

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 27^{ain} MEHEFIN 2024 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 27th JUNE 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 **24th June**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28^{ain} Mai 2024 / Draft minutes of the meeting held on 28th May 2024**
- 4. Materion yn codi / Matters arising**
- 5. Adroddiad y Cadeirydd / Chair's report**
- 6. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
 - 6.1. Community Needs, Assets, Projects and Grants **Appendix 1**
 - 6.2. Traffic
 - 6.3. Street market
 - 6.4. Housing survey
 - 6.5. Priorities, Environment and Climate task and finish
- 7. Canolfan Croeso**
- 8. Toiledau cyhoeddus / Public toilets **Appendix 2****
- 9. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development – **Appendix 3****
- 10. Tendr goleuadau Nadolig / Christmas lights tender – **Appendix 4****
- 11. Dogfennau llywodraethu / Governance documents**
 - 11.1. GD04 - Complaints procedure
 - 11.2. GDF05 - Information and Data Protection Policy
 - 11.3. GD14 – Financial regulations
- 12. 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:**
 - 12.1. Parrog land

13. Dŵr Cymru

14. Archwiliad Blynyddol Cymru / Annual Audit Wales

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.	£1,042.18
Nest, Clerk and council pension payments	£38.52
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£174.00
Plusnet, Telephone (DD) p.m.	£0.00
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)
Town Clerk, electric usage claim, working from home for meetings, 125 hrs from October 2022 to May 2024 (£6 a week for full time hours)	£20.00
Dod i Ben Cyf, collection and destruction of confidential waste	£58.80 (vat £9.80)
Newport Forum, printing costs for public meeting poster	£7.50
Newport Bay tree & garden services, contracted work	£1,856.25

- 15.1. £156 cost of working from home councillor payment
- 15.2. Town Clerk's job description and contract of employment
- 15.3. Apportioned premium for insurance from Canolfan Croeso tenants, £656.51
- 15.4. Wicksteed play area equipment
- 15.5. Christmas lights
- 15.6. Telephone contract changeover from PlusNet to BT
- 15.7. Unit 3 insulation
- 15.8. Trade waste agreement
- 15.9. Quote for smoke alarms in Canolfan Croeso, £415
- 15.10. Bilingual market flyer

16. Arolygiad blynyddol maes chwarae plant / Children's play area annual inspection

17. Cais clerc y dref am amser i ffwrdd / Town clerk request for time off

18. Ymgysylltiad ieuencid / Youth engagement

19. Blac ar adeilad i goffau Canolfan Eco Gorllewin Cymru / Plaque on building to commemorate West Wales Eco Centre

20. Llwybr Parc y Plant o'r maes parcio / Parc y plant footpath from the car park – **Appendix 5**

21. Tudalen RAG / RAG sheet – **Appendix 6**

22. Materion i adrodd arnynt / Matters to report

- 22.1. Proposed underlease to Newport Information Centre
- 22.2. Grant lease of library
- 22.3. Website update
- 22.4. New bank signatory
- 22.5. Victoria gardens ownership
- 22.6. Hybrid meetings

23. Cyfatebiad / Correspondence – Appendix 7

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

Appendix 1 – agenda item 6.1

**Grŵp Cynghori Anghenion Cymunedol, Asedau, Prosiectau a Grantiau
Minutes of the online Meeting of Newport Town Council’s Community Assets,
Grants, and Projects Advisory Group**

30th May 2024

Present: Cllr Paul Harries, Cllr Elaine Lloyd, Cllr Ros McGarry (Chair), Cllr Sandra Bayes, Claire White (Cwmpas), Paddy Davies, Nia Siggins.

- 1. Apologies:** Cllr Jon Letten, Cllr Morgan Lewis, Lowri Evans.
- 2. Expressions of interest:** none.
- 3. Election of Chair.** Cllr Paul Harries proposed that Cllr Ros McGarry take the chair, seconded by Cllr Elaine Morgan, and agreed.
- 4. Election of note taker.** Cllr Ros McGarry proposed Paddy Davies, seconded by Cllr Elaine Morgan, and agreed.
- 5. Draft minutes of the meeting held on 23rd April 2024.**
 - 5.1. Correction to note 5: “Community Benefit Society is shares and loans, a Community Benefit Society is investments by members only not shares” should read “Community Benefit Society is shares and loans, a Community **Interest** Society is investments by members only not shares.”
 - 5.2. Cllr Paul Harries noted that these notes had already been approved by Newport Town Council.
- 6. Matters arising.**
 - 6.1. Cllr Ros McGarry asked if anyone had any questions for Claire White.
 - 6.2. The group discussed whether there could be too many Community Benefit Societies in a small community, with Havards established and Wholefoods going down the same route, whether this could lead to share fatigue, and whether this was a good reason to go for a Community Interest Society. Claire White advised this was not a good reason; a Community Benefit Society (CBS) can raise finance through cash or in kind and consider a share issue later. She advised choosing the best structure to meet the vision of the CLT.

- 6.3. The group suggested that it is important to set up a CLT in anticipation of opportunities coming up. There is no need to have a specific project in mind.

