

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 30<sup>eg</sup> MAI 2022 am 7yh**  
**MINUTES FOR THE MEETING HELD ONLINE on 30<sup>th</sup> MAY 2022 at 7pm**

<b>Pobol yn presennol:</b>	Cllr. Paul Harries (Chair)	Cllr. John Griffiths
<b>Persons Present:</b>	Cllr. Elaine Lloyd (Vice Chair)	Cllr. Jon Letten
	Cllr. Paddy Davies	Cllr. Ros Cleal
	Cllr. Morgan Lewis	Cllr. Sandra Bayes
	Cllr. Ros McGarry	Miss L Evans (Town Clerk)
<b>Ymwelwyr / Visitors</b>	County Cllr. Huw Murphy	
<b>Ymddiheuriadau wrth:</b>	Cllr. Jano Williams	
<b>Apologies received from:</b>		

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

1.1. Apologies received from Cllr. Jano Williams.

**2. Datganiad o ddiddordeb / Declarations of Interest**

2.1. Cllr. Harries explained about declaring either a personal, prejudicial or both interests. Cllr. Ros McGarry declared a personal interest in any Forum matters as Chair of Newport Forum and correspondence item 3 regarding Canolfan Croeso. Cllr. Paddy Davies declared a personal interest in correspondence item 3 regarding Canolfan Croeso.

**3. Cofnodion o'r cyfarfod gynhaliwyd ar 25<sup>ain</sup> Ebrill 2022 / Minutes of the meeting held on 25<sup>th</sup> April 2022**

3.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lloyd seconded, all agreed.

**4. Materion yn codi / Matters arising**

- 4.1. Item 4 re Preseli Practice Patients group. Cllr. Bayes is now the council's representative on this group.
- 4.2. Item 12.4 re the terms of reference for the Wellbeing action plan working group. It was discussed and decided at the AGM, that terms of reference will be looked at and discussed in the next working group meetings. The terms that were agreed were terms and conditions, not terms of reference.
- 4.3. Item 24.1 re archaeology interpretation project. The Clerk to send the received update to all councillors.

**5. Cofnodion o'r cyfarfod cyllideb a chyllid a gynhaliwyd ar 11<sup>fed</sup> Ebrill 2022 / Minutes of the Budget & Finance meeting held on 11<sup>th</sup> April 2022**

5.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Davies seconded, all agreed.

## **6. Materion yn codi / Matters arising**

6.1. Item 6.1 re the Whiteman Legacy. Cllr. Bayes to email the Clerk for further information.

## **7. Adroddiad y Cadeirydd / Chair's Report**

7.1. Cllr. Harries reported that he will stand down as the Chair of Pembrokeshire National Park this Friday.

## **8. Diweddariad gwefan / Website update**

8.1. Cllr. Lewis is continuing to upload documents onto the website. The Clerk raised the question that as the Responsible Financial Officer, that the town council look into what they are paying for with regards to the website and email care package with United Studios. Cllr. Harries proposed that Cllr. Lewis looks into this to see if it is value for money and to report back at the next meeting, Cllr. Bayes seconded, all agreed.

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

9.1. Ongoing. Cllrs. Harries and Davies are liaising on this.

## **10. Governance Documents**

10.1. Grievance Policy and Disciplinary Policy – Cllr. Harries advised that these policies are needed as they are mentioned in the Clerk's contract of employment. The Clerk advised that the next GD numbers are 25 and 26. Cllr. Harries proposed that the 2 governance documents are accepted, Cllr. Griffiths seconded, all agreed.

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

11.1. Cllr. Griffiths reported that the council's solicitor has drafted an underlease and sent it to the Information Centre. Cllr. Williams is looking into whether the Information centre needs legal advice.

11.2. Canolfan Croeso side access – the Clerk has received an email from Gary Meopham, PCNPA. The Clerk to re-send this email as the new councillors will not have seen it. Council to make a decision at the next meeting.

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

12.1. Nothing to report. All fine.

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

13.1. Cllr. Harries suggested this item be put on the RAG sheet. In the past PCC contacts the Clerk with dates for future meetings. Cllr. Harries has attended a few. Cllr. Bayes would also like to attend them.

