

AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 29^{ain} GORFFENNAF 2024 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 29th JULY 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 July**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27^{ain} Mehefin 2024 / Draft minutes of the meeting held on 27th June 2024**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion draft o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 18^{fed} Gorffennaf / Draft minutes of the Budget & finance meeting held on 18th July**
- 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 – **Appendix 1**
 - 8.2. Traffic - Appendix 2**
 - 8.3. Street market
 - 8.4. Housing survey – **Appendix 3**
 - 8.5. Priorities, Environment and Climate task and finish – **Appendix 4**
- 9. Canolfan Croeso**
- 10. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
- 11. Tendr goleuadau Nadolig / Christmas lights tender**
- 12. Dogfennau llywodraethu / Governance documents**
 - 12.1. GD09 – Planning – **Appendix 5**
 - 12.2. GD15 – Website-Terms of reference – **Appendix 6**
 - 12.3. GD14 – Financial regulations
- 13. Tir Parrog a teoileday cyhoeddus / Parrog land and public toilets**
 - 13.1. Valuation tender

14. Dŵr Cymru

15. Archwiliad Blynyddol Cymru / Annual Audit Wales

16. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£530.00
Newport Library, insurance premium for Canolfan Croeso	£328.25
Newport information Centre, insurance premium for Canolfan Croeso	£328.25
Burial plot purchase	£1,114.00
Canolfan Llwynihirion, rental of market stalls for pollinator day	£200.00

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
BT Telephone/internet (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)
Zoom renewal subscription (paid)	£155.88
Logitech 1080p webcam (ordered and paid)	£54.98
Newport Community Forum appeal to enable the Friendship and Fitness group to continue for a further 20 weeks	£600.00

- 16.1. £156 cost of working from home councillor payment
- 16.2. Town Clerk's job description and contract of employment
- 16.3. Christmas lights
- 16.4. Telephone contract changeover from PlusNet to BT
- 16.5. Unit 3 insulation
- 16.6. Trade waste agreement
- 16.7. Quote for smoke alarms in Canolfan Croeso, £415
- 16.8. Statement of payments made to councillors 2023-24
- 16.9. Email from Newport Forum re a potential accessible electric vehicle for Newport Community and to ask if the council would discuss this opportunity and if broadly approve of the concept, to send them a letter of support for this venture

17. Maes chwarae plant / Children's play area

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

21. Tudalen RAG / RAG sheet - [Appendix 7](#)

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 8](#)

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

[Appendix 1](#) – community assets

Grŵp Cyngori Anghenion Cymunedol, Asedau, Prosiectau a Grantiau

Minutes of the online Meeting of Newport Town Council's Community Assets, Grants, and Projects Advisory Group

8th July 2024

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

1. Apologies: Cllr Jon Letten, Cllr Morgan Lewis, Lowri Evans.

2. Expressions of interest: none.

3. Draft minutes of the meeting held on 30th May 2024.

- 3.1. Correction to minute 8.1: "The group would be disbanded at that point" should read "the group could be disbanded at that point." Subject to this the minutes were proposed for accuracy by Cllr Elaine Lloyd, seconded by Nia Siggins, and agreed.
- 3.2. Cllr Paul Harries noted that these notes had already been approved by Newport Town Council.

4. Matters arising.

- 4.1. **Minute 6.4: Bethlehem.** Cllr Paul Harries asked who were the members of the community group looking at Bethlehem, and should the Council be involved. The Council had been told that the auction would be in the spring. That had not happened, but the Council had sent a letter of support for a community purchase. The Council needs some information in order to decide if it should be involved.
- 4.2. **Action: Clerk to ask John Harries who is on the group, what are their plans, and what is the timescale.**

