

**COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 8<sup>fed</sup> IONAWR 2024 am 7yh  
MINUTES FOR THE MEETING HELD ONLINE on 8<sup>th</sup> JANUARY 2024 at 7pm**

<b>Pobol yn presennol:</b>	Cllr. Paul Harries (Chair)	Cllr. Ros McGarry
<b>Persons Present:</b>	Cllr. Elaine Lloyd	Cllr. Sandra Bayes
	Cllr. John Griffiths	Cllr. Daron Paish
	Cllr. Jackie Morris	Cllr. Jon Letten
	Cllr. Ros Cleal	Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors**

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllr. Lewis and County Cllr. Huw Murphy.

**2. Datganiad o ddiddordeb / Declarations of Interest**

2.1. Cllr. McGarry declared a personal and prejudicial interest in item 15.1.

**3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 29<sup>ain</sup> Tachwedd 2023 / Draft minutes of the meeting held on 29<sup>th</sup> November 2023**

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

**4. Materion yn codi / Matters arising**

4.1. Item 5.2 re Cllr. Bayes to send draft wording advising the Boundary commission that the population of the town increases to around 3-4k in the summer. This has been done. The Chair thanked Cllr. Bayes.

4.2. Item 9.5 re Clerk to send the approved Section 6 Environment Act document to Siobhan McGovern. This has been done.

4.3. Item 10.1 re information centre garden. This has now been cleared.

4.4. Item 11.1 re hybrid meetings. Tomorrow night's playing field will be a hybrid meeting.

4.5. Item 21.1 re contact person for water matters is in PCC. Clerk to ask County Cllr. Huw Murphy.

The Chair welcomed new councillor Jackie Morris to the council.

**5. Cofnodion drafft o'r cyfarfod cyllideb a chyllid a gynhaliwyd ar 14<sup>eg</sup> Rhagfyr / Draft minutes of the Budget & finance meeting held on 14<sup>th</sup> December**

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

**6. Materion yn codi / Matters arising**

6.1. No matters arising.

**7. Adroddiad y Cadeirydd / Chair's report**

7.1. The Chair attended the following meetings and events: Assets meeting on 4/12/23, Skate Park committee meeting on 7/12/23, Bethlehem visit on 9/12/23, Town Lantern Parade on 9/12/23, meeting with PCC C. Exec Will Bramble, Housing and Needs meeting on 12/12/23, Unit 3 inspection on 12/12/23, B & F meeting on 14/12/23, Planning on 19/12/23, Barony Solicitors meeting on 20/12/23.

## **8. Adroddiadau pwyllgorau cyngori / Advisory committee reports**

8.1. Community Needs, Assets, Projects and Grants – the notes are in the appendix. Action 5a, Cllr. Harries proposed that the Clerk circulate responses received with regards to the expression of interest (EOI) for the Rectory, Cllr. McGarry seconded, all agreed. Action 5b, Cllr. Harries proposed that the council writes to the Agent for a response to their EOI, Cllr. McGarry seconded, all agreed. Action 6, Cllr. Lloyd o circulate pictures of Bethlehem chapel. Action 7, Cllr. McGarry has circulated a draft EOI today. Action 8, Cllr. Lloyd proposed that the Clerk 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 Enhancing Pembrokeshire grant does not include the wording on the County Council's website, Cllr. McGarry seconded, all agreed. Action 10, Cllr. Paish proposed that the council make an informal enquiry about the old BT telephone exchange building, Cllr. Bayes seconded, all agreed. Action 11, Cllr. Griffiths proposed the council write to Bluestone Brewery to ask for their present position regarding purchasing Mary's Farmhouse land, Cllr. Harries seconded, majority voted in favour, 1 against. Action 12, Cllr. Harries proposed that the council agree to the holding of a public meeting to set up a CLT, Cllr. McGarry seconded, all agreed.

The Clerk to organise the next community assets meeting.

8.2. Traffic – Cllrs. Harries and Bayes are meeting Chris Davies from SWTRA on the 15<sup>th</sup> January in Newport. Clerk to ask Chris Davies from SWTRA for the plans before the meeting. Holmws bends to be referred back to the working group. SWTRA have asked whether the council want a sign with a smiley face to show what speed people are doing. Cllrs. Paish and Lloyd stated that they are in favour of this, Cllr. McGarry is against this idea. Cllr. Letten reported that he has been overtaken in Newport when doing 20mph. Cllr. Paish proposed the council ask for this sign, Cllr. Letten seconded, all agreed. Cllr. Harries reported that Maeshelyg is in critical need of pedestrian safety, all councillors except for 1 agreed. Council to ask Chris Davies about this.

