

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
 Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

COFNODION AM CYFARFOD A GYNHALIWYD ar 24^{ain} Mehefin 2019 am 7.30yh
MINUTES FOR THE MEETING HELD on 24th June 2019 at 7.30pm

You are hereby summoned to Unit 3, The Old School, Lower St Mary Street, Newport to attend the above for the purpose of discussing the following items

Pobol yn presennol: Cllr. Jano Williams (Chair) Cllr. Elaine Lloyd
Persons Present: Cllr. Jon Letten (Vice Chair) Cllr. John Griffiths
 Cllr Paul Harries Cllr. Bryce Barrett
 Cllr. Barbara Young Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau Cllr. Ros Cleal Cllr. Paddy Davies
wrth: Cllr. Daron Paish

Apologies received from:

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 20^{ain} Mai 2019 Minutes of the meeting held on 20th May 2019	
2.1	The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Letten. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 5.1 re report from County Cllr. Paul Harries. All cabinet meeting information are on the website.	
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	<u>Pembrokeshire Town Wi-Fi scheme renewal costs</u> Byron from United Studios is happy to talk to NTC about this scheme. Cllr. Barrett to talk to Byron. Cllr. Griffiths proposed that NTC do not renew the contract with Telemat and to let them know, Cllr. Lloyd seconded, all agreed. Clerk to let them know once Cllr. Barrett has spoken to Byron.	BB Clerk
4.2	<u>Community Delivery Project in Environmental Services</u> There is no evidence that the lease for playpark was completed. PCC claim no involvement in the skate park but they insure it and the play park. Cllr. Griffiths advised that if NTC do not own the play park it won't be possible to access grants for it in the future.	

Cllr. Griffiths proposed that he contact PCC asking for copy of lease for the play park, Cllr. Young seconded, all agreed.

There are missing assets on the list received by PCC. Cllr. Griffiths to ask for a comprehensive list of assets.

JG

4.3 Consider and approve terms of reference for the grant and projects working group

All Councillors have received these as well as terms for the street market committee. Cllr. Harries proposed that the terms are accepted, Cllr. Young seconded, all agreed. Both committees/groups to check the terms at their first meetings.

4.4 Cllr. Harries has sent email to all regarding the accounts documents received back from William Marshall.

William Marshall's job was to check the annual return and that the accounts were correct. Some documents have been changed, the summary of receipts and payments received back has been changed to statement of financial activities although all the figures remain the same. The bank reconciliation has also been reformatted and NTC are recommended to use this format in the future. The figures are the same as NTC's original bank reconciliation.

Cllr. Williams proposed that the bank reconciliation from William Marshall is accepted, Cllr. Letten seconded, 5 councillors voted in favour, 1 abstained, 1 against. Majority in favour.

Cllr. Williams proposed that the significant variances from William Marshall is accepted, Cllr. Letten seconded, 5 councillors voted in favour, 1 abstained, 1 against. Majority in favour.

NTC to discuss William Marshall's statement of financial activities in the Budget & Finance meetings, all agreed.

Clerk to ask William Marshall to rectify a few points in his Internal report; point 7a that Jane Jamison is not the book keeper and point 7a that it is the RFO not Jane that has drawn up the statements.

Clerk

NTC to look at point 7c, regarding adjusting items on the next VAT return and point 7e regarding an outstanding cheque of £150 in the next Budget & Finance meeting.

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

Report from County Councillor Paul Harries

5.1 1. There was a CSO meeting on 21st May and a meeting with Sinead Henehan, PCC regarding the Enhancing grant. Cllr. Harries was given a list of the successful grantees so far.

2. Welsh place names in Newport-letter received from PCNPA, signs will cost approx. £10.80 each, 10 signs in all. Hopefully PCC will pay for these signs.

3. Cllr. Harries was made Chair of the National Park on 5th June.

4. Attended a meeting for water sports in Newport.

5. Opened the Information Centre in Newport.

Adroddiad y Pwyllgor / Committee Reports

6. **Pwyllgor Cynllunio / Planning Committee**

6.1 To consider a motion to be proposed by Cllr Jano Williams and Councillor John Griffiths that the resolution of the planning committee held on 23rd April 2019 (agenda item 5.1 planning ref NP/19/0129/FUL) be annulled.

Councillor Williams proposed the above motion, Cllr. Griffiths seconded, all agreed.

6.2 Feidr Bentinck development street names

2 names have been proposed for the 2 streets for the open market houses in Feidr Eglwys – they are Nant yr Arian and Llain yr Eglwys. The children from Ysgol Bro Inqli have also suggested names for the affordable rental housing area in this development.

Cllr. Harries proposed that Llain yr Eglwys and Cysgod yr Eglwys is approved for the open market streets, and that Maes y Mynydd be used for the affordable housing, Cllr. Lloyd seconded, all agreed. Clerk to inform all the interested parties.

Clerk

7. **Marchnad Stryd / Street Market**

7.1 Consider request by stall holders for purchase of 4 stalls

Ongoing.

8. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**

8.1 Draft procedure update

Ongoing.

8.2 Consider and decide whether to charge for 2nd burials

Ongoing.

8.3 Bee friendly scheme

There are plenty of wild flowers growing at the top of the cemetery. Cllr. Williams suggested an oak tree for Janet Weston's memorial, to be placed at the top right corner, and to also have a bench by the tree with a plaque in memory of Janet. Cllr. Harries will contact Janet's daughters to see if they are happy with this

PH

Cllr. Lloyd suggested that when Newport's town signs are replaced, they should state that Newport was Wales's first bee friendly town.

