

**COFNODION DRAFFT AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 30^{eg} HYDREF 2023 am
7yh
DRAFT MINUTES FOR THE MEETING HELD ONLINE on 30th OCTOBER 2023 at 7pm**

Pobol yn presennol:	Cllr. Paul Harries (Chair)	Cllr. Ros McGarry
Persons Present:	Cllr. Morgan Lewis (Vice Chair)	Cllr. Ros Cleal
	Cllr. Elaine Lloyd	Cllr. Daron Paish
	Cllr. John Griffiths	Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Bayes and Letten and from County Cllr. Huw Murphy.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest. The Chair welcomed the new councillor, Cllr. Daron Paish back to the council. The Clerk confirmed that he has signed his declaration of office form.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28^{ain} Medi 2023 / Draft minutes of the meeting held on 28th September 2023

3.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Morgan seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 11.2 re Sara Morris latest email. Clerk to circulate this email to all councillors.

4.2. Item 12.1 re information centre garden. Cllr. McGarry confirmed that Mrs Hunt in Chapel House is happy with Canolfan Croeso using the side access. The Stockfords will begin in the garden once it has been cleared.

5. Cofnodion draft o'r cyfarfod cyllideb a chyllid a gynhaliwyd ar 12^{fed} Hydref / Draft minutes of the Budget & finance meeting held on 12th October

5.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Morgan seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. Item 4.3 re National insurance contributions. Jane Jamison is going to send information to the Clerk regarding this matter.

6.2. Item 7.1 re paperwork sent to the auditors. Audit Wales have confirmed this will be sent back to the Clerk in the post imminently.

7. Adroddiad y Cadeirydd / Chair's report

7.1. The Chair attended the playing field auction on the 6th October, housing needs task and finish meeting on the 9th, Canolfan Croeso meeting on the 11th, priorities meeting on the 16th, planning meeting on the 23rd, Parrog land meeting on the 24th, Community asset meeting on the 26th.

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

8.1. The Clerk is still waiting to hear from Red Kite after sending 2 emails. Clerk to send another reminder.

9. Lloches bws Castell / Castle Bus shelter

9.1. The Clerk instructed the solicitors to proceed on the 3rd October.

10. Perchnogaeth gerddi Victoria / Victoria gardens ownership

10.1. Clerk to follow this up as has not received confirmation from PCC on ownership yet.

11. Adroddiadau pwyllgorau cynghori / Advisory committee reports

- 11.1. Community Needs, Assets, Projects and Grants – The Clerk has contacted A. James regarding Bethlehem chapel who confirmed the building will be for sale soon. The working group recommended the Clerk respond with the following “Newport Town Council would like to express an interest in Bethlehem Chapel and would like to enquire if the relevant authority has a policy for the disposal on Baptist buildings.” Cllr. Griffiths proposed that this enquiry be sent to A. James, Cllr. Lloyd seconded, all agreed. Cllr. Cleal asked why the council wished to acquire this building. Cllr. McGarry advised that the building could be used for numerous options including a gym, sports centre. The council are only expressing an interest at this point. Cllr. McGarry has circulated a swot analysis on the chapel and recommended a further analysis should be made. The group also recommended that the Clerk contact the diocese with the following query “Newport Town Council may wish to consider the purchase of the rectory and would very much appreciate if the diocese would allow more time for the council to investigate this matter further.” Cllr. Lloyd proposed that this enquiry be sent, Cllr. Morgan seconded, all agreed. Another Community asset meeting to be called and an invite be sent to Cllr. Jon Harvey, Cris Tomos, Gaynor Toft, PCC, Julian Brewer, PCC and Rosie Barnes from Cwmpas. The Clerk to also invite the diocese.
- 11.2. Traffic – Huw Murphy has advised that SWTRA are undertaking a site visit of Newport and Dinas on Thursday November 16th at around 11am. Email received from Welsh Gov regarding A487 Newport 20mph Speed Buffer Review. Deadline for response is 14th November. The Traffic group to discuss and respond to this.
- 11.3. Street market – the notes with recommendations have been sent to all. The suggestion of raising the fees to be put on the next agenda. Considerations include contacting PCC about the possibility of signage on the trunk road indicating the closure of Market Street on market days, producing bilingual flyers, Facebook page for the market, purchasing an additional sign to be erected at the top of market street. These considerations to be discussed and finalised by the traffic group.
- 11.4. Housing survey – the drop-in session was held on the 21st October. Councillors were present and made individual notes of the event, these notes to be correlated at the next task and finish meeting. 3 MOP’s attended the early sessions and 4 attended in the evening. Cllr. McGarry advised that it was worth holding these sessions as the MOP’s enquiries were relevant.
- 11.5. Priorities, Environment and Climate task and finish – The draft Environment (Wales) Act 2016 Part 1-Section 6 has been sent to all. Cllr. Harries proposed that this document is

approved, Cllr. Lewis seconded, all agreed. The Clerk to add in the precept figure. Cllr. Harries thanked everyone for their hard work on this matter. The Clerk to arrange a Priorities, activities and achievements meeting.

