

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 29^{ain} IONAWR 2024 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 29th JANUARY 2024 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 meeting online, please email the Clerk on npclerk@newport-pembs.co.uk by **25th January**.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion drafft o'r cyfarfod gynhaliwyd ar 8^{fed} Ionawr 2024 / Draft minutes of the meeting held on 8th January 2024**
4. **Materion yn codi / Matters arising**
5. **Adroddiad y Cadeirydd / Chair's report**
6. **Adroddiadau pwyllgorau cynghori / Advisory committee reports**
 - 6.1. Community Needs, Assets, Projects and Grants – **Appendix 1a, 1b, 1c**
 - 6.2. Traffic – **Appendix 2**
 - 6.3. Street market
 - 6.4. Housing survey – **Appendix 3**
 - 6.5. Priorities, Environment and Climate task and finish – **Appendix 4**
7. **Canolfan Croeso**
 - 7.1. Leaking solar panels
 - 7.2. Boiler repairs
8. **Toiledau cyhoeddus / Public toilets**
9. **Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development - **Appendix 5****
10. **Dogfennau llywodraethu / Governance documents**
 - 10.1. GD13 - Standing orders
 - 10.2. GD16 - Cemetery policy
11. **Tir Parrog land**
 - 11.1. Email received from G. Meopham regarding land upstream of Parrog – **Appendix 6**
 - 11.2. Letter from Gary Meopham regarding Parrog land
12. **Dŵr Cymru**

12.1. Arrangements for public meeting – **Appendix 7**

13. Caniatâu prydles y llyfrgell / Grant lease of library

13.1. Land Registry Form ID2 (Proof of Identity) to satisfy Land Registry requirements and to assist the Library Group in registering their lease of the library granted by the Town Council to the Group

14. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

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)
Lumalite, Christmas light bulbs	£287.10 (vat £47.85)

14.1. Town Clerk appraisal – **Appendix 8**

14.2. Precept 2024

14.3. New bank signatory

14.4. Wicksteed play area equipment quote

14.5. Christmas lights

14.6. Quote from Euros Lewis to replace parts on playground apparatus, £980 + VAT

14.7. Telephone contract changeover from PlusNet to BT

14.8. Unit 3 insulation

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

16. Adolygiad o broses grant Gwella Sir Benfro / Review of Enhancing Pembrokeshire grant process - **Appendix 9**

17. Tudalen RAG / RAG sheet - **Appendix 10**

18. Materion i adrodd arnynt / Matters to report

18.1. Proposed underlease to Newport Information Centre

18.2. Castle bus shelter

18.3. Victoria gardens ownership

18.4. Hybrid meetings

18.5. Time capsule video

18.6. Parc y Plant – Fields in Trust event

18.7. Newport sands parking

18.8. CWBR youth

19. Cyfatebiad / Correspondence – **Appendix 11**

See attached list

20. Ceisiadau Cynllunio / Planning Applications

5.1	Application Number:- NP/23/0645/FUL Site:- Parke, Mountain West, Newport, Pembrokeshire, SA42 0QY Proposal:- Extensions and alterations to dwelling and demolition and reconstruction of ancillary outbuilding. Comments:- Recommendation:-
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Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIXES

Appendix 1a – agenda item 6.1

DRAFT Minutes of Newport Town Council Community Needs, Assets, Grants and Projects Advisory Group (CNAGPAG) 18th January 2024 7pm via Zoom

Actions in red

Present:

Town Councillors: Ros McGarry (Chairing); Sandra Bayes (Taking notes); Paul Harries; Morgan Lewis; Elaine Lloyd; Jonathan Letten

MOPs:

Apologies: Paddy Davies; Nia Siggins

Declarations of Interest: None

1. Draft minutes of the meeting held on 4th Dec 23 (sent out).

Accuracy: Lowri had made notes on the draft to indicate actions that she had carried out. Paul thanked Lowri for this work but advised that these points should not be added to the draft, but be brought to the meeting under matters arising. Otherwise, the minutes were agreed to be correct

Matters Arising.

- 1.1 **The full Town Council had agreed to a public meeting being called to set up a Community Land Trust. Action: Ros to organise with Lowri's help** (NB Please see item 5 below)
- 1.2 Sinead Henehan's (PCC Community safety, Poverty and Regeneration Manager) response to the Town Council's email asking why the press handout on Enhancing Pembrokeshire Grant had not included mention of the purpose being to mitigate the effect of 2nd homes, had not been satisfactory. **Action:**

Newport Town Council to remind PCC whenever possible of a moral responsibility to use the council tax premium monies in areas in which they are generated.

