

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 28^{ain} MEHEFIN 2021 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 28th JUNE 2021 at 7pm**

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

Ymwelwyr / Visitors

Ymddiheuriadau

wrth:

**Apologies received
from:**

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. All councillors were present.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Harries declared a personal and prejudicial interest in all planning matters as a member of the PCNPA planning committee. Cllr. Williams declared a personal and prejudicial interest in Item 7 and item 20.2 as a member of the Information Centre. Cllr. Davies declared a personal and prejudicial interest in item 20.2 as a member of Newport Library group.

3. Cofnodion o'r cyfarfod gynhaliwyd ar 24^{ain} Mai 2021 / Minutes of the meeting held on 24th May 2021

- 3.1. Item 4.1. This should read as 'draft report had been written by Richard Sylvester who is also the new Biodiversity officer'. Clerk to rectify.
- 3.2. Item 14.2. The second paragraph should state that it is the 'Forum' traffic working group. Clerk to rectify this
- 3.3. Item 19.1. This should read as 'shown interest in the responsibility of the wildlife landscaping'. Clerk to rectify. Subject to the above amendments, Cllr. Harries proposed that the minutes are correct and approved, Cllr. Williams seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 4 re Clean project. There is to be a launch of this project at Castell Henllys.

5. Adroddiad y Cadeirydd / Chair's Report

5.1. The Chair asked whether any councillors were free to attend the OVW Pembrokeshire Area meeting on the 6th July as Cllrs. Barrett and Varney are unable to attend. No councillors volunteered so the Chair confirmed that she would attend.

5.2. Cllr. Williams attended a Planning Aid Wales/One Voice Wales online event on 23rd June. Cllr. Williams reported that the event was mainly based around urban town planning and improving town centres. Smaller councils did discuss place plans and surveys and putting pressure on the Welsh Government regarding these matters.

6. Swyddi gwag cyngorwyr / Councillor vacancies

- 6.1. The Clerk advised that the Chair and Vice Chair wish for the council to vote on how they wish to proceed with co-opting new councillors. First option is by secret ballot whereby all councillors will need to email or ring the Clerk with their vote, or the second option is for a public vote. As there are 2 councillor vacancies, there will be 2 separate votes. Cllr. Harries advised that in each vote the winner will need 50% or more of the votes and if there is no majority, then the person with the least votes will be eliminated and the vote taken again. Cllr. Harries proposed the council cast their votes in a secret ballot, Cllr. Lloyd seconded, 6 voted for and 3 voted against. The majority voted for a secret ballot.
- 6.2. The clerk confirmed she had received 4 applications and read each one out in turn. All councillors emailed their vote for the first councillor. The Clerk confirmed that no one had received the majority of votes and so the 2 applicants who had received the same lowest votes were eliminated. The councillors cast their vote again for the 2 remaining applicants. Councillors discussed whether they wanted to publicly announce how many votes each winner had received. 6 councillors voted for publicly announcing the figure, 2 abstained and 1 voted against. The majority voted for announcing the figure. The Clerk confirmed that Morgan Lewis had received the majority of the vote with 6 votes.
- 6.3. The voting procedure started again for the second councillor. The Clerk confirmed that Matthew Lewis had received the majority of the vote with 5 votes. Clerk to notify all the applicants about the results. Cllr. Letten left the meeting.

7. Diweddariad ar y cynnig o dan brydles Canolfan Croeso / Update on proposed under lease of Canolfan Croeso

7.1. Cllrs. Griffiths and Williams have not met yet to discuss. Cllr. Williams has found the draft lease. The meeting will happen before the next town council meeting.

8. Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports

8.1. Cllr. Harries has sent around his notes of the meetings between PCC and councils. There is a potential lottery grant for the playing field and there is £500 in the Youth reserves. All agreed that it is a priority to try and engage with the youth of Newport. The council suggested that primary and secondary children be invited to attend a council meeting so that they can bring their ideas of what they would like to see happening in Newport and also involve the Youth Club. Cllr. Harries advised that the 2 new councillors may wish to get involved with this as they have experience working with young children/adults. Clerk to put this matter on the Budget & Finance agenda and re-send the email to everyone.