Possible projects

- 6.4. Originally Bethlehem was the project. The auction was expected in the spring, but has not happened, even though NTC had asked for an extension of time.
- 6.5. The group considered other options for consideration. These included Ebenezer (possibly), the Old School and YHA, Parrog land, Mary's Farmhouse land.
- 6.6. Looking at needs expressed in various documents (the Housing and Needs survey, NTC's priorities and the Environment Group), the group identified heritage centre/museum, affordable housing, housing for older and disabled people, gym, and allotments.

Public meeting

- 6.7. The group then considered the public meeting. It was agreed that the programme should be:
- Introduction by Cllr Ros McGarry;
 - Brief introduction of the Housing and Needs survey by Paddy Davies;
 - Presentation by Claire White;
 - Examples of possible projects by Cllr Ros McGarry;
 - Questions and answers;
 - Request for volunteers to get involved in setting up the structure by Cllr Ros McGarry.
- 6.8. A further meeting would be arranged with interested people to elect the advisory committee, chair, secretary and treasurer. Claire White would be happy to help with this. She noted that parking also seemed to be a need for the community.

Poster

- 6.9. Cllr Ros McGarry had circulated a draft poster to advertise the public meeting. The suggested wording was agreed as:
- “NTC invites you to a public meeting to discuss the possible acquisition of assets by the community for the community. Please come along. Croeso I bawb.”
- 6.10. Cllr Ros McGarry will add the NTC logo and a Welsh version.

Costs

- 6.11. Nia Siggins advised that Planed may have a new fund soon for community consultation costs. There may be other grants for feasibility studies (essential) and further action stages. The costs need to be worked out. Cllr Ros McGarry said she had seen estimates of £800 to £1,000.
- 6.12. The costs for the public meeting are hire of the Hall at £11 per hour, printing and laminating which can be done in house.

1. If the value of any proposed works is estimated to be in excess of £1,000.00 then NTC shall confirm and minute that competitive tenders should be sought.
2. NTC shall confirm the content/details of the works for which tenders are being sought, and such acceptance minuted.
3. NTC shall agree, when tenders are required, where, and by what medium, to advertise.
4. NTC shall agree who will be approached directly for tenders.
5. Unless circumstances dictate otherwise tenders shall sought from a minimum of three tenderers.
6. The Tender invitation and any documents are to be issued at the same time.
7. The Date and Time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter.
8. Tenderers shall be instructed that replies need to state clearly whether or not VAT is included in their figure. If registered, to state their VAT registration number.
9. Tenderers are to be advised that tenders shall be returned in a sealed envelope marked as (**Private. Sealed Tender for**)
10. Tenderers to confirm that they have the appropriate insurance and, if required, to indicate if they are covered by Public Liability insurance, details of such insurance will be requested if tender is accepted.
11. Envelopes containing returned Tenders shall be marked with the date and time received.
12. NTC are not obliged to accept the lowest tender received. The reason for such a decision shall be minuted.

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Ref: 2203 – SCHEDULE OF WORKS ASSOCIATED WITH THE ERECTION OF XMAS LIGHTS 2024/2025

1. The erection of the Xmas lights to be on or around 12th December and their subsequent removal on or around 10th January or as directed by the Clerk to the Council
2. Collection and return of the street lights from and to storage
3. The provision of plant suitable for the erection of the lights in East Street, Market Street, Bridge Street, West Street.
4. The checking prior to erection and replacement of any broken lights. The cost of any such lights not included.
5. Complying with and liaising with the statutory authorities as necessary.
6. The provision of suitable insurance as required by Pembrokeshire County Council for works in and on the highway.
7. The contractor will work with the testing company for compliance

The details of the exact location of the erected lights can be obtained from Cllr Paul Harries on 01239 820809.

Appendix 6 – agenda item 20

No.		Objective	Action	By Whom	By When	Status
7	26/06/17	Investigate the provision of an information board commemorating the "OLINE"	Clr. 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	24.06.24	A
15	26/06/17	Bench plaques and policy	Clr. Harries to look at policy and map of benches located in Newport. Clr. 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	24.06.24	A
24	23/10/17	Parrog shelter and viewpoint lease	Funding advice received from Cris Tomos, waiting for info from Nia Siggins and Sinead Henahan. Parrog task and finish group emeting to be held on 4th June	RC/JG	24.06.24	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. Paul - if we buy Parrog as heritage project, putting up the old welsh names that have been forgotten should be part of the heritage project.	PH	24.06.24	A
45		plaque on building	The plaque has been received an is Unit 3. Daron to ask Evan to put it up. There should be an unveiling event, invite Bryan John, Will Bramble, David Vaughan, get some press involved. Clerk to check with Daron about Evan		24.06.24	A
58	25.01.21	Mary Farmhouse kitchen land	There is a housing association interested in the land. Clerk to ask Gaynor Toft what housing association is interested.		24.06.24	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing. There is one in Fishguard. Indoor table tennis club in Newport. Clr. Bayes to continue investigating.		24.06.24	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Recent emails, PCC don't own the footpath from the car park to Parc y plant. Sinead Henahan is also involved. Chair and Clerk to check this. This ti be put on the agenda to be discussed.		24.06.24	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		24.06.24	A
67	20.06.22	Erection of plaque	Hguely successful launch, thanks to everyone epecially Ros. Well organised, planting of tree went well. Plaque needs to go somewhere..Paul has asked for a bilingual sign...Jon and Morgan to look at location for the plaque.		24.06.24	A