- 1.3 Ros expressed her opinion that, in a small community, to embark on a Place Plan, would hold up needed action. Elaine felt that we need to take opportunities as and when they arise. Paul agreed that we should get some action going. Lowri said we should concentrate on a few things so that there is a good chance of achieving them. Morgan said he felt similarly, but that a Place plan would be worth doing sometime. Sandra disagreed and argued that without an overall plan and setting priorities we were in danger of making expensive mistakes.

2. Feedback on Draft Expression of Interest (Eol) for the Rectory

- 2.1 Paul suggested that, having checked with John Griffiths about GDPR, the Town Council should publicise the sale of the Rectory on its website, and explain the work carried out to try to save it for the community. **Action: Ros and Lowri to prepare a statement, seeking John's advice**
- 2.2 Sandra requested that those who had tried to help the Town Council be informed of the situation and thanked, including Cwmpas, County Councillor Jon Harvey, Gaynor Toft PCC Head of Housing and Public Protection, and Julian Brewer. **Action: Ros to send list of attendees/contact details to Lowri**
- 2.3 Sandra requested that wording in the draft Eol be modified to make it clear that the word "affordable" did not refer to "smaller housing for older people" as well as to "housing for families". Sandra argued that the Housing Survey results had not justified this. Paragraph 9 on page 12 had stated that there were "Two types of housing needs 1. Larger housing that was affordable to rent or buy for families where parents were working locally. 2. Smaller, accessible housing for older people or people with disabilities." The word "affordable" had not been applied to the needs of the 2nd group. Further, paragraph 15. had stated "We shouldn't assume people who own their own home outright or with a mortgage aren't in housing need. 83.3% of all respondents describe their current tenure in this way compared to 37.5% of those in housing need." Sandra felt that anecdotal evidence is clear that there is a need for market housing designed for right sizing for local people, and Julian Brewer had explained that few people realise or accept this need until they reach near crisis point
Action: Paul proposed that the Eol be accepted as drafted and sent to the full Town Council meeting; Morgan seconded Agreed

3. Feedback on current position of Mary's Farmhouse land.

Paul reported that a letter had been received from Bluestone Brewery stating that that company is out of the running for the Mary's Farmhouse land at the moment. **Action: Paul proposed; Morgan seconded that we request that the Town Council write to Gaynor Toft to find out from Mary's Farmhouse if the land is on the market again, and if so explore the possibility of the County Council acquiring this for 100% affordable housing**

4. Open Reach building. **Action: Lowri to set up a virtual meeting once correct contact identified**

5. Community Land Trust.

Sandra reported that coincidentally, Sue Davies is exploring how to develop a heritage centre/museum etc Ros emphasised that it is important that the harmonious composition of a group of Directors and a management group is achieved from the outset, and there needs to be a lot of preparation before a public meeting. There are several properties under consideration which could be the subjects of a CLT. **Action: Lowri set up a meeting with Cwmpas to establish how much preparation is needed before a public meeting is arranged.**

SB/22/01/24

Appendix 1b

Notes from the Newport Town Council Community Needs, Assets, Grants and Projects Advisory Group

4th December 2023 7pm via Zoom **Actions in red**

1. Present: Cllrs Ros McGarry (Chairing); Sandra Bayes (Taking notes) Jon Letten; Elaine Lloyd; Morgan Lewis

MOPs present: Nia Siggins; Paddy Davies; Lowri Evans

Apologies: Cllr Paul Harries

2. There were no declarations of interest

3. Minutes of 15th November 2023: Proposed by Nia Siggins; seconded Paddy Davies that a correct record; All agreed

4. There were no Matters Arising

5. Feedback on Expression of Interest for the Rectory.

Ros reported that the EoI from the Council had been sent to about 8 people.

Replies were sent to Lowri. **Sandra requested that these be distributed** **DONE**
Jonathan (Cwmpas) had not named the Town Council as the interested group in his letter

Sandra suggested that we find out who the successful party is and whether they are interested in meeting community needs
It was proposed by Ros and seconded by Lowri that the Council is asked to write to the Agent for a response to our EoI. **DONE**

6. Report back on Bethlehem visit.

Ros, Paddy and Elaine had visited "Lovely ceiling, roof looks fine, electric heating in the chapel itself, the windows need replacing".

All liked the building and Ros felt the SWOT analysis she had prepared is still valid. They felt it lent itself to a multi-use space, and suggested an arts/heritage centre/museum – and it would be wonderful to keep the organ. Ros said it would be sacrilege to use it for housing.

