

**COFNODION DRAFT AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 26^{ain} GORFFENNAF 2021
am 7yh
DRAFT MINUTES FOR THE MEETING HELD ONLINE on 26th JULY 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. Matthew Lewis
Cllr. Morgan Lewis Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Bryce Barrett

Apologies received from:

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apology received from Cllr. Barrett. Cllr. Lloyd advised that in future all apologies should be accompanied by a reason for the absence. The Chair welcomed new councillor Matthew Lewis to the council.

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. Griffiths declared a personal interest in agenda item 16 as he is the council's representative on Newport Paths group.

3. Cofnodion o'r cyfarfod gynhaliwyd ar 28^{ain} Mehefin 2021 / Minutes of the meeting held on 28th June 2021

3.1. Item 11.1 should read PAVS not PAV's. Clerk to rectify this. Subject to the above amendment, Cllr. Harries proposed that the minutes are correct and approved, Cllr. Letten seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 4.1 re CLEAN project. Cllr. Harries attended the launch event at Castell Henllys. The CLEAN report has been circulated to all councillors.

4.2. Item 11.2 re disability access. The PCC's Disability Access officer has not received any reports on access issues.

4.3. Item 20.2 re arranging a traffic working group meeting. Clerk to arrange this.

4.4. Item 22.1 re camping at Pen y Bont. Cllr. Barrett has not circulated his correspondence. Clerk to remind him.

5. Cofnodion o'r cyfarfod anghyffredin a gynhaliwyd ar 21^{ain} Mehefin 2021 / Minutes of the Extraordinary meeting held on 21st June 2021

5.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Davies seconded, all agreed

6. Materion yn codi / Matters arising

6.1. No matters arising.

7. Cofnodion o'r cyfarfod Cyllideb a chyllid a gynhaliwyd ar 13eg Gorffennaf 2021 / Minutes of the Budget & Finance meeting held on 13th July 2021

7.1. Item 6.1 should say 'majority agreed' as Cllr. Harries had declared an interest in the Post office payment. Clerk to rectify this. Subject to this amendment, Cllr. Letten proposed that the minutes are correct and approved, Cllr. Morgan Lewis seconded, all agreed.

8. Materion yn codi / Matters arising

8.1. Item 10, Engaging with the youth. This to be kept on the agenda.

8.2. Item 15.1 re repayment of VAT. Clerk and Cllr. Harries have not done this yet.

9. Adroddiad y Cadeirydd / Chair's report

9.1. Cllr. Matthew Lewis reported that a Walking Football fundraising tournament is being organised on the 21st August to raise funds for Sion Nicholas. Cllr. Harries praised Cllr. Lewis on this effort. The Council will enter a team, consisting of the Clerk, Cllrs. Harries, Davies, Williams and Varney.

10. Dogfennau ar gael ar y wefan / Document availability on website

10.1. Cllr. Williams advised that she has given all the documents to United Studios and the new website is imminent. The Clerk advised that she had attached all supporting documents for this meeting to the agenda to be put on the website. There is a document which states which documents should be on a town council's website. The Clerk to locate this and send to Cllr. Williams.

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

11.1. Cllrs. Williams and Griffiths have found the draft lease which was prepared by Red Kite. This will be ready by the next meeting.

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

12.1. This meeting was cancelled last minute.

13. Arolwg ac anghenion Tai / Housing and needs survey

13.1. Terms of reference for Housing and Needs Survey Working Group – these have been sent to everyone. A group to be set up to work with the consultants. Councillors that volunteered to be on this group are Cllrs. Letten, Lloyd, Harries, Williams, Davies, Morgan Lewis and Matthew Lewis. Cllr. Letten proposed that the terms of reference are approved, Cllr. Williams seconded, all agreed.

13.2. Newport Town council's contribution to the project cost, £2,300 – this financial contribution was agreed in the April town council meeting.

14. Adroddiad arolygu ardal chwarae / Play area inspection report

- 14.1. Cllr. Letten reported that the replacement post part for the swing won't be delivered until September but that the swing is not a danger. Cllr. Williams will form a parent's group to review the area and look for grants to apply to refurbish the play area. Clerk to check how much repairs have cost in the past few years.

15. Adroddiad y gweithgor / Working group report

- 15.1. Grants and projects – 2 excellent candidates were interviewed. The successful candidate was Nia Siggins who will start the job mid/end of August. Clerk to talk to Jane Jamison regarding setting up the pay roll. The council to let community groups know about Nia's job appointment so that they can contact her. A member of the public has already been in touch with Nia concerning a grant to upgrade the skate park.
- 15.2. Traffic – the town council have received a response from the Welsh Government to their last email which has been forwarded to all councillors and the traffic working group. Cllr. Harries and the town council wish to thank the outgoing Chair Jeff Lester for all his hard work. Cllrs. Lloyd and Harries will share the role of Chair from now on. Clerk to send details of all the working groups to the new councillors. Cllr. Varney reported that cars are parking on the pavement just past the Memorial Hall on the left hand side. Cllr. Griffiths advised that it is not currently against the law to park on pavements.
- 15.3. Christmas lights – The Clerk will be advertising the tender in early September. Cllr. Williams has contacted some local businesses who advised that they would be too busy this year to get involved in a Christmas lights working group.

