

**COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 30^{eg} TACHWEDD 2022 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 30th NOVEMBER 2022 at 7pm**

Pobol yn presennol: Cllr. Paul Harries (Chair) Cllr. Sandra Bayes
Persons Present: Cllr. Elaine Lloyd (Vice Chair) Cllr. John Griffiths
Cllr. Morgan Lewis Cllr. Paddy Davies
Cllr. Jon Letten Cllr. Ros Cleal
Cllr. Ros McGarry Miss L Evans (Town Clerk)

Ymwelwyr / Visitors County Cllr. Huw Murphy

Ymddiheuriadau wrth: Cllr. Jano Williams

**Apologies received
from:**

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Williams.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest. Chair advised that item 16.1 will be moved to the end of the agenda.

3. Cofnodion draft o'r cyfarfod gynhaliwyd ar 31^{eg} Hydref 2022 / Draft minutes of the meeting held on 31st October 2022

3.1. Agenda item 15.1 should read 'for the final report'. Clerk to rectify. Subject to this amendment Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Lloyd seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 4.1 re private session query. OVW has responded but the advice is not clear. This matter to be discussed in the future when necessary.

4.2. Item 17.1 re priorities and achievement. This meeting did not happen.

4.3. Item 23.3 re Christmas lights. Permission was granted from the Trunk Road agency on 25th November. The lights went up on the 26th. All agreed for the lights to be switched on 3rd December. Clerk to ask N. Wilmot about any replacement bulbs.

5. Cofnodion draft o'r cyfarfod Cyllideb a Chyllid ar 8^{fed} Tachwedd 2022 / Draft minutes of the Budget and Finance meeting held on 8th November 2022

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

6. Materion yn codi / Matters arising

6.1. Item 7.1 re adding Cllr. Davies as a signatory. One of the signatories needs to go to the bank to sort this. Clerk to put on the February agenda.

7. Adroddiad y Cadeirydd / Chair's report

- 7.1. The Chair and Cllr. Griffiths carried out the appraisal with the Clerk on 10th November. He has spoken to Dŵr Cymru about CSO spill on the 17th November that is still happening, these emails have been circulated to all. Traffic committee meeting happened on the 10th, laying of the wreaths on Remembrance Day on 13th November. Chair thanked Cllr. Letten for representing the town council. Meetings that have happened include Preseli Cares, CLEAN project, Local places for nature meeting with the officer, Section 6.
- 7.2. The Chair advised councillors to be careful about pre-determining matters in emails. If a councillor states their position, then they may not contribute to a discussion at a meeting on that matter. Also, emails received after discussions in meetings cannot be debated again.
- 7.3. Cllr. Bayes advised that CSO spills have happened more than 2,000 hours this year.

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

- 8.1. Receive the notes of a meeting between Cllr Griffiths and Mark Taylor – these have been sent to all.
- 8.2. 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) - The Clerk wrote to Red Kite on the 3rd November and they have responded with a revised lease. Clerk to circulate this to all councillors. The council are waiting for further information from the Information Centre; a list of their trustees and a copy of their constitution. The council will respond to Red Kite once this information has been received.

9. Lloches bws Castell / Castle Bus shelter

- 9.1. Discuss response of the owner of the Bus shelter and adjoining land (to whom the Council pays an annual rent of £5) regarding inviting the owner to transfer the land to the Town Council – Clerk to circulate the response to all councillors. The owner is not keen on selling the land but suggests the council acquire an evaluation from the district valuer. Cllr. Griffiths proposed that the Clerk write to the district valuer to ask for an evaluation and the cost. The Clerk advised that the owner had not responded to the suggestion of a long lease. The Clerk to email the owner again about this.

10. Adroddiadau pwyllgorau cynghori / Advisory committee reports

- 10.1. Grants and projects – the meeting did not happen. The GPO project has finished, last payment from PCC has been received. Cllr. Davies will re-arrange the meeting in the new year. It is unclear whether the Enhancing Pembro's grant will continue after this financial year. Cllr. Davies to send final report to County Cllr. Huw Murphy.
- 10.2. Community assets – This to be revived in February.
- 10.3. Traffic
 - a. Discuss 20mph responses to County Cllr. Huw Murphy, 11th November – The Chair thanked Mr. Murphy for his persistence regarding the 20mph buffer limits. A traffic committee meeting was held on the 10th November. 10 items that were identified back in 2021 were discussed. The Chair read all 10 points and the council agreed with the traffic committee suggestions. All 30mph roads will default to 20mph. The Bedd Morris road was discussed. The council would like PCC to change the buffer limit on this road earlier than the September 2023 suggestion. County Cllr. Huw Murphy will chase this up.
 - b. Note response regarding traffic matters to County Cllr. Huw Murphy, 11th November – noted.

