

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 27<sup>ain</sup> CHWEFROR 2023 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 27<sup>th</sup> FEBRUARY 2023 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](mailto:npclerk@newport-pembs.co.uk) by **23<sup>rd</sup> February**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 27<sup>fed</sup> Ionawr 2023 / Draft minutes of the meeting held on 27<sup>th</sup> January 2023**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion draft o'r cyfarfod anghyffredin ar 23<sup>ain</sup> Ionawr 2023 / Draft minutes of the extraordinary meeting held on 23<sup>rd</sup> January 2023**
- 6. Materion yn codi / Matters arising**
- 7. Adroddiad y Cadeirydd / Chair's report**
- 8. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre**
  - 8.1. 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)
- 9. Lloches bws Castell / Castle Bus shelter**
  - 9.1. Discuss matter of owner of the Bus shelter and adjoining land (to whom the Council pays an annual rent of £5) wanting to sell the land to the Town Council
- 10. Adroddiadau pwyllgorau cynghori / Advisory committee reports**
  - 10.1. Grants and projects
  - 10.2. Community assets
  - 10.3. Traffic
  - 10.4. Street market
- 11. Cynllun hyfforddi Cyngor Tref / Town Council training plan**
- 12. Strategaeth toiledau cyhoeddus / Public toilet strategy**
- 13. Clwb leuenctid Trefdraeth / Newport Youth Club**
- 14. Swyddi gwag cynghorwyr / Councillor vacancies**

## 15. Adroddiad arolwg tai / Housing survey report

- 15.1. Task and finish group
- 15.2. Calling a public meeting

## 16. Blaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor / The Council's priorities, activities and achievements

## 17. Dogfennau llywodraethu / Governance documents

## 18. Adroddiad ar gyfarfod gyda John Ewatt-Cynllun Gweithredu Lles / Report of a meeting with John Ewatt-Wellbeing Action Plan

## 19. Materion yr amgylchedd / Environment matters

- 19.1. Climate Emergency statement
- 19.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works
- 19.3. Crown reduction on trees by Parc y Plant/Pen y Bont

## 20. Tender torri gwair / Grass cutting tender

- 20.1. Discuss and decide whether the proposed works is estimated to cost over £1,000, and if so, competitive tenders are required
- 20.2. Discuss and decide on the brief
- 20.3. Discuss and decide where and how to advertise the tender
- 20.4. Discuss and decide whether to approach anyone directly, and if so, whom

## 21. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits (Dec) £.....

### Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£814.84
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)
Spindogs, GSuite mail box (DD) p.m.	£14.40 (incl. vat £2.40)
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Cllr. Letten, OVW training	£35.00
Swing clips to hold approved town council minutes	£30.64
Town Clerk back pay for January	£173.17
Memorial hall meeting room booking for meeting	£16.00
Mr. A Slade, annual licence for bus shelter and land	£5.00
Newport Memorial Hall, rent of room for meeting	£16.00
Newport Bay Tree & Garden services, 4 of 4 invoices	£1,690.00
J. Austin, Market Manager hours (Nov/Dec/Jan)	£450.00
Financial donation – NUTS (Newport Untrained Theatre Society)	£100.00
Financial donation –Citizen's advice Pembrokeshire	£100.00
Financial donation – Fishguard Thunderbolts	£100.00

Financial donation - Pembrokeshire Vikings	£100.00
Financial donation - Noah's Ark Children's hospital charity	£100.00
Financial donation – Ty Hafan	£100.00

- 21.1. Discuss donation towards Llwyngwair Arms for Christmas lights electricity supply
- 21.2. Enhancing Pembrokeshire application – Children's play area
- 21.3. Quotes from Euros Thomas, repairs to children's play area
- 21.4. Wicksteed quote for children's play area replacement parts, £2,131,02 (excl. vat)
- 21.5. Letter of engagement from internal auditor

**22. Rhifau Rhestr Aros Tai Cyngor Sir Benfro / Pembrokeshire County Council Housing Waiting List numbers**

**23. Tudalen RAG / RAG sheet**

**24. Cyfatebiad / Correspondence**

See attached list

**Dyddiad y cyfarfod nesaf / Date of next meeting**

## Supporting documents

Agenda item 20 – Grass cutting tender

### GD19 – TENDERING GUIDELINES

#### GUIDELINES FOR RESPONSIBLE FINANCE OFFICER (RFO) IN SENDING OUT APPLICATIONS FOR TENDERS VALUED IN EXCESS OF £1,000.00.

