

**COFNODION DRAFFT AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 26^{ain} CHWEFROR 2024
am 7yh
DRAFT MINUTES FOR THE MEETING HELD ONLINE on 26th FEBRUARY 2024 at 7pm**

Pobol yn presennol: Cllr. Paul Harries (Chair) Cllr. Ros McGarry
Persons Present: Cllr. Morgan Lewis (Vice Chair) Cllr. Sandra Bayes
Cllr. Elaine Lloyd Cllr. Jon Letten
Cllr. John Griffiths Miss L Evans (Town Clerk)

Ymwelwyr / Visitors 1 MOP

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Cleal and Morris. The Chair proposed that the Clerk contact new councillor Emily Shevlin to arrange a new councillor induction meeting with the Chair and Clerk.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. McGarry declared a personal interest in agenda item 17.2.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 29^{ain} Ionawr 2024 / Draft minutes of the meeting held on 29th January 2024

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

4. Materion yn codi / Matters arising

4.1. Item 6.2 re CAD images from Chris Davies. Cllr. Lewis has investigated this and will send the link to everyone to view the images.

4.2. Item 6.2 re the walk through Newport – it was Cllr. McGarry not Cllr. Bayes who attended this.

5. Adroddiad y Cadeirydd / Chair's report

5.1. The Chair has attended the following meetings: 01/02/24 Otter monitoring (Not as Chair), 06/02/24 Ivy Skeate Funeral, 07/02/24 Meeting with Rob Scourfield and others re the Old School, 07/02/24 Adopt the Nevern (Not as Chair), 08/02/24 Maes Ingli meeting, 09/02/24 Meeting with Moorings Committee at Unit 3.

6. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions

6.1. Community Needs, Assets, Projects and Grants – The Clerk has added her comments in green on the notes to show what actions have been completed.

Item 1.1 – Cllr. Harries proposed that the Clerk arrange a suitable date for the community assets group to meet with Cwmpas to discuss setting up a CLT, Cllr. Lloyd seconded, all agreed.

Item 1.2 – The Clerk has put the Town Council’s EOI for the Rectory on the Town Council Facebook page to inform the public of the work by the Town Council. Cllr. Lewis to put this statement on the website.

Item 1.4 – a letter of thanks has been sent to all that attended the meeting to discuss the Rectory.

Item 1.5 – the Clerk to respond to BT about the Open Reach building asking them to notify the council before any plans are made to dispose of the building.

Item 2 – Cwmpas have asked whether the council wishes them to find out who has purchased the Rectory so the council could consider whether to approach the new owner to enquire whether they have any interest in helping to meet community needs. The council are a planning consultee. Cllr. Griffiths will draft an email to OVW to ask whether this action would prejudice the town councils’ possible future decisions and Cllr. Lewis proposed that the council ask Cwmpas to approach the new owner and see if they are interested in working together, Cllr. Lloyd seconded, all agreed.

Item 4 – The council agreed that Cllr. McGarry draft a letter to Gaynor Toft, PCC 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.

Item 6 – Cllr. Lewis proposed that the council contact L. Hinds, PCC and let him know that the town council are interested in future decisions regarding the old school building, Cllr. Lloyd seconded, all agreed. Cllr. McGarry to draft a letter.

6.2. Traffic – the Clerk to call a meeting and refer the email from Jessica Hatchet regarding disability access throughout Newport back to the group.

6.3. Street market – PCC have emailed to say that road signage for the street market needs to be improved. Cllr. Lewis has contacted PCC and asked about road signs. New ones cost £90 each. The cost for the street trading licence is £846. Cllr. Lewis to call a street market meeting and to invite the member of public present at this meeting who has traded on the street market for the last 3 years but has not been chosen to represent the street market traders. The Clerk to ask PCC what do they need with regards to a traffic management plan.