- 4.3. **Minute 6.5: Mary's Farmhouse land.** Cllr Sandra Bayes asked what was PCC asked about the land. An email trail was discussed which included a comment from PCC that the land was an exception site so any housing would be 100% affordable or social. Cllr Sandra Bayes said she had replied as an individual pointing out that PCNPA had not designated the land as an exception site.
- 4.4. **Action: Cllr Bayes to send her email to the Chair of the Town Council and ask the Clerk to circulate the email.**
- 4.5. **Minute 6.14: Parrog land.** Cllr Paul Harries advised that a reply had been received and will be circulated by the Clerk. Cllr Ros McGarry and Nia Siggins are preparing an overview of why the Council wishes to acquire the land, which will be ready for the meeting on 15th July.
- 4.6. Cllr Sandra Bayes asked what is happening about the public toilets. Cllr Paul Harries said they will be discussed at the Monday meeting.

5. List of grants

- 5.1. Nia Siggins advised that the Council needs to know what the plans are before identifying possible grant options, probably the National Lottery. Planed has a feasibility studies fund.
- 5.2. Cllr Sandra Bayes asked about loans. Cllr Paul Harries advised that the Public Works Loan requires public backing. He suggested that the Council needs to speak to solicitors, get the Council on board, hold a public meeting to gauge the support of the community, then make plans.
- 5.3. Nia Siggins advised that all options should be considered.

6. CLT meeting

- 6.1. Cllr Paul Harries congratulated Cllr Ros McGarry on organising this. Cllr Ros McGarry noted that the microphone should have been passed to the speakers and members of the audience who wanted to speak. The follow up meeting with those who expressed an interest in being involved is to be arranged.
- 6.2. It was proposed that the next steps would be:
- Arrange the follow up meeting;
 - Set up the Steering Group;
 - The Steering Group to decide on who else should be involved, and further publicity.
- 6.3. Cllrs Paul Harries, Sandra Bayes, and Elaine Lloyd, and Nia Siggins asked to be added to the existing list of interested people.

7. Old School and YHA

- 7.1. Cllr Ros McGarry advised that the YHA has moved out. In view of this, it was proposed to recommend to NTC that NTC send another email to PCC, copy to Cllr Huw Murphy, asking for a further discussion.

Action: Clerk.

8. Other matters

- 8.1. Cllr Ros McGarry advised that BT will vacate the box in 3-4 years when the network upgrade is complete.
- 8.2. Cllr Ros McGarry reported an email from Claire White concerning land off Maes Curig which was on the market a year ago. The owners turned down one offer, and received another, but the prospective buyer pulled out.

Action: Cllr Ros McGarry to draft an email for Clerk to send out, asking the landowners what their intentions are now.



Appendix 2 – Traffic

DRAFT Notes of Traffic Matters Advisory Committee held on line by Zoom on the 10th July 2024 at 7pm.

Present: , Cllr Paul Harries, Cllr Sandra Bayes, Cllr Morgan Lewis, County Cllr. Huw Murphy, and Gaynor Davies.

Apologies: Cllr Letten.

1. Cllr Paul Harries was proposed as Chair by Cllr. Bayes seconded by Gaynor Davies. All agreed.
2. Cllr Paul Harries was proposed as Note Taker by Cllr. Bayes seconded by Gaynor Davies. All agreed.
3. Notes of the last meeting 15th May 2024. Clerks comments 16th May included. Noted at Council 28th May 2024.
Item 5.8 duplicate “a response” noted.
Notes were proposed for accuracy by Cllr Bayes seconded by Cllr Lewis. All agreed.
4. Actions and matters arising.

All actions listed were noted in addition

Huw to pursue Items 5.2, and 5.4. Other actions listed at the end of this report.

5.0 Correspondence since 15th May 2024.

5.1 E-mail from MoP re Llwyngwair Path sent to Cllr. Murphy 9th May 2024, reply from Cllr Murphy 14th May 2024. Noted at the Traffic meeting 15th May 2024. Suggestion from Cllr Bayes Rec'd 16th May 2024.

Cllr Bayes to draft a letter to Sustrans re Active Travel projects.

Gaynor Davies to draft a letter re the “green areas” of the Maeshelyg path being utilised as a path.

