

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 25^{ain} EBRILL 2023 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 25th APRIL 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 by **20th April**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27^{fed} Mawrth 2023 / Draft minutes of the meeting held on 27th March 2023**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion drafft o'r cyfarfod cyllideb a chyllid ar 11^{fed} Ebrill 2023 / Draft minutes of the Budget & Finance meeting held on 11th April 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. Cyfarfodydd Hybrid meetings**
- 13. Strategaeth toiledau cyhoeddus / Public toilet strategy**
- 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. Dogfennau llywodraethu / Governance documents

- 16.1. GD12 Services
- 16.2. GD20 Computer access protocol

17. Materion yr amgylchedd / Environment matters

- 17.1. Climate Emergency statement
- 17.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works
- 17.3. Crown reduction on trees by Parc y Plant/Pen y Bont
- 17.4. Consider Dwr Cymru meeting invitation

18. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits (Mar/Apr)	£895.00
New burial plot purchase	£1,035.00

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.	£164.50 (up from 155.00)
Plusnet, Telephone (DD) p.m.	£32.14 (vat £5.36)
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)
Newport Post office, 2 x notebooks	£8.50
One Voice Wales, 2 x training sessions for Cllr. McGarry	£70.00

- 18.1. Canolfan Croeso side access
- 18.2. Financial appeal for a bilingual music website which is free and available to all promoters of music within a reasonable distance of Newport
- 18.3. Request for Blue plaque on building to commemorate West Wales Eco Centre
- 18.4. PCNPA 70th anniversary tree planting project

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

20. Tudalen RAG / RAG sheet

21. Cyfatebiad / Correspondence

See attached list

22. Ceisiadau Cynllunio / Planning Applications

5.1	<p>Application Number:- NP/23/0189/FUL</p> <p>Site:- Cawdor, Fishguard Road, Newport, Pembrokeshire, SA42 0UB</p> <p>Proposal:- Replacement of two existing veluxes in bedrooms with new dormer structures including Juliet balconies; and the creation of a new extension, incorporating an enlarged kitchen with internal staircase and a new entrance lobby. Replacement of existing timber balcony.</p> <p>Comments:-</p> <p>Recommendation:-</p>
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Dyddiad y cyfarfod nesaf / Date of next meeting

Supporting documents

Agenda item 11 - Town Council training plan

Newport Town Council - Training Plan 2022-2023

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

All councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are circulated to all members accordingly. All councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

In terms of the council's immediate training plans these are set out as follows:

WHO	WHAT	HOW	WHEN	COMMENTS
New and returning councillors	Basic induction training	To be delivered by the Clerk and Chair	10.05.22	

New councillors	Code of conduct training	One Voice Wales	31.03.23	
New councillors	The Council Module 1	One Voice Wales	31.03.23	
Councillors who have identified the need for this training	Understanding the law Module 4	One Voice Wales	31.03.23	
Councillors who have identified the need for this training	Financial Governance and accountability	One Voice Wales	31.03.23	
Chair of planning	Relevant planning courses	Planning Aid Wales	31.03.23	
Chair and Vice Chair	Chairing Skills – Module 10	One Voice Wales	31.03.23	
Chair and Vice Chair	Local Government Finance Module 21	One Voice Wales	31.03.23	
Clerk	Continuous professional development	Attendance at sector specific conferences, seminars and events	31.03.23	

Agenda item 15.1 – Housing survey report, task & finish group

Draft Notes of Housing and Needs Task and Finish Meeting by Zoom at 7.00pm on 30th March 2023

Apologies: Sandra Bayes, Paddy Davies
Present: Paul Harries, Elaine Lloyd, Ros McGarry

1. Elaine was elected as Chair of the group.
2. As there was nobody else Ros agreed to take notes (but would be grateful if someone else would be the note taker, as already taking notes on other sub-committees).
3. Terms of reference as directed by the Town Council.

4. Draft notes of last meeting (17/2/23) not available to all. **Action (Elaine)-ask Lowri to locate notes and forward.**
5. Item 4. on the agenda-need list of recipients of Housing and Needs Survey results. **Action (Elaine)-ask Lowri for the list.**
6. Item 5. on the agenda to consider the recommendations of the H&S Survey final report and report back to Council- postponed to next meeting.
7. Item 6 on the agenda-write Sara Morris PCNPA has been dealt with-sent to the planning committee.
8. Item 7. on the agenda- case study on the Bentinck Development-keep on the agenda for reconsideration once the recommendations have been examined.
9. Housing waiting list-need an expert to explain the number on the waiting list. Need to list the actual differences, there being 108 on the housing list and 31 on the survey. **Action- (Elaine to ask Lowri) to write to Cllr Huw Murphy and ask why there is such a discrepancy between the PCC housing list and the H&N Survey.**
10. Item 9. on the agenda- call a public meeting-more work needed.
11. Sandra's email-figures addressed in point 9. Need Sandra to clarify the CLT point. Regarding we talking to certain people-when we have clarification from Huw Murphy, and possibly engage with them after we have had an explanation.
12. Enhancing Pembrokeshire Grant. **Action (Elaine) to ask Lowri to give a precis of where we are in the process and is there anything the T&F group needs to do.**

Documents needed:

Survey results

Recommendations

List of bodies and people who were sent the survey

Page 18 in the H&N Survey

List sent by Huw Murphy

Agenda item 16 – Governance documents

16.1 GD12 Services

Newport Town Council offers a small and limited number of services.

