

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 29^{ain} TACHWEDD 2021 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 29th NOVEMBER 2021 at 7pm**

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

Ymwelwyr / Visitors

Ymddiheuriadau

wrth:

Apologies received

from:

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. No apologies received.

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.

3. Cofnodion o'r cyfarfod gynhaliwyd ar 18fed Hydref 2021 / Minutes of the meeting held on 18th October 2021

3.1. Cllr. Williams proposed that the minutes are correct and approved, Cllr. Morgan Lewis seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. No 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

5.1. Item 7.3, this should read as 'put in' not inputted. Clerk to rectify. Subject to the above amendment, Cllr. Williams proposed that the minutes are correct and approved, Cllr. Morgan Lewis seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. Item 7.2 re Chess telephone contract. There is a window of time between 1st-23rd December to inform Chess that the town council are going to be switching provider after the end of the contract which ends on 20th January. Clerk to send them an email and a registered letter in the post. Cllr. Williams will investigate other suppliers.

7. Adroddiad y Cadeirydd / Chair's Report

7.1. Cllr. Griffiths has thanked David Lewis for sorting the hall before the Remembrance Sunday service. Cllr. Morgan Lewis to pass on the town council thanks to him.

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

8.1. Cllr. Williams reported that the new website will not have automatic Welsh translation. The plug in that does this is not compatible with the website. Rebuilding the site will cost money. It is a legal requirement to have both languages. Cllr. Harries registered his disappointment with the bilingual process. Cllr. Letten suggested that the town council ask United Studios what can be done regarding this issue. Cllrs. Williams and Morgan Lewis to work together on this and include the Chair and Clerk in on any correspondence.

9. Archifo dogfennau / Archiving documents

9.1. Cllr. Harries has looked through various documents. There are records going back to 1894. Cllr. Harries proposed that these documents are archived in the county archives in Haverfordwest, Cllr. Lloyd seconded, all agreed. Cllr. Davies asked to see the cemetery minutes. Cllr. Harries will provide her with these. The Chair thanked Cllr. Harries for all his hard work. There are minutes in the archive already. Cllr. Harries will check what these are. The town council are happy for the Millennium book to be archived as well. Cllr. Davies reported that there is a copy of this book in the library.

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

10.1. Cllr. Griffiths to draft a resolution for the Budget & Finance meeting in December. Clerk to ask for a cost estimate of the work.

11. Adroddiad arolygu ardal chwarae / Play area inspection report

11.1. Condition of basket swing post – the post has been repaired and PCC have cleaned and replaced the swing. Clerk to take this off the agenda.

12. Swydd wag cynghorydd / Councillor vacancy

12.1. No request has been made to hold an election. The Clerk advised that if a vacancy falls within 6 months of an election, then the town council are not under an obligation to fill the vacancy. It has been longer than 6 months since Cllr. Varney resigned. Cllr. Harries proposed the town council follow the co-option procedure of filling the vacancy, Cllr. Morgan seconded, all agreed. Clerk to put on the notice that there is an election next May.

13. Llywodraethwr Cymunedol i Ysgol Bro Ingli / Community Governor for Ysgol Bro Ingli

13.1. The Chair asked if any councillors were willing to volunteer for this role. Cllr. Cleal advised that she could be the community governor for the next 6 months but as she works, she cannot promise her availability. The Clerk to see if she can find dates and times of the meetings

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

14.1. Cllrs. Harries and Williams went to the latest meeting. There is to be a Community projects officer for Planed and Planed are doing an online map of councils.

15. Arolwg ac anghenion Tai / Housing and needs survey

15.1. Cllr. Williams reported that Huw Maguire from the Welsh Government has contacted her to advise he will be able to meet after the Minister for Climate Change's report, but this report did not happen in November, it will now happen in December. The county of Gwynedd has been chosen for the second homes pilot scheme. All agreed it is not a good idea to release the survey before Christmas, this will happen in the new year. The Clerk to arrange a housing survey working group meeting.

16. Adroddiad y gweithgor / Working group report

16.1. Grants and projects – The GPO has been working on applications for the Surf club and has put in a bid for the Enhancing Pembrokeshire grant. The bid is for more than what is left in the allocation. A decision won't be made until after the May elections. Nia has been talking to the music society regarding funding their programme, talking to the Memorial hall about a disabled toilet, helping with the Canolfan Croeso feedback questionnaire and discussing grants for the skate park. The Clerk needs to send PCC a BACS form to claim back the GPO'S salary but is unsure whether the town council are VAT registered. Clerk to check with Jane Jamison.

16.2. Traffic – The Clerk confirmed that she has sent the town council's response to the WeITag to the Welsh Government. Cllrs. Harries and Williams met with PCC on the 25th October at various sites in Newport. These notes have been circulated. A traffic working group meeting to be called in January.

17. Parc y Plant

17.1. Parc y Plant perimeters/Trees – Email received from a resident regarding trees shading their property and asking to meet councillors onsite. Cllr. Williams to give the Clerk details of what work needs to be done and the Clerk to contact Newport Bay gardening services to ask for a quote. Clerk to give the resident an update.