1. If the value of any proposed works is estimated to be in excess of £1,000.00 then NTC shall confirm and minute that competitive tenders should be sought.
2. NTC shall confirm the content/details of the works for which tenders are being sought, and such acceptance minuted.
3. NTC shall agree, when tenders are required, where, and by what medium, to advertise.
4. NTC shall agree who will be approached directly for tenders.
5. Unless circumstances dictate otherwise tenders shall sought from a minimum of three tenderers.
6. The Tender invitation and any documents are to be issued at the same time.
7. The Date and Time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter.
8. Tenderers shall be instructed that replies need to state clearly whether or not VAT is included in their figure. If registered, to state their VAT registration number.
9. Tenderers are to be advised that tenders shall be returned in a sealed envelope marked as (**Private. Sealed Tender for .....**)
10. Tenderers to confirm that they have the appropriate insurance and, if required, to indicate if they are covered by Public Liability insurance, details of such insurance will be requested if tender is accepted.
11. Envelopes containing returned Tenders shall be marked with the date and time received.
12. NTC may not accept the lowest tender received. The reason for such a decision shall be minuted.

Schedule of works

<p><b>1.0</b></p>	<p><b><u>SCHEDULE OF WORKS</u></b></p>					
	<p><b>GENERAL</b></p>					
<p>1.01</p>	<p>THE DESCRIPTIONS GIVEN BELOW ARE INTENDED AS A GUIDE TO THE VARIOUS SECTIONS OF THE WORKS AND MAY NOT NECESSARILY INCLUDE ALL THE ITEMS REQUIRED TO CARRY OUT THAT WORK. HOWEVER THE CONTRACTOR WILL BE DEEMED TO HAVE INCLUDED ALL ITEMS THAT COULD REASONABLY HAVE BEEN FORESEEN WITHIN THAT DESCRIPTION, VISIBLE ON SITE</p>					
<p>1.1</p>	<p>All grass cuttings and hedge trimmings to be removed from site.</p>					
<p>1.2</p>	<p>Grass cutting to be undertaken as required.</p>					
<p>1.3</p>	<p>Hedge trimming to be undertaken in the autumn / winter outside the nesting season.</p>					
<p>2.0</p>	<p><b>GRASS CUTTING AT:-</b></p>					
	<p>(a) The Parrog; Grass area by Landing Stage.</p>					
	<p>(b) Small Children’s Play Area; - At bottom of Lower St Mary St</p>					
	<p>(c) Brynhyfryd Cemetery, Mown path through the meadow, Burial area</p>					
	<p>(d) Parc y Plant Playing Field; At Pen y Bont.</p>					
	<p>(e) Banc y Capel; - Small grass area at top of Upper St Mary St.</p>					
<p>3.0</p>	<p><b>HEDGE TRIMMING AT:-</b></p>					
	<p>(a) Brynhyfryd Cemetery</p>					
	<p>(b) Small Children’s Play Area; - Hedge between the Play Area and the lane.</p>					
	<p>(c) Parc y Plant</p>					
<p>4.0</p>	<p><b>ALGAE AND MOSS REMOVAL AT:-</b></p>					
	<p>Brynhyfryd Cemetery; - Footpath as required.</p>					
	<p style="text-align: right;">Carried forward</p>					

