

**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 29<sup>ain</sup> Hydref 2018 am 7.30yh**  
**MINUTES FOR THE MEETING HELD on 29<sup>th</sup> October 2018 at 7.30pm**

**Pobol yn presennol:** Cllr. John Griffiths (Chair) Cllr. Elaine Lloyd  
**Persons Present:** Cllr. Jano Williams (Vice Chair) Cllr. Jon Letten  
 Cllr. Bryce Barrett Cllr. Paddy Davies  
 Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors** 2 members of the public

**Ymddiheuriadau wrth:** Cllr. Barbara Young Cllr. Ros Cleal  
 Cllr Paul Harries Cllr. Daron Paish

**Apologies received from:**

Rhif No.	Eitem Item	Gweit' Action
1.	<b>Datganiad o ddiddordeb / Declarations of Interest</b>	
1.1	No declarations of interest.	
2.	<b>Cofnodion o'r cyfarfod a gynhaliwyd ar 24<sup>ain</sup> Medi 2018</b> <b>Minutes of the meeting held on 24<sup>th</sup> September 2018</b>	
2.1	Only Cllrs. Williams and Lloyd were present at the last meeting, and so the minutes cannot be approved. Clerk to put on next meeting agenda.	<b>Clerk</b>
3.	<b>Materion yn Codi / Matters arising</b>	
3.1	Item 4.2 re post box on building. Cllr. Barrett will bring one to the office tomorrow.	<b>BB</b>
4.	<b>Adroddiad y Cadeirydd / Chairman's Report</b>	
4.1	<u>Freehold and leasehold properties – Land adjacent to fountain</u> This will be discussed at the next meeting.	
4.2	<u>Mark Taylor fund</u> Cllr. Griffiths proposed that the Mark Taylor fund be transferred to the Playing Field account, Cllr. Barrett seconded, all agreed.	
4.3	<u>Whiteman Legacy.</u> Cllr. Williams proposed that NTC approach the family to ask if they have any comments before this money can be transferred to the Playing Field account, Cllr. Lloyd seconded, all agreed. Clerk to write letter.	<b>Clerk</b>
4.4	<u>Banking</u> Lloyds Bank has confirmed with Cllr. Griffiths that there are 2 new signatories to sign cheques, and that NTC can proceed with internet	

	banking and request a debit card. Clerk has received letter in the post confirming the signatories.	
4.5	<u>Letters received from Ysgol Bro Inqli</u> Letters have been received regarding rubbish in the skate park and tennis courts. The children have offered to make posters to tell people to put their rubbish in the bins. Chair/Vice/Clerk to email the school to ask the children to make posters and put them up. Cllr. Letten advised that Greenacres have offered to put a bin in the playing field.	Clerk
4.6	<u>Remembrance service in Pembroke Dock</u> Invite received from Pembroke Dock to attend the Remembrance services. Clerk to email and politely decline. NTC have a wreath at the hall. Clerk to email all Councillors to urge them to attend the memorial service on the 11 <sup>th</sup> .	Clerk Clerk
4.7	<u>Central information exchange site</u> The Clerk has received an email about fly posting, suggesting another notice board for posters. There would need to be more than one notice board to accommodate all the posters. The notice board in the car park belongs to the Chamber of Trade. Clerk to put this on the agenda for the next meeting.	Clerk
4.8	<u>Flood alleviation</u> This scheme has now been abandoned.	
4.9	<u>Toilet strategy</u> Email received from PCC re toilet strategy needs assessment. There will be an increase in the cost of these facilities.	
4.10	<u>Town Councils meeting/Link Officers-9<sup>th</sup> November</u> Cllrs. Williams and Davies are attending.	
4.11	<u>Broadband</u> Email received from PCC re broadband and asking for reports on poor speed. Clerk has forwarded this to Byron Rees, member of the Chamber of Trade. Cllr. Williams to put this information on the website.	JW
4.12	<u>Newport Forum AGM</u> Invite received for the 1 <sup>st</sup> November.	
4.13	<u>Parking at Parc y plant</u> Thomas Humfrey has reported that he can't access the field as cars are parked there. Cllr. Williams proposed putting up a sign saying 'Access required', Cllr. Barrett seconded, all agreed. Cllr. Letten will make the sign.	JL
4.14	<u>Letter from Newport Forum</u> Cllr. Griffiths has received a letter/email from the Forum regarding asking when the TIC will be opening and the naming of the centre. NTC have confirmed that they will be assisting on setting up the TIC	