The people living next to the cemetery have been in touch previously regarding sycamore trees that need cutting back. Cllr. Williams will get a quote for this work and will ask Mike Higgins, the tree officer with PCC.

JW

9. **Gwefan / Web Site**

9.1 New website update

United studios have asked for the full content of the last website.

Cllr. Williams does not have the time to do this right now, so it is on hold.

10. **Uned 3 / Unit 3**

10.1 Remedial work to front of Old school building

The tree officer is on extended sick leave, so this is ongoing.

11. **Tudalen RAG / RAG sheet**

To do at the end of the meeting.

12. **Canolfan Croeso**

12.1 The opening went well. Cllr. Harries thanked Cllr. Williams for her hard work, Cllr. Williams informed the town council that the Library group and Information centre organised the opening.

13. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits £410.00

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 £630.00

Wicksteed, supply of replacement equipment for children's playground
£488.77 (vat £81.46)

T. Humfrey, contract work, invoice 1 of 3 £2,110

North Pembrokeshire Transport Forum, annual membership £12.00

Euros Thomas, remove 2 fallen trees in Parc y Plant and repair damage
to fence, replace wooden parts on frame of rope bridge, replace timber
on climbing frame using imported pine and replace one tyre and chain
on one piece of apparatus £2,294.40 (vat £382.40)

Amazon, laptop case sleeve (paid) £8.99

Buy, Macklocks anchor point for security lock cable (paid) £17.53
(VAT £2.92)

Amazon, Recharge batteries, punched pocket pack of 100, lockable
slope counter top unit £23.11 (vat £3.85)

Roger Casey Associates, professional fees incurred with respect to
structural appraisal at Canolfan Croeso £360.00 (vat £60)

Signspeed, reprinted artwork £19.20 (vat £3.20)

D. Williams, building & roofing services, work on Canolfan Croeso
including works per estimate and extra works £10,896.77 (vat
£1,816.13)

13.1 Cllr. Harries proposed that the payment for Euros Thomas come from
the Community asset project reserve, Cllr. Young seconded, all
agreed.

The cheque for D. Williams will need to be signed by 4 signatories as
it is over £1,000.

	<p>A cheque for £620 has been received from Zurich insurance to pay for the removal of fallen trees and repair to fence in Parc y plant. Clerk to put this on the Budget & finance agenda.</p> <p>£3,000 has been budgeted this year to give to the library/information centre. The Library has requested that this money be transferred into the Information centre bank account. Clerk to put this matter on the Budget & finance agenda.</p>	Clerk
13.2	There is £10,487.60 in the treasurers account, £30,215.53 in the instant account and £14,328.72 in Canolfan Croeso account.	
13.3	Cllr. Williams proposed that all finances are paid, Cllr. Barrett seconded, all agreed.	
13.4	<p><u>Annual return</u></p> <p>Cllr. Harries read out all the account and audit questions. Councillors answered yes to all except question 4 on page 3, which states that the council ‘have provided proper opportunity for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Wales) Regulations 2014’. The notice was put out before the accounts were approved. There will need to be an explanation for this sent with the audit.</p> <p>The Council has 2 committees-street market and grants and projects. The terms and reference for these to be sent with the audit.</p> <p>Clerk will forward annual return to the Wales Audit Office with relevant paperwork prior to 1st July.</p> <p>Chair and Clerk to write on all forms that all copies are certified as accurate.</p>	
13.5	<p><u>Data protection fee</u></p> <p>Clerk to check how this is paid, put on Budget & finance agenda.</p>	Clerk
13.6	<p><u>Guidance on Payments to Members of Community and Town Councils</u></p> <p>To be discussed at the next meeting.</p>	
14.	Maes chwarae plant / Children’s play area	
14.1	<p><u>Annual inspection report from PCC</u></p> <p>One basket pole needs replacing, could cost £00. Cllr. Letten to get a quote from Euros Thomas.</p>	JL
14.2	<p><u>Bilingual sign</u></p> <p>To be discussed at the next meeting.</p>	
15.	Archwiliad Blynnyddol Grant Thornton Grant Thornton Annual Audit	
15.1	Discussed in item 13.4.	
16.	Polisi ar gyfer meinciau / Policy for benches	
16.1	Ongoing.	
17.	Adroddiad arolygu / Inspection reports	
17.1	All fine.	

18. **Dogfennau llywodraethu / Governance documents**

18.1 GD05 Data protection update from Cllr. Letten

Cllr. Harries has looked at the documents sent around by Cllr. Letten. Other governance documents that are referenced in these GDPR documents will need changing if these are adopted.

19. **Cyfatebiad / Correspondence**

Emails

5. Finance – re letter from Cymdeithas Gychod Afon Nyfer a Harbwr Trefdraeth re Reinstatement of Parrog Right Of Way FP35 and that financial assistance towards the funding of restoring FP35 is taken into account for the Precept due in January 2020. Clerk to put on Budget & finance agenda.

Clerk

8. General issues – no 2 re email from Peter Haine regarding mowing of verges and banks. Clerk to respond to say it is PCC'S responsibility.

Clerk

No 3 re request from Newport surf lifesaving club for letter of support for the West Wales surf lifesaving carnival. Cllr. Griffiths proposed that NTC support this event and send them a letter of support, Cllr. Williams seconded, all agreed.

20. **Tudalen RAG / RAG sheet**

20.1 The RAG sheet was discussed and updated.

Dyddiad y cyfarfod nesaf / Date of next meeting

The next meeting is on 29th July.

The meeting closed at 10pm.