

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 31<sup>ain</sup> GORFFENNAF 2023 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 31<sup>ST</sup> JULY 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 **27<sup>th</sup> July**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 26<sup>ain</sup> Mehefin 2023 / Draft minutes of the meeting held on 26<sup>th</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
    - a) Enhancing Pembrokeshire grant application – Projects Implementor
    - b) request for a councillor to join this group
  - 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. Parcio ar traeth mawr / Newport sands parking**

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

### **16. Tai fforddiadwy / Affordable Housing**

16.1. Discuss the need for affordable housing (Refer to Housing and Needs Survey)

16.2. Discuss Place planning and forming a CLT

16.3. Update on communications between the Diocese and NTC re the rectory land

### **17. Adroddiad arolwg tai / Housing survey report**

17.1. Task and finish group

17.2. Calling a public meeting

### **18. Dogfennau llywodraethu / Governance documents**

18.1. GD13 - Standing orders

18.2. GD16 - Cemetery policy

### **19. Archwilio Cymru Blynnyddol / Annual Audit Wales**

### **20. Materion yr amgylchedd / Environment matters**

20.1. Climate Emergency statement

20.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works

20.3. Children's play area annual inspection report

20.4. Environment (Wales) Act 2016 Part 1 – Section 6

20.5. Tackling Climate Chaos guide from OVW and Friends of the Earth Cymru

20.6. Parc y Plant – Fields in Trust plaque

### **21. Lloches parrog a golygfan / Parrog shelter and viewpoint**

### **22. Adroddiad blynnyddol ar flaenoriaethau, gweithgareddau a chyflawniadau / Priorities, activities and achievements annual report**

### **23. Cyllid / Finance**

### **24. Cais am blac glas ar adeilad i goffau Canolfan Eco Gorllewin Cymru / Request for Blue plaque on building to commemorate West Wales Eco Centre**

### **25. Adolygiad o broses grant Gwella Sir Benfro / Review of Enhancing Pembrokeshire grant process**

### **26. Band eang busnes Plusnet / Plusnet business broadband**

### **27. Fideo capsawl amser / Time capsule video**

### **28. Tudalen RAG / RAG sheet**

### **29. Cyfatebiad / Correspondence**

See attached list

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

## **SUPPORTING DOCUMENTS**

### **Agenda item 13**

Email received from Katie Daly on 5<sup>th</sup> July

Dear Clerk

In a letter to Mr Bramble on 04/07/23 it was requested that I arrange a meeting with you to discuss Newport Parrog toilets in more detail.

I am on annual leave from 13<sup>th</sup> July – 6<sup>th</sup> August. To avoid any delay I was keen to try and get a meeting arranged for shortly after my annual leave. Please advise did you wish for me to attend your scheduled Town Council meeting or to set up a separate one?

If you can propose some dates I can let you know my availability.

Mr Bramble will respond to your letter early next week.

Thanks

Katie.

**Katie Daly**

**Strategic Business Manager / Rheolwr Busnes Strategol**

**Pembrokeshire County Council / Cyngor Sir Benfro**

**County Hall / Neuadd y Sir**

**Haverfordwest / Hwlfordd**

**Pembrokeshire / Sir Benfro**

**SA61 1TP**

## **Agenda item 14**

Email received from Di Clements on 19<sup>th</sup> July:

Evening both

Apologies for the delay in getting back to you.

I'm not sure whether you have seen the agenda for the National Park Authority meeting next Wed? If so you will see that the matter is to be discussed again. Report no 27/23 which will be given to members by the estates manager. A report is also attached from an independent consultant who NPA commissioned to look at this matter again.

I am sure members, who will have the final say on next steps, will take into consideration all points of view. I will inform them, as chair, that I have received correspondence from the CC and make sure they are aware of the contents.

The agenda and reports can be found on the PCNP website to view. If you have any problems accessing them please let me know.

Kindest regards and very many thanks.

