

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} Tachwedd 2018 am 7.30yh
MINUTES FOR THE MEETING HELD on 26th November 2018 at 7.30pm

Pobol yn presennol: Cllr. John Griffiths (Chair) Cllr. Elaine Lloyd
Persons Present: Cllr. Jano Williams (Vice Chair) Cllr. Paddy Davies
 Cllr. Barbara Young Cllr. Daron Paish
 Cllr Paul Harries Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Bryce Barrett Cllr. Ros Cleal
Apologies received from: Cllr. Jon Letten

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o ddiddordeb / Declarations of Interest	
1.1	Cllr. Harries declared a personal and prejudicial interest in all planning matters as a member of the PCNPA planning committee.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 29^{ain} Hydref 2018 Minutes of the meeting held on 29th October 2018	
2.1	The minutes were agreed as correct, proposed by Cllr. Davies, seconded by Cllr. Williams. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 4.8 re flood alleviation. The original scheme has been abandoned but this matter was agenda item 12 on the PCC Cabinet papers for the meeting held on 8 th October. There will be a revised scheme.	
3.2	Item 4.12 re sign for Parc y Plant. This sign should be bilingual. Cllr. Letten is in charge of this sign.	JL
4.	Cofnodion o'r cyfarfod a gynhaliwyd ar 24^{ain} Medi 2018 Minutes of the meeting held on 24th September 2018	
4.1	The minutes were agreed as correct, proposed by Cllr. Williams, seconded by Cllr. Lloyd. All agreed.	
5.	Materion yn Codi / Matters arising	
5.1	Item 4.3 re charter between PCC and town councils. Put this back on the agenda. Clerk to check whether NTC need to do anything.	Clerk
6.	Adroddiad y Cadeirydd / Chairman's Report	
6.1	<u>Freehold and leasehold properties – Land adjacent to fountain</u> Newport Town Council wishes to donate to the playing field charity to	

assist the Charity in the running of the playing field, including the changing rooms and skate park facility.

Cllr. Griffiths has asked Red Kite to send Clause 4 in the 1949 conveyance and Clause 4 in the 1950 conveyance documents to a broker to establish whether an indemnity policy would be available to Newport Town Council to indemnify the Council against a claim arising out of the terms of the conveyances. The level of indemnity required is £20k, which is the approximate total of the contribution which NTC propose making to the charity.

Councillors will start looking at the precept and assets in the Budget & Finance meeting in December. It may be an idea to set up a capital account to help reclaim property in Newport. It will take time and money to register properties.

NTC will await a response from Red Kite.

6.2 Funding and erecting notice boards in Newport

Suggestions included a notice board in the TIC building, one in the middle of town. This to be left on the agenda.

6.3 Councillor attendance

The Clerk has emailed Cllr. Costelloe regarding an explanation for 6 months absence from meetings. This issue to be delayed until Clerk receives a response.

Cllr. Paish advised that Cllr. Costelloe has to cover shifts in work if people don't turn up and that she is keen to fundraise for the playing field charity.

Cllr. Williams added that it is important that new Councillors receive support from the town council when becoming a Councillor.

6.4 Blue plaque commemorating Solar PV on building

Clerk to contact Mike Cavanagh in PCC regarding this.

6.5 Report on Town Councils meeting/Link officers

Cllrs. Davies and Williams attended this meeting. There were only 3 link officers present.

PCC is looking at an 8% reduction in service levels. 8-10% increase in council tax.

PCC wanting town councils to take more responsibility.

Cllr. Harries advised that he thought the link officers was a good scheme and that they have been helpful.

6.6 Letter of support for Ffrindiau Ysgol Bro Inqli grant application

Cllr. Harries has met with Emma Harries to discuss raising awareness of the Welsh language at the school. Suggestions include bringing in Welsh musicians/comedians to promote the language.

Cllr. Williams proposed that Cllr. Harries share his letter of support with NTC and for NTC to write a letter of support for this application, Cllr. Young seconded, all agreed.

7. **Adroddiad o Cynghorydd Sir Paul Harries**

Report from County Councillor Paul Harries

Clerk

PH

7.1

1. The combined sewage overflow (CSO) is spilling in the Cwm and Parrog. It is spilling for too long which indicates a problem. It has never spilt in the Parrog before.

2. Update on traffic calming issues. Cllr. Harries has contacted the police; they have spoken to the owners of agricultural tractors coming through the town.

Waiting for a meeting to discuss a footpath from town to Cnwce and town to Llwyngwair Manor.

Cllrs. Harries and Griffiths to meet with Sue Lewis from PCC.

A response has been received from the Welsh Government, Chair and Cllr. Harries to send a response.

The Clerk and Cllr. Harries have emailed the Trunk Road agency. They have responded by saying they won't respond if we want to talk to someone specific.

