

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 GYNHALIWYD ar 26^{ain} Mawrth 2018 am 7.30yh
MINUTES FOR THE MEETING HELD on 26th March 2018 at 7.30pm

Pobol yn presennol: Cllr. Mike Phillips (Chair) Cllr. Jon Letten
Persons Present: Cllr. John Griffiths (Vice Chair) Cllr. Ros Cleal
 Cllr Paul Harries Cllr. Daron Paish
 Cllr. Bryce Barrett Cllr. Martina Costelloe
 Cllr. Barbara Young Miss L Evans (Town Clerk)

Ymwelwyr / Visitors 3 Members of public (MOP)
Ymddiheuriadau wrth: Cllr. Paul Harries Cllr. Elaine Lloyd
Apologies received from: Cllr. Jano Williams

| Rhif No. | Eitem Item | Gweit' Action |
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| 1. | Datganiad o diddordeb / Declarations of Interest | |
| 1.1 | No declarations of interest. Cllr. Phillips welcomed the new Councillor, Martina Costelloe to Newport Town Council. Cllr. Costelloe had signed the declaration of office earlier that day with the Clerk. | |
| 2. | Cofnodion o'r cyfarfod a gynhaliwyd ar 26^{ain} Chwefror 2018 Minutes of the meeting held on 26th February 2018 | |
| 2.1 | The minutes were agreed as correct, proposed by Cllr. Cleal, seconded by Cllr. Griffiths. All agreed. | |
| 3. | Materion yn Codi / Matters arising | |
| 3.1 | Item 4.4 re street market. Jim Austin the Market manager is going away for 5 weeks, Malcolm Baradell will be taking over, he has been given details of the job. | |
| 3.2 | Item 4.5 re Clerk sending documents in folders. Cllr. Phillips proposed that all documents for meetings that are sent separately and not in a zip folder, Cllr. Letten seconded, all agreed. | Clerk |
| 4. | Swyddogion Cyswllt CSB / PCC Link Officer's | |
| 4.1 | Sarah Oliver was present, Hubert Mathias sends his apologies. Sarah will send all documents explaining the grant criteria to the Clerk to distribute. Option 3 was chosen at the Cabinet meeting. The Regeneration Team at PCC will be dealing and helping with the bids. The grant has been developed to help communities and is a capital and revenue funding grant for projects involving social care, economy, productivity and environmental. Applications will be received from 1 st April. Decisions will be made every 2 months. £34k will be available for Newport projects. The 2 nd option will be a fund for more county wide projects. | |

80% of the project costs can be applied for, the other 20% must be match funded in kind or financially. The grant must address the issues and effects of 2nd homes in the community. The grant can pay for staff, heating and stationery costs, double glazing, food banks, playgrounds, sports areas.

4.2 Cllr. Cleal asked if there are less 2nd homes as they are registering as businesses and paying business rates.

Sarah Oliver advised that this could be the case.

4.3 Cllr. Letten asked about unspent grant money and where this will go. Sarah advised it will go somewhere else but unsure, will find out the answer.

4.4 Cllr. Griffiths asked whether PCC will be holding advisory events? There are some educational events being planned but no dates as of yet.

4.5 Cllr. Barrett asked about whether a website for this grant will be up and running soon? Sarah will find out.

4.6 A MOP stated that the Forum is holding a meeting this Thursday with Bob Kilmister and asked whether the grant is a 2 year programme. Sarah believed it was a 2 year programme.

4.7 Sarah Oliver reiterated that it was important to contact the Regeneration Team, Sinead Henahan as soon as possible with further questions and ideas for grant applications.

4.8 Cllr. Phillips thanked Sarah Oliver for attending the meeting.

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

5.1 There were only 4 Councillors present at the last planning meeting. There was an important One Planet Development application to be decided upon. Cllr. Phillips reminded all that Councillors should be attending these planning meetings.

5.2 Councillors decided to put Facebook on the agenda for the next meeting to discuss whether to shut down Newport Town Council's page.

5.3 An email was received by a MOP regarding black bins being put out too early for collection. A letter was composed by the Chair/Vice Chair and given to the MOP to circulate. Cllr. Phillips proposed that if any further complaint is received regarding black bins that this letter be given to households, Cllr. Cleal seconded, all agreed.