6.4. Housing survey – the Clerk to call a meeting.

6.5. Priorities, Environment and Climate task and finish - the Clerk to call a meeting.

7. Canolfan Croeso

7.1. Leaking solar panels – have not received cost for the solar panels yet.

7.2. Boiler repairs – email received from Rachel saying that a quote has been received from Heatshine to replace the motorised valve which is no longer working and in the same cost he has included the removal of the pipe works for the solar system (the Town council said they would pick this cost up) the total for both works is £450 plus vat. She will ask Martyn to break down the £450 into two parts but by combining the work the call out charge is reduced for us both. Cllr. McGarry advised that the library will be sharing the cost with the Information Centre. The council are minded to contribute to the cost but need the £450 quote from Heatshine to be broken down into the cost of work for the motorised valve and cost of work for removal of pipe works. The Clerk to advise Rachel that she can get a date in the diary for this work and to re-send the Chair’s comments in blue with regards to actions decided upon at the 11th October meeting.

8. Toiledau cyhoeddus / Public toilets

8.1. There is a Parrog task and finish meeting tomorrow. The Clerk to reschedule the meeting with Katie Daly, PCC.

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

9.1. The chair reported that the council had a good online meeting with PCC. There was a public meeting on the 9th February. Cllr. Lewis attended and reported that people were concerned about parking spaces, the height of the building, loss of light, the cost, will the residents be vetted and be local, worries about the aerial which services some Maes Ingli residents, the disruption in demolition and construction.

Cllr. Bayes also attended and advised that the town council should consider the plans more carefully and asked whether PCC will go away and consider the public's response at the meeting?

Cllr. Harries proposed the Clerk contact Jenny Captao with the following queries:

1. How did you feel the public meeting went on the 19th February and what was the outcome?

2. The presentation plans – as these have been shown to the public at the meeting, are PCC happy for these to be shared now?

3. Do you have clearer pictorial/3D plans for the proposed building, elevation plans and a plan of the existing building showing the previous land footprint? All agreed to these questions.

The Clerk to call a Maes Ingli task and finish group meeting.

10. Dogfennau llywodraethu / Governance documents

10.1. GD13 - Standing orders – ongoing.

10.2. GD16 - Cemetery policy – ongoing.

11. Tir Parrog land

11.1. Cllr. Harries and Griffiths met with the Moorings committee; the council need to consider whether all parties should meet up. The Clerk has received an update from the Barony's surveyor which needs to be circulated to all.

12. Dŵr Cymru

12.1. Arrangements for public meeting - the meeting is on the 21st March. There is a list of speakers and a list of community groups to invite. The speakers will have 5 minutes for their presentations. Cllr. Harries is working on a design that will show how the pumping station works, he has received information for the year 2022.

13. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Newport Moorings, land registry documents £14.00

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.	£38.65 (vat £6.44) up from £32.14
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)
L. Balchin, reimbursement of replacement parts for the Maes Ingli sheltered accommodation defibrillator	£483.54
Newport Bay Tree & Garden services (invoice 4 of 4)	£1,856.25
Wicksteed, 15 caps for children's play area	£25.02 (vat £4.17)
Red Kite solicitors, Professional fees for work on the underlease to Newport Information Centre	£1,164.36 (vat £194.06)
Planning Aid Wales, Cllr. Bayes training	£40.00

