

**COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 27^{ain} MEDI 2021 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 27th SEPTEMBER 2021 at 7pm**

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| Pobol yn presennol: | Cllr. Elaine Lloyd (Chair) | Cllr. John Griffiths |
| Persons Present: | Cllr. Paddy Davies | Cllr. Jon Letten |
| | Cllr. Jano Williams | Miss L Evans (Town Clerk) |
| | Cllr. Morgan Lewis | |
| Ymwelwyr / Visitors | 1 member of the public | |
| Ymddiheuriadau wrth: | Cllr. Paul Harries | |
| Apologies received from: | | |

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apology received from Cllr. Harries as he is walking the whole of the Pembrokeshire coast path.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod gynhaliwyd ar 26^{ain} Gorffennaf 2021 / Minutes of the meeting held on 26th July 2021

3.1. Item 15.3 should read Christmas lights, not Christmas slights. Clerk to rectify this. Subject to the above amendment, Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Williams seconded, all agreed.

4. Materion yn codi / Matters arising

- 4.1. Item 14.1 re cost of play area repairs in the past few years. The Clerk has sent this figure to everyone.
- 4.2. Item 17.2 re signed Field in Trust document. This has not been received yet. Clerk to chase this up.
- 4.3. Item 26.4 re accessing OS maps for the Biodiversity officer. The Clerk has sent 2 registration emails but the officer has not signed up.

5. Adroddiad y Cadeirydd / Chair's Report

5.1. The Clerk received an email from R. McGarry which was sent originally from Sue Leonard at PAVS. This email arrived too late to put on the correspondence list. The Forum have agreed to re-advertise for the ERO post. The town council previously agreed to be part of the steering group and Cllr. Williams proposed that the town council agree to continue to be part of this group, Cllr. Davies seconded, all agreed. Cllr. Williams proposed that the full email be discussed at the next meeting.

5.2. Cllr. Williams has been looking at outdoor table tennis equipment for Parc y Plant. This to be put on the next agenda.

6. Trafod lleoliad cyfarfodydd yn y dyfodol / Discuss location of future meetings

6.1. The Clerk has emailed everyone her thoughts on this and suggested that the council continue with online meetings for now, as hybrid meetings will be very hard to manage. OVW have recommended either councils meet online or have hybrid meetings. All councillors agreed with the Clerk.

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

7.1. Cllr. Williams advised that the new website will be going live any day now. There will be a lot of ongoing work uploading documents onto the website. United studios have a maintenance package of £79 + vat a month to do this work. The Clerk will put this on the Budget & Finance agenda. Cllr. Williams to send the information to everyone.

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

8.1. Cllr. Griffiths reported that they are close to getting the solicitors involved. Keep on the agenda.

9. Adroddiad arolygu ardal chwarae / Play area inspection report

9.1. Sand in play area – Cllr Letten has rotovated this area but this will need to be done again soon. He has had contact from Preseli fencing who is waiting for delivery of a replacement part. Cllr. Williams has been in touch with the Headmistress to ask parents to contact the new Grants & Projects officer regarding grants to refurbish the play area.

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

10.1. The last meeting was cancelled. Cllr. Harries to update at next meeting.

11. Tindr goleuadau Nadolig / Christmas lights tender

11.1. The Clerk confirmed that she has received one tender and opened it. The tender is from DN Wilmott. Cllr. Davies asked what the budget was for the Christmas lights work, the Clerk confirmed the council has budgeted £3,500. The quote received is no more than this. Cllr. Letten proposed that the tender is accepted, Cllr. Davies seconded, all agreed.

12. Arolwg ac anghenion Tai / Housing and needs survey

12.1. Cllr. Williams reported that she and Cllrs. Davies and Harries met with the Welsh Government regarding the housing pilot scheme. Keith Edwards, consultant for the housing and needs survey has interviewed 7 members of the community and has a further 15 people to talk to. Keith has advised that he would like to talk to people under 30, people over 70 and social renters and people who were born here to make sure he is including all the different types of people in the community. Clerk will share the poster again on Facebook.

13. Adroddiad y gweithgor / Working group report

- 13.1. Grants and projects – the Grants & Projects Officer has been very busy, is in touch with the Memorial Hall, Bethlehem chapel, researching into grants, in touch with parents regarding the skate park. The 2 groups within Canolfan Croeso are going to meet with her.
- 13.2. Traffic – no update, keep on agenda.
- 13.3. Christmas lights – discussed previously in item 11.

14. Parc y Plant

- 14.1. Parc y Plant perimeters – Responses have been received from householders. Cllr. Griffiths will write and circulate his note for a response. Keep on agenda.
- 14.2. No parking sign – Cllr. Letten has sent a possible sign to purchase. PCNPA have confirmed there is no need for planning permission. All happy for Cllr. Letten to go ahead.

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

- 15.1. The Clerk to chase for a response.

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

- 16.1. The Clerk to call the next meeting.

17. Meinciau / Benches

- 17.1. Bench at Parrog Road/Feidr Ganol junction – there is limited space on this corner. Keep on agenda.
- 17.2. Benches in Brynhyfryd cemetery – The Clerk is waiting for an update regarding one bench request. Cllr. Griffiths proposed that the town council agree in principal that benches should be placed in Brynhyfryd cemetery, Cllr. Letten seconded, all agreed.

