

**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  
 Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

**COFNODION AM CYFARFOD A GYNHALIWDYD ar 29<sup>fed</sup> Ionawr 2018 am 7.30 y h**  
**MINUTES FOR THE MEETING HELD on 29<sup>th</sup> January 2018 at 7.30 pm**

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

**Ymwelwyr / Visitors** 3 Members of public (MOP)

**Ymddiheuriaid a uwrrth:** Cllr. Barbara Young Cllr. Elaine Lloyd  
 Cllr. Daron Paish Cllr. Ros Cleal

**Apologies received from:**

Rhif No.	Eitem Item	Gweithd 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	As a few items were not discussed at the last meeting due to time restrictions, these will be discussed at the beginning of this meeting.	
14.0	<b>Cofnodion cyfarfod Cyllideb a Chyllid am Rhagfyr 11<sup>fed</sup></b>	
	<b>Budget and Finance meeting minutes for December 11<sup>th</sup></b>	
14.1	The minutes were agreed as correct, proposed by Cllr. Letten, seconded by Cllr. Phillips, all agreed.	
14.2	No matters arising.	
15.0	Items 15 (Grant Thornton), 16 (Policy for Benches), 17 (Inspection reports) and 18 (Governance documents) are already on the agenda, these will be discussed later.	
	<b>Agenda am cyfarfod 29<sup>fed</sup> Ionawr 2018</b>	
	<b>Agenda for 29<sup>th</sup> January 2018 meeting</b>	
	The Chair decided that agenda item 4 be moved to the top of the agenda as it involved 2 Link Officers from PCC.	
1.0	<b>Swyddogion Cyswllt CSB / PCC Link Officers</b>	
1.1	Sarah Oliver and Hubert Mathias were introduced to the meeting. Sarah Oliver explained that all Town Council have Link Officers. They haven't attended a Newport Town Council for a while but were given a list after the last time regarding concerns that the Council had including, trunk road, waste, parking. It was left to Newport Town Council to get back in touch with the Link Officers. The Link Officers are happy to come to every Council meeting.	

- 1.2 Cllr. Harries asked about the money raised from 2<sup>nd</sup> home tax. A working group has been set up and there will be a 2<sup>nd</sup> home grant scheme. The Working group are meeting tomorrow to look at the criteria for this grant scheme. The funding will be for projects that look at the negative aspects that 2<sup>nd</sup> homes bring and what can be done to mitigate these impacts. Sinead Henahan will contact the Clerk with an update. The scheme will hopefully go live in early April. Projects with match funding may be looked at more favourably.
- 1.3 Cllr. Harries advised that he will be pushing for this money to come back to Newport projects. It is believed that PCC will take 5% for admin. NTC need someone that can write bids and apply for grants, so maybe some of this 2<sup>nd</sup> homes money can be used to pay this person.
- 1.4 Clerk to invite the Link Officers to the next meeting and to re-send the list of questions that NTC asked when they last met. NTC thanked Sarah and Hubert for attending. **Clerk**
2. **Cofnodion o'r cyfarfod a gynhaliwyd ar 8<sup>th</sup> Ionawr 2018**  
**Minutes of the meeting held on 8<sup>th</sup> January 2018**
- 2.1 The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Phillips. All agreed.
3. **Materion yn Codi / Matters arising**
- 3.1 No matters arising.
4. **Adroddiad y Cadeirydd / Chairman's Report**
- 4.1 Councillor Allowance. Cllr. Phillips has contacted OVW who advised that the Remuneration Panel have not yet finalised their guidance on this issue. **Clerk**
- 4.2 Collection and examination of deeds. This to be added to the RAG sheet.
- 4.3 Swansea Bay City Deal. Cllr. Harries advised that there will be increased engineering works in Pembroke Dock and that it affects West Wales and not just Swansea as the title suggests.
- 4.4 Syrian refugees. Cllr. Harries attended a meeting, there is a refugee family housed in Haverfordwest, any further info can be obtained from Cllr. Harries.
- 4.5 Local Development plan. Cllr. Harries attended seminar at PCNPA. Looks likely that one candidate site in Newport will be chosen.
- 4.6 Yarn Bombers Haverfordwest. They have been hanging knitting's everywhere in the town.
- 4.7 Sheltered housing Maes Inqli. Cllr. Harries will discuss this in the budget.
- 4.8 Path. Poacher's path development is ongoing. The land owners are onboard.
- 4.9 Archive. Cllr. Phillips has been in touch with Claire Ore at PCC, she is willing to come and speak to NTC about their archive facilities. Cllr. Phillips to organise. **MP**
5. **Adroddiad y Pwyllgor / Committee Reports**  
**Pwyllgor Cynllunio / Planning Committee**
- 5.1 There were 6 Councillor present at last meeting.
6. **Marchnad Stryd / Street Market**
- 6.1 Nothing to report. The market will be on at half term.

