

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 1^{af} MEHEFIN 2023 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 1st JUNE 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 **30th May**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 25^{ain} Ebrill 2023 / Draft minutes of the meeting held on 25th April 2023**
- 4. Materion yn codi / Matters arising**
- 5. Adroddiad y Cadeirydd / Chair's report**
- 6. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre**
 - 6.1. 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)
- 7. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:**
 - 7.1. To receive a report of a meeting with JJ Morris chartered surveyors
 - 7.2. To consider the steps the Council should take in response to that report
- 8. Adroddiadau pwyllgorau cynghori / Advisory committee reports**
 - 8.1. Grants and projects
 - 8.2. Community assets
 - 8.3. Traffic
 - 8.4. Street market
- 9. Tendr goleuadau Nadolig / Christmas lights tender**
- 10. Tai Fforddiadwy - Tir i'r de o Feidr Eglwys / Affordable Housing - Land to south of Feidr Eglwys**
- 11. Canolfan Croeso**
 - 11.1. Rental of the office
 - 11.2. Garden volunteers
 - 11.3. Maintenance and repairs

12. Cyfarfodydd Hybrid meetings

13. Toiledau cyhoeddus / Public toilets

13.1. Letter received from Chief Exec of PCC

14. Parcio ar traeth mawr / Newport sands parking

15. Adroddiad o cyfarfod gyda Dwr Cymru / Report of meeting with Dwr Cymru

16. Swyddi gwag cynghorwyr / Councillor vacancies

17. Adroddiad arolwg tai / Housing survey report

17.1. Task and finish group

17.2. Calling a public meeting

18. Dogfennau llywodraethu / Governance documents

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. Tree planting on entrance to Newport

19.4. Crown reduction on trees by Parc y Plant/Pen y Bont

19.5. Children's play area annual inspection report

20. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits (Mar/Apr) £795.00

PCC, 1st precept payment £10,131.00

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)
PCC, Annual children's area inspection report	£628.00
Arborculture, cutting Sycamore tree at Parc y Plant	£900 (incl. vat £150)
J. Austin, Market manager hours (March, April, May)	£900.00
A4 file dividers, pack of 5	£11.75 (incl. vat)
PCNPA, payment for application for on-site fibreglass storage container on the playing field	£57.50
Zurich annual insurance renewal	£1,638.98

20.1. CWBR Youth

20.2. Request for Blue plaque on building to commemorate West Wales Eco Centre

21. Tudalen RAG / RAG sheet

22. Cyfatebiad / Correspondence

See attached list

Dyddiad y cyfarfod nesaf / Date of next meeting

SUPPORTING DOCUMENTS

Agenda item 9

Christmas lights 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 are not obliged to accept the lowest tender received. The reason for such a decision shall be minuted.

Ref: 2202 – SCHEDULE OF WORKS ASSOCIATED WITH THE ERECTION OF XMAS LIGHTS 2023/2024

1. The erection of the Xmas lights to be on or around 12th December and their subsequent removal on or around 10th January or as directed by the Clerk to the Council
2. Collection and return of the street lights from and to storage
3. The provision of plant suitable for the erection of the lights in East Street, Market Street, Bridge Street, West Street, and Maes Ingli.
4. The checking prior to erection and replacement of any broken lights. The cost of any such lights not included.
5. Complying with and liaising with the statutory authorities as necessary.
6. The provision of suitable insurance as required by Pembrokeshire County Council for works in and on the highway.
7. The contractor will work with the testing company for compliance

FORM OF TENDER

TENDER FOR: **2202 – ERECTION OF XMAS LIGHTS**
AT: **VARIOUS LOCATIONS**

We have read the invitation to tender and delivered to us and having examined the Schedule referred to therein do hereby offer to execute and complete the whole of the works described therein for the sum of (amount to be written in words) :-

.....per annum (£)

Not including VAT

We agree that contract sum shall not be adjusted for any fluctuations in rates of wages or emoluments or in prices of materials.

we expect that following the order :-

we would be able to start work in () weeks
and that the contract period will be To 31st January 2022

This offer is open for () weeks

We understand that the employer does not bind himself to accept the lowest or any tender; neither does he hold himself liable for any cost or expense incurred by the tenderer in the preparation of such tender.

