

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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COFNODION AM CYFARFOD A GYNHALIWYD ar 25^{ain} Chwefror 2019 am 7.30yh
MINUTES FOR THE MEETING HELD on 25th February 2019 at 7.30pm

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

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Barbara Young Cllr. Jon Letten
Apologies received from: Cllr. Bryce Barrett

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o ddiddordeb / Declarations of Interest	
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. 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 28^{fed} Ionawr 2019 Minutes of the meeting held on 28th January 2019	
2.1	Clerk to correct the title of the minutes from 'agenda' to 'minutes'. Also, the above agenda item has the incorrect date; it should be 28 th January, not 18 th January.	Clerk
2.2	Subject to the above amendment, the minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Davies. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 4.1 re fliers to put on cars parked on pavements. Cllr. Harries to obtain fliers from PCC.	PH
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	Cllr. Harries suggested that all items in the chairman's report should be on the actual agenda, and not under his report. Cllr. Griffiths will take this suggestion onboard.	
4.2	<u>Freehold and leasehold properties</u> Cllr. Griffiths circulated a list on 11 th February with 8 items. One more to be added, the bus shelter at bottom of Ffordd Bedd Morris, this is possibly owned by the Welsh Government. NTC does not have the title deed to the shelter. NTC to consider claiming the title to the shelter and decide the priority of this action.	

The playing field is highest in priority on the list. Cllr. Griffiths proposed that NTC ask OVW about legal advice regarding the covenant, all happy with this.

No 4 on the list is the playground, currently down as medium priority. Cllr. Harries advised this is not urgent, priority to be changed to low.

No 8 on the list is the Bus shelter and garden. NTC looks after this and pays £5 for the lease.

Cllr. Davies queried no 2 on the list, Unit 3. The lease ends in December 2019. The lease will carry on after this date.

4.3 Report on discussion with surveyors for the barony

Cllr. Griffiths has sent the report to all councillors. Do NTC want a lease on the shelter and land by Camelot on the same current terms?

Cllr. Harries would like to retain them and pay the nominal rent. The shelter needs some work doing to it.

Do NTC want to lease the grassed area adjacent to the car park? There could be possible problems, parking on the green, the upkeep of the area. The positives are that potential events could be held here such as a fete, carnival, swings, open air cinema, concerts, temporary boat park, goal posts. NTC happy for Cllr. Griffiths to go back to the Barony with this list of uses for the grassed area, and regarding the shelter and land by Camelot for further discussions.

4.4 Access to the Bentinck development by contractors

Cllr. Harries as County Councillor has had discussions with the site manager. The site manager has met people that have expressed concerns.

Cllr. Griffiths has emailed the developers agent to enquire about pedestrian access to town for the affordable housing and to meet with Councillors, this was discussed at the planning meeting. Waiting for a response.

4.5 Newport Forum coordinating group meeting, 7th February

Noted, minutes have been circulated.

4.6 Berenice Whiteman legacy letter

Clerk has circulated this letter to all councillors. Anne Connock has suggested that half the legacy go to the playing field and the other half to the memorial hall for the benefit of the young people of Newport.

Cllr. Griffiths is going to meet the Youth Club.

PCC are financially supporting youth clubs for another year. Approximately £4k is given to Newport Youth Club a year.

4.7 Planed-Wellbeing and resilience project

Cllr. Griffiths has spoken to Planed. This project has finished for the year. They are looking for councils south of the county.

4.8 Set up work party for Newport Action plan

The action plan needs revamping; it was completed back in 2015. Newport Forum has offered 2 members to help work on the plan. Cllrs. Harries and Griffiths will join the working party. Clerk to send the action plan to all councillors. Cllr. Harries will call a meeting.