10.4. Street market – The Chair thanked Cllr. Lewis for conducting the meeting on the 10th November. The notes have been circulated to all. Cllr. Lewis to itemise the suggestions for the next meeting.

11. Cynllun hyfforddi Cyngor Tref / Town Council training plan

11.1. The Clerk reported that 7 councillors have returned their individual training plans. The Chair and Clerk are happy to help councillors who haven't completed theirs.

12. Adroddiad arolwg tai / Housing survey report

12.1. A meeting was held last week with Keith Edwards which went well. The Chair advised that Julie James, Minister for Climate Change issued a statement in September which could be added to the report's appendix. Cllr. Davies proposed that an extra meeting is held once the final report is received, Cllr. Harries seconded, all agreed.

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

13.1. A meeting was held last Thursday to discuss both Section 6 and Priorities but there was not enough time to discuss the second topic. Clerk to re-arrange a meeting.

14. Cyfarfod a thrigolion Llain yr Eglwys a Swm y Nant / Meeting with residents of Llain yr Eglwys and Swm y Nant

14.1. Late email forwarded from Cllr. McGarry from one of the residents regarding arranging a meeting. The town council are leading on this and so a meeting cannot be held in a place that sells alcohol. Cllr. McGarry would like an onsite meeting. The Chair reminded the council that all correspondence should go through the Clerk. Clerk and Cllr. McGarry to arrange the meeting.

15. Materion yr amgylchedd / Environment matters

15.1. Section 6 biodiversity and ecosystem annual report and Climate Emergency statement – The Chair has written a draft report and will send a copy to all. Clerk to keep the Climate Emergency statement on the agenda.

15.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works – The Clerk to check the tree survey report and advise the council.

15.3. Crown reduction on trees by Parc y Plant/Pen y Bont – The Clerk to nudge Arborculture for a response to their onsite visit.

16. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits (Oct/Nov) £1,118.00

Burial plot purchase £1,037.00

Cyfrifon i'w talu / Accounts to be paid:

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|------------------------------|--------------------|
| 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) |
| Keith Edwards Ltd, Housing survey project | £2,500.00 |
| Senior Citizens Welfare Association, donation towards Christmas lunch (paid) | £500.00 |
| Euros Thomas, purchase, dismantle and fitting of 4 bearings for apparatus in children's play area | £848.00 (vat £128) |
| J. Austin, Market Manager hours | £180.00 |

- 16.1. The accounts are as follows: Treasurers-£22,992.23, GPO-£8,057.55, 30-day savers-£21,243.06, Playing field-£10,307.32. Cllr. Harries proposed that the money in the GPO account goes back into the Community asset project reserve but leave £10 in this account to keep it open, Cllr. Lloyd seconded, all agreed. Keith Edwards invoice to be delayed until final report has been received. Payment for Euros Thomas to come out of the Community asset project reserves.
- 16.2. Clerk's employment matters – this to be discussed at the end of the meeting.
- 16.3. Letter from the Minister for Finance and Local Government re The Finance & Governance Toolkit for Community and Town Councils – Chair and Clerk to look at this. This toolkit was mentioned as part of the Section 6 report and also involves councils' priorities and achievements.
- 16.4. Enhancing Pembrokeshire application – Children's play area – unsure if this will grant will continue after this financial year. Cllrs. McGarry and Davies to look at this application.

17. Tudalen RAG / RAG sheet

- 17.1. The RAG sheet was discussed and updated. This sheet needs streamlining.

18. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 18.1. Item 1.1 re Maes Ingli sheltered accommodation. Clerk to nudge PCC for an update.
- 18.2. Item 6.5 re new guidance on bullying and harassment. Chair and Clerk to look at this.
- 18.3. Item 8.1 re councils representative on the Senior citizens Welfare Association. They are happy just to have one representative. Cllr. Lloyd has been the representative for many years and will continue to do so.
- 18.4. Item 8.4 re town council out of hours contact. Cllr. Harries happy to be this contact.

The next meeting will be the planning on the 12th December and Budget & finance on the 15th December.

Cllr. Lewis reported that his father had cleared the area next to the Castle Inn for Remembrance Day. The Chair passed on the council's gratitude for this.

The Clerk and County Cllr. Huw Murphy left the meeting at 8.25pm as the council resolved to go into a private session to discuss agenda item 16.1 'Clerk's employment matters'. Cllr. Davies took the minutes for this discussion. The Clerks Pay scale was discussed and established at SCP23.