18. Ymgysylltu â'r leuencid, £ 500 mewn cronfeydd wrth gefn/ Engaging with the Youth, £500 in reserves

- 18.1. The GPO is following this up with regards to the skate park. Clerk to let her know that the town council have £500 in reserves.

19. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

- 19.1. Discuss defibrillator location on surgery wall – the defibrillator has been given to Libby Balchin who has agreed to take on its responsibility. Cllr. Harries to update further at the next meeting.

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

- 20.1. Land at Feidr Eglwys/Bentinck – Cllr. Williams has not had any contact from Morgan Construction. Some trees have been planted and are not looking very healthy. Cllr. Griffiths advised that the developers and the residents should be complying with the planning obligations. Clerk to put this matter on the planning agenda.
- 20.2. Environment (Wales) Act 2016 Part 1 – Section 6 – Cllrs. Lloyd and Harries to go through this, keep on the agenda.

20.3. Tree inspections in Brynhyfryd cemetery – Cllr. Williams met the inspector who has sent in a quote to do a survey of the area. This quote is in the finance section.

20.4. Active travel consultation phase 2 – keep on the agenda.

21. Marchnad stryd / Street market

21.1. No update.

22. Dogfennau llywodraethu / Governance documents

22.1. Updated guidance in support of the 2016 Model Code of Conduct – Cllr. Lloyd reported that this guidance includes examples of many tit for tat complaints and that all councillors should reacquaint themselves with this code of conduct. Cllr. Davies advised that councillors should read the personal/prejudicial section. Cllr. Lloyd proposed that this code of conduct and guidance be accepted, Cllr. Davies seconded, all agreed.

23. Archwilio Cymru / Welsh Audit

23.1. No update.

24. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

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|---|------------------------|
| 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) |
| Arborculture, crown reduction on elm tree to the boundary of The Elms, Lower St Mary St | £180 (vat £30) |
| B. Evans, Brynhyfryd hay cutting | £150.00 |
| Cllr. Paul Harries, reimbursement of cost of scaled location plan for container application | £21.00 |
| ArbWales, Visual tree assessment survey in Brynhyfryd cemetery | £200.00 |
| 70% remainder of Street Market trading licence | £555.10 |

24.1. The accounts are as follows: Treasurers-£39,514.68, 30 day savers-£21,237.62, Grants & Projects-£5,307.04. The Clerk advised that the Arborculture invoice be paid from the Hedges and trees reserve, the Brynhyfryd hay cutting invoice to be paid from the cemetery reserve, Cllr. Paul Harries payment to come from the budget, ArbWales invoice from the cemetery reserve and the street market licence to come from the budget. Cllr. Davies advised that the monthly payment to the GPO needs to be on the agenda, Clerk will do this from now on. Cllr. Davies proposed that all finances are paid, Cllr. Letten seconded, all agreed.

24.2. Discuss and agree on reserve allocations – this to be put on the next Budget & Finance agenda.

- 24.3. Victoria Gardens ownership and lease – Cllr. Griffiths has sent an update to everyone. In 1999 the Welsh Government put in a claim. Cllr. Griffiths will draft a letter to the Welsh Government for further information.
- 24.4. Update on planning application on behalf of the playing field for a container on the playing field – this has been accepted and been sent to the Clerk to be put on the planning agenda.
- 24.5. ArbWales, Visual tree assessment survey in Brynhyfryd cemetery – discussed in item 20.3.
- 24.6. Extra burial plot row in Brynhyfryd cemetery – The Clerk met the gravedigger at Brynhyfryd cemetery who advised there is room for a single row of burial plots. The council agreed that there is no need for this extra row of plots for now and will keep this suggestion on hold for now.
- 24.7. Statement of payments-Annual Return – Display on website – the Clerk has sent this to everyone. Cllr. Williams proposed that the annual return is approved and accepted, Cllr. Morgan Lewis seconded, all agreed. The Clerk to make sure it goes up on the website and sent to the Independent Remuneration Panel for Wales.
- 24.8. Discuss possible community acquisition – Cllr. Williams reported that a few properties in Newport are possibly coming up for sale. Cllr. Lloyd proposed that a town council community asset working group be set up, Cllr. Davies seconded, all agreed. Cllrs. Davies, Morgan Lewis, Letten, and Williams volunteered to be on this group. The Clerk to send an email to all councillors asking if they want to join.

25. Tudalen RAG / RAG sheet

- 25.1. The RAG sheet was discussed and updated.

26. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 26.1. Item 1.4 re email re amended plans for Tal y Wern, Parrog Rd. Clerk to put this on the planning agenda.
- 26.2. Item 2.1 re Cymdeithas Cychod asking to use Unit 3 for meetings. Cllr. Griffiths proposed that the council agree as long as the Clerk is happy, Cllr. Williams seconded, all agreed. The Clerk will get further information about this request.
- 26.3. Item 7.2 re horse and dog manure on Parrog beach. Clerk to contact PCNPA and put on the next agenda.
- 26.4. Item 8.3 re sending letter of congratulations to Paul Davies, SM. The majority not in favour.
- 26.5. Item 8.5 re Cllr. Varney resigning from the council. The Clerk has sent the council's best wishes to him. Clerk will now contact PCC to begin the process of advertising the casual vacancy.
- 26.6. Item 7.4 re grass cutting in Victoria Gardens. Clerk to ask Newport Bay contractors if they will do this.
- 26.7. Item 11.1 re missing Feidr Ganol sign. PCC are going to replace this sign.

The meeting closed at 8.30pm.