	Cllr. Harries advised that the council should be doing a 3 year business plan in November to inform the budget in December.	
4.9	<u>Newport new housing referendum request from Sandra Bayes</u> Email received from Sandra Bayes. Clerk to circulate and put on the next meeting agenda.	Clerk
4.10	<u>Response from PCC re remedial work to front of old school building</u> This is ongoing, leave on agenda. Put under agenda item 'Unit 3'.	Clerk
4.11	<u>Task and Finish Volunteering Projects</u> Noted.	
4.12	<u>Request from Newport Paths group to site shed</u> There is a possible area in Parc y plant that this shed could be sited. They may need planning permission. Cllr. Griffiths proposed that NTC agree to the shed being put in Parc y plant with 3 months notice, subject to the paths group resolving any planning permission and any breakages, Cllr. Davies seconded, all agreed.	JG
5.	Adroddiad o Cynghorydd Sir Paul Harries Report from County Councillor Paul Harries	
5.1	Cllr. Harries walked the poacher's path/Llwybr pwll cornel yesterday, progress is ongoing. Maes Inqli sheltered accommodation residents are very happy with the television NTC bought for them. They would like a bookcase; Cllr. Harries will pick this up from Haverfordwest. A meeting was held at the sheltered accommodation to discuss its future plans. There is money available for improvements; it is top of the agenda with PCC. Land at Pen y bont, opposite the dental practice. This was bought by Mary's Farmhouse. Cllr. Harries has asked the cabinet member for an updated on this area. A meeting was held at the Boat club on 12 th February to discuss water sports in Newport. This is progressing with the Boat club and regatta. The Llwyngwair and Maeshelyg paths are on hold for the moment. Clerk to put these on the next meeting agenda. Precepts for all town and community councils for Pembrokeshire have now been published. Clerk to circulate information to all.	
	Adroddiad y Pwyllgor / Committee Reports	
6.	Pwyllgor Cynllunio / Planning Committee	
6.1	Nothing to report.	
7.	Marchnad Stryd / Street Market	
7.1	NTC have applied for a new road closure for the year 2019/20 for the street market. The Winter festival road closure could not be added to this application. Cllr. Griffiths has been informed it will cost £500 for the winter festival to apply. Cllrs. Harries and Griffiths to liaise about this.	PH JG

NTC to respond regarding the draft trading policy. Cllrs. Harries and Griffiths to liaise on this.

7.2 Letter received from stall holders. Cllr. Paish to set up a market meeting.

DP

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

8.1 There is an event in the hall on 21st March where Wales & West Housing Association will be present to explain about the Parrog yard development.

9. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**

9.1 Draft procedure update

Cllr. Davies is still working on this. Clerk and Cllr. Davies hoping to meet with Dyfed Reed, the gravedigger on Thursday to find out more about the cemetery and procedures.

9.2 Bee friendly scheme

Ongoing.

9.3 Cemetery fees

NTC have previously agreed to follow PCC procedures in cemetery fees. NTC do not charge for a 2nd burial but PCC do. Clerk to put on next meeting agenda whether NTC wish to charge for 2nd burials.

Clerk

10. **Gwefan / Web Site**

10.1 Facebook updates – no updates.

10.2 New website update

Cllr. Williams has received the first mock up of the new website from United studios. Hoping to meet the website designer next week.

11. **Uned 3 / Unit 3**

11.1 Hoover rota

Clerk to do a new hoover rota. 8 councillors out of 11 adhered to the rota.

12. **Tudalen RAG / RAG sheet**

12.1 To be discussed at the end of the meeting.

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

13.1 Energy suppliers

Cllr. Williams is sorting the utility company switch over process.

13.2 Representatives from NTC to join Management committee for visitors centre

The visitors centre working group needs to be disbanded. A new Management group to be set up, to be represented by 2 councillors, 2 from the library group and 2 from the visitors centre.

Cllr. Williams proposed that the following be put on the next agenda ‘Consider disbanding Community Asset working group with immediate effect’, all agreed.

Cllr. Harries suggested that Cllr. Williams look into forming the management committee and drafting terms of reference for the group.

Clerk to put on the next agenda 'Consider setting up joint Management committee for Canolfan Croeso to comprise of 2 Councillors, 2 representatives for Newport Library working group and 2 representatives from the Information centre group, consider nominating 2 Councillors for that committee and consider agreeing terms of reference'.

NTC to discuss liability insurance for volunteers at the next meeting.

14. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

U3A, Autumn rent of Unit 3	£105.00
Street market deposits	£.....

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	£.....
Kestrel web solution, 6 months website hosting	£60.00
PCC, Street market trading renewal fee, 30%	£237.90
PCC, road closure for Street Market	£505.00
D E Phillips & Sons, carrying out electrical work at Newport Library, 2 Bank cottages	£531.13 (vat £88.52) Canolfan Croeso account (paid)
EDF, electric bill for Canolfan Croeso, 02.12.18 to 31.12.18, 50% to be reimbursed by Library group	£74.53 (vat £3.54)
D N Wilmott & son, supply and fit new heat element for wall heater in Unit 3	£60.00
One Voice Wales membership for 2019/20	£239.00