5.2 Correspondence with Jessica Hatchet up till 6th June 2024. Appendix 1

Awaiting response to our email 4th July 2024
Clerk to chase.

5.3 Welsh Gov letter to Cllr Murphy re Llwyngwair Path 16th May 2024.

Cllr. Murphy to follow up.

- 5.4 Email re signage from the information centre 21st May 2024.**
Waiting meeting with Marc Owen Action **Cllr Murphy.**
- 5.5 E mails regarding 20mph speed limit on Cigwyn Road 31st May 2024. Discussed at Council 27th June 2024.**
Council have sent an email regarding this.
- 5.6 Suggested email to PCSO re overrun strips prepared by Cllr Bayes 3rd June 2024.**
Has suggested letter of the 3rd June been sent **Action Clerk.**
- 5.7 Suggested letter to Sara Morris PCNPA re Weltag 12th June 2024. Prepared by Cllr Bayes. Appendix 2**
Have we had a response email sent 17th June **Action Clerk.**
- 5.8 20mph sign on the entrance to Town.**
This group suggests that NTC write to SWTRA, N Park cc Cllr. Murphy requesting the removal of the oversized 20mph sign on the West approach to Newport. **Action Clerk**
- 5.9 Late correspondence.** Email received from Cllr Murphy re Regional Transport Plan. To be discussed at NTC.

6.0 Action Log. Updated.

ACTIONS – Cllr Huw Murphy

1. Review his email of the 4th July 2023 and to consider asking for a response.
2. Email from member of the public 5th March (Beth Ross) re Llwyngwair path and traffic speed-obtain contact details from Clerk.
3. Huw to obtain clarity re “Active Travel” item.
4. Confirm the site and content of the sign for Car park, Canolfan Croeso and Library.
5. Arrange site meeting with Marc Owen.
6. Huw to ask for response to his email to Welsh Gov re the Llwyngwair and Maeshelyg paths, 50mph limit Newport to Dinas and Holmws bends, also to write to the AM and MP.

Other Actions

1. **Cllr Bayes** to draft a letter to Sustrans re Active Travel projects.
2. **Gaynor Davies** to draft a letter re the “green areas” of the Maeshelyg path being utilised as a path.
3. Jessica Hatchett - Awaiting response to our email 4th July 2024 **Clerk** to chase.
4. Suggested email to PCSO re overrun strips prepared by Cllr Bayes 3rd June 2024. Has suggested letter of the 3rd June been sent **Action Clerk.**
5. Suggested letter to Sara Morris PCNPA re Weltag 12th June 2024. Prepared by Cllr Bayes. Have we had a response email sent 17th June **Action Clerk.**
6. **Sandra and Morgan** to meet and discuss CAD drawings. Report

- 7. 20mph sign on the entrance to Town. This group suggests that NTC write to SWTRA, N Park cc Cllr. Murphy requesting the removal of the oversized 20mph sign on the West approach to Newport. **Action Clerk**

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DRAFT -

Dear Councillor

SUSTRANS in Newport

For some years, Newport has waited for any action to be taken by SUSTRANS on the following Active Travel Projects (ATPs)

ATP (NP001) Proposed upgrade of footway on the Western side of Market Street heading South after the pharmacy

ATP (NP002) Formal footway between Long Street Car Park and Feidr Fach

ATP (NP003) Formal footway along Southern side of PCC Car Park

ATP (NP007) Proposed upgrade of Newport Estuary path to include cycling

ATP (NP008) Feidr Pen Y Bont upgrade footway

Newport is an exceptionally difficult town for people walking, wheeling and cycling. We also have a serious demographic imbalance with a median age of 66 (compared to Wales 42) with many residents with reduced mobility. It is disappointing that our issues are not given greater priority

Newport Town Council requests that as PCC Cabinet member responsible, you do what you can to update us on the current situation regarding these projects

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Appendix 3 – Housing survey

**Housing and Needs Task and Finish Group,
Monday 15/07/24, 19:00 via Zoom**

Present:
Ros (chair), Morgan (note taker) Sandra, Elaine, Jon Letten.

