

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 30^{eg} MAI 2022 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 30th MAY 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 by **26th May**.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion o'r cyfarfod gynhaliwyd ar 25^{ain} Ebrill 2022 / Minutes of the meeting held on 25th April 2022**
4. **Materion yn codi / Matters arising**
5. **Cofnodion o'r cyfarfod cyllideb a chyllid a gynhaliwyd ar 11^{fed} Ebrill 2022 / Minutes of the Budget & Finance meeting held on 11th April 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. **Governance Documents**
 - 10.1. Grievance Policy
 - 10.2. Disciplinary Policy
11. **Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre**
 - 11.1. Canolfan Croeso side access
12. **Adroddiad arolygu ardal chwarae / Play area inspection report**
13. **Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports**
14. **Tendr goleuadau Nadolig / Christmas lights tender**
15. **Arolwg ac anghenion Tai / Housing and needs survey**
16. **Gwirio e-byst y Clerc pan fydd i ffwrdd / Checking Clerk's emails when she is away**
17. **Lleoliad cyfarfodydd y dyfodol / Venue for future meetings**

18. Adroddiadau y gweithgor / Working group reports

- 18.1. Grants and projects
- 18.2. Community assets
- 18.3. Traffic
- 18.4. Wellbeing Action plan

19. Parc y Plant

- 19.1. Outdoor table tennis
- 19.2. Parc y Plant perimeters/Trees
- 19.3. Pen y Bont footpath
- 19.4. Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective properties
- 19.5. Identify location for Fields in trust plaque

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

21. Adroddiad Blynyddol Blaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor 2021/22 / The Council's priorities, activities and achievements Annual Report 2021/22

22. Mynwent Brynhyfryd cemetery

- 22.1. Benches
- 22.2. Update on Brynhyfryd records
- 22.3. Tree planting project

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

24. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

- 24.1. Defibrillator update

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

- 25.1. CSO Alert Notifications – Newport North (Traethmawr)
- 25.2. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary
- 25.3. Dog fouling problem in Newport / Dog Watch Scheme
- 25.4. Jet Ski's in Newport/Parrog

26. Marchnad stryd / Street market

27. Archwilio Cymru / Welsh Audit

28. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£570.00
PCC, 1 st Precept payment	£9,210.00

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
Plusnet, Telephone (DD) p.m.	£34.60 (vat £5.76) up from £29.40 (vat £4.99)
Good energy (electric) (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)
Zurich Insurance (Paid)	£1,410.15
E.L Jones Printers, Housing survey	£1,991.60 (vat £313.60)

- 28.1. Clerk's hours and pay
- 28.2. Jubilee event
- 28.3. Purchasing new printer
- 28.4. Victoria Gardens ownership and lease
- 28.5. Update on planning application on behalf of the playing field for a container on the playing field

29. Tudalen RAG / RAG sheet**30. Cyfatebiad / Correspondence**

See attached list

Dyddiad y cyfarfod nesaf / Date of next meeting

Supporting documents

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Adroddiad Blynyddol Blaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor
2021/22 / The Council's priorities, activities and achievements Annual Report 2021/22

Cyngor Tref Trefdraeth Newport Town Council

Annual Report 2021 – 2022 Adroddiad Blynyddol 2021 - 2022

A report regarding the Town Council's priorities, activities and achievements April 2021 to
March 2022

[Local Government and Elections \(Wales\) Act 2021](#) - From April 2022 community and town councils have a duty to prepare and publish a report about the council's priorities, activities and achievements.

This report is in a precis format further details of each item can be obtained from the Clerk to the Council.

Priorities 2021-2022

1. Housing and Needs survey:

- Commission and carry out;
- Consider recommendations and as appropriate act on them;
- Start discussion and consultation on developing a Place Plan.

2. Grants and Projects Officer

- Re-advertise and recruit;
- Publicise the availability of the service to the community;
- Assist in their making contact with the various sectors and groups in Newport;
- Project manage according to the specification of the Enhancing Pembrokeshire Grant;
- Write final report and financial claim;
- Investigate extending the employment of the Grants and Projects officer.

3. Traffic issues:

- Work to resolve pavement issues;

- Work towards agreeing a 20mph limit through town;
- Consider Disability access issues;
- Provide parking facilities;
- Address speeding issues;
- Provide better directional signage in the Town;
- Investigate funding for access to Parc y Plant.

4. Skate Park

- Assist in the setting up of a Skate Park committee;
- Contact users and invite them into a Facebook group;
- Consult with them about their aspirations for the park and involve them in the process as a group;
- Through GPO, encourage the group to apply for a grant to upgrade the skate park. If that proves unworkable apply as a Town Council for them;
- Employ an appropriate company to install upgraded equipment.

5. Children's play park

- Consult with parents of users of the play park;
- Research alternative equipment;
- With assistance from GPO, apply for a grant to upgrade the children's play park;
- Employ an appropriate company to install upgraded equipment.

6. Welsh name signs

- Make a list of all the historic names the community would like to have restored and installed after consultation;
- Formulate a proposal to submit to PCNPA to obtain planning permission;
- Install signs.

7. Engage with local youth (See Skate Park)

8. Complete Brynhyfryd database

9. Community Asset Working Group

- Identify potential assets within Newport that could be of value to the community and the feasibility of acquiring them;
- Prepare a SWOT analysis of community assets.

10. Review the Biodiversity and Resilience of Ecosystems duty.

- Update the Section 6 statement.

11. Website

- Complete the website upgrade.

12. Continue to work with Dwr Cymru Welsh Water to investigate the cause of the spills from Cwm CSO.

Future consideration for priority action may include the following.