3. Maes Ingli Sheltered Accommodation. Cllr Harries has spoken to Cabinet member Pat Davies and PCC. 4 people have to share a shower, 3 are sharing a bathroom. There are a list of options to update this building:

a) Knock it down and start again

b) update the building in stages

PCC have the money to improve the facilities. The interior needs painting, wheelchair access, garden, gutters.

There is £750 set aside in the budget for Maes Ingli, only £40 has been spent so far. Cllr. Young proposed that the Chair/Vice are authorised to buy a television and pay for the licence, up to a maximum of £600 for everything, Cllr. Williams seconded, all agreed. PCC would have to install the television. Phillips from Crymych has quoted around £400 for a 50 inch television.

4. School traffic. Traffic going faster than 20mph on Long Street. A police support officer (PSO) has stood by the school three times and recorded speeds. 13 cars were recorded as going too fast. The PSO and School governors have ideas on how to slow the traffic down. The governors are going to meet with Ben Blake from PCC.

5. Poachers path. This path is down by the bridge on the Nevern side. This is ongoing.

6. Cllr. Harries has cleared the culvert by the fountain, opposite the Golden Lion. 3 floods were reported during the heavy rains but these have been sorted now.

7. Neil Wilmott has rung to say he will need around 50 new bulbs for the Christmas lights. Cllr. Griffiths proposed that these are ordered, up to a maximum of £200, Cllr. Paish seconded, all agreed.

8. There will be an 8% reduction in money to town councils next year but not for social services and schools.

Adroddiad y Pwyllgor / Committee Reports

8. Pwyllgor Cynllunio / Planning Committee

8.1 The next planning meeting will be on the 10th December.

**PH
JG**

9.	Marchnad Stryd / Street Market	
9.1	<p>There has been some unrest between Steve who looks after the market in Jim's absence and the stall holders. Jim is sorting this out.</p> <p>Jim has been into see the Clerk to give her the market paperwork and invoices.</p>	
10.	Iard y Parrog / Parrog Yard	
10.1	<p>Cllr. Griffiths has reminded WWHa that they would send a press release for NTC to put on Facebook and their website.</p> <p>There have been complaints regarding the stonework that is being used in the Parrog yard development. County Cllr. Harries will check about this.</p>	PH
11.	Mynwent Brynhyfryd / Brynhyfryd Cemetery	
11.1	<p><u>Draft procedure update</u></p> <p>Cllr. Davies is looking at this and is working on a spreadsheet for all the information. NTC thanked Cllr. Davies for taking on this task.</p>	
11.2	<p><u>Bee friendly scheme</u></p> <p>Clerk to email the Welsh Government to ask for a response to NTC's questionnaire response to them.</p> <p>Cllr. Young would like to put up a notice board, unsure if this needs planning? 3 social bumble bee nests have been donated to the cemetery from Cilgwyn.</p>	Clerk
12.	Gwefan / Web Site	
12.1	<p><u>Facebook updates</u></p> <p>Clerk is updating Facebook regularly.</p>	
12.2	<p><u>New website update</u></p> <p>The working group met on 20th November. It was suggested that the new website follow the Bridgewater Town Council layout. Everyone happy with this.</p> <p>Headings to include community groups, town council, consultations, contacts, news, what's on. There will be 2 websites mirroring each other, one in Welsh and the other in English.</p> <p>The Enhancing Pembrokeshire grant may grant fund translation costs, although it might be statutory that this is done.</p> <p>Cllr. Williams proposed that NTC accept all of the suggestions from the working group, Cllr. Harries seconded, all agreed.</p> <p>Cllr. Williams is meeting Byron Rees from United studios tomorrow.</p>	
13.	Uned 3 / Unit 3	
13.1	<p>The Hoover rota is being adhered to by most of the Councillors.</p>	
13.2	<p>Employing a cleaner. This is ongoing.</p>	
13.3	<p>Concerns have been raised about the cutting down of trees and plants at the front of the Old school building. Cllr. Williams has circulated photos received from Sarah Hope, another tenant of the building. Sarah has contacted PCNPA who advised that they had not issued</p>	

permission to cut down a cherry tree. PCC only issued permission to put up scaffolding to get to the chimney.

Cllr. Griffiths proposed that NTC report their concerns and disappointment to PCNPA and PCC, Cllr. Paish seconded, all agreed.

- 13.4 The Clerk has received a request from the Community Engagement Officer for the Forum's grant awarded project, whether she can hot desk in Unit 3 next week for an hour. All happy for this to happen.

14. **Tudalen RAG / RAG sheet**

- 14.1 The RAG to be discussed later in the meeting.

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

15.1 Opening a new bank account

A new bank account needs to be opened as part of the Enhancing Pembrokeshire grant conditions. Cllr. Williams proposed that a new account be opened in the name of 'Canolfan Croeso/Welcome centre', Cllr. Griffiths seconded, all agreed.

Cllr. Williams proposed that a debit card be requested for the new account and that NTC adopt the same procedures for acquiring a debit card as previously agreed upon in the 24.09.18 meeting, Cllr. Griffiths seconded, all agreed.