- 1 **Town cemetery.** For further information see the web page for policy and scale of charges or contact the Town Clerk.
- 2 **Bus shelter,** litter bins, memorial plaques and seating.
- 3 **Town market.** This operates for most of the year in market street on a Monday morning from 9.00a.m to 1.00 p.m For details of hire of stalls and regulations contact the Town Clerk.
- 4 **Parc-y-Plant** football pitch and playing field. This is available for use at anytime.

- 5 **Rugby Playing Field**, changing rooms, small functions room and a childcare facility. These are run by Newport Playing Field Charity that the council acts as Trustees for the town. For information on hiring these please contact the Town Clerk.
- 6 **The Town Web-Site** is available for advertising for charity or commercial purposes. Contact the Town Clerk for details.
- 7 **Parrog Yard** is available for parking. This is situated at the top of Parrog Rd. The land is available to rent for a yearly fee. Contact the Town Clerk for details.

GD12 NTC Services.doc Approved 28/04/2012
 GN12: R1301-15/08/13: R1401 25/03/14 R1402 28/04/14: R1501 07/05/15

16.2 GD20 Computer access protocol

1. All councillors are entitled to view any document held on the Town Council computer which are related to Town Council or Playing Field activities.
2. No councillor shall amend or delete any documents on the Town Council computer without the express permission of the Chair or Town Clerk.

30/03/15

GD20 NTC Computer protocol.doc Approved 27/04/2015

Agenda item 20 – 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	25.04.23	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	25.04.23	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	25.04.23	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. NTC informed Perkins they are happy for them to continue with the 2 evaluations they have received.	RC/JG	25.04.23	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	25.04.23	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	25.04.23	A
45	#REF!	Blue plaque on building	Finalise decision and financing. PH awaiting reponses. Clerk to nudge PH. Council to get prices for blue plaques and ask GPO whether there are grants for this?		25.04.23	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these and send to the Clerk	PD	25.04.23	A
58	25.01.21	Mary Farmhouse kitchen land	Bluestone have given a presentation to the council. This is no longer a private matter		25.04.23	A
61	20.06.22	Governance Documents	Goc docs to be reviewed and updated		25.04.23	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. Clerk not receiving the weekly report, need to chase this. Email bounced back from PCC. Clerk to check with Huw Murphy or Emrys Llewelyn.		25.04.23	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing. There is one in Fishguard. Indoor table tennis club in Newport. Cllr. Bayes to contact them.		25.04.23	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing.		25.04.23	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		25.04.23	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		25.04.23	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.		25.04.23	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. TV has been received and is in Unit 3. Clerk to ask Nia for an update.		25.04.23	A

70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	CSO alert for number 4, 20th march - the info was nonsensical - Paul asked smarthumb to get back to him - no response. Paul told them that the sewage spill has made the local papers		25.04.23	A
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 has tried contacting one of the residents but has had no joy. Clerk to circulate JG's latest email.		25.04.23	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis have met and JL will circulate the notes.		25.04.23	A
76	31.10.22	Investigate Hybrid meetings	Clerk to investigate - back on agenda in January 2023. Info received from Crymych clerk. PH attended Wol technology deomnstration at Llechryd. Clerk to contact Telemat for further info.		25.04.23	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. Clerk to get an update. PH will ring Richard Vaughan.		25.04.23	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		25.04.23	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. Paul and Jon to meet to discuss.		25.04.23	A
80	30.11.22	Reporting back from school governors report	RM has attended a mandatory course in Bro gwaun. There is new governance about the curriculum. Has attended 2 policy meetings	RM	25.04.23	A
81	09.01.23	Guidance on bullying and harassment			25.04.23	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	Meeting happened in Nov. Need another representative as Cllr. Davies has now resigned. Cllr. Lloyd has volunteered.		25.04.23	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	Cllrs. Davies and McGarry looking into this		25.04.23	A
84	27.02.23	Moorings			25.04.23	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer			25.04.23	A

Agenda item 21 - Correspondence list

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 25^{ain} Ebrill 2023 Newport Town Council Correspondence for online meeting held on 25th April 2023

1. Cynllunio a thai/ Planning and housing

2. Uned 3 / Unit 3

3. Materion amgylchedd / Environment matters

1. Email re Trecwn Green Energy Hub: Project Update, forwarded to councillors (23.03.23)
2. Email from Cllr. Griffiths re Newport paths group meeting minutes, forwarded to all (04.03.23)

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

1. Email from PAV's re Living Well & Welcoming Community Spaces Fund (SCAF 7), deadline 2nd June, forwarded to all (04.03.23)
2. Email from PCC Chief Exec. re Public Toilets in National Park locations, forwarded to all (04.03.23)

**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 New Grants for Coedtiroedd Bach, forwarded to all (04.03.23)
2. Email from OVW re Newly appointed Communications Officer with One Voice Wales, forwarded to all (18.04.23)

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

1. Email from County Cllr. Huw Murphy re public toilets at Parrog, forwarded to all (24.03.23)
2. Email from PCC re Working Better Together online seminar for Pembrokeshire City, Town and Community Councils: Thursday 20th April at 7pm, forwarded to all (06.04.23)

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

1. Email from PAV's re Invitation to North Pembrokeshire Housing Care and Support Network May 23rd, forwarded to all (18.04.23)

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 matters

12. Marchnad stryd / Street Market