Adroddiad y Pwyllgor / Committee Reports

6. **Pwyllgor Cynllunio / Planning Committee**

6.1 Discussed in item 5.1.

7. **Marchnad Stryd / Street Market**

7.1 Jim Austin is going away to Germany to work every 5 weeks, coming back every 6th week. The trailer holding the market stalls is currently parked in the Old School car park. Parking it at Holmws was discussed, any possibility of parking it at the BT exchange building?

Cllr. Paish to talk to Andy Benham at Holmws, Cllr. Griffiths to check the lease and parking at the Old School building.

Clerk

DP
JG

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| 8. | Iard y Parrog / Parrog Yard | |
| 8.1 | <p>Cllr. Paish advised a skip needs to be hired to take away rubbish from the shed. Cllr. Phillips proposed that a skip be hired, Cllr. Paish seconded and agreed to organise this, all agreed. Clerk to email all Councillors when the skip arrives. Cllr. Griffiths to contact WWHA regarding removing the petrol pump.</p> <p>Volunteers from the Time Bank can also help remove the rubbish.</p> | JG |
| 9. | Mynwent Brynhyfryd / Brynhyfryd Cemetery | |
| 9.1 | The draft procedure for purchasing a grave is ongoing. | |
| 9.2 | Bee Friendly Scheme. Cllr. Young reported that the grass needs cutting and for cuttings to be taken away. Clerk to contact Tom Humfrey. | Clerk. |
| 10. | Gwefan / Web Site | |
| 10.1 | <p>The website meeting did not go ahead.</p> <p>Facebook updates and Chess Broadband contract to be discussed at next meeting.</p> | |
| 11. | Uned 3 / Unit 3 | |
| 11.1 | Hoover rota is ongoing. | Clerk |
| 11.2 | Cllr. Phillips proposed that the Town Council investigate hiring a cleaner, Cllr Paish seconded, all agreed. Cllr. Paish to get a quote. | DP |
| 12. | Taflen RAG / RAG sheet. | |
| 12.1 | The RAG sheet was discussed and updated. Cllr. Paish proposed that the fence in Parc y Plant is replaced, Cllr. Griffiths seconded, all agreed. Clerk to put on the Budget and Finance agenda for Councillors to decide which account this money will be paid out of. | Clerk |
| 13. | Canolfan Ymweld Trefdraeth / Newport Visitors Centre | |
| 13.1 | The notes for the 5 th February meeting were noted. | |
| 13.2 | <p>The Clerk read out Gary Meopham's, PCNPA response to NTC's publicising the business plan:</p> <p>"We will continue treat the EOI which you sent us as a confidential document until further notice due to the financial and personal information which it contains. However if you in your capacity as the applicant wish to put your application in the public domain ,that is decision which you must take free of any influence or interference by this Authority."</p> <p>PCNPA are meeting on 28th March to consider offering Newport Town Council the status of preferred party for the CAT.</p> <p>A MOP stated that a resolution had been passed by NTC to publicise the business plan if PCNPA did not object.</p> <p>As PCNPA are treating the business plan as confidential, should NTC adopt the same stance? Could other interested parties use the information if it is disclosed?</p> <p>Cllr. Griffiths proposed that NTC delay the decision on whether to</p> | |

publicise the business plan until the outcome of the 28th March meeting is known and discuss at the next NTC meeting, Cllr. Barrett seconded, all agreed.

A MOP requested that one Councillor attended the Forum meeting at the hall this Thursday evening.

14. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

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| 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 | £30.00 |
| Street Market Manager | £0 |
| Edward H Perkins, Parrog shelter rent from Barony of Cemaes | £0.50 |
| Edward H Perkins, Parrog Quay rent from Barony of Cemaes | £5.00 |
| Kestrel web solution, 6 month hosting | £60.00 |
| DN Wilmott, remainder of invoice for Christmas lights work | £700.00 |
| Mr. Maudsley, Parrog yard reimbursement | £53.00 |
| Sue Foster, Parrog Yard reimbursement | £53.00 |
| Dr. D Ward, Parrog Yard reimbursement | £53.00 |
| Mr. Wyn Knott, Parrog Yard reimbursement | £53.00 |
| Ann Gent, Parrog Yard reimbursement | £53.00 |
| One Voice Wales, production of business plan | £2,575.80 |

14.1 Clerk confirmed that there is £21,574.58 in the Treasurers account and £48,676.84 in the 30 day account. The Town Council have received £11,612.21 from Red Kite Law which is money from the Parrog Yard sale.