- 13.1. The accounts are as follows: Treasurers-£16,923.29, GPO-£10, 30-day savers-£37,002.05, Playing field-£9,248.07. The Clerk to find out who owns Maes Ingli defibrillator. The money for this cost to come from the Community asset reserves. Cllr. Lloyd reported that the defibrillator on the chemist has been removed and that the British Heart foundation supply them for free but someone must shoulder the electricity cost. Cllr. Lloyd to investigate this. The Clerk advised that there may need to be a reserve for defibrillator costs. The money to pay Wicksteed to come from the children's play area reserves. The website needs to be put back on the agenda. Cllr. Lewis is looking into cheaper options and has paid £1 to Fast Hosts to potentially host the website. Cllr. Griffiths has sent the Clerk an email with regards to the Red Kite invoice as it is much higher than what was originally quoted. The Clerk advised that this invoice should not be paid yet. Cllr. Harries proposed that the figures are correct and that all finances except the Red Kite invoice are paid, Cllr. McGarry seconded, all agreed.
- 13.2. Financial appeals – there is £2k budgeted for donations. The Clerk has emailed all councillors to advise how much money has been donated already and what the maximum amount for donations is. Cllr. Harries declared a personal and prejudicial interest in Pembrokeshire Coast Charitable Trust's financial request. There is a separate pot of money for the Senior citizens which has £556 in it. All agreed that the following receive a donation: Breton Twinning Association, Pembrokeshire Coast Charitable Trust (except for Cllr. Harries who had declared an interest), Paul Sartori hospice at home, British Heart Foundation, Eisteddfod yr Urdd, Pembrokeshire Pride, Pembrokeshire Young Farmers Clubs and Macmillan Cancer Support. Cllr. Harries proposed that £180 is given to these 8 charities which comes to £1,440, Cllr. Letten seconded, all agreed.
- 13.3. Town Clerk's annual leave agreement – This to be kept on the agenda and the information to be sent to all councillors.
- 13.4. Wicksteed play area equipment – the equipment has arrived.
- 13.5. Christmas lights – The Chair has emailed Cllr. Paish to arrange a meeting but has not received a response. The Clerk to contact Cllr. Paish.
- 13.6. Telephone contract changeover from PlusNet to BT – the Clerk has received 2 bills from BT who are not currently supplying the telephone and internet service to the council. The Clerk to try and sort this.
- 13.7. Unit 3 insulation – Cllr. Harries has met with PCC and PCNPA regarding replacing the window. This is ongoing.
- 13.8. Letter of engagement from internal auditor – the Clerk has received advice from OVV that the internal auditor should not be doing the pay roll as well. The council wish to keep Gwenno Accountancy services for the internal auditor role and find someone else to do the pay roll. The Clerk to ask Gwenno about this. Cllr. Harries proposed that the council ask for a letter of engagement from Gwenno, Cllr. Letten seconded, all agreed.

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

14.1. This is ongoing with Richard Pugh in PCC.

15. Grant Gwella Sir Benfro / Enhancing Pembrokeshire grant process

15.1. This to be taken off the agenda.

16. Tudalen RAG / RAG sheet

16.1. The RAG sheet was discussed and updated.

17. Materion i adrodd arnynt / Matters to report

- 17.1. Proposed underlease to Newport Information Centre – Mark Taylor is assisting with this. Cllr. Griffiths has drafted comments.
- 17.2. Grant lease of library – the Clerk and Mark Taylor have completed a form and this has been given to Paddy Davies who has thanked the council for their assistance. The Chair thanked the Clerk for her work on this matter.
- 17.3. Castle bus shelter – the annual rent of £5 is due, Cllr. Harries proposed that the council pay it, Cllr. Lloyd seconded, all agreed.
- 17.4. New bank signatory – ongoing.
- 17.5. Victoria gardens ownership – Clerk to contact PCC for an update on this matter.
- 17.6. Hybrid meetings – ongoing.
- 17.7. Time capsule video – ongoing.
- 17.8. Parc y Plant – Fields in Trust event – this was discussed and updated on the RAG sheet.
- 17.9. Newport sands parking – the Clerk to call a meeting with Gary Meopham and include Nevern council in the correspondence.
- 17.10. CWBR youth – the draft notes of the last meeting were noted. The Chair thanked Cllr. Bayes for all her hard work.

18. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 18.1. Item 3.1 re North Wales Wildlife Trust pledge to go pesticide free at home, the Clerk to forward this to the priorities task and finish group.
- 18.2. Item 3.2 re the future of PP72/37 Newport path. All agreed for the Clerk to send a letter of support and to be kept informed of any development.
- 18.3. Item 3.7 re information meeting on the Bee friendly scheme, Cllr. Lloyd to attend this.
- 18.4. Item 3.8 re email from Chamber of trade improving some areas in Newport. The Clerk to respond and ask for a meeting.
- 18.5. Item 7.2 re YHA future use. Clerk to refer this to the community assets group.
- 18.6. Item 8.3 re free stall at Newport community roadshow. Cllr. Harries will man the stall with Cllr. McGarry's help. The Clerk to print out some information.
- 18.7. Item 11.1 re PSO response to parking on West Street. This to be referred to the traffic working group.

The next meeting is on the 25th March.

The meeting finished at 9.20pm.