8.3. Street market – Clerk to ask Cllr. Lewis about the agreed fee increase for the stall holders.

8.4. Housing survey - these notes have not been circulated yet.

8.5. Priorities, Environment and Climate task and finish – Response received from PCC regarding pesticide free town, Clerk to circulate this. Cllr. Harries proposed this email is sent to NAEG, Cllr. McGarry seconded, all agreed. Cllr. Bayes to send a letter to the school regarding their energy award. The Clerk has not received a response from Canolfan Croeso regarding green tariffs, Clerk to follow this up. The energy and insulation situation in Unit 3 is progressing. Cllr. McGarry to ask the school about holding a clothes swop event. Point 13 from the notes of the last meeting recommended that the group and NAEG arrange a meeting with the various groups in November, Cllr. Harries suggested this happens in March. Point 15 recommended that NTC compile a list of green spaces to include areas such as Parc y Plant, cemetery, Carningli common, Barony land, land that is unused, second home gardens. 2<sup>nd</sup> homes gardens to be removed. Cllr. Harries proposed that the council agree to this action, Cllr. Cleal seconded, all agreed. Point 24 recommended that NTC writes to Enfys at the school regarding accessible refill points in the vicinity of the school. There are a lot of empty water bottles left around the playing field. The council are happy to investigate this situation. (Cllr. Griffiths left the meeting briefly). Three further points were added to the group; Litter pick, establish a repair café and check are the street lights in Newport LED's. All agreed to these points being investigated.

## 9. Canolfan Croeso

- 9.1. Leaking solar panels - PK plumbing is coming out to look at the boiler. There are still unanswered questions from the Information Centre, the Clerk to follow this up. Cllr. McGarry to also investigate further.

## 10. Toiledau cyhoeddus / Public toilets

- 10.1. Katie Daly from PCC has offered to meet with the council. Cllr. Harries proposed that the council gives the Chair permission to talk to Cllr. Griffiths regarding this matter and to organise a meeting with Katie, Cllr. Cleal seconded, all agreed.

## 11. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

- 11.1. The Clerk has received an update from PCC which is in the appendix. Clerk to write to them again asking for a further update and copy in Will Bramble, Chief Exec of PCC and County Cllr. Huw Murphy. The council are very concerned that this situation has been ongoing for a few years without any real progress and that Maes Ingli residents are not being informed of what is going on.

## 12. Dogfennau llywodraethu / Governance documents

- 12.1. GD13 - Standing orders – ongoing.  
12.2. GD16 - Cemetery policy – ongoing.

## 13. Tir Parrog land

- 13.1. The Clerk has received an email from Kathryn Perkins today. The Clerk has also received an update from Gary Meopham, PCNPA. The Chair, Clerk and Cllr. Griffiths to look at these emails.

## 14. Dŵr Cymru

- 14.1. Arrangements for public meeting – The Clerk is still trying to organise a date that everyone can attend. The council agreed that the press should be invited. Cllr. Harries reported that there has been a spill since 4<sup>th</sup> December and has complained to Kelly Jordan at Dwr Cymru that this is not good enough. Cllr. Harries read out her response. It seems that the sewage system is only working at 57% capacity and is only tested 4 times a year.

## 15. Caniatâu prydlles y llyfrgell / Grant lease of library

- 15.1. 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 – Cllr. Griffiths to report back at the next meeting.