9. Cais am grant arolwg ac anghenion Tai / Housing and needs survey grant application

9.1. Cllr. Davies confirmed that the application went in front of the cabinet this morning and was unanimously approved. There is a 7-day call in period until the council will have the official approval. Cllr. Davies to send the grant application to all councillors and for there to be a 7-day embargo on this document.

10. Adroddiad arolygu ardal chwarae / Play area inspection report

- 10.1. Cllr. Letten not present to update. Clerk to email him to ask for an update. Clerk confirmed that the weekly inspection reports look fine.

11. Adroddiad y gweithgor / Working group report

- 11.1. Grants and projects – the job has been re-advertised and PAVS have sent the advert to their networks. Clerk has shared it several times on Facebook and will share again this week. The council are happy for everyone to share this job by word of mouth. Cllr. Varney asked whether the post could be advertised? The Clerk advised that the deadline is 5th July and so it would be too late to get an advert into the local newspapers. Cllr. Davies advised that it is quite expensive to advertise. Cllrs. Williams and Varney will discuss the option of advertising.

Fishguard town council have expressed an interest in the council's successful grant application for this job. All councillors are happy for the application to be shared. Cllr. Harries proposed that the Chair, Vice Chair, Cllrs. Davies and Williams are allowed to consult on whether the deadline should be extended, Cllr. Griffiths seconded, all agreed.

- 11.2. Traffic – Cllr. Harries confirmed that he has been in touch with PCC's Disability Access Officer Jessica Hatchett and that if anyone is experiencing any access problems, to take a video and she will look at it.

The Forum traffic working group have drafted a response to the latest Welsh Government email regarding traffic issues for the town council to consider. The council agreed that the content is good but that it needs re-writing. Cllrs. Harries and Williams will draft a response letter.

- 11.3. Christmas lights – Cllr. Williams met with local business a couple of years back to discuss the community getting involved in the Christmas lights/decorations. Cllr. Williams to contact these businesses to see if they are still interested in getting involved and whether they are able to contribute financially. The Clerk advised that no tender has been advertised for the Christmas lights this year and that if local businesses cannot commit to helping then there is not much time to advertise the tender. Clerk to put Christmas lights tender on the Budget & Finance agenda. Cllr. Williams to draft a letter to the local businesses and send to Chair and Vice before sending out.

12. Parc y Plant

- 12.1. Parc y Plant perimeters – Cllr. Griffiths will circulate his notes about this. Keep on the agenda

- 12.2. Fields in Trust official opening – The Clerk has sent off the signed Deed of dedication. Cllr. Varney has spoken to a Fields in Trust committee member who suggested that Brynmor Williams, ex Rugby star and now Chair of Fields in Trust could come and officially open Parc y Plant. All agreed this is a good idea. The council will wait to receive the official documents before arranging this.

13. Cysgod Parrog a prydles safbwynt / Parrog shelter and viewpoint lease

- 13.1. Still waiting for an update from the Barony's surveyor.

14. Clwb Cychod a tir Barwniaeth / Boat Club and Barony land

- 14.1. There is a rope around the Boat Club and Barony land. This to be left to the parties concerned. Cllr. Varney asked whether land could be claimed after a certain time. Cllrs. Griffiths and Cleal confirmed that the time is 12 years.

15. Paratoi adroddiad ar flaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor gan ddechrau gyda 2021/22 / Prepare a report on the Council's priorities, activities and achievements, beginning with 2021/22

15.1. The Task and Finish group have met and discussed and listed priorities which have been sent to all. Cllr. Varney suggested that bilingual road signs should be on this list. This to be added to the priority list. Cllr. Davies advised that some priorities could be amalgamated. The group will look at the list again but the town council are happy to move forward with this list.

16. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

16.1. The deadline has passed for the consultation. Cllr. Harries will look into getting an update.

17. Cynllunio ar gyfer yr amgylchedd / Plan for the environment

17.1. Land at Feidr Eglwys/Bentinck – Cllr. Williams has not received an update from Morgan Construction for a while but will follow up again.

17.2. Cemetery trees – Email received from member of public regarding the trees in Brynhyfryd cemetery. Cllr. Williams advised that the council have agreed that tree surveys should be carried out. All agreed that the Clerk contact Mike Higgins, the tree officer at PCNPA for his advice and recommendations.

18. Marchnad stryd / Street market

18.1. Cllr. Barrett will visit the market to check all is ok and will update the council.

19. Archwilio Cymru / Welsh Audit

19.1. The Clerk confirmed that the Annual audit was sent in the post today.

20. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

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	£155.00
Chess telephone (DD) p.m	£74.99 (vat £12.50)
Good energy (DD) p.m	£27.00 (down from £33)
United studios, GSuite mail box (DD) p.m	£12 (vat £2)
Gwenno Accountancy Services Ltd, Internal Audit	£250.00

20.1. The Clerk apologised that she didn't check the bank accounts and will send the figures to the council via email. Cllr. Harries proposed that all invoices are paid, Cllr. Davies seconded, all agreed.

20.2. Traffic & Highways Community Works Fund – Cllr. Williams suggested that the road by Llysmddyg and Pen y Bont down to Parc y Plant could be made into a safe walk path, Cllr. Varney objected to this as the hedge may need cutting down. The traffic working

group to discuss this grant, Clerk to arrange this meeting. The Chair of this group has resigned.

- 20.3. Information Centre and Newport Library applications for financial consideration for the insurance premium repayment – Cllrs. Williams and Davies left the meeting for this item. Cllr. Griffiths proposed that the council do not charge both groups for their share of the insurance premium, Cllr. Barrett seconded, all agreed. The Clerk confirmed that the council's budget covers the whole cost of the insurance. This decision is not binding for next year's insurance payment.
- 20.4. Victoria Gardens ownership and lease – PCC have responded saying that they have no record of owning this land. Cllr. Griffiths proposed that the council make a land registry enquiry, Cllr. Varney seconded, all agreed.
- 20.5. Planning application on behalf of the Playing field trustees for a container on the playing field – A pre-application has been submitted but there is no discount for this, only a discount on the full application. Cllr. Harries proposed that the council discontinue with the pre-application and submit a full application, Cllr. Lloyd seconded, all agreed. The Clerk to contact PCNPA and ask for a refund on the £230 that has already been paid. PCNPA have suggested the container may be sited too close to a CADW site, that the council need a scaled block plan, the unit needs to be marked red on the plan. Cllrs. Griffiths and Williams to help Cllr. Harries. Cllr. Davies confirmed that the ride on mower is currently on her drive.

21. Tudalen RAG / RAG sheet

- 21.1. The RAG sheet was discussed and updated.

22. Cyfatebiad / Correspondence

All correspondence was noted except for the following:

- 22.1. 1.1 re camping at Pen y Bont. This is allowed for 56 days a year. Cllr. Barrett to circulate the correspondence he has received.
- 22.2. Email re rubble at the junction of Parrog Rd/Feidr Ganol and reinstalling Feidr Ganol sign. This to go on the planning agenda.
- 22.3. 3.1 re painting exterior walls of Canolfan Croeso. This has been completed and both groups are covering this cost.
- 22.4. 8.1 re broadband in Cilgwyn. There is an online meeting on 30th June and Councillors are encouraged to attend.
- 22.5. 8.3 and 8.4, Clerk to send to NAEG. 8.4 re implementing changes in hedgerow and grass cutting regimes. Cllr. Griffiths will raise this issue next year.
- 22.6. 9.1 re pillars and railing in cemetery overgrown with ivy. Clerk to contact Newport Bay gardening.
- 22.7. 11.1 re plight of pedestrians on A497 Dinas-Newport. The traffic working group to discuss this.

The meeting closed at 9.15pm