12. Canolfan Croeso

- 12.1. Information centre garden plan – this was discussed in item 4.2.
- 12.2. Leaking solar panels – Rachel from Canolfan Croeso has received a verbal quote from PK plumbing for £250 for decommissioning the solar panels. Cllrs. Harries, Griffiths and McGarry to meet to discuss this matter further.

13. Cyfarfodydd Hybrid meetings

- 13.1. The Chair and Clerk have successfully trialled a hybrid meeting with Cllr. Lloyd. A hybrid meeting will be trialled on a committee meeting before a full town council meeting. The Chair asked the Clerk to send the councils thanks to Lee Mason for setting the system up.

14. Toiledau cyhoeddus / Public toilets

- 14.1. Latest emails from Katie Daly, PCC – the council needs to send an expression of interest to PCC by the 5th November. Cllr. Bayes has drafted an email to PCC regarding the toilets which has been circulated to all. All agreed for this letter to be sent and sent to Huw Murphy. Cllr. Bayes has also drafted a letter to PCNPA, all agreed for this to be sent. Cllr. Lewis agreed to draft the expression of interest letter. Katie Daly offered to meet with the council, this offer to be taken up in the letter.

15. Parcio ar traeth mawr / Newport sands parking

- 15.1. Email received from Gary Meopham, PCNPA – There is a consultation by PCNPA with regards to the beach, deadline is 17th November. Councillors to respond as individuals. Council to take up Gary Meopham's offer of meeting in the new year.

16. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

- 16.1. PCC have offered to meet with the council either before or after the concept designs have been finalised. Councillors agreed to meet before the concept designs are signed off.

17. Swyddi gwag cynghorwyr / Councillor vacancies

- 17.1. There are still 2 councillor vacancies.

18. Adroddiad arolwg tai / Housing survey report

- 18.1. Task and finish group – discussed in item 11.4.
- 18.2. Drop-in session event – discussed in item 11.4.

19. Dogfennau llywodraethu / Governance documents

- 19.1. GD13 - Standing orders – deferred until the next meeting.
- 19.2. GD16 - Cemetery policy - deferred until the next meeting.

20. Archwiliad Cymru Blynyddol / Annual Audit Wales

20.1. The Clerk reported that the council have received an unqualified report which means no matters have come to the auditor's attention to give cause for concern. There are 3 matters/recommendations

- a) "The Council received £1,037 on 4 July 2022 for the reservation of a burial plot. I was unable to find this purchase recorded in the Council's burial records provided for audit. I also noted that a number of entries in the burial records spreadsheet provided for audit were annotated 'Not recorded in purchase of graves book'. We recommend that the Council reviews its burial records to ensure that the records are complete and accurate." The Clerk advised that former Councillor Paddy Davies had recorded all purchases and burials digitally and sent it to the Clerk. The Clerk advised that this missing purchase will have been recorded in the physical burial book but has probably not been recorded onto the digital document. The Clerk will check this and rectify.
- b) "The Council has not reviewed its burial fees and charges and its market fees in the financial year. The Council should formally confirm on an annual basis all fees and charges set by the Council." The Clerk has already made sure the street market group are looking into reviewing the stall hire fees. The Clerk to put cemetery fees review on the next agenda.
- c) "The Council did not provide minutes which show that it determined what members allowances should be paid. It is recommended that the Council formally confirm on an annual basis which allowances it intends to pay. Those members who wish not to receive the allowance must decide on an individual basis and provide written notice to the Council's clerk." The Clerk has put this matter on tonight's' agenda for discussion.
The Chair congratulated the Clerk on her hard work for this full transactional audit and thanked councillors for their work as well.

21. Materion yr amgylchedd / Environment matters

- 21.1. Parc y Plant – Fields in Trust plaque – Clerk to follow this up with A. Varney.
- 21.2. Email from Zero Hour, seeking Newport Town Council support for the Climate and Ecology Bill – Cllr. Lewis proposed that the council support the Climate and Ecology bill, Cllr. McGary seconded, all agreed. The Clerk to use the draft motion, make sure the council issues a press release that it has done so and writes and requests that our MP also publicly supports the CE Bill.

22. Tir Parrog land

- 22.1. The Task and finish group met on the 24th October with representatives from PCNPA, Moorings committee and Cris Tomos. Clerk to circulate these notes to all councillors. Evaluations for 3 parcels of land have been received. The task and finish group recommends the following:
 - a) that the council acquire 2 copies of the land registry to show exactly what land is owned by the Barony (one copy for the Moorings committee who will reimburse the cost), all agreed to this.
 - b) PCNPA car park lease with the Barony – this expires in 2076 and has a covenant which prohibits charging. The council agreed that Cllr. Griffiths draft a letter to PCNPA asking them about relinquishing their lease with the Barony. PCNPA may charge for this lease to be relinquished. The Task and finish group to meet again, Cllrs. Cleal and Paish are happy to be included in the task and finish group. The Clerk to also call a meeting with the Barony and Cris Tomos to discuss these matters further.

