

**COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 20<sup>fed</sup> MEDI 2022 am 7yh  
MINUTES FOR THE MEETING HELD ONLINE on 20<sup>th</sup> SEPTEMBER 2022 at 7pm**

**Pobol yn presennol:** Cllr. Paul Harries (Chair) Cllr. Sandra Bayes  
**Persons Present:** Cllr. Elaine Lloyd (Vice Chair) Miss L Evans (Town Clerk)  
Cllr. Morgan Lewis Cllr. Ros McGarry

**Ymwelwyr / Visitors**

**Ymddiheuriadau wrth:** Cllr. Jon Letten Cllr. Jano Williams  
**Apologies received** Cllr. Matthew Lewis Cllr. John Griffiths  
**from:** County Cllr. Huw Murphy Cllr. Paddy Davies

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

1.1. Apologies received from Cllrs. Williams, Griffiths, Letten, Davies and County Cllr. Huw Murphy. The Chair suggested that a minute's silence be held as a mark of respect to commemorate the death of the Queen. A minute silence was held.

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

2.1. No declarations of interest.

**3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 25<sup>ain</sup> Gorffennaf 2022 / Draft minutes of the meeting held on 25<sup>th</sup> July 2022**

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

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

- 4.1. Item 4.1 re private session minutes. Cllr. Bayes advised that she did not want to be involved in this as it could compromise future planning applications. Clerk to check if this is possible.
- 4.2. Item 4.6 re CWBR youth meeting. Cllr. Bayes to draft a letter to Cllr. Harries regarding the town council contacting PAVS.
- 4.3. Item 8.1 re councillors claiming for printing costs. The Clerk reported that OVW advise that printing costs cannot be claimed but can be part of the annual £150 councillor allowance.
- 4.4. Item 12.2 re Christmas lights. Cllr. Bayes asked how long the lights are on for? Cllr. Harries reported that they go off at midnight. The Clerk updated the council on the application to say that the strength test has been scheduled for 31<sup>st</sup> October, that she has sent an application to PCC and is collating documents for the Welsh Gov/Trunk Road agency.
- 4.5. Item 14.4 re a draft response to Newport Forum. Cllr. Harries to draft a response.
- 4.6. Item 20.2 re consultation on Shaping Wales's future. Cllr. Harries thanked Cllr. Bayes for her report on this matter which has been circulated to all councillors.

**5. Adroddiad y Cadeirydd / Chair's report**

- 5.1. Cllr. Harries reported that he has met with the new Chair of Newport Forum, Mary Hallinan. They had a positive meeting and agreed that both parties need to work together.
- 5.2. Cllr. Harries reported that he has written to Dŵr Cymru on 13<sup>th</sup> September for an update on CSO spills but hasn't received a response yet.
- 5.3. Cllr. Harries reported an overspilling drain on the square, PCC will sort this issue and also a loose and dangerous barrier by Angel House which PCC will also address.

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

- 6.1. Receive the notes of a meeting between Cllr Griffiths and Mark Taylor
- 6.2. Consider submitting the notes to RedKite Law with the Council's comments and requesting RedKite Law for advice prior to responding to CGT (Newport Information Centre)
- 6.3. Canolfan Croeso side access
- 6.4. Clerk to ask Cllr. Griffiths for a brief update on items 6.1-6.3.

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

- 7.1. Cllr. Bayes stated that it is difficult for members of the public to attend online meetings. Cllr. Harries proposed that this be deferred to the next meeting, Cllr. McGarry seconded, all agreed.

## **8. Lloches bws Castell / Castle Bus shelter**

- 8.1. The Council approach the owner of the Bus shelter and adjoining land (to whom the Council pays an annual rent of £5) to invite the owner to transfer the land to the Town Council – Clerk to ask Cllr. Griffiths why this is being looked at.

## **9. Adroddiadau pwyllgorau cynghori / Advisory committee reports**

- 9.1. Grants and projects – Cllr. Harries thanked Cllr. Davies for her report. Cllr. Davies will be writing a final progress report on the project.
- 9.2. Community assets – Cllr. Harries thanked Cllr. McGarry for the notes of the last meeting which have been circulated to all.
- 9.3. Traffic – The Clerk has sent an agenda for the next traffic meeting on 22<sup>nd</sup> September. 4 letters have been sent out to the Welsh Gov, PCC, County Cllr. Huw Murphy and Paul Davies, AS. These to be followed up on.
- 9.4. Wellbeing Action plan – this group has been disbanded.
- 9.5. Street market – a meeting to be called. Cllr. Morgan Lewis happy to look at this committee and possibly call a meeting. Clerk to forward the draft market leaflet to Cllrs. Lewis, Bayes and Harries.

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

- 10.1. There is a meeting scheduled between the town council, PCNPA and Moorings committee on the 26<sup>th</sup> September.

## **11. Cynllun hyfforddi Cyngor Tref / Town Council training plan**

- 11.1. Clerk reported that OVW will be sending out a template very soon. Keep on agenda.

## **12. Governance Documents**

- 12.1. No documents circulated for this meeting.