Apologies: Paddy

In minutes for Mary's Farmhouse Land, allocate to be changed to acquire.

Minutes proposed and seconded

(Summary of Actions at rear of document)

4 Matters arising

4.1 Has the **demographic breakdown** for housing been actioned?

Action: Ask LE if this has been done and if we have had a comprehensive answer.
SB to draft a letter to PCC. Draft to be sent to LE, RM, ML and HM.

4.2 **Place Plan** - Have had a response from PCC regarding producing a place plan. They are keen to help and advise. NTC is one of only a few councils considering a place plan. Sara Morris / Emma Gladstone has offered to come and carry out a presentation on place plans. Possibly could also talk to her about having a facilitator to help with devising a place plan.

PCC might give us advice on funding streams for a place plan facilitator. Have previously considered applying to the Enhancing Pembrokeshire grant for this. It was discussed that this will not be used for the facilitator as there are other projects that it could be used for.

Action: SB to draft a letter to Emma and Sara inviting her to come and present.

Mary's Farmhouse Land has been moved to the assets group.

Action: SB to draft a letter to Sara Morris to ensure that Mary's farmhouse land is not an exception site as PCC have previously stated under LDP 2. Draft to be sent to LE, RM and ML.

Update on Bentinck Development Report

Ros is completing the report and typing up what she has so far and will send it to Paddy. SB offered to help in interviewing residents and gaining information.

There have been lots of changes in the residents of Bentinck. People have passed away and houses have gone through a number of different owners.

Maes y Mynydd residents are happy with the accommodation. They are happy to be 'separate' from the rest of the development. Not having a path is still an issue. They are not happy with properties being bought and rented out.

Maes Ingli - Needs for older people are being addressed somewhat with the Maes Ingli development. The concern is that it could be filled with people who are just 55.

Action: SB to give precis to the NTC about the housing eligibility from a meeting the forum had with Michele Bateman.

Action: SB to draft a letter re housing eligibility criteria for Maes Ingli. Draft to be sent to LE, RM and ML.

It was mentioned that any future development should be housing led by need not always by profit. Housing built should take into consideration the results of the housing survey. Housing should be what the community needs. The set up of a CLT will help in building the correct accommodation.

DRAFT Notes

Priorities and achievements, Section 6 Environment Act, Climate and Ecological Emergency Statement

Task and Finish Group meeting BY ZOOM.

17th July 2024 @ 7pm.

Present: Paul, Elaine, Sandra, Morgan, John Letten

Suggested actions within notes but also compiled as a summary at the rear of notes.

1. **Appoint chair** - Morgan appointed
2. **Appoint note taker** - Paul appointed
3. **Apologies** – John Letten will be late
4. **Draft notes of meeting held on 17th April 2024.**

Proposed by PH and agreed by ML

Agenda Item 4.

Section 6 and Priorities 24/25 to be on Agenda at the next meeting.

Summary of actions

Action - LE to chase RE NAEG and the pesticides used in the Town. **Sandra to draft a letter in consultation with Lowri to send to NAEG.**

Action: **ML to draft email to send to Enfys re clothes swap. Email to be sent to LE for sending on.**

Action: **Suggest to NTC that this group arrange a meeting with NAEG, - (consider inviting PCNPA and PCC Biodiversity officers in the future. Draft Agenda See below.**

Action: Recommend to NTC that this group compiles a list of green spaces for the green space audit Morgan to define green spaces and start compiling a list.

Action: Recommendations regarding refill points in the vicinity of the school and MUGA along with the cost of refill points in the vicinity of the skate park, MUGA, Newport Square and Parrog to be taken to NTC. Sandra to draft a letter to be sent to PCNPA querying cost, maintenance and locations.