23. Dŵr Cymru

- 23.1. The council agreed in the planning meeting to hold a public meeting with invited outside parties including NRW, Ant Rogers, PCC, West Wales rivers trust. The Clerk has sent a letter to Dwr Cymru, NRW and PCC regarding water issues.

24. Adroddiad blynyddol ar flaenoriaethau, gweithgareddau a chyflawniadau / Priorities, activities and achievements annual report

24.1. The Clerk to call a Priorities, activities and achievements meeting.

25. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £870.00

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	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
B. Evans, cutting hay at Brynhyfryd cemetery	£150.00
Newport post office, printing paper	£7.50
USB Conference microphone (paid)	£34.99
J. Austin, Market Manager hours	£450.00
Lifting gear and safety, pull test on Christmas light anchorages	£384 (incl. vat £64)

- 25.1. The accounts are as follows: Treasurers-£17,400.45, GPO-£10, 30-day savers-£36,840.39, Playing field-£9,764.80. The Chair declared an interest in the post office invoice. The B. Evans invoice to come from the cemetery reserve, the lifting gear and safety invoice has been budgeted for. Cllr. Lewis proposed that the figures are correct and that all finances are paid, Cllr. Lloyd seconded, all agreed except for Cllr. Harries who abstained.
- 25.2. Underspend allocation – the Clerk to have suggested reallocation figures ready for the Budget & finance meeting in December.
- 25.3. New bank signatory – Cllr. Griffiths has been to Lloyds Bank who have sent the Clerk an email. Clerk to check this.
- 25.4. Wicksteed play area equipment quote – Clerk has emailed them twice. Clerk to send another email.
- 25.5. Christmas lights – The Clerk is sending all the documentation to the Trunk Road agency tomorrow.
- 25.6. Telephone contract changeover from PlusNet to BT – Cllr. Lewis has spoken to BT who will be sending an electronic mandate for the council to sign.
- 25.7. Financial appeal letter from Newport Senior Citizen Welfare Association – The Clerk advised that £300 has been budgeted this year for the Senior citizens and that there is a further £750 in the reserves. Cllr. Harries proposed that the council donate £500, Cllr. Lewis seconded, all agreed.
- 25.8. Town Clerk appraisal – this is happening on the 9th November.
- 25.9. CWBR Youth, Welsh Government Democratic Engagement funding to arrange sessions to bring together young people and Councillors to further their working relationship – The Chair and Cllr. Bayes to arrange a meeting with Tom Moses, CWBR youth.

26. Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol Chwefror 2024 / The Independent Remuneration Panel for Wales draft Annual Report February 2024

26.1. Basic payment for extra costs of working from home and Set payment for consumables. Town council to record a policy decision in respect of when and how the payments are made and whether they are paid monthly yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Cllr. Harries proposed that there is £156 available to all councillors for extra costs of working from home and that this payment be made to councillors annually every January unless they opt out, this payment to be on a pro-rata basis and for councillors to apply for reimbursement of any consumables, Cllr. Lewis seconded, all agreed.

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

27.1. All agreed for this request to be changed to a plaque and not a blue plaque. PCNPA have advised that a plaque under 0.3 metres size does not need planning permission. Clerk to inform them that the plaque will be less than this.

28. Adolygiad o broses grant Gwella Sir Benfro / Review of Enhancing Pembrokeshire grant process

28.1. The Clerk to contact Huw Murphy regarding an update on this.

29. Fideo capsawl amser / Time capsule video

29.1. Cllr. Letten has the video and is looking into getting it transferred onto a DVD.

30. Comisiwn ffiniau / Boundary Commission

30.1. Cllr. Harries proposed that the council agree that they do not want any change to the current boundary, Cllr. Lewis seconded, all agreed. Councillors can respond as individual members of the public.

31. Tudalen RAG / RAG sheet

31.1. The RAG sheet was discussed and updated.

32. Cyfatebiad / Correspondence

All correspondence was noted except the following:

32.1. Item 3.2 re Headmistress' response to council's climate statement. Clerk to forward this email to the climate committee.

32.2. Item 5.1 re town council's website hosting a calendar, this must be controlled by someone, Clerk to put on the next agenda.

32.3. Item 7.2 re beach equipment. Clerk to put this on the agenda for the next meeting.

32.4. Item 7.4 re pesticide free town, Clerk to follow this up with Huw Murphy.

32.5. Item 8.1 re Pembrokeshire Pride asking to arrange a meeting. Clerk to respond asking them to keep the council up to date with events.

The next meeting is on the 27th November.

The meeting closed at 9.40pm.

DRAFT