The Vestry downstairs entered separately has a small kitchen and loo and gas boiler – "Perfect for a café"

Those showing the building seemed very pleased that councillors asked about continuing to make the building available for worship

Elaine to supply the pictures she took to all

Further visit by Jon, Sandra, Morgan and Lowri. Lowri to arrange **DONE**

The income from the sale will go to the “congregation” **Jon to ask how much influence the congregation has on the negotiations** **DONE** at the visit and in the notes

It will be put on the market in January

- 7. Expression of Interest Bethlehem.** This could be drafted for consideration at the next Town Council meeting (Budget and Finance) 14th December. **The group thought that we could use the same EoI as for the rectory, adapted for Bethlehem. Ros to do this. Meanwhile Lowri will find out more about the method of sale** **DONE** at the visit and in the notes

- 8. Enhancing Pembrokeshire Grant.**

Sandra proposed that Newport Town Council be asked to agree to write to Sinead Henehan, copying in Neil Prior, Cabinet member for Communities, and Richard Brown PCC Deputy CEO, asking why Sinead’s statement on the grant does not include the wording on the County Council’s website

“The purpose of the Enhancing Pembrokeshire Grant is to offset the negative impacts of second home ownership in Pembrokeshire communities. Funding is available for projects that address issues arising from second home ownership...”

Ros seconded Agreed **DONE**

- 9. List of Grants.** Ros suggested it is a good idea to be aware of grant opportunities. Cris Tomos and PAVS are sources of information. **Ros proposed that we prepare a list of grants. Nia volunteered to look into grants and Paddy offered to help her.** Elaine mentioned “The Friends of Friendless Churches” <https://friendsoffriendlesschurches.org.uk/>, and Sandra “Capel – The Chapels Heritage Society” <https://www.capeli.org.uk/>

- 10. Open Reach building. (Old BT telephone exchange)** This would become available soon and Sandra said she is keen that the Town Council doesn’t miss out on this potential opportunity as it has done with the Rectory, and finds out as soon as possible whether it could be acquired for community purposes. **Agreed to make an informal enquiry – Clerk found some information and asked Chair or Cllr. McGarry to phone them**

- 11. Mary’s Farmhouse land** Sandra said that this land should be considered for a CLT development and in her view priority for use of this land should be to meet local housing needs. **Nia proposed that the Town Council find out from Bluestone Brewery what the current position is. Sandra interprets OVW advice as indicating further contact with a potential purchaser compromising the Town Council’s position as a planning consultee, and we should be contacting the land owner. Seconded by Elaine; One vote against.** **DONE**

- 12. Setting up a Community Land Trust.**

Ros said that a CLT could be set up and you could have other CLTs off the main one for specific projects. One Town Councillor would join a Steering Group. Following a public meeting, an Advisory Committee would include a few Town Councillors and the rest of that group would be from the community offering various skills, and also involve users. **Ros proposed that we ask the Town Council to give powers to this group to set up a CLT and that Lowri write to Cwmpas requesting they guide us through the process. Agreed that we ask the Town Council to hold a public meeting in January. Chair not happy with this wording, the council agreed to this “Ask the council to agree to the holding of a public meeting to set up a CLT.” Clerk to arrange a community asset meeting – DONE, 18th January 2024.**

13. AOB

Sandra said she thought we are doing things in the wrong order – that the first step should be to form a Place Plan. At the moment this group covers only certain assets/potential assets. Shouldn't the Parrog toilets, Maes Ingli Sheltered Housing Replacement, Parrog land ... also be discussed?

SB 06/12/23 amended 07/12/23

Clerk actions in **green**, completed on 16th January 2024.

Appendix 1c

Dear Members,

Re: Bethlehem Chapel

I am writing on behalf of Newport Town Council to express our interest in the acquisition of Bethlehem Chapel.

Following the visits by the Town Council to Bethlehem, which we thank you for accommodating, we feel that the chapel presents an ideal opportunity to develop a multi-purpose space for use by the community, possible uses include a museum, local history, crafts and potential social or affordable housing for local people. We would welcome the opportunity to work with members of Bethlehem to look at shared use of the space. We appreciated the architectural merit of the chapel and would wish to retain the integrity of the building.

Newport Town Council commissioned a Housing and Needs Survey, which was carried out by external consultants in order to ascertain the needs of the community. The survey identified a need for further affordable housing for families and smaller housing for older people and people with disabilities, and youth and leisure facilities in Newport which currently do not exist.

Bethlehem Chapel, positioned in a convenient location within Newport, presents an ideal opportunity for development to meet the specific needs of our community. It would be a tragedy if this were not developed to meet these needs.