67	20.06.22	Erection of plaque	Hguelly successful launch, thanks to everyone epecially Ros. Well organised, planting of tree went well. Plaque needs to go somewhere..Paul has asked for a bilingual sign...Jon and Morgan to look at location for the plaque.		24.06.24	A
69	20.06.22	Maes Ingli Sheltered Accommodation	PCC has met with the council and held a public meeting.		24.06.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Dwr Cymru have stopped the spills notifications. Paul will query this.		24.06.24	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		24.06.24	A
74	20.06.22	Adopting the Informal Resolution Protocol	CIlrs. 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.		24.06.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		24.06.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		24.06.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	This meeting was the same time as the AGM. Clerk to get the minutes sent to her.		24.06.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children’s play area	New criteria has been recieved.		24.06.24	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		24.06.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		24.06.24	A
87	25.04.23	CWBR Youth	Funding may have run out now.		24.06.24	A
89	28.09.23	Black bins in Unit 3	Jon Letten has request bags to dispose of the confidential waste.		24.06.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		24.06.24	A
92	21.03.24	Applying to PCNPA to amend the LDP plan with regards to Victoria Gardens	Clerk to chase this up.		24.06.24	A
93	28.03.24	Children's play area repairs	JL spoken to Euros who will look at the area and send a quote for repairs		24.06.24	A
94	02.04.24	Chair to meet with Chamber of Trade to dicuss flowers/improvements to the town	Clerk has sent Tom Meredith an email		24.06.24	A
95	30.04.24	Castle Bus shelter	Clerk has emailed Morgan & Richardson solicitors 4 times regarding an update on the proposed purchase, no response		24.06.24	A
88	07.06.23	Report from Preseli Cares representative	Nothing to report, have not received any emails.		24.06.24	A
96	21.05.24	Report from Senior citizens representative			24.06.24	A
97	21.05.24	Report from Newport Forum representative	Got a small grant for good nightbour scheme, £3k and donation of £6k for memories cafe		24.06.24	A
98	21.05.24	Report from OVW representative			24.06.24	A
99	21.05.24	Report from Newport path group representative			24.06.24	A
100	21.05.24	Report from North Pembs transport representative			24.06.24	A
84	27.02.23	Report from Newport Moorings association representative	The Parrog task and finish group met with the Moorings, who are supportive of future purchase plans.		24.06.24	A
80	30.11.22	Report from School governors representative	Attended the AGM meeting.	RM	24.06.24	A
81	31.05.24	Time capsule video			24.06.24	A



Appendix 7 – agenda item 22

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 27^{ain} Mehefin 2024 **Newport Town Council Correspondence for online meeting held on 27th June 2024**

1. Cynllunio a thai/ Planning and housing

1. Email from Cllr. Morris re sewage spills at Maes Ingli, forwarded to all (12.06.24)
2. Email from A. Davies to PCNPA re Pant yr Hedd, whitewashed Welsh cottage in Feidr Ganol, Newport, forwarded to all (17.06.24)

2. Uned 3 / Unit 3

3. Materion amgylchedd a lles / Environment matters and wellbeing

1. Emails received re Objection to the proposed radar array at Cawdor Barracks, forwarded to councillors (04.06.24)

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

1. Email from Cris Tomas re Precis of funding opportunities for Parrog (16.05.24)
2. Email from Community cohesion re Community Grant Funding Available up to £2000, forwarded to all (31.05.24)

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 New Climate Toolkit Workshops, forwarded to councillors (23.05.24)
2. Email from OVW re OVW Response to environmental principles governance and biodiversity targets consultation, forwarded to all (31.05.24)
3. Email from Ken Skates, Welsh Gov re 20mph speed limits, forwarded to all (06.06.24)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro

Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

1. Email from PCC re notes from the Working better together meeting, forwarded to all (17.06.24)
2. Email from PCNPA re Invitation to National Park engagement event: -Camping and Caravan Sites Development in the National Park (closes on 20 September) and Draft Management Plan for the National Park, held online via Teams on Tuesday 9 July at 7pm, forwarded to all (21.06.24)

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

1. Email to BT regarding Open Reach Building, East St, Newport, Pembrokeshire SA42 0SY (31.05.24)

9. Mynwent / Cemetery

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

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

1. Email to Sar Morris, PCNPA re South Wales Trunk Road Agent 487 Fishguard to Cardigan WelTag Stage one report and subsequent review work (17.06.24)
2. Email from South Wales Trunk agency re A487 20 C55 Royal Oak Culvert - Culvert Replacement (14.06.24)
3. Email from Cllr. Bayes re POTENTIAL electric community car for Newport, forwarded to all (21.06.24)

12. Marchnad stryd / Street Market

1. Email from Cllr. Bayes re member of the public who is registered blind falling and knocking his shins whilst the street market is being cleared away (21.06.24)