We declare that we have not divulged our tender price to any person or body before the time of submission of the tenders.

For and on behalf of the Contractor. For and on behalf of Newport Town Council

Name:	Name:
Address:	Address: Unit 3, The Old School
.....	Lower St Mary Street
.....	Newport SA42 0TS
Signature:.....	Signature:
Dated:	Dated:

Agenda item 13 – Public toilets

13.1 Letter received from Chief Exec of PCC

Dear Newport Town Council. Thank you for your letter emailed to me on 13/04/23. I appreciate and sympathise with your concerns regarding the potential for future toilet closures and wish to reassure you that we are looking for long term solutions across Pembrokeshire to try and prevent this from happening. However, the provision of public conveniences is a discretionary service and with the severe financial situation we are facing we can no longer afford to fund every toilet across Pembrokeshire ourselves, therefore we are seeking support from other organisations. I will respond to each part of your letter:

1. I can confirm that we are in discussions with PCNPA surrounding the facilities at Newport Beach as they are within their car park. We have also been asked to meet with Nevern CC to discuss further.

2. Legislation will not allow us to use the fees from Long Street car park to pay for the Parrog toilets. The Parrog toilets are also within a PCNPA car park and we have therefore asked them to consider funding the facility going forward. The car park at Long Street plays a vital role in our traffic management duty for Newport by providing off street parking provision. There is currently no plans for community asset transfer of car parks.

3. 3.1 This toilet is within Group 2 as there is currently no funding stream identified for it. All toilets in this situation have been placed in this category.

3.2 We are currently not looking at sharing costs due to budget deficits.

3.3 We will accept this request if there is a commitment to fund the facility by either party by 31st March 2024.

3.4 The use of an element of the Second Homes Council Tax premium to fund facilities in financial year 2023/24 is a short-term measure only. We are not considering this as a future funding stream.

3.5 Twelve of our toilets charge 40p to use.

3.6 Point 1 – We are unable to CAT the Parrog toilets as they are not within our ownership. There is no requirement to CAT the Long Street toilets as they are funded by PCC car parking income.

Point 2- the footprint of the toilet is the block itself plus the surrounding access.

Point 3 – We have no influence over the car park. The land the toilet sits on is rented by PCC.

Point 4 – We have no influence over the car park. Queries on this should be directed to PCNPA.

3.7 If you decide to take this option, we would keep the toilets open until 31st March 2024 which will give you time to discuss and set your precepts. We are happy to discuss this with you further.

3.8 Noted

3.9 We will need to consider the Terms and Conditions of the lease arrangement with Barony of Cemaes in relation to the retention of the facility if it was closed. As the toilet at Newport Parrog is within a PCNPA car park, I would strongly encourage you to discuss the option of future funding with them.

I hope the above addresses the points within your letter. If you would like to discuss further my officer Katie Daly will be more than happy to meet with you.
Yours sincerely

William Bramble CBE Chief Executive Pembrokeshire County Council.