14.2 **Financial appeals**

The Clerk handed out a list of charities asking for donations. The Clerk confirmed there is £280 left for donations in this financial year. Cllr. Barrett proposed that the charities listed from 1-10 are given £28 each, Cllr. Griffiths seconded, all agreed. The charities are:

Ysgol Bro Inqli Digital champions, Tenovus Cancer care, Marie Curie nurses in Pembrokeshire, Citizens Advice Ceredigion, Noah's Ark Children Hospital Charity, Ambulance services union, Paul Sartori, Cruse Bereavement care, Mind Pembrokeshire and Children's Air ambulance.

14.3 Cllr. Phillips proposed that all finances are paid, Cllr. Paish seconded, all agreed.

15. **Cyfarfod Tawelu Traffig / Traffic calming meeting**
- 15.1 Cllr. Harries not present to report.
16. **Cofnodion o'r cyfarfod Rhyfeddol ar Chwefror 23^{ain}
Extraordinary meeting minutes for February 23rd**
- 16.1 The minutes were agreed as correct, proposed by Cllr. Letten, seconded by Cllr. Barrett. All agreed.
- 16.2 No matters arising.
- 16.3 The Clerk advised that she had printed a copy of these minutes for the public to see at this meeting and that it contained one section which was confidential. The MOP handed back the minutes and the Clerk disposed of the confidential section.
17. **Archwiliad Blynyddol Grant Thornton
Grant Thornton Annual Audit**
- 17.1 The Clerk reported that there will be a delay in receiving the audit.
18. **Polisi ar gyfer meinciau / Policy for benches**
- 18.1 The bench policy is nearly finished.
- 18.2 The bench at bottom of Bedd Morris road is ongoing
- 18.3 Ownership of land on Burma Road/Lorna Lloyd request. Take off agenda.
- 18.4 Memorial bench by the Old Lifeboat Station. Take off agenda.
- 18.5 Pottery bench. Take off agenda.
19. **Adroddiad arolygu / Inspection reports**
- 19.1 Cllrs. Phillips and Griffiths to look at the inspection report.
20. **Parc y Plant**
- 20.1 Discussed in the RAG sheet.
21. **Dogfennau llywodraeth / Governance documents**
- 21.1 Cllr. Harries not present to report on the documents. Keep on the agenda for the next meeting.
22. **Enwau Cymraeg / Welsh names**
- 22.1 Cllr. Harries not present to report.
23. **Cyfatebiad / Correspondence**
- Other than below, all correspondence was noted:
- 23.1 Emails
- Unit 3, no 2 re Chamber of trade meetings in unit 3. Cllr. Barrett proposed that these meetings are not charged for the first 6 months, and to review it then, Cllr. Paish seconded, all agreed.
- OVW, no 1 re toolkit for new Data protection regulation. Clerk to re-send to Cllr. Cleal who will look at it.

**Clerk
RC**

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| 23.2 | <p>Letters</p> <p>No 4 re overhanging trees in Brynhyfryd cemetery. Cllr. Paish proposed that he ask Liam Morris to have a look, Cllr. Cleal seconded, all agreed.</p> | DP |
| 23.2 | <p>Late Correspondence</p> <p>Emails</p> <p>No 3 re letter of engagement from Rachel Thomson. Cllr. Phillips proposed that the letter is accepted, Cllr. Cleal seconded, all agreed.</p> <p>No 5 re photocopier. The Clerk has been told that the Golden Lion will be taking the old photocopier but Glyn Edwards has not informed NTC. Cllr. Paish to sort this.</p> | DP |
| 24.3 | <p>Letters</p> <p>No 8 re SLCC membership. Clerk to put under finance on the next agenda.</p> <p>Cllr. Griffiths advised that there were a couple of late correspondence emails that were received today.</p> <ol style="list-style-type: none"> 1. Email from John Evans regarding there being no agendas on the website. Cllr. Griffiths apologised for this. 2. Email from John Evans re Newport Town Council advertising Martina Costelloe candidature on their Facebook page. This email is addressed to PCC electoral service and so NTC will let them respond. <p>The Clerk explained that Newport Town Council had been tagged in a post by Ben Washbrook regarding the upcoming election but had not endorsed or promoted Martina Costelloe as a candidate. The Clerk has now removed the tag.</p> | Clerk |
| 23.4 | <p>There being no further business the meeting closed at 9.30pm.</p> <p>The date of the next meeting is 30th April.</p> | |