Action - Recommend to NTC that this group looks into possible locations for a repair cafe. Unit 3 could be a possibility. Clerk to remind Cllr McGarry to do this.

Action - Recommend to NTC that they contact PCC in order to determine whether the lights in Newport are LED's Clerk to remind Cllr.Murphy.

Action:Discuss if a facilitator is needed with NAEG. Put on NAEG meeting agenda.

Working in the present
Gweitho yn y presennol

Looking to the Future
Edrych i'r Dyfodol

- Appendix 1 – List of Councillors/contact details.
- Appendix 2 – List of Sub Committees and members.
- Appendix 3 – Key contact information.
- Appendix 4 – Accounts
- Appendix 5 – Relationship with principal councils.
- Appendix 6 – Training Plan
- Appendix 7 – No of complaints raised.

Priorities 2023-2024

1. Housing and Needs.

- Start discussion and consultation on developing a Place Plan.
- Set up a task and finish group to develop a place plan
- Address the Recommendations in the housing and needs survey.

2. Grants and Projects

Identify grants to support the priorities and projects of Newport Town Council as necessary.

3. Traffic issues:

- Work to resolve pavement issues;
- Consider Disability access issues
- Provide parking facilities
- Provide better directional signage in the Town;
- Investigate access to Parc y Plant.

4. Skate Park

- Discuss with the skate park committee the maintenance and development of the park over the long term, and work with other bodies with a similar aim.

5. Children's play park

- Consult with parents of users of the play park;

- Research alternative equipment;
- Employ an appropriate company to install upgraded equipment.

6. Welsh name signs

- Make a list of all the historic names the community would like to have restored and installed after consultation;
- Formulate a proposal to submit to PCNPA to obtain planning permission;
- Install signs.

7. Community Assets, Grants, and Projects Advisory Group

- Identify potential assets within Newport that could be of value to the community and the feasibility of acquiring them.
- Prepare a SWOT analysis of community assets.
- Investigating opportunities arising from The Barony of Cemaes holdings.
- Identify possible acquisition of assets to benefit the community.
- Promote the development of a CLT.

8. Review the Biodiversity and Resilience of Ecosystems duty.

- Investigate the 10 priorities that have been identified by NTC from the One Voice Wales Tackling Climate Chaos document

9. Dwr Cymru Welsh Water

- Continue to work with Dwr Cymru Welsh Water to investigate the cause of the spills from Cwm CSO.
- Hold a public meeting to address water issues.

10. Parrog Toilets

- Prioritise retaining public conveniences in Newport

11. Playing Field

- Priority of NTC to ensure that the playing field charity continues.

13 Newport Street Market

- Continue with the further development of Newport Street Market

Future consideration for priority action may include the following.

Policies

Prepare a Health and Safety File for NTC.

Compilation of a Well Being Plan.

Completing a Bench and Plaques Policy.

Work with the community to study action plans, well being plans along with the results of the housing and needs survey before consideration of compiling a place plan.

Local facilities and services

Provision of Maes Ingli Sheltered Housing.

Investigating a Parrog Shelter Lease.

Bus Shelter Lease

Investigating Up cycling/Men in sheds workshops.

Identification of Allotment sites.

Contribute to review and update of Newport Action Plan:

- Economy:
- Heritage:
- Community:
- Environment.

Management and Administration

Prepare a Training Plan, required by November 2022.

Consider applying for General Power of Competence.

Complete the self-evaluation Tool kit for community and town councils.

Heritage

Finding a location for the Oline ship's nameplate.

Installing a plaque on Old school building.

Consider the possibility of a heritage centre.

Activities 2023-2024

- Promoting the CLEAN (Catchment Level Environmental Action Network) project for the river Nevern in conjunction with Cwm Arian.