7. **Parrog Yard / Parrog Yard**  
 7.1 The sale has been completed and contracts exchanged.  
 Only one key has been returned so far from one of Parrog Yard's users. Clerk to send a reminder letter that the agreement ends on 28<sup>th</sup> February and that the lock will be changed on 1<sup>st</sup> March. Clerk to ask WWHA to look at contents of shed to see if they will sort it out.  
 WWHA are doing a press release, Clerk to ask for a copy.
8. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**  
 8.1 The draft procedure for purchasing a grave is ongoing.  
 8.2 Bee Friendly Scheme is ongoing.
9. **Gwefan / Web Site**  
 9.1 No website update. Meeting to be rescheduled for end of February/beginning of March. Website group to look at titles of documents that Clerk send to Councillors for each NTC meeting.
10. **Uned 3 / Unit 3**  
 10.1 Hoover rota is ongoing.
11. **Taŕen RAG / RAG sheet.**  
 11.1 The RAG sheet was discussed and updated.
12. **Canolfan Ymweld Trefdraeth / Newport Visitors Centre**  
 12.1 Cllr. Williams is in communication with the Consultant and will be calling a working group meeting soon.  
 A MOP spoke about the Expression of interest and that NTC have to show they are working with the community. Are they going to say there will be a Visitor's centre there? Is there a reason that the Visitors Centre Action group are being precluded?  
 Cllr. Griffiths referred to the standing order that a question shall not require a response at a meeting nor start a debate on the question.  
 Cllr. Harries stated that it is important to listen to the community's opinion and that the consultant employed by NTC will be able to advise on what NTC need to do with regards to this issue.  
 Cllr. Williams stated that the NVCAG were not supportive of NTC acquiring the building and they presented their own tender to PCNPA.  
 The MOP stated that the Community Asset Forum was Newport Forum's idea and that it was incorrect to say that the Forum were against NTC acquiring the building.  
 A letter from Newport Forum was received just before the meeting on 8<sup>th</sup> January and it was therefore too late to put on correspondence list.  
 An email was received from Sandra Bayes from NVCAG which was forwarded to all Councillors. Cllr. Griffiths proposed that NTC formally respond to that letter, Cllr. Phillips seconded, all agreed.

Clerk

Clerk

13. **Hysbysiad o Gynnig**

**Bod y Cyngor hwn yn archwilio a chyfeioedd i arbed costau argraffu a chynyddu effeithlonrwydd trwy symud tuag at system o gyfarfodydd "di-bapur".**

**Notice of Motion**

**That this Council examine the opportunities to save on printing costs and increase efficiency by moving towards a system of "paperless" meetings.**

**Proposer Paul Harries, Seconder.....**

13.1 Cllr. Harries advised that there are good reasons to move towards a 'paperless' meeting format. It would save on cost, save paper, save on the Clerk's time and associated cost.

Items that the Council might consider are:

1. For ease of access examine if the Clerk can provide meeting documents in 'folders'
2. Check if folders can be easily identified and dated
3. Check if folders can be put on website prior to meetings
4. Consider providing a set of hardcopy documents for the public and for the Chair to sign
5. Standing orders have been checked and there do not appear to be any issues regarding 'paperless meetings'
6. Exceptions for Councillors who can not access an electronic device.

After consideration of the above, Cllr. Harries proposed that the Council agree to agendas, minutes, correspondence list and RAG sheets are distributed primarily in electronic format, Cllr. Barrett seconded, all agreed.

14. **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	£ 20.50
Unit 3 rental (DD) p.m (vat £ 25)	£ 150
Council Tax (DD) p.m £ 145.00	
Chess telephone (DD) p.m £ 10.61)	£ 63.66 (vat
Good energy (DD) p.m	£ 30.00
Street Market Manager	£ 0
Havards Ironmongers, 2 fluorescent tubes, Unit 3 (vat £ 16.74)	£ 20.10
Glyn Edwards, final meter reading, photocopier £ 2.95)	£ 17.72 (vat
DN Wilmott, Erect and dismantle Christmas lights £ 2,500	
DN Wilmott, replace Christmas flood light, Newport Castle £ 79.47	
Red Kite Law, Parrog Yard work (vat £ 437)	£ 2,622.00
Public Works Loan Board, Parrog Yard	£ 8,766.79

14.1 Clerk confirmed that there is £ 13,585.04 in the Treasurers account, and £ 48,672.84 in the 30 day account.

14.2 The Red Kite Law and Public Works Loan board payment to be removed as these have been paid. Red Kite Law paid the Public Loan Works Board loan off and then their invoice deducted this figure from the total money to be transferred to NTC.

