

COFNODION AM CYFARFOD A GYNHALIWYD AR-LEIN ar 29^{ain} EBRILL 2024 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 29th APRIL 2024 at 7pm

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| 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. Daron Paish | Miss L Evans (Town Clerk) |

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Griffiths and Morris.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. McGarry declared a personal interest in agenda item 8.5 in the correspondence list.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 25^{ain} Mawrth 2024 / Draft minutes of the meeting held on 25th March 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 8.1 re the Town Council hearing from Open Reach before the building and site is up for sale. Cllr. Bayes to send draft wording to the Clerk.

4.2. Item 14.1 re notes from the Dwr Cymru public meeting. Cllr. Lewis to add his notes to Cllr. Bayes document.

5. Cofnodion draft o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 14^{eg} Ebrill / Draft minutes of the Budget & finance meeting held on 16th April

5.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lloyd 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: Nyfer am Byth on 27/03/24, Parrog Matters on 09/04/24, B & F on 16/04/24, Parrog Funding on 16/04/24, Moorings re Parrog on 17/04/24, Priorities Meeting on 17/04/24, Moorings Meeting on 18/04/24, Boat Club re Parrog on 19/04/24, NTC Planning on 22/04/24, CWBR Youth meeting update on 23/04/24, DCWW meeting on 24/04/24, met with Richard re Unit 3 on 24/04/24, NRW re Beach inspection on 26/04/24 and Parc y Plant opening on 27/04/24.

7.2. NRW, PCC and PCNPA had arranged a pre-bathing water inspection on the 26th April and had invited the Chair along. Dog mess was observed at several points, small plastic debris was noticed in the strandline and also a couple of dead birds. The rest of the beach was pristine. They then went to observe the stream that runs below Morawelon café which appeared to have iron oxide deposits, the water was clear and supporting tadpoles.

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

- 8.1. Community Needs, Assets, Projects and Grants – the last meeting was on the 23rd April, the notes have not been circulated yet. Cllr. McGarry has emailed the Chair and Clerk to ask if the Clerk can send the housing and needs survey report to Claire at Cwmpas, if the Clerk can check with Claire for dates to hold a public meeting and to also call the next Community asset group meeting. The council are happy for these to be done.
- 8.2. Traffic – County Cllr. Huw Murphy had sent emails regarding traffic matters just before the last town council meeting. The Clerk to arrange the next meeting. Cllr. Bayes asked whether the Forum could change one of their members on this group, from Mary Hallinan to Chris Morgan. The council agreed. Cllr. Bayes to send the Clerk Chris's details.
- 8.3. Street market – the group met on 26th March. The actions from the notes are as follows:
- a) The group asked what the process is for Jim the Market Manager to purchase items for the market. The Clerk advised that Jim does not have the authority to purchase items, he needs to send details and request to the council who will decide on any purchases.
 - b) Cllr. Lewis has emailed Coast to Coast magazine regarding advertising for next year, this may be costly. Cllr. Bayes advised it would be a better idea to write an article for them promoting the market.
 - c) Cllr. Lewis will create bilingual flyers for approval.
 - d) The group wished to propose that two banners are designed and purchased. This will need planning permission.
 - e) Cllr. Lewis is looking for an A-frame sign with pens.
 - f) Cllr. Lewis has ordered 2 road closed signs from PCC.
 - g) The group asked if placing no parking signs on the Sunday evening would be an option in order to make motorists aware of the market on a Monday. The group to discuss further and report back to the council.
 - h) The Clerk confirmed that the new stall fee of £20 and table fee of £15 was approved at the town council meeting on 29th November. This decision remains for 6 months. These fees should have been put in place. The group reported that the Cwtsh café held at the hall on Monday mornings is affecting the market.
- 8.4. Housing survey – there is a meeting tomorrow night.
- 8.5. Priorities, Environment and Climate task and finish – Cllr. Lewis has circulated the notes from the meeting but not in time to be included on the agenda.