Di

Di Clements

Chair of PCNP

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## **Agenda item 18.2**

### **GD16 – CEMETERY POLICY MAINTENANCE AND MANAGEMENT OF THE CEMETERY**

This policy applies to Brynhyfryd Cemetery which is owned and maintained by Newport Town Council.

#### **1.0 INTRODUCTION**

- 1.1 The Local Authorities Cemeteries Order 1977 gives burial authorities statutory powers to set fees for carrying out burials, granting 'Exclusive Right of Burial' and for the right to place and maintain a memorial on a grave. Such fees may be used by the council to cover the day to day management and administration of the cemeteries.
- 1.2 This Council recognises and fully accepts its duties under the above law to ensure that so far as is reasonably practicable, that the cemetery in its ownership are maintained to the highest

standard and that they are safe and pleasant place for members of the public visiting graves or attending funerals.

## **2.0 THE POLICY**

- 2.1 All land within the cemetery boundary is owned by Newport Town Council. It is managed, maintained and regulated in order that it benefits all those who make use of it. All work of any kind carried out on memorials and maintenance of the grounds is carried out by the Council and their approved contractors, subject to current legislation and in accordance with any regulations made by the Council.
- 2.2 Ownership of 'Exclusive Right of Burial' means that the owner has the sole right to request that their grave is opened for burial or that a memorial or additional inscription is placed on a grave. It does not mean that they own the land in which the grave is situated. No other person may request opening of the grave for burial without the owner's permission and following the death of the owner, the law allows that his or her representative may authorise the burial of the owner to take place in the grave. However, no further burial may then take place in the grave without transfer of the 'Exclusive right of Burial' to another appropriate person by completion of a Deed of Assignment.
- 2.3 A grave space may be bought in advance to reserve the plot for an individual or a family. The fee will be that applicable at the time of purchase (see paragraph 2.15).
- 2.4 To facilitate maintenance and to keep the cemetery looking its best for all to appreciate, it is Council's intention to maintain the southern (lower) end of the cemetery as lawns. Lawned cemeteries are designed to permit a higher standard of maintenance than was previously possible and to provide ease of access for members of the public. The northern (upper) end is maintained as a meadow in line with the Council's status as a Bee Friendly Town, and as a contribution to biodiversity.
- 2.5 It is also essential that grave diggers and memorial masons can have access to carry out their work. Council has statutory powers to remove any memorial placed on a grave without authorisation and to obtain recompense for their costs from the person or firm of masons who placed it there.
- 2.6 To maintain access for all, kerb stones, vases, fencing, plants, gravel chippings or other memorials covering the full length of the grave are not permitted. Placing obstacles such as these on the grass hinders maintenance and grave digging operations and may deny access, trip up or injure members of the public, particularly those with poor sight or mobility problems when they attend a funeral or visit a grave to lay flowers.
- 2.7 Once the grave has been turfed over or seeded, any flower containers and pots must be kept adjacent to the headstone or where there is no headstone at the end of the grave in line with other headstones.
- 2.8 The erection of a memorial measuring more than 12" x 12" x 12" cannot be carried out unless a memorial permit has been applied for by the memorial mason and the mason must obtain the permission of the registered owner of 'Exclusive Right of Burial' in the grave in writing. Height of memorials must not exceed 36" and width 30". The only areas of the cemetery where full length memorials are permitted are the older sections where such memorials are already in place.
- 2.9 It is the responsibility of the owner to carry out repairs to any memorial and to ensure it is maintained in a safe condition. Over time, memorials may become unstable because of subsidence, weathering or failure of materials. It is important that owners arrange for their memorial to be checked by a memorial mason every few years.