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

14.3	<p><b>Precept</b></p> <p>Cllr. Harries advised that there were a few figures spoken about at the last meeting that he would like to change. Tom Humfrey's money was over budgeted by £1,500 and was proposed that it should go into the Parrog Yard/ TIC project. Cllr. Harries would like to re-allocate this money for older people in Newport. One eligible group in Newport could be the Senior Citizens welfare committee.</p> <p>Cllr. Harries visited Maes Ingli Sheltered Accommodation. The common room isn't very welcoming. Cllr. Harries asked the Warden what the residents would like; they would like arts and crafts, music, stretching exercise sessions, gardening. PCC were supplying a television for the common room and paying for the licence but are no longer paying for it.</p> <p>Cllr. Harries suggested that volunteers could help with some of the above, such as gardening. Facebook could be used to post notices about needing jigsaws etc.</p> <p>Cllr. Harries proposed that the £1,500 goes into a Senior Citizen fund, Cllr. Letten seconded, all agreed.</p>	
14.4	<p>A slight adjustment was made to the budgeted Building repairs, from £175 to £197.</p> <p>£750 was budgeted to pay off the Parrog Yard loan. This has now been paid in full. Cllr. Harries proposed that this £750 go towards paying for elections as NTC will be charged over £5k at the next election (held in 2022), and if any elections are called in the meantime, these will be subject to payment after April 2018, Cllr. Phillips seconded, all agreed.</p>	Clerk <b>JW</b>
14.5	<p>The budget is set at £24,600, a rise of 2.5%. Cllr. Harries proposed that this budget is accepted, Cllr. Phillips seconded, all agreed. The budget to be put on the website.</p>	Clerk <b>JW</b>
14.5	<p>Internet banking is ongoing, to be put on the RAG sheet and removed from the agenda. Cllr. Phillips to look into it.</p>	Clerk
14.6	<p>Employing someone to raise funds. This was discussed with the Link Officers in Item 1.3. Put on RAG sheet.</p>	Clerk
15.	<p><b>Cyfarfod Tawelu Trafflg / Traffic calming meeting</b></p>	
15.1	<p>There was a meeting held on 16<sup>th</sup> October 2017. Cllr. Harries proposed a meeting be called in February. Action points from previous meeting have not been answered. Clerk to call meeting and invite Forum members, Jeff Lester, Cllrs. Harries, Barrett and Williams.</p>	Clerk
16.	<p><b>Cofnodion cyfarfod Rhyfedol ar Rhagfyr 28<sup>fed</sup></b></p>	
16.1	<p><b>Extraordinary meeting minutes for December 28<sup>th</sup></b></p>	
16.1	<p>The Clerk did not send these minutes to Councillors so this item will have to be discussed at the next meeting. Clerk to put on agenda.</p>	Clerk
17.	<p><b>Cofnodion cyfarfod Rhyfedol ar Ionawr 22<sup>ain</sup></b></p>	
17.1	<p><b>Extraordinary meeting minutes for January 22<sup>nd</sup></b></p>	
17.1	<p>The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Phillips, all agreed.</p>	
17.2	<p>No matters arising. A MOP asked whether the cost of the consultant employed by NTC to work on the TIC expression of interest will be published. Cllr. Phillips will check on this.</p>	
18.	<p><b>Archwiliad Blynyddol Grant Thornton</b></p>	
	<p><b>Grant Thornton Annual Audit</b></p>	

18.1	Nothing to report.	
19.	<b>Polisi ar gyfer meinciau / Policy for benches</b>	
19.1	Bench policy is ongoing as is the bench on bottom of Bedd Morris road and ownership of land on Burma road.	
19.2	The memorial bench by the Old Lifeboat Station is being dealt with by PCNPA.	
19.3	The pottery bench needs replacing.	
20.	<b>Adroddiad arolygu / Inspection reports</b>	
20.1	No reports received.	
21.	<b>Parc y Plant</b>	
21.1	The grass needs cutting as it is too long to play football. Clerk to contact Tom Humfrey about this.	Clerk
22.	<b>Dogfennau llywodraeth / Governance documents</b>	
22.1	There are around 20 governance documents. Around 3 of these should be reviewed every month. Clerk will send out 3 documents for next meeting.	Clerk
22.2	Cllr. Phillips will ask OVW about the social media policy.	MP
22.3	Bench policy is ongoing.	
23.	<b>Enwau Cymraeg / Welsh names</b>	
23.1	The Welsh Government is keen on finding out old Welsh names and have a map of Newport. Cllr. Harries is looking into this and will send everyone a link for the map.	PH
24.	<b>Cyfatebiad / Correspondence</b>	
	Other than below, all correspondence was noted:	
24.1	Letters	
	No 6 re application from Martina Costelloe. PCC have received a petition calling for an election, so an election will be called.	
24.2	Late Correspondence	
	No 5 re Bee Friendly scheme. Newport Town Council was the 1 <sup>st</sup> Bee Friendly town in Wales, Clerk to forward to Cllr. Young.	Clerk
	No 9 re new managing estate for the Barony are a local firm.	Clerk
	No 12 re Keep Wales Tidy event, Clerk to send to Forum and school.	
24.3	There being no further business the meeting closed at 10 pm. The date of the next meeting is .....	