

**COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 29^{ain} TACHWEDD 2023 am 7.10yh
MINUTES FOR THE MEETING HELD ONLINE on 29th NOVEMBER 2023 at 7.10pm**

Pobol yn presennol:	Cllr. Paul Harries (Chair)	Cllr. Ros McGarry
Persons Present:	Cllr. Morgan Lewis (Vice Chair)	Cllr. Sandra Bayes
	Cllr. Elaine Lloyd	Cllr. Daron Paish
	Cllr. John Griffiths	Cllr. Jon Letten
		Miss L Evans (Town Clerk)
Ymwelwyr / Visitors	County Cllr. Huw Murphy	

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. No apologies received.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 30^{eg} Hydref 2023 / Draft minutes of the meeting held on 30th October 2023

3.1. In item 3.1 and 5.1 it should say Cllr. Lewis not Cllr. Morgan. Clerk to rectify. Subject to these amendments, Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 6.1 re national insurance contributions. Jane Jamison is keeping an eye on this. The contributions are £7.84 a month, the council are currently in credit with HMRC.

4.2. Item 21.2 re climate and ecology bill. Clerk to do this. This to be put on the RAG sheet.

5. Adroddiad y Cadeirydd / Chair's report

5.1. The Chair has attended the following meetings: playing field, community assets, Dwr Cymru, Clerk's appraisal, CWBR youth, SWTRA, Priorities.

5.2. The Chair attended the PCC Working better together meeting who recommended that the council advise the Boundary commission that the population of the town increases to around 3-4k in the summer. Cllr. Bayes to send draft wording to the Clerk.

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

6.1. The Clerk has sent 3 emails to Red Kite solicitors asking for an update. Clerk to contact them again. This to be put under 'Matters to report' for the next meeting.

7. Lloches bws Castell / Castle Bus shelter

7.1. The Clerk sent instructions to Morgan & Richardson solicitors on the 3rd October. Clerk to contact them for an update.

8. Perchnogaeth gerddi Victoria / Victoria gardens ownership

- 8.1. PCC have responded to say that although the land is unregistered it is owned by Pembrokeshire County Council. Some residents have voiced their concerns that this area could be turned into a parking space. Cllr. Griffiths proposed that the town council ask PCC for the terms of transfer, that they would not be prepared for the responsibility of the retaining walls and to also ask PCNPA to include this area in their LDP under their 'green spaces,' Cllr. Harries seconded, all agreed.

9. Adroddiadau pwyllgorau cyngori / Advisory committee reports

- 9.1. Community Needs, Assets, Projects and Grants – the notes from the 15th November meeting have been circulated. The next meeting is on the 4th December. The deadline for bids on the Rectory is 1st December. The agent is not extending the deadline and has responded to say that there are several local interested parties in the property and that they cannot give priority for any one group. The chair thanked Cllr. McGarry on her hard work in this matter.
- 9.2. Traffic – the group met on 9th November; notes have been circulated. The question sent to Sara Morris about the LDP has not been answered, Clerk to pursue this. The notes for the meeting with SWTRA have not been circulated yet, Clerk to do this.
- 9.3. Street market
- a) Propose that fees are increased to £20 a stall and £10 table for the months in between final bank holiday in May to the August bank holiday. Fees will revert back to £15 a stall and £5 for table for times outside of that timescale – Cllr. Harries proposed that the fees are increased and kept the same all year round, Cllr. Lloyd seconded, all agreed.
- 9.4. Housing survey – the next meeting is happening soon.
- 9.5. Priorities, Environment and Climate task and finish – the last meeting was on the 21st November. Clerk to circulate the notes and the priorities document to be discussed. Clerk to send the approved Section 6 Environment Act document to Siobhan McGovern.

10. Canolfan Croeso

- 10.1. Information centre garden plan – the gardeners who will be looking after the garden have been given permission to use the side access. The garden needs to be sorted out before any work can begin.
- 10.2. Leaking solar panels – Cllrs. McGarry and Griffiths met with Rachel Hooper at the Canolfan Croeso. They are waiting to receive a quote regarding the solar panels. The Clerk to contact Rachel for an update on this matter.

11. Cyfarfodydd Hybrid meetings

- 11.1. The Clerk and Chair hope to trial a hybrid meeting in one of the committee meetings.

12. Toiledau cyhoeddus / Public toilets

- 12.1. Email from Tegryn Jones, PCNPA – Clerk to thank Tegryn for his letter but to express the town council's disappointment that PCNPA are not able to become involved and help keep the accessible toilets open in Parrog which are very important to locals and tourists.
- 12.2. Email from Katie Daly, PCC – Clerk to thank Katie for her response. Cllr. Harries proposed that the town council suggest a meeting in the new year, Cllr. Paish seconded, all agreed.
- 12.3. Email from Garry Meopham – this was noted.

13. Parcio ar traeth mawr / Newport sands parking

13.1. Email received from Gary Meopham, PCNPA – the town council to meet with Gary in the new year.

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

14.1. PCC have confirmed that the concept designs have not been finalised yet. This development has been ongoing for a few years. Clerk to write to County Cllr. Huw Murphy and PCC to express their disappointment that this development is taking such a long time.

15. Swyddi gwag cyngorwyr / Councillor vacancies

15.1. The Clerk has received one application from Jackie Morris-Phillips. Cllr. Harries proposed that she is co-opted onto the council, Cllr. Lloyd seconded, all agreed. Clerk to inform her.