## 16. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits	£885.00
PCC, 2nd precept payment	£10,129.00

**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)
Euros Thomas, replacement steps, platform and labour in Children's play area	£1,098.00 (vat £183)
Amazon, extension cable for conference mic	£13.32 (vat £2.22)
Newport Memorial Hall, room hire for public meeting	£20.00

- 16.1. The accounts are as follows: Treasurers-£19,829.78, GPO-£10, 30-day savers-£36,923.10. The Clerk advised that there is £1,100 in the reserves for Parc y Plant to pay for Euros Lewis's invoice. Cllr. Lloyd proposed that the figures are correct and that all finances are paid, Cllr. McGarry seconded, all agreed.
- 16.2. Precept 2024 – the draft figures have been sent to all councillors. Currently the increase in the precept is around 9%. Cllr. Paish questioned the £4,400 figure for the Christmas lights and stated that the lights are looking tired and old and are missing in some areas. Cllr. McGarry wondered if nice warm lights could be used and whether businesses would help with the cost. Cllr. Morris asked whether businesses could contribute to ensure that the lights are extended down on Long Street and in Maes Ingli. Cllr. Cleal likes the current lights and would like to extend them to other streets. Cllr. Bayes is worried about asking local businesses to contribute and that the cost should come out of the precept. Cllr. Lloyd likes the current lights. Cllr. Letten agreed with Cllr. Paish, that it is important to have the Christmas lights but that they do need updating. The Clerk to organise a meeting for the Chair and Cllr. Paish to investigate into this matter.  
Cllr. Bayes asked whether money for the running cost of Parrog toilets should be included in the precept. Cllr. Harries advised that the council do not know the full cost yet and have not decided whether they will take over the responsibility of running them. The council are happy with the current draft precept and will discuss and finalise it at the next meeting.
- 16.3. New bank signatory – this is ongoing.
- 16.4. Wicksteed play area equipment quote – this is ongoing. The Clerk cannot get a response from them after emailing and phoning them. Cllr. Letten has asked Euros Lewis to quote for the work but the council needs caps from Wicksteed.
- 16.5. Christmas lights – discussed in item 16.2.
- 16.6. Telephone contract changeover from PlusNet to BT – Cllr. Lewis looking into this.
- 16.7. Town Clerk appraisal – this is happening on Thursday. The Clerk has received a new contract of employment template from NALC.
- 16.8. Unit 3 insulation – Lewis Hinds, PCC Chief property officer has been corresponding with the Clerk. The windows are in a bad state and the insulation needs looking at. The Clerk also asked PCC about access from the old school to Parc y Plant. Clerk to get an update from him. (Cllr. Griffiths rejoined the meeting). The lease states that the tenants are bound towards paying some costs.
- 16.9. Hosting PCNPA beach equipment – The Clerk has given PCNPA the email for Nevern's clerk.

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

17.1. Lewis Hinds is involved in this now. PCC may be able to do it and pay for it. Clerk to keep on top of this.

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

18.1. This was discussed in item 8.1.

## **19. Tudalen RAG / RAG sheet**

19.1. The RAG sheet was discussed and updated.

## **20. Materion i adrodd arnynt / Matters to report**

20.1. Proposed underlease to Newport Information Centre – Cllr. McGarry declared an interest and left the meeting. Cllr. Griffiths reported that the solicitors have sent an updated lease and has one unnecessary clause. Cllr. Griffiths and the Clerk to liaise on this matter. Cllr. McGarry rejoined the meeting.

20.2. Castle bus shelter – Clerk to follow this up.

20.3. Victoria gardens ownership – Clerk to follow this up.

20.4. Hybrid meetings – this is happening tomorrow night at the playing field meeting.

20.5. Councillor vacancies – the Clerk has received 2 applications and read them both out. As these votes are usually a secret vote, the Chair and Clerk advised councillors to email the Clerk their choice by 10am tomorrow. The Chair and the Clerk will verify the votes and inform the council.

20.6. Time capsule video – the Clerk has been able to extract the film from the memory stick with the help from Lee Mason.

20.7. Parc y Plant – Fields in Trust event – Cllr. McGarry will start organising this event.

20.8. Newport sands parking – Gary Meopham has offered to meet with the council. Clerk to arrange this for February.

20.9. CWBR youth – the Clerk has sent letters to various groups in the community.

## **21. Cyfatebiad / Correspondence**

All correspondence was noted except the following:

21.1. Item 3.1a re email from Clerk to PCNPA re land upstream of Parrog. Keep this on the agenda.

21.2. Item 3.3 re email from the school re bins from the iron bridge to the beach. Clerk to forward this email to Nevern council.

Cllr. Griffiths will draft a response to Gary Meopham's email regarding Parrog car park.

The meeting closed at 9.30pm.

The next town council meeting is on the 29<sup>th</sup> January.