

**CYNGOR TREF TREFDRAETH**  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS  
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**COFNODION AM CYFARFOD A GYNHALIWYD ar 14<sup>eg</sup> Ionawr 2019 am 7.30yh**  
**MINUTES FOR THE MEETING HELD on 14<sup>th</sup> January 2019 at 7.30pm**

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

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

**Ymddiheuriadau wrth:** Cllr Paul Harries Cllr. Elaine Lloyd

**Apologies received from:**

<b>Rhif No.</b>	<b>Eitem Item</b>	<b>Gweit' Action</b>
1.	<b>Datganiad o ddiddordeb / Declarations of Interest</b>	
1.1	Cllr. Davies declared a prejudicial interest in matters relating to the Visitors centre because of her position as secretary and trustee of the Library group.	
1.2	The Chair advised that Item 14.2 be discussed now as Jane Jamison was present to help advise on the precept.	
1.3	All councillors have received a copy of the precept figures decided at the Budget & Finance meeting on 11 <sup>th</sup> December.  The professional fees are currently set to £5,000, this is due to fees that will be incurred in registering land and agreeing on new leases for land, e.g., land by the Castle Inn, registering Brynhyfryd cemetery and children's play area. Jane Jamison advised that NTC decide on the most important matters and register these first.  It is recommended that 25% of the revenue expenditure should be in the undesignated reserves. NTC can decide where money can be spent for all capital accounts except for the Mark Taylor and Whiteman legacy which have specified conditions to them. Money can be moved into the undesignated reserves. This could then be spent on professional fees etc.  It has been agreed that £3,000 be donated to the Library/visitors centre to help establish themselves in the new Canolfan Croeso.  The building repairs, currently set at £2,200 could be budgeted over 3 years.  Cllr. Williams voiced concerns over capital spending as NTC may need money in the future for match funding for grants.  Cllr. Cleal proposed that the £3,000 towards the Library/Visitors centre come from the Community Asset project capital account, Cllr. Barrett seconded, all agreed.	

Cllr. Barrett proposed that the building repairs figure be amended from £2,200 to £750 and that it comes from the precept, Cllr. Williams seconded, all agreed.

Cllr. Letten proposed that the £5,000 for building repairs be amended to £1,500 and comes from the precept and further spending will come from the Community asset project capital account, Cllr. Barrett seconded, all agreed.

The proposed figure for the website is £100 more than last year. There will be regular maintenance and possible hosting fees to be paid.

The precept currently stands at £29,650.00.

Cllr. Griffiths thanked Jane Jamison for attending and for giving her advice.

2. **Cofnodion o'r cyfarfod a gynhaliwyd ar 26<sup>ain</sup> Tachwedd 2018**  
**Minutes of the meeting held on 26<sup>th</sup> November 2018**

2.1 The minutes were agreed as correct, proposed by Cllr. Williams, seconded by Cllr. Young. All agreed.

3. **Materion yn Codi / Matters arising**

3.1 No matters arising.

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

4.1 The television has been installed in Maes Ingli sheltered accommodation and invoice received.

4.1 Freehold and leasehold properties – Land adjacent to fountain

This will be dealt with once the precept has been set and NTC decide on the priority issues.

4.2 Funding and erecting notice boards in Newport

A notice board could be put outside Canolfan Croeso? NTC decided that this was not a pressing issue.

4.3 Councillor attendance

The Vice Chair will talk to Cllr. Costelloe regarding her absence from meetings. Clerk to make a note to put this on the agenda for the March meeting.

4.4 Blue plaque commemorating Solar PV on building

Clerk waiting for response from PCC, keep on the agenda.

4.5 Set up work party for Newport Action plan

Cllr. Harries not present to discuss, keep on agenda.

4.6 Charter between PCC and Town Councils

This was noted.

5. **Adroddiad o Cynghorydd Sir Paul Harries**  
**Report from County Councillor Paul Harries**

5.1 As Cllr. Harries was not present. Cllr. Griffiths reported on his behalf. Cllr. Harries is keen to bring water based training to Newport and is

Clerk

pursuing this.

The wall at the Parrog year development site is being removed and rebuilt amidst complaints that it did not adhere to the planning permission.

The works at Castle Mill have stopped and PCNPA are investigating.

Cllr. Harries will be meeting with Dwr Cymru soon to discuss the issue of the storm water drains overflowing.

Attended a One Planet Development meeting which was very interesting.

Pursuing the Maes Ingli sheltered accommodation with a Cabinet member.

Has been contacted by local people interested in renting a house in the Parrog yard development. Cllr. Harries has advised on the procedure.

Has met with Sue Lewis, PCC regarding traffic calming issues, Clerk to forward the notes to all Councillors. Pressure needs to be put on the Welsh Government, AM for movement on these issues.

Cllr. Harries meeting with Claire Williams on 21<sup>st</sup> January.

### **Adroddiad y Pwyllgor / Committee Reports**

#### **6. Pwyllgor Cynllunio / Planning Committee**

- 6.1 Next meeting is on Monday, 21<sup>st</sup> January. Sandra Bayes informed the meeting that the DMC are meeting on the 23<sup>rd</sup> January to discuss the conditions of variations applications to Feidr Bentinck development. Clerk to put Feidr Bentinck on the planning agenda.

