

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 28<sup>ain</sup> MAWRTH 2022 am 7yh  
MINUTES FOR THE MEETING HELD ONLINE on 28<sup>th</sup> MARCH 2022 at 7pm**

<b>Pobol yn presennol:</b>	Cllr. Elaine Lloyd (Chair)	Cllr. John Griffiths
<b>Persons Present:</b>	Cllr Paul Harries (Vice Chair)	Cllr. Gabriel Pelin
	Cllr. Paddy Davies	Cllr. Jon Letten
	Cllr. Jano Williams	Cllr. Bryce Barrett
	Cllr. Morgan Lewis	Cllr. Matthew Lewis
		Miss L Evans (Town Clerk)
<b>Ymwelwyr / Visitors</b>	1 member of the public	
<b>Ymddiheuriadau wrth: Apologies received from:</b>		Cllr. Ros Cleal

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllr. Cleal.

**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 28<sup>ain</sup> Chwefror 2022 / Minutes of the meeting held on 28<sup>th</sup> February 2022**

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. Adroddiad y Cadeirydd / Chair's Report**

5.1. An email has been received from Preseli Practice Patients group asking for a representative from the council. The group haven't met for 2 years because of the pandemic. This meeting will be on the 5<sup>th</sup> of April. Cllr. Pelin volunteered to be the representative.

5.2. Email received from Cllr. Barrett regarding the danger of jet skis in the bay. The Clerk to ask PCC, Moorings committee and PCNPA for further information and regulations on this matter. Put this matter on the April agenda.

**6. Diweddariad gwefan / Website update**

6.1. Cllr. Morgan Lewis is continuing to put documents up on the website. He has put up Newport Musical Society's information and flyer of events and will put up information about

the Senior Citizens.

## **7. Archifo dogfennau / Archiving documents**

7.1. Ongoing. Cllr. Davies is still utilising one document.

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

8.1. Cllr. Williams has received the draft underlease and declared a personal interest in this matter. Cllr. Williams will need to respond to Red Kite directly.

8.2. Canolfan Croeso side access – Clerk received email from Gary Meopham at PCNPA regarding the history of this access. This matter to be adjourned until the new council is in place.

## **9. Adroddiad arolygu ardal chwarae / Play area inspection report**

9.1. Nothing to report.

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

10.1. The last meeting was postponed. Cllr. Harries waiting for a date for the next meeting.

## **11. Arolwg ac anghenion Tai / Housing and needs survey**

11.1. The Clerk has received an email from a member of the community asking whether the housing survey should go ahead before the new council is elected. Cllr. Harries emailed the details of the housing survey to PCC's solicitor who advised that they saw no reason for the housing survey not to go ahead before the 5<sup>th</sup> of May elections. The Clerk highlighted that any candidates should not seek any political capital from this housing survey. Cllr. Davies advised that it is not new expenditure and that an outside consultancy company will be writing the report on the findings. The Clerk had asked One Voice Wales for their advice and they responded that in their opinion, the housing survey should wait until after the elections, but the Clerk had not sent them the full history of the housing survey. Cllr. Lloyd proposed that the housing survey proceed as normal, Cllr. Griffiths seconded, all agreed except for Cllr. Letten who had just joined the meeting and was unaware of what had been previously discussed.

11.2. Cllr. Williams advised that the survey is at the printers.

## **12. Adroddiadau y gweithgor / Working group reports**

12.1. Grants and projects – the GPO has been off work for 2 weeks with covid and so is catching up with her workload. Cllr. Davies will be preparing the next quarterly report. The Clerk confirmed that PCC have paid the last quarterly Enhancing Pembrokeshire grant into the GPO account.

12.2. Community assets – Cllr. Williams to call a meeting.

12.3. Traffic – Clerk to call a traffic working group meeting.

## **13. Parc y Plant**

13.1. No parking sign – Cllr. Letten has put the sign up but someone has taken it down. He will do another bigger one and put this up.

13.2. The Fields in Trust plaque has been received. The town council need to identify a suitable spot to place it. Put this on the next agenda.

- 13.3. Outdoor table tennis – Planting trees in the North corner has been suggested by the Biodiversity officer. This is where the outdoor table tennis equipment may go. Clerk to clarify this with the Biodiversity officer.
- 13.4. Parc y Plant perimeters/Trees – The Biodiversity officer has sent a summary of his conversation with Carreg Coetan residents. The council need to respond. Cllrs Griffiths and Harries to draft a letter for circulation to councillors.
- 13.5. Pen y Bont footpath – The Clerk has asked the GPO about possible grants and will contact her again.
- 13.6. Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective properties – Cllr. Griffiths will draft a letter and circulate to all councillors.

#### **14. Cysgod Parrog a prydles safbwynt / Parrog shelter and viewpoint lease**

- 14.1. The Clerk received a letter and the plan from the Barony's chartered surveyor on the 3<sup>rd</sup> March which has been circulated to all councillors. The Barony are interested in disposing of their land in Parrog.
- 14.2. The Barony propose a new lease to the council along with the existing terms which is not accurate. The upkeep of the sea wall was not included in the previous lease. Cllr. Griffiths proposed that he draft a letter to Edward Perkins about this matter, Cllr. Harries seconded, all agreed.
- 14.3. The Barony have a 54-year lease with PCNPA for the car park. If NTC took over this land then it would be subject to this lease. Cllr. Griffiths suggested that the town council ask to see this lease, all agreed.
- 14.4. The town council to let Kathryn Perkins know that further consideration of these matters need to be delayed until the new council is in place, after the elections, all agreed.
- 14.5. The disposal of land is suggested via a Community Asset Transfer. The town council believes this can only take place if a public body wishes to dispose of the land. The Barony is not a public body. Cllr. Harries advised there are several blocks of land included in this matter: the car park, the green, area in front of Gorwel, area with the shelter on it. Cllr. Griffiths to draft a letter to One Voice Wales to ask for advice on this.

