               |
| 3.3      | Item 3.4 re Youth Hostel. The Clerk has sent them a thank you letter.  |               |
| 3.4      | Item 3.4 re Christmas lights insurance. The Clerk has received the paperwork from DN Wilmott.  |               |
| 3.5      | Item 4.3 re pictures of the Millennium stone. Cllr. Phillips to see Janet  | <b>MP</b>     |

|     |   |                     |
|-----|---|---------------------|
|     | Weston this week.   |                     |
| 3.6 | Item 4.5 re projector. Cllr. Harries proposed a thank you to Cllr. Phillips for purchasing a new cable for the projector, all agreed.   |                     |
| 4.  | <b>Adroddiad y Cadeirydd / Chairman's Report</b>  |                     |
| 4.1 | Traffic calming notes<br>These notes have been circulated to all.<br>Cllr. Harries had prepared his own summary of actions from the meeting held on 16 <sup>th</sup> October, identifying 5 main issues: Llwyngwair path, Maeshelyg path, pavements alongside the A487 in town, speed of traffic and road condition (has now been sorted).<br>Newport Forum has a sub committee dealing with traffic. Cllr. Phillips proposed that Cllrs. Barrett and Williams join the Newport Forum sub committee, Cllr. Young seconded, all agreed.<br>Cllr. Williams has prepared a press release, Chair and Clerk to check it. | <b>MP<br/>Clerk</b> |
| 4.2 | Link Officer's programme<br>There is a meeting on 1 <sup>st</sup> December. Cllr. Harries is going, Cllr. Phillips will accompany him.  | <b>PH<br/>MP</b>    |
| 4.3 | Pembrokeshire Funding Fair<br>Cllr. Harries and Williams attended this PAVS event. Cllr. Harries has given the Clerk paperwork regarding grants.  |                     |
| 4.4 | Unit 3 key at Post office<br>The Unit 3 key went missing one day. Cllr. Williams suggested a sign in/out book. Clerk to check with the Post office about this.  | <b>Clerk</b>        |
| 4.5 | Handyman<br>It would be helpful for NTC to have a handyman. This to be taken up with the Link Officers at PCC.  | <b>PH<br/>MP</b>    |
| 4.6 | New printer<br>The new printer has been installed in Unit 3. Glyn Edwards are arranging for the old photocopier to be taken away.   |                     |
| 4.7 | Petty cash<br>Cllr. Harries advised that NTC should not have petty cash, accounts strongly advise against it. Clerk suggested that the Town Council could have a debit card for online purchases. Cllr. Harries proposed this matter be referred to the next B & F meeting, Cllr. Phillips seconded, all agreed.  |                     |
|     | <b>Adroddiad y Pwyllgor / Committee Reports</b>   |                     |
| 5.  | <b>Pwyllgor Cynllunio / Planning Committee</b>  |                     |
| 5.1 | The planning meeting did not happen this month as only 1 application had been received by the time the agenda went out. During the time between this and the meeting, further applications had been received. Cllr. Harries left the room.  | <b>Clerk</b>        |

- 5.2 **Application Number:-** NP/17/0642/FUL
- Site:-** Dwr y Felin, Ffordd Bedd Morris, Newport, SA42 0QZ  
**Proposal:-** Replacement of existing 12.5m communications mast with 15m communications mast, addition of antennas and ground based apparatus.  
**Comments:-**  
**Recommendation:- Approval**
- 5.3 **Application Number:-** NP/17/0652/FUL
- Site:-** 1 College Square, Newport, SA42 0QB  
**Proposal:-** Replacement of front door with wooden timber door, replacement of plastic windows at front with timber windows  
**Comments:-**  
**Recommendation:- Approval**
- 5.4 Cllr. Phillips invited a MOP to talk for up to 3 minutes regarding planning application NP/17/0644. MOP urged NTC strongly for a holding objection or to refuse this application. Many issues are missing from the application and there has been a lack of time to consider it.  
The MOP has spoken to Cllr. Harries regarding this application who is registering an application to the DMC. This will make sure that this application is considered by the DMC which will give people time to consider the application.  
There has been no study of the traffic issues, footpath access, no mention of potential water contamination, no guarantee that the number of burials mentioned will be adhered to.
- 5.5 Cllr. Phillips has contacted PCNPA who advised that NTC do not have to approve or refuse this application.  
Cllr. Williams is in favour of natural burials but feels further information is needed and suggested refusing the application until this information is received.  
Cllr. Young advised that the footpath is on a steep slope and near a water spring.  
Correspondence has been received from Tyrone Williams, a Newport resident. The Clerk read the letter to everyone.  
Correspondence also received from Mark Jowitt and Carol Coles. PCNPA have advised that notices will be put up this week regarding the application.  
Cllr. Phillips proposed that all points raised and correspondence received is sent to PCNPA and for them to decide. Cllr. Williams added amendments that the Town Council should clarify what their misgivings are which are noted below in 5.4.  
Cllr. Griffiths proposed that Newport Town Council agree that it is not a suitable site and refuse the application. A vote was taken, 5 Councillors agreed, 1 Councillor abstained. The vote was to refuse the application. Cllr. Harries re-entered the room.
- 5.6 **Application Number:-** NP/17/0644/FUL
- Site:-** Land off Cilgwyn Road, Newport  
**Proposal:-** Change of use from agricultural land to dual land use