#### **7. Marchnad Stryd / Street Market**

- 7.1 Nothing to report.

#### **8. Iard y Parrog / Parrog Yard**

- 8.1 Nothing to report.

#### **9. Mynwent Brynhyfryd / Brynhyfryd Cemetery**

##### **9.1 Draft procedure update**

Cllr. Davies is updating the information and which plots have been reserved onto a spreadsheet.

##### **9.2 Bee friendly scheme**

Ongoing.

##### **9.3 Consider instructing solicitors to register title**

Ongoing until precept figure is known.

#### **10. Gwefan / Web Site**

- 10.1 Facebook updates – ongoing.  
10.2 New website update – ongoing.

#### **11. Uned 3 / Unit 3**

- 11.1 Hoover rota is ongoing.

Clerk

11.2	Employing a cleaner. Take off the agenda as Councillors are now hoovering Unit 3.	Clerk
11.3	Discuss opening negotiations for new lease – on hold for now.	
12.	<b>Tudalen RAG / RAG sheet</b>	
12.1	Rag sheet was discussed and updated.	
13.	<b>Canolfan Ymweld Trefdraeth / Newport Visitors Centre</b>	
13.1	<u>Energy suppliers</u> EDF currently supplies the electric, gas is with another company. Cllr. Williams proposed that she does a comparison on costs and switch to a better deal, Cllr. Barrett seconded, all agreed.	JW
13.2	<u>Room hire for meetings</u> Library group have agreed they will let out the office room for external meetings.	
13.3	<u>Lease update</u> The under lease is completed with the library and the lease with PCNPA.	
14.	<b>Cyllid / Finance</b>	
	<b>Arian a dderbyniwyd / Monies received:</b>	
	Street market deposits	£
	<b>Cyfrifon i'w talu / Accounts to be paid:</b>	
	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	£.....
	Havards, letter box and printer ink	£159.85 (vat £26.65)
	Cllr. Griffiths, toilet roll and bleach	£2.19
	Neil Wilmott, Install and maintain Christmas lights and replace power cable	£3,235.00
	EDF, electricity usage in TIC building from 10 <sup>th</sup> Nov to 1 <sup>st</sup> Dec	£41.59
	D.E. Phillips & sons Ltd, purchase of television for Maes Ingli Sheltered accommodation	£499.00
14.1	The library moved into Canolfan Croeso on 19 <sup>th</sup> December. EDF electric bill is from 10 <sup>th</sup> Nov to 1 <sup>st</sup> Dec. The library will need to sort out their share for the next electric bill. Cllr. Griffiths proposed that the money to pay EDF come from the Community Asset project capital account, Cllr. Young seconded, all agreed.	
14.2	Clerk's pay scale. Councillors to discuss this at the end of the meeting.	

- 14.3 Cllr. Young proposed that all finances are paid, Cllr. Davies seconded, all agreed.
15. **Cofnodion o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 11<sup>fed</sup> Rhagfyr 2018**  
**Budget and Finance minutes for 11<sup>th</sup> December 2018**
- 15.1 The minutes were agreed as correct, proposed by Cllr. Griffiths, seconded by Cllr. Barrett. All agreed.
16. **Materion yn Codi / Matters arising**
- 16.1 No matters arising.
17. **Maes chwarae plant / Children's play area**
- 17.1 Cllr. Letten has taken photos which need to be emailed to the playground suppliers. Two half moon steps are needed. Preseli fencing can do some of the work.
- 17.2 Discuss reopening negotiations to complete lease from PCC – on hold until precept figure is known.
18. **Tir ar bwys Hotel y Castell / Land adjoining Caste Hotel**
- 18.1 Consider instructing solicitors to register the council's title. Note, it appears that this land is already registered by the Welsh Government - on hold until precept figure is known.
19. **Bus shelter and garden opposite Castle Hotel**
- 19.1 Consider clarifying town council's rights and obligations - on hold until precept figure is known.
20. **Cyfarfod Tawelu Traffig / Traffic calming meeting**
- 20.1 Discussed in agenda item 5.1.
21. **Archwiliad Blynyddol Grant Thornton**  
**Grant Thornton Annual Audit**
- 21.1 Nothing to report.
22. **Polisi ar gyfer meinciau / Policy for benches**
- 22.1 Ongoing.
23. **Adroddiad arolygu / Inspection reports**
- 23.1 All reports are fine.
24. **Dogfennau llywodraethu / Governance documents**
- 24.1 GD05 Data protection-new template from OVW. This is ongoing.
25. **Cyfatebiad / Correspondence**  
Apart from below, all correspondence was noted:  
Emails, One Voice Wales, item 1 re Welsh language survey.  
Councillors to fill this in.

JL

26.

Clerk's pay scale

The Clerk was asked to leave the room while Councillors discussed the Clerk's request that her pay scale, which is currently SCP22 (but will be changing to SCP12 from 1<sup>st</sup> April) be moved up to SCP13.

The Clerk re-entered the room and was told that the Council had agreed to the Clerk's request, are very happy with the work she does and that the Clerk should meet with all individual Councillors to discuss her work and any issues she may have.

**Dyddiad y cyfarfod nesaf / Date of next meeting**

The next meeting is on the 28<sup>th</sup> January.

The meeting closed at 9.15pm