- Promoting a “kick sampling” survey of the river Nevern.
- Promoting a river litter pick up.
- Consideration of Sustainable Housing. (Zero Carbon Maes Ingli Sheltered Housing)
- Encouraging PCC to plant a bee friendly garden in front of the Old School.
- Considering ways of helping land owners to sustain and improve biodiversity. Meadows, woodland and waterways.
- Consideration of ecological issues in future place plans.
- Ongoing support for and encouragement of the tenants of Canolfan Croeso i.e. Newport Community Library and Newport Information Centre.
- Worked with other groups as appropriate (Newport forum, NAEG, Skate Park)

Following points within the One Voice Wales “Tackling Climate Chaos” guide and Climate and Ecological Emergency Statement being discussed:

1. Review our section 6 biodiversity duty report.
3. Become a pesticide free town.
8. Reduce energy use.
12. Meet with Ysgol Bro Ingli re: their energy saving ideas.
13. Meet with NAEG, - PCNPA and PCC Biodiversity officers. – Pembrokeshire Nature Partnership.
15. Conduct a green space audit.
23. Water. – Check Water Saving Measures and share information. - Rainwater harvesting.
24. Water refill point in Newport.
28. Litter pick.
30. Establish a repair Café.
34. Check is the street lighting LED

Achievements 2023-2024

This section of our report is difficult to list as a great many of our priorities and activities are at various stages of “achievement”.

1. Housing and needs survey.

- Consider recommendations and as appropriate act on them; Task and Finish Group established.
- Informed the Public of the results of the survey via a public drop-in session in memorial hall on 28th October

2. Traffic Issues

- Meeting held with Welsh Government and SWTRA on 16th November
- 20 mph limit installed through the town September 2023
- Welsh Transport Appraisal Guidance (WelTag) consultation completed, and NTC responded.
- Active sub-committee working with Newport Forum and County Councillor Huw Murphy to address traffic issues.
- Arranged walk through the Town with SWTRA
- Issues on the traffic action log addressed.
- Addressed speeding issues – 20mph speed limit due to be introduced September 2023

3. Skate Park

Continued liaison with Newport Skate park committee

4. Brynhyfryd Database.

- Significant advances made and nearing completion of the database.

5. Community Asset Group

- A working group has been set up and is meeting on a regular basis.
- Identified potential assets within Newport that could be of value to the community and the feasibility of acquiring them.

6. Section 6 Biodiversity report 2023 completed.

Compiled a Climate Change Statement.

7. CLEAN project.

- Part one of the project completed and investigating funding for part 2.
- Funding secured by Cwm Arian

8. Engage with local youth.

- Lobby PCC for contribution towards the funding to keep Newport Youth Club.
- Arranged a “workshop” with local youth 11-25 yrs and invited local groups to participate.

9. Water Quality

- Public meeting arranged with Welsh Water and other stakeholders in Newport Memorial Hall to discuss the quality of water within the Newport area.

10 Newport Street Market

- Continued development of the market and engagement with market manager and stall holders. Consideration of future advertising along with setting up a 'fighting fund' for future purchases and improvement.

11. Maes Ingli Development

- Arranged a meeting with residents of Maes Ingli along with a public meeting in the memorial hall with PCC to discuss the new development.

12. Governance Documents

- Town council governance documents reviewed and updated.

Town council donations 2023-24

Newport Senior citizens, financial donation		1000.00
Newport playing field		1000.00
Newport and district Breton twinning Association		180.00
Paul Sartori Foundation, financial donation		180.00
Eisteddfod yr Urdd, financial donation		180.00
Pembrokeshire Pride		180.00
Pembrokeshire Young Farmers Clubs		180.00
British Heart Foundation		180.00
Pembrokeshire Coast National Park Trust		180.00

Appendix 1 – List of Councillors/contact details.

