

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
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AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 29^{ain} TACHWEDD 2021 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 29th NOVEMBER 2021 at 7pm

You are hereby summoned to attend an online meeting of Newport Town Council for the purpose of transacting the following business.

If a member of the public/press wishes to attend the online meeting, please email the Clerk on npclerk@newport-pembs.co.uk by **25th November**.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion o'r cyfarfod gynhaliwyd ar 18fed Hydref 2021 / Minutes of the meeting held on 18th October 2021**
4. **Materion yn codi / Matters arising**
5. **Cofnodion o'r cyfarfod Cyllideb a Chyllid gynhaliwyd ar 12^{fed} Hydref 2021 / Minutes of the Budget & Finance meeting held on 12th October 2021**
6. **Materion yn codi / Matters arising**
7. **Adroddiad y Cadeirydd / Chair's Report**
8. **Dogfennau ar gael ar y wefan / Document availability on website**
9. **Archifo dogfennau / Archiving documents**
10. **Diweddariad ar y cynnig o dan brydles Canolfan Croeso / Update on proposed under lease of Canolfan Croeso**
11. **Adroddiad arolygu ardal chwarae / Play area inspection report**
 - 11.1. Condition of basket swing post
12. **Swydd wag cynghorydd / Councillor vacancy**
13. **Llywodraethwr Cymunedol i Ysgol Bro Ingli / Community Governor for Ysgol Bro Ingli**
14. **Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports**
15. **Arolwg ac anghenion Tai / Housing and needs survey**
16. **Adroddiad y gweithgor / Working group report**
 - 16.1. Grants and projects
 - 16.2. Traffic

17. Parc y Plant

- 17.1. Parc y Plant perimeters/Trees
- 17.2. No parking sign
- 17.3. Outdoor table tennis

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

19. Blaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor gan ddechrau gyda 2021/22 / The Council's priorities, activities and achievements, beginning with 2021/22

20. Meinciau / Benches

- 20.1. Benches in Brynhyfryd cemetery

21. Mwbwysiadu Protocol ar gyfer datrys cwynion yn anffurfiol / Adopting the Informal Resolution Protocol

22. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

- 22.1. Discuss defibrillator location on surgery wall

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

- 23.1. Environment (Wales) Act 2016 Part 1 – Section 6
- 23.2. Tree inspections in Brynhyfryd cemetery
- 23.3. Active travel consultation phase 2

24. Marchnad stryd / Street market

25. Archwilio Cymru / Welsh Audit

26. 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	£77.86 (up from £74.99) (vat £12.98)
Good energy (DD) p.m	£27.00 (down from £33)
United studios, GSuite mail box (DD) p.m	£12 (vat £2)
N. Siggins, Grants & Projects Officer payment (SO)	£1,152.00
United Studios, website design and development (paid)	£600 (vat £100)
Data Protection renewal fee	£35.00
N. Hope, renewing steps to path below Parc y Plant	£395.00
Newport Information Centre, 81.5 hours use of the office by the Grants & Projects Officer	£815.00

United Studios, Basic monthly website care package (DD)	£94.80 (vat £15.80)
Newport Information Centre, 81.5 hours GPO use of the office at Canolfan Croeso (to come from GPO account)	£815.00
Newport Bay tree & garden services, contracted gardening work, 3 of 4 invoices	£1,690.00

- 26.1. Chess telephone contract
- 26.2. Victoria Gardens ownership and lease
- 26.3. Update on planning application on behalf of the playing field for a container on the playing field
- 26.4. Discuss possible community acquisition

27. Tudalen RAG / RAG sheet

28. Cyfatebiad / Correspondence

See attached list.

Dyddiad y cyfarfod nesaf / Date of next meeting

Supporting document for agenda item 9.

Council Documents to be deposited in Pembrokeshire Archives.

Newport Parish/Community/Town Council Minutes

1. Newport Parish Meetings 4th Dec 1894 – 4th June 1973
2. Newport Parish Council 24/07/1944 – 24/05/1963 (Another book used in between)
3. Newport Parish Council 24/06/1963 – 28/04/1975
4. Newport Community Council Sep 1975 – Oct 1980
5. Newport Community Council 3/11/1980 – 2/09/1985
6. Newport Community Council 30th September 1985 – 4th May 1989
7. Newport Community Council 3rd November 1975 – 13th September 1982 (Planning)

Playing Field Minutes

1. Newport Playing Field 28th March 1960 – June 1983

Newport Pembs Burial Board

1. Newport Pembs Burial Board 30/04/1928 – 03/11/1975

Declaration of Acceptance of Office 1975 -1987

Newport Sports Association Minutes 1977 -1984

Newport Town Council Receipts and Payments book 1991 -1997

Newport Playing Field Cheque stubs 1990 - 1997

I Understand that the following documents are already in the archives

Parish Council Minutes

1. 4/12/1894 to 18/05/1931 – Parish Record office H'west.
2. 13th July 1931 to June 12th 1944- Parish Record office H'west.
3. 24th July 1944 to May 27th 1963 - Parish Record office H'west.

