

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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COFNODION AM CYFARFOD A GYNHALIWYD ar 30^{ain} Ebrill 2018 am 7.30yh
MINUTES FOR THE MEETING HELD on 30th April 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
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 26^{ain} Mawrth 2018 Minutes of the meeting held on 26th March 2018	
2.1	The minutes were agreed as correct, proposed by Cllr. Griffiths, seconded by Cllr. Barrett. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 4.1 re presentation by the Link Officer. Cllr. Phillips feels that there are a lot of hoops to jump through to apply for the Enhancing Pembrokeshire grant.	
3.2	Item 7.1 re street market. There is an issue with where to park the trailer. It was parked at the bottom of the Old School car park but a representative of the Youth Hostel informed the street market manager that they were not allowed to park here. It is now parked in the allocated space for the Town council in the car park. A sign needs to be put here to say it is the town Council's parking space.	
3.3	Item 11.2 re hiring a cleaner for Unit 3. Cllr. Paish to look into this.	DP
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	Cllr. Phillips will be resigning soon and from 1 st April, if a by election is called, the Town Council will have to pay for it. Clerk to check guidance notes from PCC regarding this charge and once confirmed it can be put up on the website.	

4.2 The Chairman's gavel and badge of office will need to be returned to the Council when the Chairman resigns.

Adroddiad y Pwyllgor / Committee Reports

5. Pwyllgor Cynllunio / Planning Committee

5.1 There was a good attendance of Councillors at the last planning meeting.

5.2 The candidate sites are to do with PCC and not PCNPA.

5.3 A letter has been received from Newport Area Environment Group. A member of the public stated that NTC proposed an amendment to the Newport Strategy policy 3a to require housing to be used as a principal residence. NAEG are proceeding with a referendum on PCNPA planning policy for Newport restricting the occupancy of all future new housing given planning permission to those who would make it their principal or main place of residence alone.

NAEG are requesting a copy of the electoral roll from NTC.

Cllr. Harries advised that there are rules regarding who can have a copy of the electoral roll. NAEG have asked PCC for a copy.

6. Marchnad Stryd / Street Market

6.1 The Chamber of Trade is interested in taking over the running of the street market. NTC would still need to be involved.

Money was loaned from the Parrog Yard account to purchase stalls, NTC to consider writing off this loan.

Email received from Wales and West Utilities. They need to install gas pipe to the old Lloyds Bank building and have asked whether they can do this while Market street is closed for the market on Monday. They needs to install a pipe 5.8 metres from the building.

Cllr. Harries suggested that the Market Manager/Cllr. Paish talk to the Butchers and Canteen to see if they are happy with this. Cllr. Paish to liaise with Wales and West Utilities.

Cllr. Griffiths proposed that subject to the Butchers and Canteen agreeing to this work being done, that NTC agree to the request, Cllr. Phillips seconded, all agreed.

Clerk to draft letter to the Butchers and Canteen with Cllr. Griffiths.

DP

**Clerk
JG**

7. Iard y Parrog / Parrog Yard

7.1 There are still some items left in the shed. Cllrs. Paish, Barrett, Griffiths and Harries to liaise to remove these items.

7.2 West Wales Housing Association is liaising with Simon at Tiriet regarding the old petrol pump.

7.3 West Wales Housing Association has asked NTC for suggestions to name the Parrog yard housing estate. Janet Weston was instrumental in acquiring Parrog Yard.

All agree that NTC want to be involved in the naming of the housing estate and to involve the school. Clerk to contact the headmistress and ask for suggestions and to reply to Gareth at WWHA.

