

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
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AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 29^{ain} EBRILL 2024 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 29th APRIL 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 April**.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion drafft o'r cyfarfod gynhaliwyd ar 25^{ain} Mawrth 2024 / Draft minutes of the meeting held on 25th March 2024**
4. **Materion yn codi / Matters arising**
5. **Cofnodion drafft o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 14^{eg} Ebrill / Draft minutes of the Budget & finance meeting held on 16th April**
6. **Materion yn codi / Matters arising**
7. **Adroddiad y Cadeirydd / Chair's report**
8. **Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
 - 8.1. Community Needs, Assets, Projects and Grants
 - 8.2. Traffic
 - 8.3. Street market – **See Appendix 1**
 - 8.4. Housing survey
 - 8.5. Priorities, Environment and Climate task and finish
9. **Canolfan Croeso**
 - 9.1. Leaking solar panels
 - 9.2. Boiler repairs
10. **Toiledau cyhoeddus / Public toilets**
11. **Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development – **see Appendix 2****
12. **Dogfennau llywodraethu / Governance documents**
 - 12.1. GD14 – Financial regulations
13. **Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:**

13.1. Parrog land

14. Dŵr Cymru

15. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£852.96
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£176.20
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)
Heatshine, dismantle solar pipework on Canolfan Croeso	£360 (vat £60)
Newport Post office, printing paper	£7.50
PCC, 30% of the street market trading licence	£253.80
Zurich town council insurance	£1,707.63

- 15.1. Town Clerk's annual leave agreement
- 15.2. Wicksteed play area equipment
- 15.3. Christmas lights
- 15.4. Telephone contract changeover from PlusNet to BT
- 15.5. Unit 3 insulation
- 15.6. Trade waste agreement

16. Ymgysylltiad ieuencid / Youth engagement

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

18. Tudalen RAG / RAG sheet – see Appendix 3

19. Materion i adrodd arnynt / Matters to report

- 19.1. Proposed underlease to Newport Information Centre
- 19.2. Grant lease of library
- 19.3. Castle bus shelter
- 19.4. Website update
- 19.5. New bank signatory
- 19.6. Victoria gardens ownership
- 19.7. Hybrid meetings
- 19.8. Time capsule video
- 19.9. Parc y Plant – Fields in Trust event
- 19.10. Newport sands parking
- 19.11. CWBR youth

20. Cyfatebiad / Correspondence - see Appendix 4

See attached list

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

Appendix 1 – Street market

Notes Street Market Committee – BY ZOOM 26th March 2024 @ 7 pm

1. Attendance

Elaine, Morgan - NTC; Jim - Market Manager; Corinna - Stall Holder

1. Apologies

Paul and John Griffiths - NTC

2. Morgan chair and note taker.

Morgan welcomed all to the meeting and thanked Corinna for attending the meeting.

Notes from last meeting 19/10/23

Notes from the last meeting on 19th October were taken for accuracy. It was highlighted that Morgan was in attendance during the last meeting but had forgotten to include his name on the attendee list. With this amendment, notes were taken as accurate. Proposed and seconded.

Matters Arising. No matters arising as most points were on the agenda.

3. Update from Market Manager

Market resumed on the first Monday of March. Yesterday was the 4th one this year. All going well. MOP had spoken to Elaine regarding cars blocking entrance to a house on Market Street. Jim makes sure this does not happen so doesn't think it was a stall holder but a non stall holder who had parked there. Jim will continue to keep an eye to ensure no entrances are blocked.

Jim questioned how much he can spend without asking. What is the process for approving how much money Jim can spend?

Action: Morgan to ask Lowri to put on the next Town Council agenda the process of how Jim purchases items for the market.

4. Update from Town Council

Since the last meeting advertising banners have been investigated, a Facebook page has been created, albeit a blank one. Stall fees have been discussed. PCC has been contacted regarding new road closed signs. Market makers, who made the current stalls have been contacted to inquire whether they are still in business. This is in preparation for the future possibility of purchasing new and extra stalls. A promotional banner is being investigated.

5. Street market promotion

Facebook Page - A blank one has been created. A number of stall holders have their own page. One page is set up properly and it was suggested that a stall holder could be in charge of it. Corinna mentioned that Clare from Blossoms and Berries could possibly do this. Corinna will ask Clare.

Advertising Banner - It will be approximately £80 per banner. Possible one to be erected on the side of Elements and another on the side of the Post Office. Promotion from owners will have to be agreed. It is envisaged that the banners will be on show permanently. Council and stall holders to work on a design for the banners.

Bilingual Flyers - Previous ones have not materialised. New ones to be created.

A frame sign - Jim suggested a simple A-frame sign would be handy. It could be put at the bottom of market street to advertise on the day that the market is being held. People are still pulling onto market street despite the market being on.

Coast to Coast - Will be beneficial to advertise. Too late for this year. Will need to email before next year.

Action. Morgan to email coast to coast regarding advertising for next year.

Action. Morgan to create bilingual flyers for approval.

Action Propose to NTC that two banners are designed and purchased.

Action. Morgan to investigate the appropriate size of banner so that a design can be commenced.

Action. Propose to NTC that an A frame sign with pens be purchased.

Appendix 2 – Maes Ingli

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

Sent: 27 February 2024 13:27

To: Captao, Jenny <Jenny.Captao@pembrokeshire.gov.uk>

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

Subject: RE: Maes Ingli Housing Development Update

**EXTERNAL EMAIL – Exercise care with links and attachments E-BOST ALLANOL –
Byddwch yn ofalus wrth agor dolenni ac atodiadau.**

Prynhawn da Jenny, I hope you are well?