9. Canolfan Croeso

- 9.1. Leaking solar panels – this has now been sorted. Take off the agenda.
- 9.2. Boiler repairs - this has now been sorted. Take off the agenda.

10. Toiledau cyhoeddus / Public toilets

- 10.1. The Chair decided that this item would be discussed along with item 13.

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

11.1. The Clerk has forwarded comments and attachments received from PCC. Cllr. Lewis reported that residents are concerned about parking spaces. This has been addressed in the FAQ document sent by PCC. Cllr. Letten proposed that the FAQ document be shared on the council's Facebook page and website and that if a member of the public wishes to see the plans, that the Clerk sends them out along with PCC's statement about the plans being draft designs and subject to change.

12. Dogfennau llywodraethu / Governance documents

12.1. GD14 – Financial regulations – the Clerk is waiting for the updated version to be sent from OVW.

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. The Chair advised the council that there was no need to go into private session as the information he will share is not financially sensitive.

13.2. The council received an email from Katie Daly PCC on the 25th February regarding the fact that Dwr Cymru have a pumping station in Parrog toilets. Dwr Cymru have so far not provided any information regarding this. The Clerk has emailed Dwr Cymru directly asking what interest they have in the toilet block.

13.3. An email received on 25th April explains PCC's charging fees for the toilets. To fit 4 steel doors and have contactless readers installed will cost £15,753 plus VAT. Fitting a Coin Box would be £1,650.00 each + VAT. The town council to meet with Katie as soon as we hear from Dwr Cymru.

13.4. The Clerk wrote to the Barony's solicitor on 11th April asking for a 5-year period to enable voluntary contributions on the car park. We are awaiting a response to this. The council have to obtain their own valuations on the land. The Clerk has asked the Barony's solicitor to disclose the freehold interest on the toilet block. There is no deed available but they will sort this and include the toilets in the sale of the land. The Clerk asked the solicitor to disclose their insurance cover, they can provide their public liability cover. Cllr. Griffiths has advised he thinks this is sufficient. The Clerk to ask the solicitor if storm damage is covered in their insurance.

13.5. The Clerk has asked OVW for advice on borrowing money. The council would need to let the public know about their intentions. The Clerk has asked the Barony's solicitor whether there are any aspects they wish to remain confidential; they are taking instruction on this from the owner.

13.6. The Clerk has informed the solicitor that the council have met with Newport Moorings Association and the Boat Club. The matter of the Saltings was raised. The Clerk has queried whether this land will be included in the sale of the land, Cllr. Griffiths is sourcing a map of this land to send to the solicitor.

13.7. The council had a Parrog task and finish group funding meeting. The Chair has been in touch with Sinead Henehan, PCC who advised that the Enhancing Pembrokeshire grant may be available for this project, Cris Tomos from Planed will send funding suggestions and Nia Siggins is going to send some information as well.

13.8. Cllr. Bayes raised the issue of rising sea level. Cllr. Harries advised that NRW issues a Shoreline management plan in 2011 which will be reviewed in 2025. Cllr. Harries to circulate this document to all councillors.

14. Dŵr Cymru

14.1. Dwr Cymru have stopped providing spill information. The council must now put in an information request for this. All happy for this to happen. The Chair has had a follow up meeting with Dwr Cymru. Further information to be shared with the public once the notes from the public meeting have been finalised.

15. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

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| 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. The accounts are as follows: Treasurers-£18,155.68, GPO-£10, 30-day savers-£37,081.16, Playing field-£9,662.59. Cllr. Harries declared a personal and prejudicial interest in the post office invoice. Cllr. Lewis proposed that the figures are correct and that all finances are paid, Cllr. Paish seconded, all agreed.
- 15.2. Town Clerk's annual leave agreement – the Clerk took this opportunity to inform the council that she will not be handing in her resignation but that the council need to look at ways to alleviate her workload and stress. The Chair advised this was a matter of urgency to be resolved and will be looking at options for the Clerk. The Chair thanked the Clerk for reconsidering her resignation. The annual leave to be discussed.
- 15.3. Wicksteed play area equipment – Cllr. Letten has met with Euros Thomas and is waiting to get a quote.
- 15.4. Christmas lights – The Chair and Cllr. Paish to meet to discuss.
- 15.5. Telephone contract changeover from PlusNet to BT – Cllr. Loyd has been trying to sort this situation out, the landline is no longer working. She has spent hours on the phone to BT and is going round in circles but will ring them again. The Chair suggested that maybe a mobile phone might be needed.
- 15.6. Unit 3 insulation – The Chair has met with Richard Pugh, PCC regarding Unit 3. The insulation problem has been acknowledged.
- 15.7. Trade waste agreement – the Clerk to check the details for this.