of a small natural/green burial ground and rich grassland habitat  
**Comments:-** Concerns over highway issues, including traffic generation and vehicular access and parking. Adverse impact on public footpath. Concerns over potential water contamination and local private drinking water supplies. Impact on the visual setting on Carningli particularly if improvement of access was required. The Council wishes to draw the attention to the Park Authority that the Vice Chair checked the site yesterday morning (27.11.17) and there were no public notices posted at or near the site, advertising the application.

**Recommendation:- REFUSAL**

5.7 **Application Number:-** NP/17/0675/TCA

**Site:-** Opposite Bryn Tirion, Castle Street, Newport, SA42 0PJ  
**Proposal:-** 1 x Sycamore tree-remove stem overhanging property

**Comments:-**

**Recommendation:- Approval**

5.8 Cllr. Harries re-entered the room.

6. **Marchnad Stryd / Street Market**

6.1 Extending market hours

Cllr. Paish has spoken to the Market Manager and they both agree that market hours will not be extended. Cllr. Paish proposed that current market hours are left as they are, Cllr. Phillips seconded, all agreed except for Cllr. Harries who abstained.

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

7.1 The notes for the 8<sup>th</sup> November meeting have been circulated. Cllr. Griffiths pointed out that the price in the contract and transfer is incorrect. This has now been changed. The paperwork states that Newport is a Community Council and not a Town Council; this is what is stated on the deeds.

The rent in perpetuity wording is not in the contract yet.

Email received from Nick Hagggar, PCC regarding selling at below market value contains conditions and it may be prudent to prepare a report.

Cllr. Griffiths proposed that a 3 month notice be served to the parking residents of Parrog Yard. Cllr. Phillips seconded, all agreed.

Cllr. Griffiths proposed that the Clerk obtain a redemption statement from the Public Work Loan board for the loan on Parrog Yard.

The contract has been received which does not state 'rent in perpetuity' and NTC need to consider Nick Hagggar's conditions.

All outstanding issues need to be resolved before the contract can be signed.

There may need to be an Extraordinary meeting in December, depending on when NTC receive satisfactory answers to all of their queries.

A MOP queried whether there would be access to the rear of the properties; Cllr. Griffiths advised that he had not seen any on the

plans.

7.2 Cllr. Phillips thanked Cllr. Griffiths for his hard work concerning the legal aspects of Parrog Yard, Cllr. Barrett seconded, all agreed.

8. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**

8.1 The draft procedure for purchasing a grave is ongoing.

8.2 **Bee Friendly Scheme**

Email received from Tom Humfrey regarding grass cuttings. Berwyn Evans has the equipment to take away the cuttings but will need paying. Tom Humfrey's contract states that 'all grass cuttings to be removed'. He has been doing this as the grass has been short. As the grass is being let to grow longer he does not have the equipment to handle this.

Cllr. Phillips proposed that Cllr. Young write out a schedule of works and acquire a price from Berwyn Evans to remove grass cuttings, Cllr. Paish seconded, all agreed.

Cllr. Harries advised that the Welsh Government is keen on researching old Welsh names, there may be funding for this. A Task and Finish group to meet to discuss.

9. **Gwefan / Web Site**

9.1 It has been agreed that Byron Rees will design the new website for the Council. Cllr. Williams is preparing a brief of contents for him. Next website Task and Finish group is on 5<sup>th</sup> December.