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

- 15.1. The working group have met. Cllr. Harries sent out an updated document. Cllr. Davies will group all of the ideas together and this to be sent around before the next meeting. The town council are obliged to publish this document on the website after April.

#### **16. Mynwent Brynhyfryd cemetery**

- 16.1. Benches – Clerk to ask for an update on the instalment of the 2 benches.
- 16.2. Update on Brynhyfryd records – Ongoing.
- 16.3. Tree survey – Quotes received from Arborculture for recommended tree works – 2 quotes have been received. The town council agreed for the quote regarding tree work for T04, T012, T015 to be carried out. The council to let the neighbours know.
- 16.4. Tree planting project – Cllr. Griffiths has been up to the cemetery 2 days ago. The Biodiversity officer has planted 3 trees beyond the wild meadow.

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

- 17.1. Ongoing. The Clerk to re-send the complaints procedure documents.

## 18. Diweddariad Iloches Maes Ingli / Maes Ingli shelter update

- 18.1. Defibrillator update – the defib has been installed in the porch of the Memorial Hall and has been registered. The Clerk for Nevern Community council has taken on the responsibility of this defib. The Clerk to send an update and the picture of the defib location to Nia Davies at housing in PCC.

## 19. Cynllunio ar gyfer yr amgylchedd / Plan for the environment

- 19.1. CSO Alert Notifications – Newport North (Traethmawr) – Cllr. Harries has sent around an update. Cameras have been put down in drains which have found no problems. These will be placed further down the system.
- 19.2. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary – Cllr. Harries declared an interest. The Clerk to resend this email to everyone.
- 19.3. Dog fouling problem in Newport – Cllr. Harries sent the Clerk a link to a PCC meeting where this matter was discussed in great detail. This link was circulated to all councillors and to the member of public who brought this matter to the town council's attention. PCC are going to hold seminars with local town councils and prepare notices that can be put up. This to be kept on the agenda.

## 20. Marchnad stryd / Street market

- 20.1. Cllr. Davies and Jean Coyne put the street market notices up on Market Street. The council expressed their thanks for Jean's help with this.

## 21. Archwilio Cymru / Welsh Audit

- 21.1. The Clerk has received information and electronic paperwork for this year's audit. No report for last year's report has been received yet.

## 22. 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 <sup>st</sup> 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 Bay Tree & Garden Services, garden contract work, Inv. 4 of 4	£1,690.00
One Voice Wales annual membership	£272.00
PCC, Trade Waste Agreement, renewal charge	£37.00
Cyfieithu Pentigily Translation, Housing needs translation	£187.00
Euros Thomas, replacement rails at Parrog shelter	£288.00 (vat £48)

Euros Thomas, replace apparatus in children's play area	£456.00 (vat £76)
Euros Thomas, hire of 2 men, tractor and post knocker for work on replacement apparatus in children's play area	£1,677.00 (vat £279.50)

- 22.1. The accounts are as follows: Treasurers-£27,572.73, GPO-£5,631.55, 30-day savers-£21,237.57. Everyone happy for the OVW annual membership to be paid. The Clerk to remove Chess from the finance section as we are now with Plusnet. The replacement rails at Parrog shelter are not the town council's responsibility, it is the Barony's. The Clerk to inform them of the work and cost involved. The Clerk advised that the trade waste agreement for this year was paid back in April and so this year's payment to be moved onto the April Budget & Finance agenda. The Clerk advised that the payments to Euros Thomas will need to come out of the undesignated reserves. The town council to discuss adding a reserves section for the children's play area. Cllr. Harries proposed that all finances are paid, Cllr. Davies seconded, all agreed.
- 22.2. Clerk's hours and pay – ongoing. This is being dealt with the working group consisting of Cllrs. Lloyd, Harries, Davies and Griffiths who have met to discuss this matter. Documents are being prepared.
- 22.3. Purchasing new printer – this has been agreed upon. The Clerk to sort out the purchase.
- 22.4. Victoria Gardens ownership and lease – The Clerk has sent a 2<sup>nd</sup> letter to the Welsh Government. This to be discussed again when the new council is in place.
- 22.5. Update on planning application on behalf of the playing field for a container on the playing field – Cllr. Matthew Lewis is waiting for the paint to arrive which will need to be approved by PCNPA.
- 22.6. Letter of engagement from internal auditor – this has been circulated to all councillors. Cllr. Lloyd proposed that the town council agree to the terms and conditions and appoint Gwenno Accountancy Services as the internal auditor, Cllr. Davies seconded, all agreed.

### 23. Tudalen RAG / RAG sheet

- 23.1. The RAG sheet was discussed and updated.

### 24. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 24.1. Item 6.1 re writing a training plan to be published by 5<sup>th</sup> November. The Clerk to put this on a future agenda.
- 24.2. Item 8.1 re employment of part time ERO. The town council have agreed to set up a Wellbeing plan working group. Clerk to set a date for a meeting.
- 24.3. Item 8.2 re tree planting along Parc y Plant. The Clerk to resend this email to Cllr. Griffiths.
- 24.4. Item 10.1 re rubbish left in the MUGA. This was discussed at the last playing field meeting. The Clerk to contact the school for an update.

The meeting closed at 8.30pm.