Chair - Paul Harries

Gwalia,
East St,
Newport
SA42 0SY
paul@gwalia.free-online.co.uk
01239 820809

Vice Chair – Cllr. Morgan Lewis

4 Maes Morfa
Newport
SA42 0TR

Pembrokeshire
morganjlcouncil@gmail.com

Cllr. Elaine Lloyd

1 Maes Morfa,
Newport,
SA42 0TR
lloydelaine3197@gmail.com
01239 820037

Cllr. Sandra Bayes

Yr Hen Felin,
Upper Bridge Street
Newport
SA42 0PL
sandrabayes1@btinternet.com
01239 920527

Cllr. Rosamund Cleal

Parc Y Marriage,
Mountain West,
Newport
rossiecleal@icloud.com
01239 820060

Cllr. John Griffiths

Carregwen,
4 Gerddi Windsor,
Bridge St,
Newport
SA420RL
johgriffiths1976@gmail.com
01239 820301

Cllr. Jon Letten

Westfa,
Lower St. Mary St,
Newport
SA42 0TS
jonletten@hotmail.com
01239 820447

Cllr. Ros McGarry

Dan-y-Mynydd
Feidr Bentinck
Trefdraeth
Sir Benfro
SA42 0PU
01239 821129
rosmcgarry@aol.com

Cllr. Daron Paish

Gorwel
Dinas Cross
Newport
SA42 0XN
07811 297845
daron@thegoldenlion.co.uk

Cllr. Jackie Morris

7 Maesingli
Parrog Road
Newport
Pembs
SA42 0TE
07967787119
slim.jim.22@hotmail.co.uk

Cllr. Emily Shevlin

Gwaunydd
New Road
Newport
Pembs
SA42 0LX
07376 776349
emilyshevlin2409@gmail.com

Appendix 2 – List of Sub Committees and members.

Street Market Advisory Committee

Members – Morgan Lewis, Paul Harries, John Griffiths, Sandra Bayes

Traffic Matters Advisory group

Members – Jon Letten, Paul Harries, Morgan Lewis, Sandra Bayes
Members of the public – Mary Hallinan, Gaynor Davies

Community needs, Assets, Projects and Grants Advisory group

Members – Elaine Lloyd, Paul Harries, Morgan Lewis, Jon Letten, Ros McGarry, Sandra Bayes
Members of the community – Nia Siggins, Lowri Evans

Priorities and achievements, Section 6 Environment Act, Climate and Ecological
Emergency Statement Task and Finish Group

Members – Paul Harries, Elaine Lloyd, Sandra Bayes, Morgan Lewis

Parrog Task and finish group

Members – Paul Harries, John Griffiths, Sandra Bayes, Daron Paish

Housing and needs survey task and finish group

Members – Elaine Lloyd, Ros McGarry, Jon Letten, Morgan Lewis, Sandra Bayes, Paul Harries
Members of the community – Paddy Davies

Appendix 3 – Key contact information

Town Clerk
 Lowri Evans
 Unit 3
 The Old School
 Lower St Mary Street
 Newport
 Pembrokeshire
 SA42 0TS
npclerk@newport-pembs.co.uk
 01239 821127

Appendix 4 – Accounts

Newport Town Council Receipts and Payments 31st March 2024

<u>Last Year's</u> <u>Receipts &</u>	<u>Activity</u>	<u>Receipts &</u> <u>Payments-2023-</u> <u>24</u>
Payments-2022-23		
	Calculation of Income	
27630.00	Precept	30389.00
40.28	Interest	335.50
3873.00	Burials	2537.50
0.00	Website	0.23
623.73	Reimbursed Expenses	639.24
9216.00	Enhancing Pembrokeshire Grant	7382.00
6415.00	Street Market	7640.00
1095.52	VAT	1149.18
48,893.53	Total Income	50,072.65
	Calculation Of Expenditure	
201.30	Administration	222.12
552.50	Accountancy & Auditors	984.00
0.00	Reserve Expenditure	7832.08
8962.72	Clerks Salary	10388.20
134.00	Dues and subscriptions	444.00
2990.44	Elections	
	Councillor allowance	330.00
	Planning	57.50
268.26	Electricity Supply and Checks	381.60
0.00	Festivals reimbursements	
1740.00	Gifts and Donations	100.00
10007.00	Grants & Projects Enhancing Pembs	
6760.00	Ground Maintenance: Caretaking	7425.00
650.00	Ground Maintenance General	
1410.15	Insurance	1638.98
1283.52	Website	1201.30