The council discussed Maes Ingli development at their town council meeting last night and wanted to ask these following questions:

1. How did you feel the public meeting went on the 19th February and what was the outcome? *We felt that the meeting went really well as there was good attendance (approx 35) and lots of engagement which will help us inform the next stage of design. I have attached an FAQ document to address the main issues which has gone out to residents this week, so hopefully should be received early next week.*
2. The presentation plans – as these have been shown to the public at the meeting, are PCC happy for these to be shared now? *As highlighted at the Town Council Meeting the designs presented were draft designs and subject to change as part of the. Since the event we have had information which has resulted in the designs being amended and this is currently being looked at by the design team. Once we have any updated designs through (RIBA stage 3), they will be presented to yourselves and the community.*
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?

I have attached some 3D plans: however, as advised in the point above they are subject to change and updated designs will be presented as soon as available.

Appendix 3 – RAG sheet

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	29.04.24	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	29.04.24	A
24	23/10/17	Parrog shelter and viewpoint lease	Meeting was held with Cris Tomos and Moorings committee. A T&F group has been set up, this group met with the Barony's solicitor before Christmas	RC/JG	29.04.24	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	29.04.24	A
45		plaque on building	Lewis Hinds, PCC has got involved, PCC may be able to do it and pay for it		29.04.24	A
58	25.01.21	Mary Farmhouse kitchen land	Update received from Bluestone, they have not been successful in purchasing the plot of land. Council to ask PCC if they are interested in this land for affordable housing.		29.04.24	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 will contact them.		29.04.24	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	County Cllr. Huw Murphy has written to PCC.		29.04.24	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		29.04.24	A
67	20.06.22	Parc y Plant-Identify location for Fields in trust plaque	Most of the arrangements have been done, they had a meeting last Saturday, met with Mair Searle and Reg. Clerk to confirm attendance from Brynmor Williams and the school.		29.04.24	A
69	20.06.22	Maes Ingli Sheltered Accommodation	PCC has met with the council and held a public meeting.		29.04.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Dwr Cymru have stopped the spills notifications. Paul will query this.		29.04.24	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		29.04.24	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.		29.04.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		29.04.24	A
80	30.11.22	Reporting back from school governors report	Ros has attended 3 meetings: health and safety, curriculum and governors monitoring.	RM	29.04.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		29.04.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	No one attended this meeting.		29.04.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	New criteria has been received.		29.04.24	A
84	27.02.23	Moorings	The Moorings committee have raised a few queries regarding Parrog land registry docs. Cllr. Griffiths will draft a response.		29.04.24	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		29.04.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		29.04.24	A
87	25.04.23	CWBR Youth	CWBR youth workshop has been held at the school and at the Boat Club		29.04.24	A
88	07.06.23	Preseli Cares report	Meeting on 14th August.		29.04.24	A
89	28.09.23	Black bins in Unit 3	Morgan to look into their disposal		29.04.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		29.04.24	A
91	02.01.24	Info centre garden plan	The garden has been cleared.		29.04.24	A
92	21.03.24	Applying to PCNPA to amend the LDP plan with regards to Victoria Gardens	Sent email, no response yet.		29.04.24	A
93	28.03.24	Children's play area repairs	JL to update		29.04.24	A
94	02.04.24	Chair to meet with Chamber of Trade to discuss flowers/improvements to the town	Clerk has sent Tom Meredith an email		29.04.24	A

Appendix 4 – Correspondence list

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

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

1. Cynllunio a thai/ Planning and housing

1. Email from MOP re difficulty in affording local private rent, forwarded to County Cllr. Huw Murphy (18.04.24)

2. Uned 3 / Unit 3

3. Materion amgylchedd a lles / Environment matters and wellbeing

1. Email from Chair to Clerk re Green Infrastructure Plan (26.03.24)

2. Email from Clerk to Dwr Cymru re Parrog toilets (23.04.24)

4. Gwefan a Materion TG / Website and IT issues

1. Email from B. Rees re United Studios, forwarded to all (11.04.24)

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 Annual Financial Timetable of Actions, forwarded to all (11.04.24)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro

Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

1. Email from J. Parkin re the latest NPA committee report relating to Traeth Mawr and water quality presentation, forwarded to all (28.03.24)
2. Email from Cllr. Harries to PCC re Parc y Plant footpath (12.04.24)
3. Email from Newport Forum re Maes Ingli Sheltered Housing Replacement and PCC Policy for Eligibility for Sheltered Housing, forwarded to all (16.04.24)

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

1. Email from Cllr. Bayes re consider setting up a small T&FG to investigate the need for wrap around child care activities in the Newport area and how best these can be met.
2. Email from Cllr. Bayes re Playing Field Charity reporting to the council.
3. Email from Anna re Wholefoods of Newport - Community Purchase - Request for support, forwarded to all (23.04.24)
4. Email from Planed re Pembrokeshire Local Food Partnership, sign up for membership, forwarded to all (23.04.24)
5. Email from J. Harries re further information re Bethlehem community purchase and letter of support, forwarded to all (23.04.24)

9. Mynwent / Cemetery

10. Ysgol/ Yeuencid/ Chwarae/ Gohebiaeth plant / School/Youth/Play/Children correspondence

1. Invite from OVW re CWBR Youth" Project Share Celebration, 7.00pm 23rd April 2024, forwarded to all (16.04.24)

11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd / Road closures/Road Trunk Agency/Road matters

1. Email from MOP re safer footpath between Llwyngwair and Newport please, Clerk responded (21.03.24)
2. Email from PCC re Bus Service Changes April 2024, forwarded to all (11.04.24)

12. Marchnad stryd / Street Market