- 2.10 The Council will test all memorials to assess their stability from time to time and although memorials are the owner's responsibility, the Council has a duty of care to maintain a safe environment for members of the public and for its own staff. A measured force will be used to test for stability in line with national guidelines and the Council is empowered to take action to neutralise any immediate danger created by a memorial without seeking the owner's consent.
- 2.11 This will normally mean providing temporary support, but may involve laying a memorial down in extreme circumstances. A letter will be sent to the address the owner has given us to inform the owner of any action we have taken and to request that the owner contact their memorial mason to re-fix to current standards. It is important that this Council is informed of any change of name or address, as contact may need to be made if a memorial requires attention. It is recommended that grave owners take out insurance against accidental damage to memorials. This is relatively inexpensive and is available from monumental masons.
- 2.12 All new memorials must now use a nationally approved fixing system which is designed to ensure the long-term stability of memorials. This special foundation must also be used when memorials are removed and replaced to carry out repairs or an additional inscription.
- 2.13 This Council will respond to any complaints regarding grounds maintenance or general cemetery matters, investigating and/or inspecting the concerns.
- 2.14 Between 1st April and 31st October all grassed areas will be cut and maintained as necessary to keep them in good condition as and when weather conditions allow. Bins are supplied in all cemeteries and are emptied on a regular basis. Regular inspections take place to ensure the above standards are maintained.
- 2.15 It is the policy of Newport Town Council to set its fee for first burials in a new grave, and for reservations of a particular plot, in line with that of Pembrokeshire County Council. However, Newport Town Council, unlike Pembrokeshire County Council, does not charge for subsequent burials.
- 2.16 Burial of a child: No charge. The excavation of an earthen grave to accept the full burial, or the cremated remains of a child under the age of 18 years is free of charge. If same grave is used at a later date for someone aged 18 years and over, fees for excavation and memorial permit shall then apply.
- 2.17 **Newport Town Council will consider a 12 monthly repayment scheme for locals**

GD19 NTC Cemetery policy.doc Approved (To be) GD19: Rev. 13.01. 16/08/13 1501,  
27/04/15  
1601 28/06/16. 1701..12/05/17

**Re-approved on 27.03.23**

## Agenda item 20.1

# Climate and Ecological Emergency Statement

Newport Town Council recognises that we are in a state of ecological and climate emergency and acknowledges that action is required by all of us to mitigate the impacts on our community, our country, and our planet.

### One Voice Wales “Tackling Climate Chaos” guide.

#### Introduction

Climate change / climate chaos / global heating, call it what you will, the fact is that we are in serious trouble with greenhouse gas concentrations being at their highest level in 2 million years. Our planet is now 1.1 degrees Celsius warmer than it was in the late 1880s and the decade 2011-2020 was the warmest on record. Countries around the world are already experiencing the consequences of climate change from record temperatures, catastrophic forest fires, severe droughts and water scarcity, rapidly declining biodiversity, rising sea levels and melting ice caps and glaciers. Decades of inaction have left us in a situation where we all now must act quickly and decisively. Scientists tell us that we still have a very slim chance of keeping global temperature rise to no more than 1.5 degrees Celsius which would help us avoid the very worst impacts of climate change but only if we all act now. Unfortunately, current national climate plans worldwide are inadequate, with global heating projected to reach 2.7°C by the end of this century.

The UK clearly has a crucial role to play in limiting the worst effects of climate change and despite our relatively small size, we currently sit at number 17 on a worldwide emissions list by country.

Here in Wales, the Welsh Government launched their Net Zero Wales plan in October 2021. Under the Environment Wales Act, Welsh Ministers must prepare and publish a report for each budgetary period setting out their policies and proposals for meeting the carbon budget for that period. The Net Zero Wales Plan sets out how Wales aims to meet the second carbon budget (2021-2025).

Welsh Government has also set out plans for the public sector in Wales to reach net zero greenhouse gas emissions by 2030 in their ‘Net zero carbon status by 2030 - A route map for decarbonisation across the Welsh public sector’.