Newport Town Council has actively engaged with Pembrokeshire County Council, Cwmpas and the Pembrokeshire Local Action Network for Enterprise and Development (PLANED) in discussions aimed at formulating a business plan and identifying potential funding streams for the proposed acquisition of buildings in Newport that would meet the needs of the community.

Given the complexities of the proposed development, we kindly request of you in your benevolence time to allow this community to prepare its bid for this property and to review the key legal, technical, planning and viability issues of a development proposal. This time will allow us to thoroughly research and incorporate the community's needs, potential funding avenues, and sustainable practices in our bid and business plan.

We look forward to your positive consideration of our request and in addition, we would welcome the opportunity to meet with you to discuss our proposals in greater detail.

Thank you for your attention to this matter

Yours sincerely,

Appendix 2 – agenda item 6.2

Newport Walk through meeting 15th January 2024

Present

Chris Davies Acting Programme Manager SWTRA, Cllrs Paul Harries and Ros McGarry and Gaynor Davies Newport Forum.

Prior to the walk the Llwyngwair and the Maeshelyg paths were discussed it was agreed that we should pursue enquiries with our MP and AM to ensure that these projects are still being considered.

Gaynor advised that cars are going through the red light at the pedestrian crossing and that the Footpath through town is being blocked by cars. Chris advised that these are a Police enforcement matter.

Gaynor also asked about the Holmws bends. – Chris advised that that section of road was subject to a speed review.

On commencement of the walk Chris outlined the difference between “Over run Strips” and the “Private Block” markings.

Chris will supply the original plans in CAD format.

Overrun strips are for vehicles and not to be used as a pavement.

Private Block areas are areas privately owned but with a right of access for the footpath across them.

Coincidentally we met PCSO Carwyn Phillips who confirmed the police position mentioned above.

Carwyn was asked if there were any problems on the Trunk road and he confirmed apart from some parking issues on West Street there were none.

Ros pointed out that the pavements were uneven and slippery in some places.

We encountered cars/vans illegally parked blocking the pavements.

West Street pavements were discussed at length:-

1. Double Yellow Lines were suggested but it was acknowledged that this would probably transfer the problem to another place.
2. A letter to residents was suggested asking them to keep the pedestrian access clear. Gaynor to draft a suitable letter.
3. Council to draft a letter to the Police asking them to take action on illegal parking in West Street.

Particular attention was paid to the dangerous section of road beyond the Memorial Hall known as the Maeshelyg path, it was considered by all that the Council should contact the AM and MP re this problem.

It was noted by Chris that the road surface by the pedestrian crossing and on the square was in need of some attention.

Thanks was extended to Chris for his time and knowledge of these Trunk Road matters.

ACTIONS

Chris Davies to supply CAD drawings of the pavement design.

Gaynor Davies to provide Draft letter to West Street residents.

NTC to agree to write to AM and MP re Llwyngwair and Maeshelyg paths.

NTC to agree to write to the Police re illegal parking on West Street.

Appendix 3 – agenda item 6.4

Draft Notes of Housing and Needs Task and Finish Group

6th December 2023 (Actions in red).

Present: Elaine, Paul, Ros, Paddy

Apologies for absence: Sandra, Jonathan, Morgan

Elaine was elected chair, proposed by Ros, seconded by Paddy, all agreed.

1. Draft minutes of 9th October 2023 agreed as correct, proposed by ? seconded by ?

2. Matters arising

Action 4: discrepancy in housing choices- where people want to be housed may pertain to somewhere else as well as Newport.

Bentinck development report still in progress and will be completed in the new year.

Action: Report to Town Council progress up to date. Paddy to send reason for carrying out supplementary case on Bentinck development. "NTC needs to understand future housing needs in order to inform comments on any proposed housing development" (Town Council minutes 19th Dec2022).

Community land Trust/Place Plan ongoing. **Action: Feedback from Sandra.**

3. Feedback from drop-in sessions

Responses from councillors to be combined in one document. Notes not in will need to be collected for inclusion. Elaine to action.

4. Recommendations 1-7 of Housing and Needs Survey considered:

1. Adequately housed but need may change. Newport Town Council will continue to review and have an understanding of the circumstances of these needs to enable it to inform appropriate interventions. The group would advocate further drop-in sessions, encourage further evidence gathering including anecdotal evidence.
2. Need to look at the needs carefully, where the future need is expressed, older people, younger people and families and use for comment on future housing developments.
3. Noted-keep under review.
4. Younger people-this work is ongoing NTC is liaising with the 16-25 yr old group in the Newport area and can take the opportunity to ask questions about housing.