5.0	<p style="text-align: center;">Brought forward</p> <b>RUBBISH BIN EMPTYING AND REMOVAL AT:-</b> (a) Brynhyfryd Cemetery (b) Small Children's Play Area (c) Parc y Plant					
		<b>TOTAL not including VAT</b>				

### Agenda item 23 – RAG sheet

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	27.02.23	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	27.02.23	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. Query received regarding replacement bench opposite Gwelfor, Clerk to reply back to thank him but cannot give permission as it is on Barony land.	PH/JG	27.02.23	A
24	23/10/17	Parrog shelter and viewpoint lease	Location map received by K. Perkins. Lease and documents received from Perkins. John, Paul and Elaine to meet to discuss before 25th July meeting. John to write to K. Perkins and tell her the situation. Meeting happened between NTC, PCNPA and Moorings on 25th Sep. All agreed to ask Perkins to seek 3 evaluations. Clerk to ask for an update	RC/JG	27.02.23	A
30	30.01.18	Draft procedure for purchase of grave Unrecorded burials	Cllr. Davies has updated the paperwork. Memorials should be strength tested. Falln gravestone has been restored. Child burials are free in Pems. Cllr. Davies has found there are missing purchases and will make a note of these. Clerk reported there is one missing burial of ashes.	PD	27.02.23	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 nudge Paul about this	PH	27.02.23	A
42	#REF!	New website update	Cllr. Morgan Lewis putting up documents and info and translating docs into welsh. Cllr. Lewis sent report to all. Council decided to stay with United studios. Cllr. Lewis reported that United Studios has been sold to Spindogs, new DD being set up with them.	JW	27.02.23	G
45	#REF!	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?		27.02.23	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	27.02.23	A
58	25.01.21	Mary Farmhouse kitchen land	Ongoing situation.		27.02.23	A
61	20.06.22	Governance Documents	Goc docs to be reviewed and updated		27.02.23	A
62	20.06.22	Play area inspection reports	Repairs needed for the children's play area, Cllr. Letten looking into this and getting quotes from Euros Thomas		27.02.23	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing. There is one in Fishguard.		27.02.23	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing.		27.02.23	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		27.02.23	A
66	20.06.22	Parc y Plant-Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective properties	Ongoing		27.02.23	A
67	20.06.22	Parc y Plant-Identify location for Fields in trust plaque	Jano and Jon to look for appropriate location. Adrian Varney has contacted 2 sports celebs who are happy to come to opening event. Clerk to email Adrian and Cllr. Matthew Lewis for an update.		27.02.23	A
68	20.06.22	The Council's priorities, activities and achievements Annual Report	Report has been put on the website for 2021-22. Meeting on February 7th		27.02.23	A
69	20.06.22	Maes Ingli Sheltered Accommodation	Elaine and Ros M went to the meeting organised by the Forum, people from PAVS and PCC were there. Paul propose Clerk ask for official update from PCC. Not many people had been invited to this meeting. Clerk to ask PCC for an update.		27.02.23	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Paul had email from Dwr Cymru-strange spill durations since December. Paul asked Luis to take action, not received response.		27.02.23	A

72	20.06.22	Purchasing new printer	Ongoing		27.02.23	G
73	20.06.22	Victoria Gardens ownership and lease	2 letters sent to Welsh Gov re ownership. Clerk to circulate email from John. Put back on the agenda. JG to go and speak to one of the residents.		27.02.23	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis doing this		27.02.23	A
75	31.10.22	Cllr opting out of private sessions	Clerk to email OVW for advice. Advice received but still unclear. Keep an eye on this.		27.02.23	A
76	31.10.22	Investigate Hybrid meetings	Clerk to investigate - back on agenda in January 2023. Info received from Crymych clerk.		27.02.23	A
77	22.11.22	Consider tree planting sites in Newport- Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary	Looking at sites both ends of Newport.		27.02.23	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		27.02.23	A
79	22.11.22	Update on planning application on behalf of the playing field for a container on the playing field	JL to talk to Mike Higgins, PCNPA tree officer, tie in with tennis club site visit.		27.02.23	A
80	30.11.22	Reporting back from governors report	One meeting on governance was cancelled.	RM	27.02.23	A
81	09.01.23	Guidance on bullying and harassment			27.02.23	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings			27.02.23	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	Cllrs. Davies and McGarry looking into this		27.02.23	A
84	21.02.23	Hybrid meetings			27.02.23	A
85	21.02.23	Maes Inqli television			27.02.23	A



