

**COFNODION AM CYFARFOD A GYNHALIWIYD AR-LEIN ar 28^{ain} CHWEFROR 2022 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 28th FEBRUARY 2022 at 7pm**

Pobol yn presennol:	Cllr. Elaine Lloyd (Chair)	Cllr. John Griffiths
Persons Present:	Cllr Paul Harries (Vice Chair)	Cllr. Gabriel Pelin
	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. Bryce Barrett	Cllr. Ros Cleal
Apologies received from:		

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Cllrs. Barrett and Cleal sent their apologies.

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. Williams declared a personal and prejudicial interest in agenda item 10, Newport Information Centre underlease as Chair of the Information Centre.

3. Cyflwyniad y Cynghorydd Newydd / New councillor introduction

3.1. The Chair welcomed the new councillor Gabriel Pelin to the council.

4. Cofnodion o'r cyfarfod gynhaliwyd ar 31^{eg} Ionawr 2022 / Minutes of the meeting held on 31st January 2022

4.1. Item 23.4, should read 'is going well' not 'it going well'. Clerk to rectify this

4.2. Item 28.1 wrong spelling of Heulyn, it should be Heulwyn. Clerk to rectify this. Subject to these amendments, Cllr. Davies proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

5. Materion yn codi / Matters arising

5.1. Item 4.4 re Maes Ingli defibrillator. Clerk to chase for an update on this and put on the next agenda.

6. Cofnodion o'r cyfarfod Anghyffredin a gynhaliwyd ar 17^{eg} Ionawr 2022 / Minutes of the Extraordinary meeting held on 17th January 2022

6.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

7. Materion yn codi / Matters arising

7.1. No matters arising.

8. Adroddiad y Cadeirydd / Chair's Report

8.1. Nothing to report.

9. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: Adroddiad cyfarfod gyda busnes preifat / To consider excluding the public from the meeting for the following item of business: Report of meeting with a private business.

- 9.1. The Clerk read out the following from the Standing Orders: Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. The following motions may be moved at a meeting without written notice to the Proper Officer; to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- 9.2. The confidential information is a report of a meeting with a private business.
- 9.3. Cllr. Harries motioned that the town council go into a private session, all agreed. The member of the public left the meeting for this matter.
- 9.4. The Clerk took the minutes for this private session which will remain confidential.

10. Diweddariad gwefan / Website update

- 10.1. The council returned to the open meeting and invited the member of the public back into the meeting.
- 10.2. Cllr. Lewis informed the council that he has continued to upload documents and information to the website and is continuing with the Welsh translations. Newport Paths Group have been in contact and Cllr. Lewis will be uploading their information. Cllr. Lloyd to send information about the Senior Citizens to put up on the website.

11. Archifo dogfennau / Archiving documents

- 11.1. Cemetery document still being checked by Cllr. Davies.

12. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre

- 12.1. Cllr. Griffiths and the Clerk to do this.

13. Adroddiad arolygu ardal chwarae / Play area inspection report

- 13.1. Discuss SLA agreement with PCC with the view to signing the agreement - The cost for the next 3 years has been received. Cllr. Lloyd proposed that it is signed by the Chair, Cllr. Lewis seconded, all agreed.

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

- 14.1. The next meeting is on the 2nd March.

15. Arolwg ac anghenion Tai / Housing and needs survey

15.1. Cllr. Williams has sent the latest timeline update to all. The survey is with the translator. As soon as it comes back it will be sent to the printers. The 'return by date' needs to be decided and then it will be sent out to all householders. Cllrs. Lloyd and Pelin volunteered to help with putting the surveys into envelopes. Cllr. Williams briefly explained to Cllr. Pelin what the housing survey was about.

16. Adroddiadau y gweithgor / Working group reports

16.1. Grants and projects – The GPO has been working on many grant applications including working with the Biodiversity Officer to arrange events, disabled toilets in the Memorial Hall, lottery bid for the Newport Music Society, advising Havards on funding, Skate Park, jubilee events, sailing clubs and has been approached by the CLEAN project. Cllr. Davies briefly explained to Cllr. Pelin what the GPO project is about.

16.2. Community assets – the group are waiting for advice from OVW regarding confidentiality and have agreed to look into doing a SWOT analysis for possible community assets. Cllr. Davies has sent around the SWOT analysis that was done for the library.