5. Already started by sharing survey widely and in contact with partners and interested parties. **The Town Council to take the lead in developing an integrated plan to address with partners. Recommendation to the TC.**
6. Noted for future reference.
7. Develop integrated plan-start as per recommended in line with recommendation 5 in Housing and Needs Survey. **The Town Council to draw up an engagement strategy with targets and milestones. Recommend action from the Town Council.**

Recommendation 5: Most people want a joined-up policy response that focuses on housing, employment and other factors that impact on the community (GP services, schools, traffic, car parking etc) that will help younger people and families to live and work in the community throughout the year. The Town Council should consider taking the lead in developing an integrated plan to address this with partners.

Recommendation 7: The survey provided evidence that council can put to good use in its dealings with partners including Pembrokeshire County Council, the Pembrokeshire Coast National Park Authority and Welsh Government as well as in lobbying of local and national politicians and political parties. The Council should draw up an engagement strategy with targets and milestones.

Paddy suggested that this group should involve an outside facilitator, such as Cwmpas or One Voice Wales. **The group recommend that this be noted in the Town Council's Priorities Annual report.**

Action -ask Lowri to ask Nia - Wellbeing Project Implementor????

Paul thanked Elaine for her persistence in getting the meeting organised.

Appendix 4 – agenda item 6.5

Draft Notes

**Priorities and achievements, Section 6 Environment Act, Climate and Ecological
Emergency Statement
Task and Finish Group meeting BY ZOOM.
21st November 2023 @ 7pm.**

Suggested actions for NTC are in Red

1. Paul appointed chair
2. Morgan was the note taker
3. Present: Paul, Elaine, Sandra and Morgan. No apologies received.

4. Draft notes from meeting on 19 September 2023

Notes were taken for accuracy and approved.

5. Matters Arising

Agenda Item 3. 'SB to approach Enfys Howells regarding the latest award achieved by Ysgol Bro Ingli' - SB has written a letter but has had no reply to date.

Action - SB to chase and keep LE, PH and ML in the loop.

Agenda Item 5. 'Review section 6 biodiversity report, pesticide free town and reduce energy'

Action - Update from LE needed. Was this approved by NTC? If so when.

Approved on 31st October.

Decision on when to review the section 6 document. Six months were agreed.

Pesticide free town. An update from Huw Murphy has been received where he discusses the pesticides used by PCC. Are these safe to use? How do we know?

Action - Recommend to NTC that Huw's email regarding the pesticides used by PCC is sent to NAEG in order to determine their point of view regarding the suitability of the pesticides used.

Green Tariff - EL to draft letter for approval for LE to send to Canolfan Croeso and library re changing to green tariff.

Action - EL has drafted a letter. Update from LE regarding has this letter been sent Clerk sent this email on 28th november

Agenda Item 8, point 1. 'Write to PCC regarding energy insulation on unit 3 with a view to reduce energy use by some structural modifications. Request a site visit

Action - Update from LE needed re requesting site visit to unit 3 by PCC.

Site visit from Nick Carter on 12th December 2023.

Response from Lewis Hinds, PCC – looking positive that some action will be done, ongoing.

Reply from Head regarding **clothes swap**.

Previous Recommendation to NTC. This group recommends that Enfys, the head of Ysgol Bro Ingli is assisted with her clothes swap efforts. This may require financial help from the town council

Action - Update from LE needed. Has a possible meeting with Enfys regarding clothes swap in Memorial Hall been recommended to the council?

Email received from Enfys on 17th October:

"Maybe there is a school swap happening in the secondary schools, I don't know.

Wondering whether there could be an afternoon at the hall where primary and

secondary kids can swap uniforms. I think something similar happens in Cilgerran".

A possible meeting has not been recommended to the school.

8. Section 6 - Environment Act.

Previous Action - Recommendation to NTC. Paul will add to section 6 and send an updated version for approval

Action - This has been done. Update from LE needed on when this was approved by NTC

This was approved on 31st October.

13. Meet with NAEG, - PCNPA and PCC Biodiversity officers. – Pembrokeshire Nature Partnership.

Previous Action - Recommendation to NTC that the group and NAEG arrange a meeting with the various groups in November.

Action - Update on this needed by LE. Has this been approved by NTC?

This does not ring a bell so I would say no it hasn't.

15 - Green space audit.

Previous Action - Recommend to NTC to compile a list of green spaces. Include areas such as Park y Plant, cemetery, Carningli common, Barony land, land that is unused, ~~second home gardens.~~

Action - Update on this needed by LE. Has this been approved by NTC.