16. Newport Paths Group

- 16.1. Consider a request by Newport Paths Group that the Council apply to PCC for a licence to erect a new information board on a plinth on the south side of the entrance to Long Street Car Park (see email from Professor Richard Hughes, Chair of the Group, dated 12/07/21) – Cllr. Harries proposed that the council apply to PCC for the licence, Cllr. Lloyd seconded; the majority agreed.
- 16.2. If the Council agrees to the request, to authorise the Chair (or other Councillor if the Chair is unavailable) to sign the application (such application having been circulated to councillors prior to the meeting) – Cllr. Harries proposed that the Chair sign the application, Cllr. Lloyd seconded; majority agreed.
- 16.3. Acknowledge the assurance by the Paths Group that the Group will instruct a licensed contractor to install the board and that the Group will be responsible for the cost of installation – this was noted.

17. Parc y Plant

- 17.1. Parc y Plant perimeters – Cllr. Griffiths has circulated his notes on this matter. The owners behind Parc y Plant have extended their rear boundaries onto the council's land. Cllr. Harries proposed that the council write to each house owner as outlined in paragraph 7 of the notes, which states "that the Council has recently carried out an inspection of Parc y Plant. It is apparent that a pedestrian access has been created across the Council's land between the property and the public footpath and also use is being made of the Council's land for the planting of shrubs and similar purposes. The situation does not appear to be documented. The Council would like to put matters on a proper footing", Cllr. Davies seconded, all agreed. Cllr. Griffiths and the Clerk to draft a letter.
- 17.2. The Clerk has not received the signed Fields in Trust document yet.

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

18.1. The Clerk has emailed the Barony's surveyor today to ask for an update.

19. 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

19.1. The Clerk to organise a follow up meeting for September.

20. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

20.1. The Forum have met with Gaynor Toft, PCC to discuss the shelter. The Clerk to ask the Forum for an update on this meeting. The solar panels have been taken down and will be kept for the new building. The town council would like to request an official meeting with Gaynor Toft. The Clerk to contact her to arrange this. Cllr. Matthew Lewis reported that parking here is horrendous. If 17 flats are built there are only parking spaces for 14 cars.

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

21.1. Land at Feidr Eglwys/Bentinck – Cllr. Williams will chase for a response.

21.2. Environment (Wales) Act 2016 Part 1 – Section 6 – this needs reviewing which will be done by the Chair and Vice Chair.

21.3. Tree inspections in Brynhyfryd cemetery – Mike Higgins from PCNPA has emailed with advice and a list of professional surveyors. Cllr. Williams and the Clerk to arrange for a surveyor to visit the cemetery.

22. Marchnad stryd / Street market

22.1. The market will run at full capacity either this week or the following week.

23. Archwilio Cymru / Welsh Audit

23.1. Nothing to report.

24. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits

£1,355.00

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	£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)
Cllr. Williams, Planning Aid Wales/OVW training (paid)	£50.00
Newport Bay Garden services, contracted work, 2 of 4 invoice	£1,690.00
J. Austin, Market Manager, 11 market dates from April to July	£990.00

24.1. The accounts are as follows: Treasurer-£39,913.14, Grants and Projects-£3.04, 30-day savers-£21,236.16, Playing field-£16,407.62. The Clerk reported that £80 had been

received from Crwban Bach for rent of the changing rooms. Cllr. Harries proposed that all invoices are paid, Cllr. Lloyd seconded, all agreed.

- 24.2. Discuss and agree on reserve allocations – the Clerk read out her suggestions. The Christmas lights, elections, councillor allowance, cemetery and Parc y plant reserves should be topped up. This to be discussed at the next meeting.
- 24.3. Victoria Gardens ownership and lease – Cllr. Griffiths confirmed that the application has been sent to the land registry.
- 24.4. Update on planning application on behalf of the playing field for a container on the playing field – Cllr. Williams to complete the plan and elevation for the application. Cllr. Matthew Lewis thanked Cllr. Davies for allowing the ride on mower to be parked on her drive.

25. Tudalen RAG / RAG sheet

- 25.1. The RAG sheet was discussed and updated.

26. Cyfatebiad / Correspondence

All correspondence was noted except for the following:

- 26.1. Item 1.1 re interactive information screen for visitors on the Canolfan Croeso wall. Cllr. Harries declared a personal and prejudicial interest as this may be a planning issue. Both the Newport Library group and the Information Centre group are not in favour of this information board being placed on the outside wall. Cllr. Griffiths proposed that the council take into account the view of both groups and support them in their wish not to have this board attached, Cllr. Letten seconded, all agreed.
- 26.2. Item 1.3 re Castle Hill Fields. Cllr. Harries confirmed that PCNPA are going to seek enforcement.
- 26.3. Item 6.1 re Simon Brooks report on second homes which has 12 recommendations. Cllr. Williams proposed that the town council contact Welsh Government Minister Julie James to inform her of the town council's housing and needs survey and to put Newport forward as a possible candidate for the 2nd homes pilot scheme, Cllr. Matthew Lewis seconded, all agreed.
- 26.4. Item 8.1 re accessing OS maps for the Biodiversity officer. This to be looked into.
- 26.5. Item 9.1 re chair to be placed in the cemetery. All councillors to go to the cemetery and have a look and report at next meeting. Keep on agenda.

The meeting closed at 9.15pm.

The next meeting is on the 27th September.