17.2. No parking sign – Cllr. Letten still looking into this.

17.3. Outdoor table tennis – Cllr. Williams advised that the council should go for a refurbishment grant for Parc y Plant which would include outdoor table tennis. There are trees available from the NAEG's project to plant in this area. Cllr. Williams to report back at the next meeting about this project.

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

18.1. No instructions have been received.

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

19.1. Cllr. Harries proposed that the Clerk call a meeting in February, Cllr. Williams seconded, all agreed. This report must be published after April 2022.

20. Meinciau / Benches

20.1. Benches in Brynhyfryd cemetery – Cllr. Williams has met with Gareth and Nest to discuss location of a memorial bench. The area needs clearing. Cllr. Williams to meet with Jason James to discuss the work needed and to get a quote. Cllr. Williams meeting with Mr. Fennessy on the 3rd December to discuss another bench request and location.

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

21.1. The Chair, Cllrs. Morgan Lewis and Letten to have a look at this protocol and report back at the next meeting.

22. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

22.1. Discuss defibrillator location on surgery wall – The Memorial Hall have agreed to house this defibrillator. Clerk to get an update on this matter. The council believes there are 6 defibrillators in Newport. The changing rooms defibrillator has been registered with 'Circuit'. Cllr. Davies to find out whether the defibrillator on the Chemist wall has been registered.

22.2. Councillors are meeting with PCC on Wednesday evening for an update.

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

23.1. Environment (Wales) Act 2016 Part 1 – Section 6 – Ongoing, Cllrs. Lloyd and Harries are doing this.

23.2. Tree inspections in Brynhyfryd cemetery – Clerk to chase ArbWales for the report.

23.3. Active travel consultation phase 2 – Cllr. Harries spoke about this in agenda item 16.2.

24. Marchnad stryd / Street market

24.1. No update. Clerk to chase a response from the Market Manager regarding his invoice. The strength test for the Christmas lights was completed today and the Clerk has been sent the report. The Christmas lights need to go up this weekend but the council need permission from the Trunk Road agency. Clerk to contact the Welsh Gov to see if they are happy with all the paperwork.

25. Archwilio Cymru / Welsh Audit

25.1. No update.

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 Bay tree & garden services, contracted gardening work, 3 of 4 invoices	£1,690.00

- 26.1. The accounts are as follows: Treasurers-£37,956.19, 30-day savers-£21,236.88, Grants & Projects-£2,946.55. The invoice for the Newport Information Centre is a duplicate, there should only be one payment. This money to come from the GPO account. The Data protection fee to come from the budget, the quote to renew the steps to path below Parc y Plant are PCC'S responsibility but the town council own the land. Cllr. Lloyd proposed that the quote is accepted, Cllr. Letten seconded, the majority agreed in favour. This money to come from the budgeted building repairs. Clerk to contact PCC to see if they will reimburse the council. Cllr. Davies advised that the next claim for the GPO's salary will be at the end of January. Clerk to keep an eye on this account to make sure there is enough money to cover all outgoings. Cllr. Lloyd proposed that all finances are paid, Cllr. Williams seconded, all agreed.
- 26.2. Chess telephone contract – discussed in agenda item 6.1.
- 26.3. Victoria Gardens ownership and lease – Clerk has sent enquiry letter to the Welsh Government but received no reply.
- 26.4. Update on planning application on behalf of the playing field for a container on the playing field – PCNPA has requested a small extension on this application, all councillors happy to grant this.
- 26.5. Discuss possible community acquisition – the working group has been set up. 3 members of the public have been invited to join the group. The next meeting is this Wednesday.

27. Tudalen RAG / RAG sheet

- 27.1. The RAG sheet was discussed and updated.

28. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 28.1. Item 1.1 re One Voice Wales response to consultation on local taxes for second homes. Cllr. Griffiths proposed that the town council agree with this response, Cllr. Lloyd seconded, all agreed. Clerk to let OVW know that they are very impressed with their response.
- 28.2. Item 1.2 re email regarding non-compliance by Morgan Construction to the environmental matters on the Llain yr Eglwys site. This matter to be referred to the planning meeting. Cllr. Harries declared an interest in this item.

- 28.3. Item 5.1 re Grwp Resilience asking for support for an Enhancing Pembs grant. The deadline for the grant has gone.
- 28.4. Item 6.1 re pilot of town council's self-evaluation toolkit. The Clerk is attending a session on Wednesday.
- 28.5. Item 6.4 re Keep Wales Tidy food growing packages. All these packages have been allocated. The headmistress will fill in the form to be put on the waiting list.
- 28.6. Item 8.1 re slabs lifting in the square. Cllr. Williams advised that in the short term the slabs should be removed from around the base of the tree and plants could be planted there instead. In the long term the roots situation is going to worsen. Cllrs. Williams, Letten and Matthew Lewis to go and have a look and remove the slabs.
- 28.7. Item 8.2 response email to PAVS. This has been sent to everyone. All happy for this to be sent to PAVS.
- 28.8. Item 8.3 re Visit Pembrokeshire email. Clerk to ask for more information about this project.

The meeting closed at 9pm

The next town council meeting will be at the beginning of January.