## Agenda item 24 – Correspondence list

### Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 27<sup>ain</sup> Chwefror 2023 Newport Town Council Correspondence for online meeting held on 27<sup>th</sup> February 2023

#### 1. Cynllunio a thai/ Planning and housing

1. Email from Cllr. McGarry re Conservation Area enquiry for ‘garden behind the Information Centre, Long St, Newport’ (23.01.23)
2. Email from Sue Leonard, PAVS re housing survey report and Wellbeing action plan, forwarded to all (08.02.23)

#### 2. Uned 3 / Unit 3

#### 3. Materion amgylchedd / Environment matters

1. Email from MOP re rubbish in Maes Ingli river and Long Street car park, forwarded to all (14.02.23)

#### 4. Gwefan a Materion TG / Website and IT issues

#### 5. Cyllid / Finance

1. Emails from members of the public re Parrog toilets and Youth Club (24.01.23)
2. Email from Cwm Arian Renewable Energy re Enhancing Pembrokeshire Grant allocation from Newport ward, forwarded to all (08.02.23)
3. Email from Newport and District Community Forum re Newport Youth Club, forwarded to all (08.02.23)
4. Email from Cllr. Bayes re approve inviting Tom Moses of CWBR PLANED to come to Newport to work on Newport Youth Club project (07.02.23)
5. Email from Cllr. Bayes re Petition concerning Newport Youth Club to PCC, forwarded to all (14.02.23)
6. Email from SLCC re 2 streams of Welsh Government Funding 2023/24-CiLCA Bursary Scheme provides funding to undertake the Certificate in Local Council Administration (CiLCA) or the Wales Training Bursary Scheme which contributes towards the costs of training, forwarded to all (14.02.23)

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

1. Email from OVW re / Technical Advice Note (TAN) 15: Development, flooding and coastal erosion - further amendments consultation, deadline 17<sup>th</sup> April forwarded to all (24.01.23)
2. Email from OVW re One Voice Wales Public Access Defibrillator Census, 1<sup>st</sup> April, forwarded to all (08.02.23)
3. Email from Welsh Gov re Written Statement: Second Homes and Affordability and the Associated Pilot: six-month update, forwarded to all (14.02.23)
4. Email from OVW re TRAINING NEEDS SURVEY 2023 Respond by 28 March, forwarded to all (21.02.23)

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

1. Email from PCC re Richards Bros - Coastal Bus Route Cancellations, forwarded to all (08.02.23)

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

1. Email from FareShare Cymru re FareShare Cymru in Pembrokeshire, forwarded to all (24.01.23)
2. Email from Preseli Cares Project Development Group re a councillor joining their group, forwarded to all (08.02.23)
3. Email from Hywel Dda health board re New Hospital Site Consultation: Invitation to a meeting for Town and Community Councils, forwarded to all (09.02.23)

4. Email from Newport Forum Secretary re Newport Awareness Day 1st March, Memorial Hall, forwarded to all (14.02.23)

5. Email from Cty Cllr. Murphy regarding Newport & Dinas issues, forwarded to all (14.02.23)

**9. Mynwent / Cemetery**

1. Request from Roy Tanahill Monumental Masons for a copy of the cemetery key (08.02.23)

**10. Ysgol/ Chwarae/ Gohebiaeth plant / School/Play/Children correspondence**

**11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd / Road closures/Road Trunk Agency/Road matters**

**12. Marchnad stryd / Street Market**