The RFO and signatory to sign up to internet banking. This has been agreed upon as well as BACS payments; spending limit on card is £1k.

All expenditure must be itemised on agendas.

15.2 Amount of money transferred into new account and where this money will come from

Cllr. Griffiths proposed that the full amount of the grant awarded, £18,489.11 is transferred from the 30 day account to the new account, Cllr. Paish seconded, all agreed. This money to come out of the Community Asset projects capital account.

15.3 Enhancing Pembrokeshire grant update

Cllr. Harries advised that the Newport action plan should be revisited. This to be put on the agenda for the next meeting; which Councillors would like to join the working party.

15.4 Lease update

The lease has been finalised. Waiting for PCNPA to give their formal consent.

There is an event in Cnapan on 10th December to highlight and discuss volunteers for the TIC.

Derek Williams is working in the TIC building. He has reported that the electric wiring is not in a good state and that there will be an extra cost to fix this. Cllr. Williams to talk to Sinead Henehan at PCC about this.

The security lock on the front door has been cut off so this has had to be sorted as well as the lock to the exterior.

16. **Cyllid / Finance**

Clerk

Arian a dderbyniwyd / Monies received:

Street market deposits £890.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m £

Unit 3 rental (DD) p.m £150 (vat £25)

Council Tax (DD) p.m £149.00

Chess telephone (DD) p.m £63.66 (vat £10.61)

Good energy (DD) p.m £30.00

Jim Austin, Market Manager £1,400.00

Newport Post office, notebook/post its/pens/diary £8.82

Red Kite Law, lease completion on TIC building from PCNPA
£1,711.36 (vat £300)

Cllr. John Griffiths, witness declaration re TIC, payment to Star Legal
£5.00

Zurich insurance, TIC building £291.55

PCC, Building Regulations, TIC building (paid) £120.00
(vat £20)

RAMP skate park Limited, repairs to skate park £3,788.62 (vat
£631.44)

PCC, Streetcare, 70% of street trading renewal £556.00

Cllr. Jon Letten, payment for safety sign at Parc y plant £16.46

16.1 The Clerk confirmed there is £16,809.88 in the Treasurers account and
£48,692.98 in the 30 day account.

16.2 Cllr. Harries proposed that the £20 payment to the gravedigger comes
from the Cemetery path capital account, Cllr. Young seconded, all
agreed.

Cllr. Harries proposed that the payment for the TIC insurance comes
from the Community Asset projects capital account, Cllr. Paish
seconded, all agreed.

Cllr. Griffiths proposed that the payment for the witness declaration,
Red Kite Law and building regulations comes from the Community
Asset projects capital account, Cllr. Williams seconded, all agreed.

Cllr. Griffiths proposed that the payment for RAMPS comes from the
Mark Taylor fund capital account, Cllr. Williams seconded, all agreed.

The Library will pay 50% of the TIC insurance once they have moved
into the building.

16.3 £1,000 has been transferred from the Mark Taylor fund to the playing
field account. NTC have purchased new skate park equipment and are
gifting this to the playing field charity.

£4,788.62 has been spent from the Mark Taylor fund. When the VAT is
reclaimed on the skate park equipment, this will be paid back into the
Mark Taylor fund and the balance then transferred to the playing field
account, pursuant to the decision made at the 29.10.18 meeting,
agenda item 4.2

- 16.4 Cllr. Harries proposed that all finances are paid, Cllr. Young seconded, all agreed.
17. **Cofnodion o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 11^{fed} Hydref**
Budget and Finance minutes for 11th October 2018
- 17.1 The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Griffiths. All agreed.
18. **Materion yn Codi / Matters arising**
- 18.1 No matters arising.
19. **Cofnodion o'r cyfarfod Anghyffredin ar y 6^{ed} Tachwedd**
Minutes of the Extraordinary meeting on 6th November
- 19.1 The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Williams. All agreed.
20. **Materion yn Codi / Matters arising**
- 20.1 No matters arising.
21. **Cyfarfod Tawelu Traffig / Traffic calming meeting**
- 21.1 Discussed in agenda item 7.1, point 2.
22. **Archwiliad Blynyddol Grant Thornton**
Grant Thornton Annual Audit
- 22.1 No invoice received yet.
23. **Polisi ar gyfer meinciau / Policy for benches**
- 23.1 Ongoing.
24. **Adroddiad arolygu / Inspection reports**
- 24.1 Cllr. Letten is looking into the PCC inspection report on children's area
25. **Dogfennau llywodraethu / Governance documents**
- 25.1 GD01 Attendance Management. This document has already been approved.
- 25.2 GD05 Data protection. Cllr. Letten to look at this. Clerk to ask OVV for their template.
26. **Tudalen RAG / RAG sheet**
- 26.1 This was discussed and updated.
27. **Cyfatebiad / Correspondence**
All correspondence was noted.
The next meeting will be 14th January 2019

JL

JL
Clerk