	volunteer group.	
	Cllr. Williams commented that she would be grateful if the Forum would be more positive towards the TIC and that a lot of work has been done to get to this point.	
	Cllr. Griffiths will respond to the Forum Chair, Ken Davies and ask that all future correspondence be sent directly to the Clerk.	<b>JG</b>
4.15	<u>Public sector mapping agreement-sharing information with Newport Community Forum</u>	
	Newport Forum has received a Big Lottery grant via PAVS to send out a survey of needs/asset mapping in Newport, to raise awareness of what is available in the community.	
	The Forum needs the addresses of Newport ward to send out this survey. NTC can access this information as they are a member of the Public Sector mapping agreement.	
	Cllr. Williams proposed that this information be given to Newport Forum, on the condition that the spreadsheet will be password protected and that once this information is finished with, will be destroyed, Cllr. Lloyd seconded, all agreed.	<b>Clerk</b>
	<b>Adroddiad y Pwyllgor / Committee Reports</b>	
5.	<b>Pwyllgor Cynllunio / Planning Committee</b>	
5.1	No report.	
6.	<b>Marchnad Stryd / Street Market</b>	
6.1	Clerk still waiting to receive information from Jim about market payments into the bank. Clerk to contact him again and include Cllr. Paish.	<b>Clerk</b>
7.	<b>Iard y Parrog / Parrog Yard</b>	
7.1	Email received from Gareth Thomas re how to apply for one of the houses in the development. WWHA will send details of how to apply so this can be put on the website and Facebook page.	
8.	<b>Mynwent Brynhyfryd / Brynhyfryd Cemetery</b>	
8.1	Clerk to send email to all Councillors asking for a volunteer for the draft procedure of purchasing a grave.	<b>Clerk</b>
8.2	Bee friendly scheme is ongoing.	
8.3	Cllr. Griffiths proposed that the payment to Berwyn Evans for cutting the grass at the top of the cemetery comes from the Cemetery capital account, Cllr. Barrett seconded, all agreed.	
8.4	Email received from Arborculture recommending installing some bracing for the trees at the cemetery. Cllr. Lloyd proposed that NTC give the go ahead for this to happen and that the money comes from the Cemetery capital account, Cllr. Williams seconded, all agreed.	<b>Clerk</b>
9.	<b>Gwefan / Web Site</b>	
9.1	Request received regarding putting poster of cancer fundraiser at Cnapan onto the NTC Facebook page. All agreed, Clerk to do this.	<b>Clerk</b>

9.2 New website is ongoing.

10. **Uned 3 / Unit 3**

10.1 Hoover rota. Only Cllr. Barrett has hoovered the office so far. Clerk to put 'hiring a cleaner' on the agenda for the next meeting.

**Clerk**

11. **Tudalen RAG / RAG sheet**

11.1 This was discussed and updated.

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

12.1 Letter from Newport & District Community Forum and Chairman's response

This was discussed in item 4.14.

12.2 Enhancing Pembrokeshire grant update

NTC have been successful and have been awarded £18,649 from PCC. Well done to Cllr. Williams on all her hard work.

The agreement needs to be signed and sent back to PCC. NTC need to see the agreement before signing it. There will need to be an Extraordinary meeting for the agreement to be signed which will be on 6<sup>th</sup> November. Cllr. Williams to send the agreement to all Councillors.

**JW**

12.3 Lease update

The lease has been received by NTC. Cllr. Griffiths will check over it and will sign it along with Cllr. Williams. NTC gave them the authority to sign it subject to an amendment which has now been amended.

Progress has been made on the under lease. The Library has asked for some amendments.

Derrick Williams is on standby to do the necessary building work within the TIC building as soon as the leases have been signed.

13. **Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits £.....

**Cyfrifon i'w talu / Accounts to be paid:**

Town Clerk Pay (SO) p.m	£
Town Clerk, outstanding pay for October	£47.46
Dwr Cymru (DD) p.m	£20.50
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	£.....
Berwyn Evans, cutting hay at Brynhyfryd cemetery	£150.00
Arborculture, tree works at Brynhyfryd cemetery	£150.00 (vat £25)
One Voice Wales, Cllr. Williams, Charing skills training	£40.00

- 13.1 Clerk confirmed that there is £23,005.64 in the Treasurers account and £48,691.05 in the 30 day account.
- 13.2 The Clerk advised that the One Voice Wales invoice was for £20 and not £40. Cllr. Barrett proposed that all finances are paid, Cllr. Davies seconded, all agreed.
14. **Cyfarfod Tawelu Traffig / Traffic calming meeting**
- 14.1 Cllr. Harries not present to update on this matter.
15. **Cynllun CSB grant treth 2ail cartrefu  
PCC 2<sup>nd</sup> homes tax grant scheme**
- 15.1 This to be taken off the agenda.
16. **Archwiliad Blynyddol Grant Thornton  
Grant Thornton Annual Audit**
- 16.1 No invoice received yet for the annual audit.
17. **Polisi ar gyfer meinciau / Policy for benches**
- 17.1 Ongoing.
18. **Adroddiad arolygu / Inspection reports**
- 18.1 Inspection sheets received and no problems to report.
19. **Parc y Plant**
- 19.1 This to be taken off the agenda.
20. **Dogfennau llywodraethu / Governance documents**
- 20.1 GD01 Attendance Management and GD05 Data protection to be discussed at the next meeting.
21. **Cyfatebiad / Correspondence**
- All correspondence was noted.
- 21.1 There being no further business the meeting closed at 9.15pm.
- Dyddiad y cyfarfod nesaf / Date of next meeting**
- The date of the next meeting is 26<sup>th</sup> November.

Clerk