

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 26<sup>ain</sup> MEHEFIN 2023 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 26<sup>th</sup> 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](mailto:npclerk@newport-pembs.co.uk) by **22<sup>nd</sup> June**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 1<sup>af</sup> Mehefin 2023 / Draft minutes of the meeting held on 1<sup>st</sup> June 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. Lloches bws Castell / Castle Bus shelter**
- 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. Information centre garden plan
  - 11.2. Dripping pipe
- 12. Cyfarfodydd Hybrid meetings**
- 13. Toiledau cyhoeddus / Public toilets**
  - 13.1. Letter received from Chief Exec of PCC

#### 14. Parcïo ar traeth mawr / Newport sands parking

#### 15. Swyddi gwag cynghorwyr / Councillor vacancies

#### 16. Adroddiad arolwg tai / Housing survey report

- 16.1. Task and finish group
- 16.2. Calling a public meeting

#### 17. Dogfennau llywodraethu / Governance documents

- 17.1. GD13 - Standing orders
- 17.2. GD23 – Social media policy

#### 18. Archwilio Cymru Blynnyddol / Annual Audit Wales

- 18.1. Statement of Payments made to Members of Newport Town Council for the financial year April 2022 to March 2023
- 18.2. Arrangements for making payments, annual audit

#### 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. Children's play area annual inspection report

#### 20. Lloches parrog a golygfan / Parrog shelter and viewpoint

#### 21. Cyllid / Finance

##### Arian a dderbyniwyd / Monies received:

Street market deposits	£850.00
PCC, Enhancing Pembrokeshire grant, housing survey	£7,382.00

##### 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)
Google workspace	£1.74
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Amazon, Printer ink (paid)	£35.99
Bullguard internet security (DD,paid)	£49.99 (vat £8.33)
Pack of 25 A4 clip files (paid)	£27.82
Zoom renewal, 30th June	£119.90
One Voice Wales, Cllr training	£19 (bursary of £19 incl)
Havards, batteries, gloves, key tags	£15.10 (vat £2.52)
Newport Bay gardening services, contracted work, 1 of 4 invoices	£1,856.25

J. Austin, Market Manager hours	£360.00
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- 21.1. CWBR Youth
- 21.2. Request for Blue plaque on building to commemorate West Wales Eco Centre
- 21.3. Plusnet business broadband
- 21.4. Canolfan Croeso tenants' insurance premium
- 21.5. Time capsule video

**22. Tudalen RAG / RAG sheet**

**23. Cyfatebiad / Correspondence**

See attached list

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

**SUPPORTING DOCUMENTS**

**Agenda item 22 – 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	26.06.23	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	26.06.23	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	26.06.23	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. Clerk to chase for an update.	RC/JG	26.06.23	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	26.06.23	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	26.06.23	A
45		Blue plaque on building	Brian John has emailed regarding this. County Cllr. Huw Murphy will look into this.		26.06.23	A
58	25.01.21	Mary Farmhouse kitchen land	Bluestone have given a presentation to the council. This is no longer a private matter		26.06.23	A
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.		26.06.23	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.		26.06.23	A
64	20.06.22	Parc y Plant perimeter/trees	Ongoing. JG to look into this.		26.06.23	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		26.06.23	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		26.06.23	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.		26.06.23	A
69	20.06.22	Maes Ingli Sheltered Accommodation	Latest update from Lowri Thomas on 16.05.23 - "We are moving through the motions to appoint a lead design consult, with a hope to having them formally appointed within the next month. Once appointed they will swiftly pick up momentum, recommencing consultations, engagements, surveys and demolition & design options."		26.06.23	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Paul told them that the sewage spill has made the local papers, official response received from Dwr Cymru. Clerk to set up meeting with Kelly Jordan.		26.06.23	A
73	20.06.22	Victoria Gardens ownership and lease	Berian Griffiths brought docs to Clerk who has forwarded to PCC. Clerk has written to PCC who are looking into this.		26.06.23	A

74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis have met and JL will circulate the notes. This to go on June 2023 agenda		26.06.23	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.		26.06.23	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.		26.06.23	G
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		26.06.23	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. Clerk to get cheque and send in application to PCNPA.		26.06.23	A
80	30.11.22	Reporting back from school governors report	Attended diciplinary and exclusion meetings.	RM	26.06.23	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		26.06.23	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.		26.06.23	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	Cllrs. Davies and McGarry looking into this		26.06.23	A
84	27.02.23	Moorings	Had a meeting.		26.06.23	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer			26.06.23	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors.		26.06.23	A
87	25.04.23	CWBR Youth	Clerk to send part 2		26.06.23	A
88	07.06.23	Preseli Cares report			26.06.23	A

## Agenda item 23 – correspondence list

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

#### 2. Uned 3 / Unit 3

#### 3. Materion amgylchedd / Environment matters

1. Email from UCL re UCL research with coastal communities – Newport
2. Email from A. Varney re Request for a Public Meeting for Maintaining vehicle access to the beach (05.06.23)

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

#### 5. Cyllid / Finance

#### 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 online event on 13<sup>th</sup> June for Unlocking opportunities: Applying for the Community Ownership Fund, forwarded to all (06.06.23)
2. Email from OVW re Welsh Government Local Places for Nature funding 2023-24, forwarded to all (06.06.23)

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

1. Email from PCC re Working better together seminar, 19th June at 7pm, forwarded to all (06.06.23)

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

1. Email from Kelly Jordan, Dwr Cymru re notes from online meeting, forwarded to all (06.06.23)

2. Email from Joanne Hobson Development Officer Preseli Cares re request to attend town council meeting, forwarded to all (15.06.23)

**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**