

**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 31<sup>eg</sup> IONAWR 2022 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 31<sup>st</sup> JANUARY 2022 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](mailto:npclerk@newport-pembs.co.uk) by 27<sup>th</sup> January.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion o'r cyfarfod gynhaliwyd ar 10<sup>fed</sup> Ionawr 2022 / Minutes of the meeting held on 10<sup>th</sup> January 2022**
4. **Materion yn codi / Matters arising**
5. **Cofnodion o'r cyfarfod Anghyffredin a gynhaliwyd ar 17<sup>eg</sup> Ionawr 2022 / Minutes of the Extraordinary meeting held on 17<sup>th</sup> January 2022**
6. **Materion yn codi / Matters arising**
7. **Adroddiad y Cadeirydd / Chair's Report**
8. **Diweddariad gwefan / Website update**
9. **Archifo dogfennau / Archiving documents**
10. **Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) - Ystyried y penderfyniadau canlynol Proposed underlease to Newport Information Centre - Consider the following resolutions:**
  - 10.1. Authorising the Town Clerk to sign RedKite terms and conditions of business
  - 10.2. Accepting the costs estimate of RedKite
  - 10.3. Confirming that the Town Clerk is authorised to provide instructions to RedKite in this matter on behalf of the Council
  - 10.4. Informing RedKite of the names of the Trustees of CGT
  - 10.5. Instructing RedKite to submit the draft underlease to CGT such draft having been circulated to councillors prior to this meeting
  - 10.6. Instructing Redkite to seek the consent of PCNPA to the proposed underlease
  - 10.7. Canolfan Croeso side access
11. **Praesept 2022 / Precept 2022**
12. **Adroddiad arolygu ardal chwarae / Play area inspection report**
13. **Swydd wag cynghorydd / Councillor vacancy**

**14. Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports**

**15. Arolwg ac anghenion Tai / Housing and needs survey**

15.1. Ratify terms and conditions for the Community Asset Working Group

**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

**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. Mynwent Brynhyfryd cemetery**

20.1. Benches

20.2. Update on Brynhyfryd records

20.3. Tree survey

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

**22. Diweddariad lloches Maes Ingli / Maes Ingli shelter update**

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

23.1. Environment (Wales) Act 2016 Part 1 – Section 6

23.2. Active travel consultation phase 2

23.3. CSO Alert Notifications – Newport North (Traethmawr)

23.4. Tree planting project in Newport

**24. Marchnad stryd / Street market**

**25. Archwilio Cymru / Welsh Audit**

**26. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits £495.00

Repayment of VAT £1,052.51

**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 (vat £12.98)
Good energy (DD) p.m	£27.00 (down from £33)
United studios, GSuite mail box (DD) p.m	£12 (vat £2)
United Studios, Basic monthly website care package (DD)	£94.80 (vat £15.80)
J. Austin, Market Manager, market from July 2021 to Jan 2022	£2,070.00

- 26.1. Chess telephone contract
- 26.2. Victoria Gardens ownership and lease
- 26.3. Discuss purchasing new printer
- 26.4. Update on planning application on behalf of the playing field for a container on the playing field
- 26.5. Quote received from Newport Bay tree services detailing work on trees/hedges at Parc y Plant
- 26.6. Discuss temporary transfer of reserve funds to cover GPO's wage

## **27. Tudalen RAG / RAG sheet**

## **28. Cyfatebiad / Correspondence**

See attached list

## **Dyddiad y cyfarfod nesaf / Date of next meeting**

Newport Town Council Action Log - 19th January 2022						
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	31.01.22	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	31.01.22	A
15	26/06/17	Bench plaques and policy	Cllr. Harries to look at policy and map of benches located in Newport. Cllr. Varney suggested having one bench with many plaques on it.	PH/JG	31.01.22	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. Kathryn Perkins has offered to meet up. clerk to see about a meeting in February.	RC/JG	31.01.22	A
27	23/10/17	Archive Council Material	Cllr. Harries has gone through everything. Town council agreed to archive docs. Wait for playing field trustees to agree on their docs.	Clerk	31.01.22	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	31.01.22	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	31.01.22	A
40	27.01.20	Housing survey	Meeting to be arranged with PCNPA to discuss. Tender awarded to successful candidate. Will start work when restrictions allow. The final draft of the survey is complete.	JW/JG	31.01.22	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 has gone live. Cllr. Morgan Lewis putting up documents and info.	JW	31.01.22	A
45	27.01.20	Blue plaque on building	Finalise decision and financing. PH awaiting responses. Clerk to nudge PH.		31.01.22	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	31.01.22	A
			Picture received. NTC approved Brynhyfryd cemetery bench request			

0	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 to contact Cris Tomos for advice. Jano has met with the 2 people who have requested benches and will send plan of their location to everyone.	PH	31.01.22	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.		31.01.22	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. Ongoing.		31.01.22	A
59	16.02.21	Election costs	Waiting for costs from PCC. Clerk to c		31.01.22	A

**Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 31<sup>ain</sup> Ionawr 2022**  
**Newport Town Council Correspondence for online meeting held on 31<sup>st</sup> January 2022**

**E-byst / E-mails**

**1. Cynllunio a thai/ Planning and housing**

**2. Uned 3 / Unit 3**

**3. Canolfan Croeso**

**4. Gwefan a Materion TG / Website and IT issues**

**5. Cyllid / Finance**

**6. Un Llais Cymru/ Cymdeithas Clercod Cynghorau Lleol/ Llywodraeth Cymru**  
**One Voice Wales /Society of Local Councils and Clerks/Welsh Government**

1. Email from OVW re newly appointed Project Officer with One Voice Wales providing support for Pembrokeshire Community & Town Councils, forwarded to councillors (11.01.22)

**7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro**  
**Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

1. Email from PCC re Citizen led recovery meeting on 2<sup>nd</sup> March – discuss nominating one councillor or Clerk to attend these meetings (11.01.22)
2. Email from PCC re Draft Well-Being Assessment, consultation deadline 21<sup>st</sup> February, sent to all (18.01.22)

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

**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**

**12. Marchnad stryd / Street Market**

Correspondence in red highlighted by the Clerk.