16. Ymgysylltiad ieuenctid / Youth engagement

16.1. The Chair attended the CWBR Youth meeting update on the 23rd April.

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. The plaque has been made and is in Unit 3. The Chair suggested that there should be an unveiling event and invitations sent to Brian John, Will Bramble and David Vaughan. Cllr. Paish confirmed he will get Evan Rees to put the sign up on the building.

18. Tudalen RAG / RAG sheet

18.1. The RAG sheet was discussed and updated.

19. Materion i adrodd arnynt / Matters to report

- 19.1. Proposed underlease to Newport Information Centre – the Clerk is awaiting a response from Red Kite solicitor. Clerk to follow up on this.
- 19.2. Grant lease of library – this has now been completed. Hard copies of the lease are yet to be received.
- 19.3. Castle bus shelter – the Clerk has emailed Morgan & Richardson solicitors 4 times for an update and has not received a response. This to be moved to the RAG sheet.
- 19.4. Website update – Cllr. Lewis reported there have been some issues, the contact form does not seem to be working at the moment.
- 19.5. New bank signatory – this is an urgent matter as former Cllr. Jano Williams' name is still on the bank card. Chair and Clerk to sort this.
- 19.6. Victoria gardens ownership – this is ongoing.
- 19.7. Hybrid meetings – Cllr. Lewis to investigate setting this up.
- 19.8. Time capsule video – this is ongoing.
- 19.9. Parc y Plant – Fields in Trust event – this event was a hugely successful launch, thank you to everyone involved especially Cllr. Ros McGarry. It was well organised, the planting of the memorial tree for Jano Williams went well. The council need to decide where the plaque will be erected, Cllrs. Letten and Lewis to investigate this. Cllr. Harries has asked Brynmor Williams to ask Fields in Trust for a bilingual sign.
An email was received regarding the state of the footpath running alongside Parc y Plant. This was reported to PCC. Various emails have been sent regarding ownership of the footpath from the car park to Parc y Plant. PCC claim not to own this land. Sinead Henehan is also involved. The Chair and Clerk to check these emails.
- 19.10. Newport sands parking – the council have received an in-depth report from PCNPA. The council decided that a meeting with Gary Meopham is no longer required.
- 19.11. CWBR youth – this was discussed in item 16.1.

20. Cyfatebiad / Correspondence

All correspondence was noted except for the following:

- 20.1. Item 3.1 re Green infrastructure plan. PCC and PCNPA wrote this plan. The council did write to them and advise there needed to be more water-based information relating to Newport. Cllr. Bayes suggested that NAEG have a look at this plan and give feedback to the council.
- 20.2. Item 8.1 re investigating the need for wraparound child care in Newport. Cllr. Bayes proposed the council set up a Task and finish group to investigate this, Cllr. McGarry seconded, all agreed. Cllrs. Bayes and McGarry to gather information.
- 20.3. Item 8.2 re playing field charity reporting back to the council. Cllr. Bayes proposed, there was no seconder.
- 20.4. Item 8.3 re request for support for a community purchase of the Wholefoods shop. The majority of the council agreed that a letter of support be sent.
- 20.5. Item 8.5 re request for further information regarding Bethlehem community purchase and letter of support. The community asset group to forward their SWOT analysis and the letter from the agent to J. Harries.

The next meeting is on the 28th May.

The meeting closed at 9.06pm.