Clerk

8.	Mynwent Brynhyfryd / Brynhyfryd Cemetery	
8.1	The draft procedure for purchasing a grave is ongoing.	
8.2	Bee Friendly Scheme. Cllr. Young reported that the grass has been cut cutting and cuttings taken away. Cllr. Young is hoping to get volunteers involved.	
8.3	Memorandum of understanding from PCC. NTC agree that there should not be a charge for child burial and cremation fees. Clerk to respond to PCC.	Clerk
8.4	Update on overhanging trees. Cllr. Paish has met with Liam Morris, Tree Surgeon. Liam is going to liaise with Mike Higgins, the Tree Officer for PCNPA for permission then send NTC a quote for the work.	
9.	Gwefan / Web Site	
9.1	The website meeting has been re-arranged for 30 th May.	
9.2	Facebook updates. Cllr. Barrett advised that he did not agree that NTC should be on Facebook and that NTC need to look at alternative ways of communicating with the public. Cllr. Harries suggested this is discussed at the website meeting, all agreed.	
9.3	Chess Broadband contract. The Clerk is now the named person on this account. The contract was a verbal agreement for 3 years made by Chess and John Evans. NTC did not agree to it. Cllr. Barrett proposed that Cllr. Williams, Griffiths and Clerk contact Chess and ask them can they match a like for like quote, Cllr. Phillips seconded, all agreed. Cllrs. to report at the website meeting.	Clerk JW JG
9.4	New website update. Ongoing.	
10.	Uned 3 / Unit 3	
10.1	Hoover rota is ongoing.	Clerk
11.	Taflen RAG / RAG sheet.	
11.1	The RAG sheet was discussed and updated.	
12.	Canolfan Ymweld Trefdraeth / Newport Visitors Centre	
12.1	Cllr. Barrett proposed that the accepted business plan be publicised, Cllr. Phillips seconded, all agreed except Cllr. Harries who abstained. Members of the public can request an electronic copy; there will be a copy available at the Library.	
12.2	The working group met on 26 th April. The Library group are meeting on 2 nd May, they will be looking at the space needed, length of lease/licence and break clause with their existing landlord. The working group want to invite a PCC member to join the group. Cllr. Williams will contact PAVS who will be able to advise on how to organise volunteers. Paddy Davies from the Library group advised that they will need to agree to the business plan.	
12.3	Cllr. Barrett proposed that if the Library group agree to work to	

develop the business plan and the occupation of part of the Visitors Centre, then the NTC Working group has the authority to co-opt a member of PCC to join the working group, Cllr. Phillips seconded, all agreed.

12.4 A member of the public asked about the emails that have been going back and forth from NTC and PCNPA. Cllr. Griffiths advised that these emails are to do with the draft heads of terms and ongoing visitors centre business.

12.5 Cllr. Griffiths advised that the draft heads of terms have been approved. The lease will be sent via the solicitors. Red Kite Law has quoted £1k-£1.5k for the work. The cost of the searches is approx £400 and they will need this payment upfront. Cllr. Harries proposed that this money is paid and taken from the Community Asset project capital account, Cllr. Barrett seconded, all agreed. The Working party to keep an account of any money spent.

12.6 Cllr. Paish advised before leaving the meeting due to a work emergency that it may be difficult to find a surveyor for the TIC building.

13. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits	£.....
Payment for 4 sheds from Parrog Yard	£280.00
Payment from Red Kite for Parrog Yard	£11,612.21

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	£30.00
Street Market Manager	£0
SLCC Annual membership	£100.00
Miss Rutherford, Parrog yard parking reimbursement	£53.00
North Pembrokeshire Transport Forum annual membership	£12.00
Financial Appeals (paid) 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.	£280.00
One Voice Wales training for Cllr. Griffiths	£40.00
Playground services, replacement skate park equipment	£1,873.20 (vat £312.20)