9.2 The Chess broadband contract finishes in January; this needs to be looked into.

10. **Uned 3 / Unit 3**

10.1 A Hoover has been given to the Council by Mike Sajko. The Clerk to draw up a weekly Hoover rota for the Councillors in alphabetical order.

11. **Taflen RAG / RAG sheet.**

11.1 The RAG sheet was discussed and updated.

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

12.1 On the 27<sup>th</sup> September, PCNPA voted for option 3 which was to move the TIC into the current Library premises. The Library had not been consulted about this and has said no to this proposal.

The NTC Community Asset group have contacted PCNPA asking for a CAT. They have met with Paul Davies AM who is in favour of this option and who has written a letter to Tegryn Jones at PCNPA hoping they will work with NTC.

There is a PCNPA meeting this Wednesday whereby they will be recommending to the members that before considering the sale of the building on the open market, that the PCNPA advertises for expressions in interest in a CAT from any legal entities that might be interested.

The NTC group have met with Cris Tomos who suggested members buying shares in the building; the group did not feel this was suitable.

**BY**

**Clerk**

The group have met with Gareth Kiddie, a specialist consultant in CAT'S from OVW. He would support the group in their proposal and their writing of a business plan. There is a charge for these consultant sessions. A quote has not been received yet, should be received by the end of the week. Cllr. Williams asked if the £3k budgeted for the TIC project could be used for the consultancy work.

An Extraordinary meeting may need to be called before Christmas to discuss this.

13. **Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits £1,190.00

**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)  
Street Market Manager £720.00  
Glyn Edwards, VAT payment missing on last month's invoice £4.91  
Newport Community Forum donation (paid) £60.00  
Cllr. Mike Phillips, printer purchase for Unit 3 £190.80 (vat £31.80)  
Newport Memorial Hall, hire of room for meeting £12.00  
T. Humfrey, grass cutting invoice 3 of 3 £1,981.00  
T. Hymfrey, extra strimming work £15.00

- 13.1 Clerk confirmed that there is £10,052.75 in the Treasurers account, and £48,668.64 in the 30 day account.
- 13.2 Cllr. Phillips proposed that all finances are paid, Cllr. Paish seconded, all agreed.
- 13.3 Internet banking is ongoing. Cllr. Phillips suggested looking into changing banks. Cllr. Williams advised there are some banks that deal with Town Councils. Cllr. Williams to look into this.

JW

13.4 Clerk has received copy of insurance from Neil Wilmott.

14. **Cofnodion cyfarfod cyllideb a chyllid am 31<sup>eg</sup> Hydref**

**Budget and Finance meeting minutes for 31<sup>st</sup> October**

- 14.1 The minutes were agreed as correct, proposed by Cllr. Williams, seconded by Cllr. Bryce. All agreed.
- 14.2 Matters arising to be discussed at the next Budget and Finance meeting.

15. **Archwiliad Blynyddol Grant Thornton**

**Grant Thornton Annual Audit**

- 15.1 Nothing to report.
16. **Polisi ar gyfer meinciau / Policy for benches**
- 16.1 Bench at bottom of Bedd Morris road  
Karl Wright to look at this, Cllr. Phillips happy to refurbish it. Cllr. Harries believes this bench belongs to NTC.
- 16.2 Lorna Lloyd bench request  
Mrs. Lloyd is waiting to hear from PCNPA.
- 16.3 Memorial bench by Old Lifeboat  
Ongoing.
- 16.4 Email request  
Ongoing.
17. **Adroddiad arolygu / Inspection reports**
- 17.1 No reports received.
18. **Dogfennau llywodraethu / Governance documents**
- 18.1 Social media policy. Leave on agenda.  
Bench policy. Leave on agenda.
19. **Hysbysiad o gynnig bod NTC yn ffurfio Gweithgor i ddelio â'r holl faterion traffig, cerddwyr a pharcio yn Nhrefdraeth**  
**Notice of motion that NTC forms a Working group to deal with all traffic, pedestrian and parking issues within Newport**
- 19.1 Cllr. Barrett withdrew this notice of motion.
20. **Cyfatebiad / Correspondence**  
All correspondence and late correspondence was noted  
There being no further business the meeting closed at 10pm  
The date of the next meeting is .....