Policies

Compiling a Climate Change Statement.
 Prepare a Health and Safety File for NTC.
 Compilation of a Well Being Plan.
 Draft a Vision Statement.
 Completing a Bench and Plaques Policy.

Local facilities and services

Provision of Maes Ingli Sheltered Housing.
 Investigating a Parrog Shelter Lease.
 Consider Street Market development.
 Investigating Up cycling/Men in sheds workshops.
 Identification of Allotment sites.

Review and update of Newport Action Plans:

- Economy:
- Heritage:
- Community:
- Environment.

Management and Administration

Prepare a Training Plan, required by November 2022.

Complete the self-evaluation Tool kit for community and town councils.
 Archive Town Council documents.

Heritage

Finding a location for the Oline ship's nameplate.
Installing a Blue Plaque on Old school building.

Activities 2021-2022

- The provision and maintenance of a Bee Friendly scheme at Brynhyfryd Cemetery.
- Providing local gardening clubs with bee friendly wildflower seeds from Kew Gardens.
- Promoting the CLEAN (Catchment Level Environmental Action Network) project for the river Nevern in conjunction with Cwm Arian.
- Promoting a "kick sampling" survey of the river Nevern.
- Promoting a river litter pick up.
- Encouraging a tree planting project, to plant a tree for each person on the Census in the Newport Ward.
- Establishing Bumble Bee Boxes at the school, Library and Cemetery.
- Consideration of the "Long Forest Project"
- Promoting the setting up a "Citizens Science" project.
- Consideration of Sustainable Housing. (Zero Carbon Maes Ingli Sheltered Housing)
- Encouraging PCC to plant a bee friendly garden in front of the Old School.
- Considering ways of helping land owners to sustain and improve biodiversity. Meadows, woodland and waterways.
- Consideration of ecological issues in future place plans.
- Ongoing support for and encouragement of the tenants of Canolfan Croeso i.e. Newport Community Library and Newport Information Centre.

Achievements 2021-2022

This section of our report is difficult to list as a great many of our priorities and activities are at various stages of "achievement".

1. Housing and needs survey.

- Consultants engaged.
- Survey compiled and translated.

2. Grants and Projects Officer

- Officer in post funded by Enhancing Pembrokeshire Grant.
- A significant number of groups advised on making grant applications.

3. Traffic Issues

- Meeting held with Pembrokeshire County Council re issues.

- Welsh Transport Appraisal Guidance (WelTag) consultation completed.

4. Skate Park

- Skate Park committee formed.
- Consultation with users started.

5. Brynhfryd Database.

- Significant advances made and nearing completion of the database.

6. Community Asset Group

- A working group has been set up and is meeting on a regular basis.

7. Website

- Website operating and being managed by councillors.

8. CLEAN project.

- Part one of the project completed and investigating funding for part 2.

9. Tree Planting/matters.

- In conjunction with Newport Area Environmental Group (NAEG) one tree has been planted for everone on the last census in the Newport ward.
- Hedge laid in Parc y Plant.
- Tree survey carried out at Brynhfryd.

10. Securing planning for a storage shed on the Playing Field.

11. Establishing Parc y Plant as a “Field in Trust”.

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Newport Town Council Action Log - 5th May 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	30.05.22	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	30.05.22	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	30.05.22	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. Location map received by K. Perkins. JG to draft response to letter and lease matters.	RC/JG	30.05.22	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. Cllr. Harries waiting to receive cemetery book from Cllr. Davies	Clerk	30.05.22	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. Cllr. Davies has found there are missing purchases and will make a note of these.	PD	30.05.22	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 nusge Paul about this	PH	30.05.22	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. Survey has been sent to all residents, links on the website. Good paper response so far.	JW/JG	30.05.22	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 and translating docs into welsh.	JW	30.05.22	A
45	27.01.20	Blue plaque on building	Finalise decision and financing. PH awaiting responses. Clerk to nudge PH. Council to get prices for blue plaques and ask GPO whether there are grants for this?		30.05.22	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	30.05.22	A
0	20.10.20	Brynhyfryd Bench request	Council happy with the 2 locations for the benches. Clerk to let them know and for them to proceed with installation of the benches. One bench has been installed. Waiting for update on the other bench.	PH	30.05.22	A
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.		30.05.22	A
59	16.02.21	Election costs	Costs received from PCC. Contested election estimate is £5,068.84		30.05.22	A

Agenda item 30

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 30^{eg} Mai 2022 **Newport Town Council Correspondence for online meeting held on 30th May 2022**

E-byst / E-mail

1. Cynllunio a thai/ Planning and housing

1. Email re The Senedd's Local Government and Housing Committee is undertaking an inquiry into community assets. Invitation to contribute to the consultation, deadline 24th June, forwarded to all (17.05.22)

2. Uned 3 / Unit 3

3. Canolfan Croeso

1. Letter from Valuation Office Agency requesting rent, lease or ownership details, deadline 20th June, forwarded to all (17.05.22)

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

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

1. Email from OVW re Local Places for Nature - 2022 Applications, forwarded to all (05.05.22)
2. Email re Audit Wales has launched a national survey of town and community councils across Wales, deadline 1st July, forwarded to all (05.05.22)
3. Email from OVW re Hwb Natur - Pethau Bychain - Nature hub, forwarded to all (19.05.22)

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

1. Introduction email from county Cllr. H. Murphy, forwarded to all (12.05.22)

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

1. Email from C. Hooper re Havards shop business plan, forwarded to all (26.04.22)
2. Email from MOP re dogs and horses on Parrog beach, forwarded to all (17.05.22)

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