Agenda item 21 – 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	30.05.23	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	30.05.23	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	30.05.23	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	30.05.23	A
30	30.01.18	Draft procedure for purchase of grave Unrecorded burials	Cllr. Davies has found there are missing purchases and will make a note of these. Clerk reported there is one missing burial of ashes. Clerk to check with Padyd regarding any outstanding docs.	PD	30.05.23	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	30.05.23	A
45		Blue plaque on building	Brian John has emailed regarding this. County Cllr. Huw Murphy will look into this.		30.05.23	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these and send to the Clerk	PD	30.05.23	G
58	25.01.21	Mary Farmhouse kitchen land	Bluestone have given a presentation to the council. This is no longer a private matter		30.05.23	A
61	20.06.22	Governance Documents	Goc docs to be reviewed and updated		30.05.23	G
62	20.06.22	Play area inspection reports	Paul spoke to Tom Goring at PCC. Peter Delaney checks various places in Newport, signing paper to say they have been checked. He stopped doing them a few months ago, Tom Goring is going to look into this. Helps with our insurance. Annual inspection report been received. Skate park and play area. JL and Paul to look at it.		30.05.23	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.		30.05.23	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing. JG to look into this.		30.05.23	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		30.05.23	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		30.05.23	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.		30.05.23	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 and copy in Huw Murphy.		30.05.23	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Paul told them that the sewage spill has made the local papers, official repsonse received from Dwr Cymru. Clerk to set up meeting with Kelly Jordan.		30.05.23	A
73	20.06.22	Victoria Gardens ownership and lease	Berian Griffiths brought docs to Clerk. JG-we wrote to PCC months ago. Suggest we write to PCC with this new documentation, Paul 2nd.		30.05.23	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis have met and JL will circulate the notes.		30.05.23	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.		30.05.23	A
77	22.11.22	Consider tree planting sites in Newport-Tree Planting to Commemorate the Pembrokeshire Coast National Park's 70th Anniversary	Richard Bros do not want trees planted opposite their garage. Town council to reconsider this.		30.05.23	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		30.05.23	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.		30.05.23	A
80	30.11.22	Reporting back from school governors report	Attended diciplinary and exclusion meetings.	RM	30.05.23	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		30.05.23	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.		30.05.23	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	Cllrs. Davies and McGarry looking into this		30.05.23	A
84	27.02.23	Moorings	Had a meeting.		30.05.23	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer			30.05.23	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors.		30.05.23	A
87	25.04.23	CWBR Youth	Clerk to send part 2		30.05.23	A

Agenda item 22 – Correspondence list

1. Cynllunio a thai/ Planning and housing

2. Uned 3 / Unit 3

3. Materion amgylchedd / Environment matters

1. Email from website regarding toilet closures in Newport and on the beach
2. Email from A. Varney re parking on Newport beach, forwarded to all

(17.05.23)

(25.05.23)

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

1. Email from Cllr. Bayes re SPF Grants less than £100k - Pembrokeshire Sustainable Communities Fund, forwarded to all (04.05.23)

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 FREE places on Sustain Wales Nature Wise Eco-literacy course. Between April – August 2023 we will be offering regular online courses both in English and Welsh, forwarded to all (25.04.23)
2. Newsletter from SLCC re Community Ownership Fund Extended to Local Councils, forwarded to all (23.05.23)
3. Email from OVW re virtual a workshop on 21 June (10:00 to 12:00) The aim of this workshop is to seek your views on developing a future approach to community meetings with a view to issuing a consultation paper later this year, forwarded to all (25.05.23)
4. Email from OVW re Future Generations Commissioner for Wales survey, deadline 3rd July, forwarded to all (25.05.23)

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

1. Email from PCC re Advice for City, Town & Community Councils on power outages and emergency plans, forwarded to all (20.04.23)
2. Email from PCC, Working Better Together, feedback and results of the Survey of City, Town & Community Councils 2023, forwarded to all (27.04.23)
3. Email from PCC Chief Executive in response to NTC's Consideration by Newport Town Council of the future provision of public toilet facilities letter, forwarded to all (02.05.23)
4. Email from PCC re slippery path outside Canolfan Croeso, forwarded to all (
5. Email from PCC re The statutory consultation for the proposed 20mph, Part Time & 30mph by Exception Order for Pembrokeshire County roads commences today, the 17th May 2023 and will conclude on the 7th June 2023, forwarded to councillors (23.05.23)

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

1. Email from Cllr. Bayes re results of the exercise carried out by Tom Moses of PLANED's Cwbr Youth project with Newport Youth Club, forwarded to all (25.04.23)

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

1. Email from 20's Plenty for us, zoom meeting on 17th May, forwarded to all (02.05.23)
2. Email from M. Phillips re Dangerous section of A487 between Newport and Dinas, forwarded to traffic group (02.05.23)

12. Marchnad stryd / Street Market

1. Email from the Newport and District Chamber of Trade regarding holding a Christmas market, forwarded to all (25.04.23)