PH 09/11/21

Minutes

Cyngor Cymuned Trefdraeth Newport Community Council

Meeting Minutes

1. July 1990 – April 1991
2. May 1991 – April 1992
3. May 1992 – April 1993
4. May 1993 – April 1994
5. May 1994 – April 1995
6. May 1995 – October 1995 (Part One)
7. November 1995 – April 1996 (Part Two)
8. May 1996 – October 1996 (Part One)

9. November 1996 – April 1997 (Part Two)
10. May 1997 – October 1997 (Part One)
11. November 1997 – April 1998 (Part Two)
12. May 1998 – October 1998 (Part One)
13. November 1998 – April 1999 (Part Two)

Cyngor Cymuned Trefdraeth Newport Town Council

1. May 1999 – November 1999 (Part One)
2. December 1999 – April 2000 (Part Two)
3. April 2000 – September 2000 (Part One)
4. November 2000 – March 2001 (Part Two)
5. April 2001 – September 2001 (Part One)
6. October 2001 – March 2002 (Part Two)
7. April 2002 – September 2002 (Part One)
8. October 2002 – March 2003 (Part Two)
9. April 2003 – September 2003 (Part One)
10. November 2003 – March 2004 (Part Two)
11. April 2004 – September 2004 (Part One)
12. November 2004 – March 2005 (Part Two)
13. April 2005 – September 2005 (Part One)
14. October 2005 – March 2006 (Part Two)
15. April 2006 – September 2006 (Part One)
16. October 2006 – March 2007 (Part Two)
17. April 2007 – September 2007 (Part One)
18. October 2007 – March 2008 (Part Two)
19. April 2008 – September 2008 (Part One)
20. October 2008 – March 2009 (Part Two)
21. April 2009 – September 2009 (Part One)
22. October 2009 – March 2010 (Part Two)
23. April 2010 – September 2010 (Part One)
24. October 2010 – March 2011 (Part Two)
25. April 2011 – September 2011 (Part One)
26. October 2011 – March 2012 (Part Two)
27. April 2012 – September 2012 (Part One)
28. October 2012 – March 2013 (Part Two)
29. April 2013 – October 2013 (Part One)
30. November 2013 – March 2014 (Part Two)

PH 11/11/21

Cyngor Tref Trefdraeth – Newport Town Council Various Minutes

Meeting Minutes for

1. 2014 (1)
2. 2014 (2)
3. 2015 (1)
4. 2015 (2)
5. 2016 (1)
6. 2016 (2)

7. 2017 (1)
8. 2017 (2)
9. 2018 (1)
10. 2018 (2)
11. 2019 (1)
12. 2019 (2)
13. 2019 (3)
14. 2020 (1)
15. 2020 (2)

Playing Field Minutes

1. Various Minutes from 29th June 1998 to 24th March 2014 (Ring Binder)
2. 2019

Leather Bound Millennium Book

TO Do:-

1. NTC to agree to Archive documents.
2. Newport Playing Field agree to Archive documents.
3. Verify documents already held at Archives H'West.
4. There are no printed Playing Field mins from 27/01/2014 Lowri has electronic copies can the records be held at the Archive electronically?
5. Do we archive the Millennium Book?

Notes:-

NTC Mins

1. The minutes between May 1989 and July 1990 appear to be missing.

Playing Field minutes:-

1. We have minutes 28/03/1960 to June 1983
2. Minutes missing from June 1983 to June 1998, this could be because Newport Sports association was managing the field, not sure of timescale. The minutes of the Sports Assoc are included with these documents from 1977 to 1984.