No, it has not been approved by NTC.

23. Water. – Check Water Saving Measures and share information. - Rainwater harvesting.

Dwr Cymru to be involved. Too much water is going into the network.

PH read a letter out that he had received from Dwr Cymru regarding surface water drainage and connectivity issues in Newport. PH had rang Ceri Davies to call at his house but nobody turned up. PH suggested that we keep in contact with Kelly Jordan regarding this issue.

Action - Recommend to NTC that we keep in contact with Kelly Jordan regarding the surface water issues in Newport. Recommend that a letter is drafted in conjunction with Kelly Jordan re the surface water drainage in Newport.

24. Water refill point in Newport.

Previous Action - Recommend to NTC that this group writes to Enfys regarding accessible refill points in the vicinity of the school. MUGA etc.

Action - Update on this needed by LE. Has this been approved by NTC?

No, it has not been approved by NTC.

Previous Action - To ask NTC if this group can research the cost of refill points in the vicinity of the skate park, MUGA, Newport Square and Parrog.

Action - Update on this needed by LE. Has this been approved by NTC?
No, it has not been approved by NTC.

6. Priorities and achievements annual report.

Additions and subtractions to report discussed.

Action - ML to modify the report and send it to LE.

Additional Projects for the T and F group to priorities.

Further points were discussed and voted on for further investigation. Points agreed and voted on were as follows:

28 - Litter pick

30 - Establish a repair cafe.

34 - Check is the street lights in Newport LED's

Action - Recommend to NTC that the three additional points above are investigated by this group.

28 - It was suggested that volunteers would be needed to carry out the litter pick.

30 - **Action - Recommend to NTC that this group looks into possible locations for a repair cafe. Unit 3 could be a possibility.**

34 - **Action - Recommend to NTC that they contact PCC in order to determine whether the lights in Newport are LED's**

Updated by the Clerk on 14th December 2024

Appendix 5 – agenda item 9

From: Captao, Jenny <Jenny.Capitao@pembrokeshire.gov.uk>

Sent: 22 January 2024 17:10

To: 'Newport Town Council Clerk' <npclerk@newport-pembs.co.uk>

Cc: 'Paul Harries' <paulharries@mail.com>; 'Morgan Lewis'

<morganjlcouncil@gmail.com>; Cllr. Murphy, Huw

<cllr.Huw.Murphy@pembrokeshire.gov.uk>; Bramble, William

<William.Bramble@pembrokeshire.gov.uk>; Toft, Gaynor

<Gaynor.Toft@pembrokeshire.gov.uk>

Subject: RE: Maes Ingli Housing Development Update

Hello Lowri

Apologies I have not responded sooner, unfortunately I was off ill last week and today is my first day back in the office.

The design consultants have now presented their concepts designs to PCC and we would like to be able to give the Town Council an update on the current designs/proposals and then also share these in a community event.

In terms of an update to the Town Council, would it best to tie in with a scheduled meeting or would you prefer to have a separate meeting? If you let me know some dates I can look at arranging this with the relevant Officers.

Please feel free to give me a call if want to discuss.

Kind regards,

Jenny

Jenny Capitaio
Customer Liaison Officer / Swyddog Cyswllt â Chwsmeriaid
Customer Liaison Team / Tim Cyswllt Cwsmeriaid

Appendix 6 – agenda item 11.1

From: Gary Meopham <GaryM@pembrokeshirecoast.org.uk>
Sent: 10 January 2024 14:37
To: Newport Town Council Clerk <npclerk@newport-pembs.co.uk>
Subject: RE: Land upstream of Parrog

Lowri

Hope all is well and just getting back to you re your email below concerning the future ownership of the 'yellow land'. The issues which you raised were discussed at a meeting of our Asset Management Group earlier today and I can advise that a purchase by the National Park as a possible means of bringing it into public ownership is not something we would be able to support. I trust this provides you with the clarity you need as you continue your negotiations with Alex Hawksworthy.

Regards
Gary
10/1/24

Appendix 7 – agenda item 12

Follow up email received 16.01.24

- *EDM – we will wait for the updates.*
- *Stop the Block – We will suggest to Council that we publicise on our social media your webpage. Trust that we can work together with your drainage team.*

- Qu 1 Newport WwTW FE Flow data – needs further explanation.

Total Daily Volume 2022 – AVERAGE is 675 Cubic Metres per day or 7.8 L/s.

I understand that Dry weather flow may be Nil thus affecting the average. On looking at the Flow data extended periods of NIL flow do not occur. However there are frequent periods of NIL flow scattered throughout the pumping record.