2500.00	Professional Fees	631.60
3067.50	Rent	3093.50
2337.23	Equipment Repairs	35.00
	Play area inspections	628.00
1000.00	Senior Citizens	500.00
	Information data protection fee	35.00
	Playing field	1000.00
4575.22	Street Market	4540.36
321.14	Telephone	332.80
37.00	Trade Waste Agreement	40.70
327.69	Travel and Courses	380.00
3940.00	Banner, Bunting & Xmas lights	4164.25
1481.18	VAT	2005.26
54,546.85	Total Expenditure	48,391.25
	Bank Reconciliation	
24554.93	Current Account	9369.23
21237.57	Deposit Account	37042.9
4601.55	Canolfan Croeso	10
50,394.05	Subtotal	46,422.13
	Less unrepresented cheques	
50,394.05	Balance carried forward	46,422.13

Appendix 5 – Relationship with principal councils.

Pembrokeshire County Council – Our local authority

Pembrokeshire Coast National Park Authority – Our local planning authority

Appendix 6 – Training Plan

Newport Town Council - Training Plan 2022-2023

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

All councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are

circulated to all members accordingly. All councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

In terms of the council's immediate training plans these are set out as follows:

WHO	WHAT	HOW	WHEN	COMMENTS
New and returning councillors	Basic induction training	To be delivered by the Clerk and Chair	10.05.22	
New councillors	Code of conduct training	One Voice Wales	31.03.23	
New councillors	The Council Module 1	One Voice Wales	31.03.23	
Councillors who have identified the need for this training	Understanding the law Module 4	One Voice Wales	31.03.23	
Councillors who have identified the need for this training	Financial Governance and accountability	One Voice Wales	31.03.23	
Chair of planning	Relevant planning courses	Planning Aid Wales	31.03.23	
Chair and Vice Chair	Chairing Skills – Module 10	One Voice Wales	31.03.23	
Chair and Vice Chair	Local Government Finance Module 21	One Voice Wales	31.03.23	
Clerk	Continuous professional development	Attendance at sector specific conferences, seminars and events	31.03.23	

Appendix 7 – No of complaints raised

- 4 The site is maintained by an administrator and a nominated councillor whose task is to:
- Upload the minutes of meetings provided by the Town Clerk and any other documents pertaining to the running of the council on a monthly basis.
 - Liase with the system administrator when required.
 - Review old documents and replace when needed with the approval of the Town Council.
- 5 These tasks are usually undertaken by one councillor working from home at their convenience following a meeting and receipt of minutes from various committees.

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Appendix 7 – 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	24.06.24	A
15	26/06/17	Bench plaques and policy	Cllr. Bayes reported that many people after events in Parrog walking back up Parrog Road would like a bench half way up.	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 Henehan. 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	Gaynor Toft has confirmed that a 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. Cllr. 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 Henehan 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
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	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.		24.06.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021			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	Cllr. Lewis is attending the next meeting on 11th July.		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	Go green		24.06.24	G
89	28.09.23	Black bins in Unit 3	Go green		24.06.24	G
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	PCNPA have confirmed that the LDP cannot be amended.		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	Cllr. Harries is meeting with them.		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 received. Clerk to email again.		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	The Forum are interested in a potential community electric car.		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

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

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

1. Email from Huw Murphy re Port of Milford Haven Community Fund which could assist with funding the work to re-open the path from Yr Hen Ysgol to Parc y Plant, forwarded to all (11.07.24)
2. Email from Huw Murphy re South West Wales Regional transport plan, forwarded to all (11.07.24)

12. Marchnad stryd / Street Market

1. Email from Cllr. Harries re notes of meeting with Chamber of trade to discuss Christmas lights and planters, forwarded to all (02.07.24)