PH 12/11/21

Newport Town Council Action Log - 18th November 2021						
No.		Objective	Action	By Whom	By When	Status
6	26/06/17	Create a Health and Safety file for Newport Town Council	Keep on Agenda. Ongoing, Cllrs. Harries and Griffiths. This is a priority.	JG & PH	29.11.21	R
7	26/06/17	Investigate the provision of an information board commemorating the "OLINE"	Cllr. Harries to formulate a plan. Paul met Essex Havard yesterday, pleased its still on our radar-he's trying to locate family of sailors family.	PH	29.11.21	A
15	26/06/17	Bench plaques and policy	Cllr. Harries to look at policy and map of benches located in Newport. Cllr. Vamey suggested having one bench with many plaques on it.	PH/JG	29.11.21	A
24	23/10/17	Shelter on Parrog	JG has heard from the Barony's solicitor-they wish to charge £200 per year, for NTC to pay half their legal fees, to insure the area. JG has written to solicitor to let them know that NTC do not want the sea wall responsibility. Clerk sent another email.	RC/JG	29.11.21	A
27	23/10/17	Archive Council Material	Investigate what needs archiving and report. MP to invite Claire Ore from PCC to come and talk. Clerk to ring.	Clerk	29.11.21	A
30	30.01.18	Draft procedure for purchase of grave	Cllr. Davies has updated the paperwork. Memorials should be strength tested. Falln gravestone has been restored. Child burials are free in Pembs.	PD	29.11.21	A
36	21.05.18	Welsh names	PCNPA have confirmed they will make and pay for the signs in the new year. NTC will be responsible for the upkeep of these signs. Planning needed, put on agenda. PH to dig out letter from Kate Attrill. A website link was sent around. Can a sub group be formed to take this on? Clerk to nudge Paul about this	PH	29.11.21	A
40	27.01.20	Place plan	Meeting to be arranged with PCNPA to discuss. Tender awarded to successful candidate. Will start work when restrictions allow. Keith Edwards has contacted people to get their input for the consultation process and is now drafting the actual survey.	JW/JG	29.11.21	A
42	27.01.20	New website update	New Covid temporary website up and running. Jano updating docs to go onto the permanent website. New website to go live imminently.	JW	29.11.21	A
45	27.01.20	Blue plaque on building	Finalise decision and financing. PH awaiting reponses. Clerk to nudge PH.		29.11.21	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	29.11.21	A
			Picture received. NTC approved			

52	20.10.20	Brynhyfryd Bench request	Picture received. NTC approved Brynhyfryd cemetery bench request from Gareth Roberts. He has sent pics of the bench, everyone happy with the design, Paddy proposed, Adrian 2nd. Concerns re wooden legs rotting in the ground. Adrian will contact Cris Tomos for advice. Jano will investigate alternatives. Clerk to contact Gareth for update and time to meet onsite.	PH	29.11.21	A
57	19.01.21	Maes Ingli sheltered accommodation	Have your say on PCC website. The consultation period has ended, results have been published. Clerk trying to organise a meeting with Gaynor Toft. PH attended a meeting. Clerk to get an update.		29.11.21	G
58	25.01.21	Mary Farmhouse kitchen land	Paul- as County Cllr wrote to Cris Tomos, Bob Kilminster, Helen Baikie-Mcloud. The owner may develop this site themselves. Clerk to ask Cris Tomos and Bob Kilmister for an update.		29.11.21	A
59	16.02.21	Election costs	Waiting for costs from PCC. Clerk to c		29.11.21	A

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 29^{ain} Tachwedd 2021
Newport Town Council Correspondence for online meeting held on 29th November
2021

E-byst / E-mails

1. Cynllunio a thai/ Planning and housing

1. Email from OVW re their response to consultation on local taxes on second homes, forwarded to all (15.11.21)
2. Email from R. McGarry re non-compliance by Morgan Construction to the environmental matters on the Llain yr Eglwys site, forwarded to all (23.11.21)

2. Uned 3 / Unit 3

3. Canolfan Croeso

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

1. Email from PCC re Enhancing Pems grant rollover into next financial year (10.11.21)
2. Email from Grwp Resilience re asking for support for an application to Enhancing Pembrokeshire for £7000, forwarded to councillors (16.11.21)

6. Un Llais Cymru/ Cymdeithas Clercod Cynghorau Lleol/ Llywodraeth Cymru

One Voice Wales /Society of Local Councils and Clerks/Welsh Government

1. Email to OVW re expression of interest in pilot of community and town councils' self-evaluation toolkit (20.10.21)
2. Email from OVW re Consultation on inquiry into second homes, deadline 14th January 2022, forwarded to all (09.11.21)
3. Email from OVW re People's Practice Peer-to-Peer Network, action on the Climate or Biodiversity emergency, forwarded to councillors and NAEG (18.11.21)
4. Email from OVW re Keep Wales tidy food growing packages, forwarded to councillors (18.11.21)
5. Email from OVW re Community Woodlands Fund, identify sites and deliver tree planting and other natural environment enhancements, forwarded to all (23.11.21)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro

Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

8. Materion cyffredinol Cyngor y dre / General Town Council issues

1. Email re slabs lifting in the square/next to Castle Inn, forwarded to all (01.11.21)
2. Cllr. Williams draft response to the email sent to the Clerk from PAVS regarding the Newport Engagement & Resilience Officer and development of a Wellbeing plan, forwarded to all (01.11.21)
3. Email from Visit Pembrokeshire re Developing a sustainable future for tourism in Pembrokeshire, forwarded to all (04.11.21)

9. Mynwent / Cemetery

10. Ysgol/ Chwarae/ Gohebiaeth plant / School/Play/Children correspondence

11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd

Road closures/Road Trunk Agency/Road issues

1. Email from Cllr. Harries to Atkins Global re A487 Fishguard to Cardigan WelTag Stage one (15.10.21)

12. Marchnad stryd / Street Market

Correspondence in red highlighted by the Clerk.