DCWW: Yes, this is correct. As flow is recorded on the pumped flow from the SPS, there will be periods when the pumps have emptied the well and switched off. Once the well then fills to a level sufficient to initiate the pumps, the pumps will begin and a flow reading will be recorded.

The nil readings would be the time between pump cycles where the pump rate has beaten the incoming flows and switched off, waiting for the well to fill and the process to repeat.

This would not be an extended period but only a period where the well has filled enough for the pumps to start.

- We would expect that during a “spill event” the pump/s would be running continuously to alleviate the need to spill.

On examination of the flow data during spill events, this appears NOT to be the case.

Spill nos. 2,5,6,7,8,9,11,12,14 and 15 experienced numerous occasions of minimal flow.

Please see the attached “CSO Spills 2022” that shows the low flows during spills.

These range from 6.2 L/s to 11.5 L/s with an average of 8.7 L/s (65% capacity achieved).

DCWW: Yes you are correct, that the overflow at the pumping station is currently operating before the permitted flow passed forward is achieved. This is to be addressed in the SPS scheme due in year 5 of our current AMP (by 31st March 2025). Please note; the 8.7l/s mentioned is an average flow.

- Would it not be reasonable to assume that if a flow rate approaching 13.7 L/s was achieved as opposed to the actual rate of 8.7 L/s there would be a significant reduction in the length of the spill?

DCWW: In terms of FPF and overflow operation reduction, as you know, the pumping station does not consistently achieve the required flow required to be passed forward at this time (ref in previous question). Again, please note the reference to 8.7l/s is an average not actual reading; the actual flow passed forward (in times of wet weather) currently varies depending on several conditions but Operations are doing all they can to maximise the pumping stations performance, visiting site and undertaking maintenance when they note a deterioration in the flow we can achieve, as the site is. This is why there is a scheme to change how the pumping station and increase the flow to consistently achieve full FPF before the overflow operates. As mentioned, the overflow is likely to still operate once the SPS is achieving FPF, although there may be a reduction in frequency and/or duration.

- Newport WwTW FE reg data 2021-Jul2023 – needs further explanation.

The final effluent will be sampled against its permitted determinands which are listed above.

We understand from your answer that there is NO other analyses performed is that correct.

DCWW: This is correct

- *Would you be in a position to send the Newport WwTW FE Flow data for 2023 please?*

DCWW: You can request all environmental data via the EIR process. Our data teams are currently working on 2023 data sets, which is a regulatory requirement to report annually to our environmental regulators. This will include the flow performance Newport Cwm SPS. Please note there may be a delay to requests due to their current regulatory workload, and priority being given to our regulators.

Appendix 8 – agenda item 14.1

Clerks Salary Matters 12/01/24

NALC (National Association of Local Councils) statement. 6 November 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

Back Pay

Based on this retrospective review the Clerk is entitled to back pay of £520.00 up to and including January.

Spinal Colum Point

The Council need to agree the SCP for the next year.

The Clerk in her last years salary agreement moved from SCP 17 to SCP 23.

This was because the Council changed it's "Profile" from Profile 1(LC1) to Profile 2 (LC2) reflecting more accurately the work of the Council. Note SCP 18-23 is LC2 (below substantive range) SCP 24-28 is LC2 (Substantive benchmark range) The Clerk maintains that her salary should be in the Substantive range.

The result of this change meant that higher SCP remuneration could be considered for the Clerk.

SCP 23 was £15.67 per hour. This has been increased to £16.67 per hour. Which equates to a 9.5% pay increase.

2023-2024 SCP

On the new rates the Clerks salary at 12 hours per week would be as follows

23 – 16.67	£10402.08	9.5%
24 – 17.16	£10707.84	11%
25 -17.64	£11007.36	11.3%
26 – 18.10	£11294.40	11.6%

Pension

The Clerk will be entitled to a pension. This represents a 3% cost to the Council on a salary above £6240.

Hours

The Council need to agree Clerks hours for next year.

The Clerk has requested that her hours be increased from 12 hours per week.