13.1 Clerk confirmed that there is £25,325.82 in the Treasurers account and

	£48,678.71 in the 30 day account.	
13.2	Cllr. Barrett proposed that all finances are paid, Cllr. Phillips seconded, all agreed.	
13.3	Zurich insurance is up for renewal on 1 st June. Cllr. Griffiths to go through the renewal document after 21 st May, once the accounts have been finalised.	JG
14.	Cofnodion o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 17^{eg} Ebrill Budget and Finance meeting minutes for 17th April	
14.1	Item 6.1 – change ‘discrepancy’ to ‘budget difference’.	Clerk
14.2	Item 6.6. Change ‘Parrog Yard/Project/TIC’ to ‘Community Asset Project’ as this is the correct name for that account.	Clerk
14.3	The minutes were agreed as correct subject to the above amendments, proposed by Cllr. Griffiths, seconded by Cllr. Harries. All agreed.	
14.4	<u>Matters arising</u> Item 13.1 re payment for fence in Parc y plant. There is £1.2k in the Parc y plant capital account, not £2k. Cllr. Harries has met with Jane Jamison; they are still working on the accounts. Cllr. Harries meeting with Jane again shortly to resolve the accounts, and hope to have them ready for the 21 st May meeting.	
15.	Cyfarfod Tawelu Traffig / Traffic calming meeting	
15.1	Clerk has sent letters to the 4 persons involved, not received any response. Cllr. Harries to liaise with Clerk to get some replies.	Clerk PH
16.	Cynllun CSB grant treth 2ail cartrefu PCC 2nd homes tax grant scheme	
16.1	A member of the public spoke to say that Newport Forum have written to NTC asking them to liaise with them to bring community groups, who are interested in applying for this grant together and to get an idea of what kind of projects people are proposing. There are 2 groups who wish to apply for the grant immediately; the Memorial Hall is one of them. Cllr. Harries advised that it is a good idea for everyone to liaise with each other and that Councillors should attend the meeting with the Forum as it will benefit knowing who is bidding for what. Cllr. Harries proposed that if Newport Forum arranges a meeting, Councillors will attend and liaise with the Forum, Cllr. Barrett seconded, all agreed. NTC have ideas, the playing field, TIC project, Parc y plant.	
16.2	Cllr. Williams advised that the TIC building will need money to refurbish it.	
16.3	Cllr. Harries proposed that the Council set up a Task and Finish group to investigate ideas and look at funding, and consider appointing someone to assist with bidding for grants, Cllr. Barrett seconded, all agreed. Cllrs. Harries, Williams and Barrett volunteered to be part of	

	<p>this group. Clerk to contact Cllr. Costelloe to see if she wants to join. The Task and Finish group can bring their ideas to the Town Council but does not have the authority to make decisions.</p>	Clerk
16.4	<p>An update on the Kiln project at Newport Memorial Hall was received by Siobhan Ash, explaining that they wish to apply for a grant. There is an offer for Councillors to go and look at the Kiln and the building before it is opened to the public. Clerk to liaise with Siobhan regarding a date.</p>	Clerk
17.	<p>Archwiliad Blynyddol Grant Thornton Grant Thornton Annual Audit</p>	
17.1	<p>It was decided that as time was short, this item to be put on top of the agenda at the next meeting.</p>	
18.	<p>Polisi ar gyfer meinciau / Policy for benches</p>	
18.1	<p>It was decided that as time was short, this item to be put on top of the agenda at the next meeting.</p>	
19.	<p>Adroddiad arolygu / Inspection reports</p>	
19.1	<p>It was decided that as time was short, this item to be put on top of the agenda at the next meeting.</p>	
20.	<p>Rheoliad Gwarchod Data Cyffredinol Gerneal Data Protection Regulation</p>	
20.1	<p>Clerk and Cllr. Griffiths to meet and start going through toolkit.</p>	Clerk JG
21.	<p>Parc y Plant</p>	
21.1	<p>It was decided that as time was short, this item to be put on top of the agenda at the next meeting.</p>	
22.	<p>Dogfennau llywodraeth / Governance documents</p>	
22.1	<p>It was decided that as time was short, this item to be put on top of the agenda at the next meeting.</p>	
23.	<p>Enwau Cymraeg / Welsh names</p>	
23.1	<p>It was decided that as time was short, this item to be put on top of the agenda at the next meeting.</p>	
24.	<p>Cyfatebiad / Correspondence Other than below, all correspondence was noted:</p>	
24.1	<p>Emails General TC issues, no 7 re email from Brian John re blue plaque. NTC support the idea of commemorating the Eco Centre as the first solar PV power station in the UK. Clerk to relay this message Letters No 18 re letter received from Sandra Bayes re letter from Ann Connock re money left to NTC in the Will of Berenice Whiteman. The Council are aware of this legacy and will respond to Ann Connock.</p>	Clerk Clerk

24.2

There being no further business the meeting closed at 10pm.

The date of the next meeting is 21st May.