The nature and biodiversity crisis is just as important as the climate crisis but hasn’t as yet attracted nearly so much attention. Estimates suggest around one million animal and plant species are at risk of extinction due to our activities. Global animal populations have already plunged by an average of 68% since 1970.

United Nations scientists are stressing the importance of tackling the climate and biodiversity crises together.

While there are a lot of positive nature-based initiatives in Wales, a report for Natural Resources Wales (NRW) has highlighted the fact that very few wildlife habitats in Wales are in a good condition.

Community and Town councils have a range of individual powers including the provision and maintenance of community transport schemes, traffic calming measures, local youth projects, tourism activities, leisure facilities, car parks, village greens, public conveniences, litter bins, street lighting, street cleaning, burial grounds, allotments, bus shelters, commons, opens spaces, footpaths, bridleways, and crime reduction measures.

Furthermore, they can take action to improve the quality of life for local people and their local environment and, in some cases, they can deliver services to meet local needs. They can play a vital part in representing the interests of their communities and influencing other decision makers. The Welsh Government

encourages Community and Town Councils to deliver more services and play a greater part in their communities.

With regards to climate change, there are of course limits as to how much Community and Town Councils can do but there are already many positive nature and climate projects and solutions going on in communities all around Wales.

By working together and encouraging good practice by residents within their local communities, Community and Town Councils can make a real difference. Public authorities in Wales which include Community and Town Councils are required to produce a report on what they have done to comply with the section 6 Biodiversity duty.

One Voice Wales and Friends of the Earth Cymru have compiled some ideas of what Community and Town Councils can do in the fight against climate chaos and nature destruction. What different Community and Town Councils can do will of course depend on a variety of factors, so we offer these as ideas. Some may be more relevant than others and some may or may not have been done already in your areas.

Some ideas are things you can do as Community and Town Councils, some may just involve helping and supporting these sorts of schemes in your local area and some may lend themselves more to an information sharing role with residents through local newsletters, information boards or events for example. If you would like more ideas and information on what individuals and communities can do,

Welsh and English pdf files circulated to all councillors.

#### Ideas for action to discuss

1. Review our section 6 biodiversity duty report. <https://newport-pembs.co.uk/wp-content/uploads/2023/04/Section-6-Dec-2022-FINAL.pdf>
2. Consider developing a paint donation scheme. (Page 5 of OVW report.)
3. Become a pesticide free town. (P6)
4. Community composting. (P6)
5. Update Bee Friendly Town.(P6)
6. Ensure use of environmentally cleaning products in our buildings. (P7)
7. Publicise the importance of returning unused medicines to the pharmacy.(P7)
8. Reduce energy use. (P8)
9. Check out Green Energy Tariff. (P8)
10. Smart Metres could they be installed? (P9)
11. Green open homes for energy saving ideas (P9)
12. Food – buy local – Palm oil free -Fair trade -community orchards -community garden.
13. Conduct a green space audit.
14. Protect trees and green spaces.
15. Review mowing methods.
16. Plant more trees.
17. Clothing- promote school uniform swap schemes. (P16)

Not Complete



## Agenda item 20.4

Link to view the report <https://newport-pembs.co.uk/wp-content/uploads/2023/04/Section-6-Dec-2022-FINAL.pdf>

## Agenda item 22

Link to view the report [https://newport-pembs.co.uk/wp-content/uploads/2023/03/Newport-Town-Councils-Priorities%5EJ-activities-and-achievements\\_Annual-Report-22-23\\_Final.pdf](https://newport-pembs.co.uk/wp-content/uploads/2023/03/Newport-Town-Councils-Priorities%5EJ-activities-and-achievements_Annual-Report-22-23_Final.pdf)

## Agenda item 23 - finance

### Arian a dderbyniwyd / Monies received:

Street market deposits	£850.00
Burial plot purchase	£1,114.00
Hire of market stalls, Canolfan Llwynihirion	£200.00