## **14. Tendr goleuadau Nadolig / Christmas lights tender**

14.1. The Clerk advised that the tender process needs to be completed before the beginning of the summer. The governance document for the tender guidelines has been sent to all.

- 14.2. Cllr. Harries read through the governance document GD19-Tender guidelines. All agreed that the estimated works will exceed £1,000 and that a competitive tender will be sought. The Clerk read out the schedule of works, the council agreed with this. The council agreed that the tender will be advertised on the website, Facebook page and in the noticeboard, that the council will approach 3 local contractors, N. Wilmott, T. Thomas and G. Davies, that the tender invitations and documents will be issued at the same time, that the date and time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter, whether VAT is included, tenders will be returned in sealed envelopes, tenderers to confirm that they have the appropriate insurance and public liability, returned tenders will be marked with the date they were received and that the council are not obliged to accept the lowest tender received. Cllr. Lloyd proposed that all guidelines are agreed upon and approved, Cllr. Lewis seconded, all agreed.
- 14.3. The Clerk will advertise the tender and the deadline will be before the July meeting so a decision on the successful tender can be made at this meeting.

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

- 15.1. Cllr. Davies advised that around 400 paper copies of the survey received have been distributed between Cllrs. Williams, Lloyd, Davies, McGarry and Morgan Lewis to be collated. Cllr. Harries proposed that the council approve that these 4 councillors will input the results online, Cllr. Bayes seconded, all agreed.

## **16. Gwirio e-byst y Clerc pan fydd i ffwrdd / Checking Clerk's emails when she is away**

- 16.1. Cllr. Harries checked the emails twice when the Clerk was away last week. All agreed that the Chair and Cllr. Morgan Lewis are appointed for this responsibility. County Cllr. Huw Murphy joined the meeting.

## **17. Lleoliad cyfarfodydd y dyfodol / Venue for future meetings**

- 17.1. The council have been meeting online for the past 2 years. Covid restrictions have eased recently. Some councillors would prefer face to face meetings and some are happier to continue meeting remotely. Unit 3 is not ventilated and is a very cold room. Cllr. Letten proposed a trial period of hybrid meetings until the summer, Cllr. Lewis seconded, all agreed.

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

- 18.1. All working groups have been reformed since the AGM meeting. The Clerk to arrange meetings for all working groups so that they can elect the Chair and discuss the terms of references.
- 18.2. Grants and projects – nothing to report.
- 18.3. Community assets – nothing to report
- 18.4. Traffic – the Clerk to action points made in the last meeting
- 18.5. Wellbeing Action plan – Cllr. Bayes stated that an email has been received from the Forum Chair regarding the terms of reference and appointing a councillor representative for the ERO role. This email to be discussed at the first working group meeting.
- 18.6. Street market – this one has been added as it was missing from the list.

## **19. Parc y Plant**

- 19.1. Outdoor table tennis – ongoing.
- 19.2. Parc y Plant perimeters/Trees – Cllrs. Griffiths and Harries re looking into this as well as item 19.4. Cllr. Griffiths will draft a response.
- 19.3. Pen y Bont footpath – The Clerk to contact the GPO again about this.

- 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 – discussed previously in item 19.2
- 19.5. Identify location for Fields in trust plaque – Cllrs. Letten and Williams to have a look at potential locations.

## **20. Cysgod Parrog a pryddles safbwynt / Parrog shelter and viewpoint lease**

- 20.1. The Clerk is waiting for a response from Kathryn Perkins. They have advised that the lease between their clients and Newport Town Council was prepared by George Davies and Evans and our letter of 21st January 2020 was prepared in consultation with them. The Clerk to nudge Kathryn again for an update. Cllr. Griffiths suggested that the town council ask Gary Meopham at PCNPA for a copy of their Parrog car park lease with the Barony. Cllr. Griffiths will draft an email.

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

- 21.1. Cllr. Harries thanked Cllr Davies for her hard work collating and putting this document together. Cllr. Bayes advised that the wording under 'Local facilities and services' should not read 'Review and update of Newport Action Plans'. Cllr. Davies to re-word this to 'Contribute to review and update of Newport Action Plan". Cllr. Lloyd proposed that this annual report is approved, Cllr. Lewis seconded, all agreed. This can now be published on the website.