- 14.1 Cllr. Harries proposed that the money to pay Kestrel web solution for web hosting come from the website capital account, Cllr. Lloyd seconded, all agreed.
- 14.2 Cllr. Griffiths proposed that the money to pay the EDF electric bill for Canolfan Croeso be paid from the Community Asset project capital account, Cllr. Lloyd seconded, all agreed.
- 14.3 Cllr. Griffiths proposed that the money to pay DN Wilmott for fitting new heat element in Unit 3 be paid from the cleaning and maintenance capital account, Cllr. Lloyd seconded, all agreed.
- 14.4 Cllr. Harries proposed that NTC pay the One Voice Wales annual membership which has been budgeted for, Cllr. Griffiths seconded, all agreed.
- 14.5 Cllr. Griffiths proposed that all finances are paid, Cllr. Harries

	seconded, all agreed.	
14.6	<u>Canolfan Croeso payments</u> Cllr. Williams has paid for a table for the visitor's centre. Cllr. Williams to ask suppliers for 30 day on account and to contact Sinead Henehan at PCC for advice on payments.	JW
14.7	<u>One Voice Wales membership</u> Discussed and agreed in item 14.4.	
14.8	<u>Discuss and decide on set spending limit on debit card without prior authority of the council</u> Clerk to put on the Budget & finance agenda.	Clerk
14.9	<u>Internal auditor</u> Clerk has emailed Bob Marshall, accountant and received a response regarding doing the internal audit. Clerk to respond back to him.	Clerk
14.10	<u>Financial procedures</u> The capital accounts are earmarked reserves and not capital accounts apart from the sale of Parrog Yard. Clerk to put on the Budget & Finance agenda.	Clerk
14.11	<u>Consider setting up finance sub committee</u> NTC need to obtain terms of reference, discuss draft business plan and review capital expenditure sheet. Clerk to ask SLCC for standard terms of reference and model business plan document and email them to Cllrs. Harries, Griffiths, Williams and Davies. Cllr. Davies will draft a report for the next meeting.	Clerk PD
15.	Tender torri gwair a Gwaith goleuadau Nadolig Grass cutting and Christmas lights tender	
15.1	Cllr. Harries read through the tendering guidelines for the grass cutting contract. Cllr. Harries proposed that the proposed works are estimated to be in excess of £1,000 and so competitive tenders shall be sought, Cllr, Griffiths seconded, all agreed. All councillors have been sent the details of the work. Point 2c, regarding grass cutting at top of the cemetery, this to be removed, point 3, Brynhyfryd cemetery, top end to be removed, 4d, hedge trimming at Parrog yard to be removed and point 7, application of weed killer to Parrog yard to be removed. Cllr. Harries proposed that the details of the works be accepted, Cllr. Lloyd seconded, all agreed. Cllr. Harries proposed that the tender be advertised in the notice board, on Facebook and on the website, and that the tenders be received in Newport Town council post box no later than 4pm on 22 nd March, Cllr. Griffiths seconded, all agreed. NTC greed that Mr T Humfrey and Mr. Lewis be approached directly for tenders. All other guidelines were noted.	
15.2	Cllr. Harries read through the tendering guidelines for the Christmas	

lights contract.

Cllr. Harries proposed that the proposed works are estimated to be in excess of £1,000 and so competitive tenders shall be sought, Cllr, Griffiths seconded, all agreed.

All councillors have been sent the details of the work. Cllr. Griffiths proposed that the details of the works be accepted, Cllr. Williams seconded, all agreed.

Cllr. Griffiths proposed that the tender be advertised in the notice board, on Facebook and on the website, and that the tenders to be received in Newport Town council post box no later than 4pm on 22nd March, Cllr. Williams seconded, all agreed.

NTC agreed that Mr DN Wilmott, Tim Thomas and Graham Williams be approached directly for tenders.

Cllr. Williams proposed that the tender be for 1 year, and not 2 years as last time, Cllr. Davies seconded, all agreed.

All other guidelines were noted.

16. **Maes chwarae plant / Children's play area**

16.1 Noted.

17. **Archwiliad Blynyddol Grant Thornton**

Grant Thornton Annual Audit

17.1 Urgent improvements needed to internal audit arrangements at town and community councils in Wales

This to be discussed at the finance sub committee meeting.

17.2 Clerk has received an invoice from Grant Thornton.

18. **Polisi ar gyfer meinciau / Policy for benches**

18.1 Locations for new benches

Some benches to be reallocated to new areas.

19. **Adroddiad arolygu / Inspection reports**

19.1 None received.

20. **Dogfennau llywodraethu / Governance documents**

20.1 GD05 Data protection-new template from OVW

Ongoing. Cllr. Letten to do this.

21. **Cyfatebiad / Correspondence**

All correspondence noted.

22. **Tudalen RAG / RAG sheet**

22.1 This was considered and was agreed that there were no impending issues.

The next meeting is on the 25th March.

The meeting closed at 10pm.

JL