16.3. Traffic

- a) Review of Welsh Gov correspondence (26th May 2021) - the council are happy for this to be referred back to the working group
- b) Active Travel Consultation (Phase 2. Reply received, further action?) - the council are happy for this to be referred back to the working group
- c) WelTag consultation. (Have we received a reply?) - not received an update, refer back to the working group
- d) Possible Car Parking sites in Newport – refer to the community asset working group
- e) Market issues to be reviewed after reopening – Marc Owen from PCC has raised concerns including stalls blocking the road, disabled access, signage and barrier at the entrance to Market St. Clerk to ask Cllr. Barrett to investigate these concerns.
- f) Community Chest Grant for Pen y Bont footpath – deadline for this grant has gone. Clerk to ask the GPO whether there may be grants available and put on the next meeting agenda
- g) West Street Parking – refer back to working group
- h) Consider writing to Cllr. Baker re the 20mph speed limit – Clerk to write to Cllr. Phil Baker for an update

17. Parc y Plant

17.1. No parking sign – Cllr. Letten looking into this.

17.2. Outdoor table tennis – Clerk to contact Fields in Trust to see if there would be any issues with having these in Parc y Plant.

17.3. Parc y Plant perimeters/Trees

- a) Consider inviting Richard Sylvester the Newport for Nature Project Officer to plant as soon as possible a row of suitable native ornamental trees along the North East boundary of Parc y Plant immediately adjacent to the existing hedge
- b) Consider inviting Richard to carry out hedge planting in the autumn to improve the hedge for nature/biodiversity
- c) Consider asking Richard Sylvester for authority to disclose his email address to the residents of Goldcrest, Pafin Bach, Cilsanws and Edgerton so that they can obtain from him information as to the planting scheme
- d) Cllr. Griffiths proposed that items A and B are agreed upon, Cllr. Harries seconded, all agreed. Cllr. Griffiths proposed that for item C, the Clerk ask the residents if they are happy for the town council to disclose their email addresses to Richard Sylvester so he can update them on any tree planting plans, Cllr. Lloyd seconded, all agreed.

- e) Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective – All agreed to discuss this matter at the next meeting.

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

- 18.1. A meeting was held between councillors and Kathryn Perkins from Edward Perkins Chartered Surveyors on 22nd February. Cllr. Griffiths will circulate these notes for the next meeting.

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. The next meeting is on the 10th March.

20. Mynwent Brynhyfryd cemetery

- 20.1. Benches – both benches that have been requested for Brynhyfryd cemetery are in the process of being put in place in the next few weeks.
- 20.2. Update on Brynhyfryd records – Cllr. Davies has identified 22 purchases that have not been recorded in the purchase of graves book. One burial has not been recorded; this was a 2nd burial. Cllr. Davies continues to work through these records.
- 20.3. Tree survey – Cllr. Harries met with the cemetery neighbours as a tree (tree number T013) had fallen in the storm on their grass cutting machine. They will clear this away and assess if any damage was done. All agreed for the tree survey completed by ArbWales to be shared with them. The Clerk is waiting for quotes regarding the suggested tree works that need to be done in the next 6 months.
- 20.4. Tree planting project
- Consider authorising and requesting Richard Sylvester Newport for Nature Project Officer to initiate tree planting as soon as possible in the south east corner of the cemetery beyond the wild flower meadow
 - Consider further tree planting and hedging in the autumn and after the implementation of the recommendations of ArbWales set out in their survey dated 7/11/21
 - Cllrs. Griffiths and Williams met with Richard Sylvester onsite to discuss tree planting at the cemetery. Cllr. Griffiths proposed that the council agree on items A and B, Cllr. Williams seconded, all agreed. The Clerk to send the tree survey to Mike Higgins at PCNPA for his comments.

21. Trafod ac ystyried ebost a dderbyniwyd oddi wrth Fforwm Cymunedol Trefdraeth a PAVS ynghylch Llesiant Trefdraeth: Adeiladu Gwytnwch / Discuss and consider email received from Newport Community Forum and PAVS regarding Wellbeing Newport: Building Resilience

- 21.1. Cllrs. Lloyd and Harries have met with Ros McGarry from the Forum to discuss this matter. Cllr. Harries urged the council to proceed working with the Forum and PAVS. Cllr. Williams advised that the town council have not had any discussions regarding the wellbeing plan.
- 21.2. Cllr. Williams proposed that before making any official commitment of support, Newport Town Council forms a working group to consider and formulate the Town Council's terms and conditions for its support and involvement with the Wellbeing Project and, having agreed these, Newport Town Council engages in discussion with PAVS and the Forum to consider these terms and conditions, Cllr. Davies seconded, all agreed. The working group will consist of the Chair and Vice Chair and Cllrs. Williams, Lewis, Davies and Pelin.

22. Mabwysiadu Protocol ar gyfer datrys cwynion yn anffurfiol / Adopting the Informal Resolution Protocol

22.1. Cllr. Lewis has looked at this document. Clerk to see what governance documents the town council have relating to the complaints procedure and to send to Cllrs. Lloyd, Lewis and Letten.

23. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

23.1. No recent update received. Trees adjacent to Long Street car park have fallen down during the storm. There are tree preservation on the trees. Cllr. Harries contacted Mike Higgins at PCNPA who then visited the area and gave his permission for the trees to be felled. It will be the duty of the landowner, PCC to replace these trees. Cllr. Harries suggested the town council inform Nia Davies, housing at PCC of the tree situation. Clerk to contact her.

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

24.1. CSO Alert Notifications – Newport North (Traethmawr) - For some reason Cllr. Harries was not receiving the notifications but this has now been rectified. Spills have been occurring from the 4th-5th February and from the 12th February which is still ongoing. Cllr. Harries is chasing Dwr Cymru for an explanation.

24.2. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary - Cllr. Harries declared an interest as a member of the PCNPA planning committee. Cllr. Williams suggested there may be 2 areas that trees could be planted, at both entrances into Newport. There could be a problem with getting permission from Highways. This matter to be considered at the next meeting. Cllr. Griffiths proposed that all councillors think of possible sites for the tree planting.

25. Marchnad stryd / Street market

25.1. The market will re-open at Easter. The Clerk has applied to PCC for the licence and road closure permission. Cllr. Letten will look at the market promotional flyer.

26. Archwilio Cymru / Welsh Audit

26.1. Nothing to report.

27. 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 (vat £12.98)
Plusnet, telephone, initial 1 st month set up (DD)	£35.39
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)
Newport Information Centre, GPO office use	£1,030.00

2 Cllrs attending a Planning Aid Wales session	£80.00 (paid)
Mr Slade - Annual licence payment for bus shelter garden	£5.00
Newport Post office, stationery	£7.96
Newport Bay Tree & Garden Services, clear and lay hedge and removal, Parc y Plant	£750.00
N. Hope, building of steps at Parc y Plant	£495.00

- 27.1. The accounts are as follows: Treasurers-£30,225.50, GPO-£3,327.55, 30-day savers-£21,237.41, Playing field-£12,323.85. The Clerk advised that the payment to the Information Centre will come from the GPO account. Cllr. Harries voiced his concerns that the invoice for the steps at Parc y Plant is £100 more than the quote received. Cllr. Williams advised that Mr. Hope had said that the cost of wood materials could rise. Cllr. Lloyd proposed that all finances are paid, Cllr. Lewis seconded, all agreed although Cllr. Harries abstained from the Post office payment due to a personal interest in the matter.
- 27.2. Financial appeals – The Clerk advised that £1,500 has been budgeted for donations and that £700 has already been donated to the Surf Club and Newport Forum. The Clerk has received 9 financial appeals. Cllr Lloyd proposed that £100 is given to each charity, Cllr. Letten seconded, all agreed. The charities are Paul Sartori, Ysgol Bro Ingli, Children’s Wales Air Ambulance, Royal Mencap Society, Marie Curie, International Sheep dog Society, Noah’s Ark, Tenovus Cancer Care and NAEG for the tree planting project in Newport.
- 27.3. Purchasing new printer – Cllr. Williams has researched various printers and advised that the Pixma inkjet 4 in 1 for £89.99 is the most suitable. Cllr. Williams proposed that the town council purchase this printer for the office, Cllr. Harries seconded, all agreed.
- 27.4. Victoria Gardens ownership and lease – The Clerk has sent a 2nd letter to the Welsh Government. Keep on the agenda.
- 27.5. Update on planning application on behalf of the playing field for a container on the playing field – Cllrs. Letten and Matthew Lewis have looked at the site and are deciding on the paint colour for the container. The town council will need to submit the paint colour to PCNPA for approval.
- 27.6. Letter of engagement from internal auditor – all councillors are happy with the internal auditor from last year, Gwenno Accountancy. The Clerk to ask her for her terms and conditions.

28. Tudalen RAG / RAG sheet

- 28.1. The RAG sheet was discussed and updated.

29. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 29.1. Item 5.1 re re-valuing buildings. This is just a reminder from Zurich. Noted
- 29.2. Item 8.1 re request for the town council’s support for Havards Community Shop. The Clerk to ask for further information such as the business plan and share offer document before the council can make a decision.
- 29.3. Item 8.2 re dog fouling in Newport. Clerk to forward this email to the dog fouling team at PCC and keep on agenda.
- 29.4. Item 8.3 re jubilee celebrations. The Chair is meeting with the Mayor to discuss this.
- 29.5. Item 8.4 re Forum request to support and maintain a bench placed outside the chemist. The council are concerned that agreeing to this could set a precedence and would like to request further information. The Clerk to contact the Forum.

Cllr. Paul Harries informed the council that he will not be standing this year for County Councillor and thanked the town council for all of their support over the years.

The next meeting is on the 28th March.

The meeting closed at 9.30pm.