## **22. Mynwent Brynhyfryd cemetery**

- 22.1. Benches – both benches have now been installed.
- 22.2. Update on Brynhyfryd records – Cllr. Davies has nearly finished checking all the records.
- 22.3. Tree planting project – this to be discussed in the Autumn. Clerk to take it off the agenda.

## **23. Mabwysiadu Protocol ar gyfer datrys cwynion yn anffurfiol / Adopting the Informal Resolution Protocol**

- 23.1. Cllrs. Lewis, Letten and Lloyd to arrange a meeting to discuss.

## **24. Diweddariad lloches Maes Ingli / Maes Ingli shelter update**

- 24.1. The Clerk to ask Nia Davies at PCC for an update.
- 24.2. Libby, Nevern council clerk has replaced the pads for the defib located at Newport Memorial Hall. The Clerk has asked her to invoice for the cost.

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

- 25.1. CSO Alert Notifications – Newport North (Traethmawr) – latest updated have been sent to all.
- 25.2. Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary – The Clerk has sent a 2<sup>nd</sup> email to enquire about this and is awaiting a response.
- 25.3. Dog fouling problem in Newport / Dog Watch Scheme – The Clerk to email County Cllr. Huw Murphy regarding this issue and see if we can get an update on what PCC plan to do about this issue.

25.4. Jet Ski's in Newport/Parrog – The Clerk has received an email from Gary Meopham, PCNPA about this. This was forwarded to all councillors this afternoon. Cllr. Griffiths reported that there is a sign at Traeth Mawr regarding the speed limit in the bay. Beaches that have successfully banned jet skis have been privately owned. It may be possible to ask the Golf Club to ban them from launching at the beach but enforcing the ban will be difficult. This to be kept on the agenda and discussed at the next meeting. County Cllr. Huw Murphy offered to contact the Marine Police and ask them to come to Newport to show their presence. This to be considered at the next meeting.

## 26. Marchnad stryd / Street market

26.1. This will now be on the agenda under the working groups agenda item. Nothing to report.

## 27. Archwilio Cymru / Welsh Audit

27.1. The Clerk confirmed that all paperwork is with the internal auditor. An extra meeting to be called for the 16<sup>th</sup> June to discuss and agree the accounts and the annual audit report.

## 28. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits	£570.00
PCC, 1 <sup>st</sup> 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. The accounts are as follows: Treasurers-£26,415.14, GPO-£5,753.55, 30-day savers-£21,237.92. Money has been received from the market and PCC precept. Expenditure for the printers is part of the Enhancing Pembrokeshire grant housing survey project. The town council are paying for this. Cllr. McGarry proposed that all finances are paid, Cllr. Davies seconded, all agreed.

28.2. Clerk's hours and pay – this is ongoing. This to be changed to 'Clerk's employment matters'.

28.3. Jubilee event – The Clerk confirmed that she has not received any bank details for the agreed £200 donation to be paid to. Cllr. Griffiths confirmed that the playing field have insurance but if a third party are organising an event, then they must have their own insurance. The Jubilee committee are under the impression that this is a joint event between the town council and the mayor's committee but this has never been agreed upon. The Playing field agreed to support the event. The Clerk questioned why the jubilee

committee have not arranged their own insurance. Cllr. Ros Cleal proposed that the town council will help the jubilee committee to arrange their own insurance and do everything they can to assist, Cllr. Lloyd seconded, the majority voted in agreement.

28.4. Purchasing new printer – this is ongoing.

28.5. Victoria Gardens ownership and lease – ongoing.

28.6. Update on planning application on behalf of the playing field for a container on the playing field – ongoing.

## **29. Tudalen RAG / RAG sheet**

29.1. The RAG sheet was discussed and updated.

## **30. Cyfatebiad / Correspondence**

All correspondence was noted except the following:

30.1. Item 1.1 re the Senedd's Local Government and Housing committee undertaking an inquiry. Cllr. Davies confirmed that Cllr. Williams is drafting a response.

30.2. Item 3.1 re valuation request for Canolfan Croeso. Cllr. Griffiths to liaise with the Clerk and Cllr. Davies

30.3. Item 8.1 re dogs and horses on Parrog Beach. Clerk to forward to County Cllr. Huw Murphy.

The next meeting will be on the 28<sup>th</sup> June.

The meeting closed at 9.30pm.