16. Adroddiad arolwg tai / Housing survey report

16.1. Task and finish group – meeting on 6th December.

16.2. Drop-in session event – to be discussed at 6th December meeting.

17. Dogfennau llywodraethu / Governance documents

17.1. GD13 - Standing orders – ongoing.

17.2. GD16 - Cemetery policy – ongoing.

18. Archwiliad Cymru Blynyddol / Annual Audit Wales

18.1. The Audit has been completed for this year. Clerk to take this off the agenda.

19. Materion yr amgylchedd / Environment matters

19.1. Parc y Plant – Fields in Trust plaque – the council have agreed to the date of 27th April for the official opening. This event will need to be organised.

20. Tir Parrog land

20.1. This was discussed in a private session in the planning meeting. Clerk to send the confidential notes to councillors.

21. Dŵr Cymru

21.1. The Clerk is unsure who the correct contact person for water matters is in PCC. County Cllr. Huw Murphy to look for a contact. The council have agreed to hold a public meeting in the new year.

22. Caniatâu prydles y llyfrgell / Grant lease of library

22.1. Consider request by Newport Library Group to provide completed 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 – Cllr. McGarry declared a personal and prejudicial interest and left the meeting. Cllr. Griffiths reported that the library are still having problems registering with the land registry and proposed that the council provide completed 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, Cllr. Harries seconded, all agreed. Cllr. McGarry returned to the meeting.

23. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£870.00
Additional inscription on memorial headstone, Brynhyfryd cemetery	£62.00
New memorial stone in Brynhyfryd cemetery	£247.50

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)
Senior Citizens Welfare Association, donation (agreed)	£500.00
2 land registry applications for Parrog land (paid)	£28.00
1 land registry application for the Old slaughterhouse (paid)	£14.00
Newport Bay tree & garden services, contracted work	£1,856.25

23.1. The accounts are as follows: Treasurers-£15,499.47, GPO-£10, 30-day savers-£36,881.07. The Clerk advised that the council agreed to the £500 donation to the Senior citizens at the last meeting. Cllr. Lewis proposed that the figures are correct and that all finances are paid, Cllr. Letten seconded, all agreed.

23.2. Underspend allocation - The Clerk has sent the Chair suggestions for the £1,800 underspend reallocation. £500 to the community projects, £300 to Parc y plant, £500 to the cemetery and £500 to the children's play area. Cllr. Harries proposed that these suggestions are accepted, Cllr. Lewis seconded, all agreed.

23.3. New bank signatory – Cllr. Griffiths has been to Lloyds Bank regarding adding on a new signatory and getting a new bank card. Lloyds Bank have sent 2 emails to the Clerk with instructions on how to achieve these 2 things.

23.4. Wicksteed play area equipment quote – the Clerk has sent 3 emails regarding an order but has not received a response. The Clerk to ring them.

- 23.5. Christmas lights – the Clerk confirmed that SWTRA have given their permission for the Christmas lights to be erected on the road running through Newport. Cllr. Harries reported that he has received a request from Mr. T. Williams about extending the lights to the memorial hall and having them in Maes Ingli. Cllr. Harries proposed that the town council investigate extending the lights to the hall and reinstating the lights at Maes Ingli, Cllr. Lloyd seconded, 7 voted for, 2 against. Cllr. Paish will liaise with Cllr. Harries on this investigation.
- 23.6. Telephone contract changeover from PlusNet to BT – it looks like an engineer may have completed the changeover work remotely as no one came into the Clerk's office. Cllr. Lewis to check up on this. The Chair thanked Cllr. Lewis for sorting the changeover.
- 23.7. Town Clerk appraisal – another meeting to be arranged to discuss further. The Chair confirmed that he and the Clerk had completed the pension re-enrolment compliance which was due by 29th November.
- 23.8. Unit 3 insulation – the Clerk has contacted PCC twice regarding a site visit to look at the insulation in Unit 3. Clerk to forward the email to County Cllr. Huw Murphy.
- 23.9. Review cemetery fees – Cllr. Harries declared a personal and prejudicial interest in this matter and left the meeting. The Clerk has circulated the cemetery fees which are PCC's fees. Cllr. Griffiths proposed that the fees are accepted, Cllr. Lloyd seconded, all agreed. Cllr. Harries rejoined the meeting.
- 23.10. CWBR Youth, Welsh Government Democratic Engagement funding to arrange sessions to bring together young people and Councillors to further their working relationship – The Chair, Vice and Cllr. Bayes to draw up a letter to youth groups regarding organising a workshop.
- 23.11. Council's website hosting a calendar – Cllr. Lewis reported that this is not a simple task and that someone would need to oversee updating the calendar. Cllr. Harries proposed that the town council do not investigate this matter for now and review it in 2 months' time, Cllr. Lewis seconded, all agreed.
- 23.12. Hosting PCNPA beach equipment – Clerk to ask for further details regarding the request.

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

- 24.1. Cllr. Harries is investigating the cost of the plaque.

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

- 25.1. The Clerk has received an update from Sinead Henehan, PCC and circulated the email to all councillors. Refer this to the Community assets advisory group and put the email on the next agenda's appendix.

26. Fideo capsawl amser / Time capsule video

- 26.1. Cllr. Letten has put the video in with Timpsons to transfer it to cd, the turnaround is 6-8 weeks.

27. Tudalen RAG / RAG sheet

- 27.1. The RAG sheet was discussed and updated.

28. Cyfatebiad / Correspondence

All correspondence was noted except the following:

28.1. Item 7.7 re managing asbestos in buildings. Clerk to forward this to the playing field trustees.

The meeting closed at 9.30pm.

The next meeting is the Budget & finance meeting on the 14th December.