### 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.	£166.00
Plusnet, Telephone (DD) p.m.	£32.14 (vat £5.36)
Good energy (electric) (DD) p.m.	£27.00
Google workspace	£6.74 (£6 a month)
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Planning Aid Wales, 2 councillors training event	£88.00
Euros Thomas, replacement parts in children's play area and supply and replace cross member on swing	£960.00 (vat £160)
Jane Jamison, assistance with preparation of accounts and payroll	£231.60

## Agenda item 28 – correspondence list

**Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 31<sup>eg</sup> Gorffennaf 2023**  
**Newport Town Council Correspondence for online meeting held on 31<sup>st</sup> July 2023**

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

1. Email from MOP re washing line on Feidr Fach public area

(05.07.23)

2. Email from MOP re fishing equipment left on land at Parrog, Clerk responded (25.07.23)

## **2. Uned 3 / Unit 3**

### **3. Materion amgylchedd a lles / Environment matters and wellbeing**

1. Email from contact form from MOP re toilets at the beach and are PCNPA taking them over, forwarded to all (21.06.23)
2. Email from D. Williams regarding parking on the beach, forwarded to all (04.07.23)
3. Email from Clerk to M. Lewis regarding side access to Canolfan Croeso (06.07.23)
4. Email to A. Varney attached with letter sent to PCNPA re parking on Traeth mawr (06.07.23)
4. Email from Cllr. Griffiths re parts of Wales most at risk of falling into the sea or being flooded, forwarded to all (11.07.23)
5. Email from Jo Hobson, PAVS re Preseli Cares Development Group Meetings Newport 12th July, forwarded to all (11.07.23)

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

#### **5. Cyllid / Finance**

1. Email from S. Bayes to Cllr. Neil Prior, PCC re Review of Enhancing Pembrokeshire processes (08.07.23)

### **6. Un Llais Cymru/ Cymdeithas Clercod Cynghorau Lleol/ Llywodraeth Cymru**

#### **One Voice Wales /Society of Local Councils and Clerks/Welsh Government**

### **7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro**

#### **Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

1. Email from PCC re Ethical Standards Week - online meeting, 11<sup>th</sup> July at 6pm, forwarded to all (04.07.23)
2. Email from Cllr. Harries to PCC re Review of Enhancing Pembrokeshire grant (03.07.23)
3. Emails sent to PCNPA re NTC' response to parking on Traeth mawr (04.07.23)
4. Email from Huw Murphy re Council tax working group and review of the Enhancing Pembs grant (13.07.23)
5. Email from MOP re public petition regarding parking on Traeth mawr, forwarded to all (13.07.23)
6. Email from Huw Murphy re Newport public toilets and information on various issues including meeting Ben Lake, forwarded to councillors (17.07.23)
7. Email from Katie Daly re arranging a meeting to discuss toilets in Newport (05.07.23)
8. Email from PCC re 'Working better together', next meeting on 5<sup>th</sup> September, forwarded to all (20.07.23)
9. Email from PCC re Avian flu information, forwarded to all (20.07.23)

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

1. Email from MOP re Baptism Pool on Carningli looking overgrown and unloved, forwarded to all (12.07.23)

2. Email from Cllr. Griffiths re Newport paths group AGM minutes, forwarded to all (20.70.23)

### **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 re North Pembrokeshire Transport Forum update. Forwarded to all (26.06.23)
2. Email from Cllr. Huw Murphy to PCC re traffic issues in Newport and to Welsh Gov (03/04/07/23)
3. Email from MOP re campervan on the estuary path, forwarded to County Cllr. Huw Murphy and councillors (12.07.23)
4. Email regarding washing line on Feidr Fach, forwarded to Huw Murphy (05.07.23)
5. Email from MOP re parking and paying difficulties at Long St car park, forwarded to Cllr. Huw Murphy (24.07.23)

### **12. Marchnad stryd / Street Market**

1. Email from Chamber of trade re Christmas market licence for Saturday 9<sup>th</sup> December (21.06.23)