1 Hour increase	2 Hour Increase
23 - £11268	£12135
24 - £11600	£12492

25 - £11924
26 - £12235

£12841
£13176

Training

The Clerk agrees in principle to undertake the CILCA training, the Council is requested to decide on this and needs to consider:-

1. The cost of the training.
2. The CILCA fees.
3. Study time (estimated at 200 hours but up to 70% may be part of paid work)

Appendix 9 – agenda item 16

From: Henehan, Sinead <Sinead.Henehan@pembrokeshire.gov.uk>

Sent: 16 January 2024 18:58

To: npclerk@newport-pembs.co.uk

Cc: Cllr. Prior, Neil <cllr.neil.prior@pembrokeshire.gov.uk>; Brown, Richard <Richard.Brown@pembrokeshire.gov.uk>; Cllr. Murphy, Huw <cllr.Huw.Murphy@pembrokeshire.gov.uk>; paulharries@mail.com

Subject: FW: Enhancing Pembrokeshire grant press statement

Good evening Lowri

I can't see the press release you refer to attached; so will work on the premise that it's the one issued early November 2023 inviting Expressions of Interest to the re-opened Enhancing Pembrokeshire Grant.

Press releases headline and highlight informing about something noteworthy or of material significance. They do not provide all the information on that subject matter. This is why we signpost within our press releases to our webpages.

The message this press release needed to convey was that the grant had reopened and that more communities than previously were eligible to apply, raising its profile generally across Pembrokeshire.

It invited people to review the PCC website for a more comprehensive level of information, where the detail you highlighted is also clearly outlined. Here's a link to our website <https://www.pembrokeshire.gov.uk/enhancing-pembrokeshire-grant> evidencing that.

Kind regards

Sinead

Appendix 10 – agenda item 17

No.		Objective	Action	By Whom	By When	Status
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	29.01.24	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	29.01.24	A
24	23/10/17	Parrog shelter and viewpoint lease	2 valuations have been received for Parrog land. Council to set up task and finish group and invite Cris Tomos, PCNPA and Moorings committee to discuss the matter. This meeting was held and council investigating further.	RC/JG	29.01.24	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. Huw murphy looking into this. Clerk to remind Huw.	PH	29.01.24	A
45		plaque on building	Lewis Hinds, PCC has got involved, PCC may be able to do it and pay for it		29.01.24	A
58	25.01.21	Mary Farmhouse kitchen land	Clerk to email Bluestone for an update		29.01.24	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.		29.01.24	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		29.01.24	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		29.01.24	A
67	20.06.22	Parc y Plant-Identify location for Fields in trust plaque	Brynmor Williams has agreed to 27th April for official opening.		29.01.24	A
69	20.06.22	Maes Ingli Sheltered Accommodation	Clerk received updates from Dai Rogers. PCC hope to arrange public meeting in November. Clerk has emailed asking that the council wishes to see the concept designs before they are signed off		29.01.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	3 letters received from Kelly Jordan at Dwr Cymru. There has been a spill for 30 days.		29.01.24	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		29.01.24	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 - will have to go on September agenda.		29.01.24	A

78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		29.01.24	A
80	30.11.22	Reporting back from school governors report	No meetings, did attend the nativity carol service in the church which was fantastic.	RM	29.01.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		29.01.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	Next meeting happening soon.		29.01.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children’s play area	Clerk waiting for new criteria.		29.01.24	A
84	27.02.23	Moorings	Had a meeting.		29.01.24	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		29.01.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		29.01.24	A
87	25.04.23	CWBR Youth	Letters have been sent to community groups.		29.01.24	A
88	07.06.23	Preseli Cares report	Meeting on 14th August.		29.01.24	A
89	28.09.23	Black bins in Unit 3	Morgan to look into their disposal		29.01.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		29.01.24	A
91	02.01.24	Info centre garden plan	The garden has been cleared.		29.01.24	A

Appendix 11 – agenda item 19

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 29^{ain} Ionawr 2024

Newport Town Council Correspondence for online meeting held on 29th January 2024

1. Cynllunio a thai/ Planning and housing

2. Uned 3 / Unit 3

3. Materion amgylchedd a lles / Environment matters and wellbeing

1. Emails to various people inviting them to attend a public meeting to discuss water issues (02.01.24)
2. Email from C. Searle, Newport Boat club in support of CWBR youth and holding workshops, forwarded to all (09.01.24)
3. Email from MOP re utilities crisis on Feidr Ganol, forwarded to councillors (23.01.24)

4. Gwefan a Materion TG / Website and IT issues

1. Phone call from Lampeter Velfrey clerk re PCC website for local councils (04.02.24)

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 training sessions covering digital skills that are taking place in January, February & March 2024, forwarded to councillors (04.01.24)

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 on 23rd January, forwarded to all (09.01.24)
2. Email to Sinead Henehan re Enhancing Pems grant press statement, response received and forwarded to councillors (18.01.24)

3. Email from Lewis Hinds re building services inspecting shortly (16.01.24)

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

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

1. Email from Cllr. Lewis to PCC re possible signs for the market, response received (22.01.24)