### 13. Materion yr amgylchedd / Environment matters

- 13.1. Consider tree planting sites in Newport-Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary – Clerk to ask PCNPA for an update.
- 13.2. Dog fouling problem in Newport / Dog Watch Scheme – Cllr. Harries has spoken with County Cllr. Huw Murphy who has met with the dog warden who will come to Newport if a problem is reported.
- 13.3. Jet Ski's in Newport/Parrog – County Cllr. Huw Murphy has reported that this is a difficult matter to resolve and that he could use contacts within the police if the problem persists.
- 13.4. Fields in Trust plaque location and ceremony – Put on RAG sheet
- 13.5. Unrecorded burials-Brynhyfryd cemetery – Keep on agenda.
- 13.6. Section 6 biodiversity and ecosystem annual report – Newport town council are 1 of only 6 councils that completed this report. This needs to be updated before the end of the year. Cllrs. Bayes and McGarry are happy to help Cllrs. Harries and Lloyd complete this task and the Biodiversity officer to be invited to contribute.
- 13.7. Tree planting project – ask Cllr. Griffiths for an update on this
- 13.8. Crown reduction on trees by Parc y Plant/Pen y Bont – Clerk to ask Arborculture to have a look at this.
- 13.9. Letter of support for extending the CLEAN project – Cllr. Harries proposed that the Clerk use the letter of support template and send to the CLEAN project.

### 14. Canllawiau statudol ar gyfer Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 / Statutory guidance relating to the Local Government and Elections (Wales) Act 2021

- 14.1. Cllr. Harries and Clerk to look at this.

### 15. Cyllid / Finance

#### Arian a dderbyniwyd / Monies received:

Street market deposits (Jul/Aug/Sep)	£1,518.00
Newport Information Centre, 50% of building insurance for Canolfan Croeso	£260.52
Newport Library, 50% of building insurance for Canolfan Croeso	£260.52
VAT repayment	£1,095.52
2 <sup>nd</sup> PCC precept	£9,210.00
Cardigan River and Food Festival, stall hire	£325.00

#### 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)
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)

Financial donation to the Newport Tigers and Lions Football Clubs for purchase of new mower (paid)	£500.00
Newport Post office, printing paper, Blue tack, stationery	£13.89
Cllr. McGarry, OVW Council meeting training	£17.50
B. Evans, cut hay at Brynhyfryd cemetery	£150.00
J. Austin, Market manager, hours from July to September	£790.00
Newport Bay Tree Garden Services, contract work, 2 of 4 invoices	£1,690.00

- 15.1. The accounts are as follows: Treasurers-£31,031.98, GPO-£5,753.55, 30-day savers-£21,239.89. The council to discuss the GPO account in the next Budget & finance meeting. Cllr. Harries declared a personal interest in the Post office payment. Cllr. Lloyd proposed that all finances are paid, Cllr. Morgan Lewis seconded, all agreed.
- 15.2. Clerk's employment matters – The sub committee are dealing with these matters including the Clerk's job description and contract of employment. The Clerk suggested the 10<sup>th</sup> November date for the appraisal, all agreed. Cllrs. Harries and Griffiths will undertake the appraisal.
- 15.3. Update on planning application on behalf of the playing field for a container on the playing field – Cllrs. Letten and Williams sorting this.
- 15.4. Letter from the Minister for Finance and Local Government re The Finance & Governance Toolkit for Community and Town Councils – Chair and Clerk will do this.
- 15.5. Direct debit mandate for Unit 3 PCC rent - Refer this item to the Budget & finance meeting, ask Cllr. Griffiths about Unit 3 lease.

## 16. Tudalen RAG / RAG sheet

- 16.1. The RAG sheet was discussed and updated. The council's priorities and achievements to be put on October's agenda.

## 17. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 17.1. Item 1.3 re meeting with Llain yr Eglwys residents. Cllr. McGarry to call a meeting.
- 17.2. Item 1.5 re housing survey report. Chair to ask Keith Edwards for a date for the final report.
- 17.3. Item 1.5 re Maes Ingli sheltered accommodation meeting. Cllr. Bayes reported that as secretary of the Forum a meeting has been called on the 4<sup>th</sup> October by the secretary and coordinating group members to discuss whether the accommodation can include integrated care. The town council have been invited. Cllr. Harries stated that he would like to see the agenda. Cllr. Lloyd proposed that the town council attend, Cllr. Morgan Lewis seconded, all agreed except for one abstention. Cllr Lloyd will attend. Clerk to ask councillors not present whether they wish to attend this meeting. Cllr. Harries advised that the town council have contacted Mark Bond at PCC as they were meant to call their own meeting regarding the accommodation at the end of the summer. The response received did not mention the Forum's meeting on the 4<sup>th</sup> October.
- 17.4. Item 6.2 re meeting with the Local places for Nature officer. Cllr. Lloyd proposed that the council arrange a meeting with her, Cllr. Bayes seconded, all agreed. Clerk to invite the Biodiversity officer as well.
- 17.5. Item 6.4 re Audit Wales fee scales, Cllr. Bayes to look at this.
- 17.6. Item 7.1 re Green infrastructure consultation. Cllr. Harries will look at this.
- 17.7. Item 8.2 re Victoria Gardens maintenance. Clerk to ask Cllr. Griffiths about this.
- 17.8. Item 8.2 re Preseli cares report. The Chair thanked Cllr. Bayes for this.

The next meeting will be on the 31<sup>st</sup> October.

The meeting closed at 8.30pm.