

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 28<sup>ain</sup> MAI 2024 am 7yh  
MINUTES FOR THE MEETING HELD ONLINE on 28<sup>th</sup> MAY 2024 at 7pm**

<b>Pobol yn presennol:</b> <b>Persons Present:</b>	Cllr. Morgan Lewis (Chair) Cllr. Ros McGarry (Vice Chair) Cllr. Elaine Lloyd Cllr. Paul Harries	Cllr. Sandra Bayes Cllr. Jon Letten Cllr. John Griffiths Cllr. Jackie Morris Miss L Evans (Town Clerk)
<b>Ymwelwyr / Visitors</b>	/ County Cllr. Huw Murphy	

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllrs. Cleal and Paish.

**2. Datganiad o ddiddordeb / Declarations of Interest**

**3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 29<sup>ain</sup> Ebrill 2024 / Draft minutes of the meeting held on 29<sup>th</sup> April 2024**

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

**4. Materion yn codi / Matters arising**

- 4.1. Item 4.2 re Dwr Cymru public meeting notes. Cllr. Lewis still to add his notes.
- 4.2. Item 8.3 re bilingual market flyers. Cllr. Lewis has designed these, will send them to the Clerk.
- 4.3. Item 8.3 re road closed signs for the market. These have been ordered, Clerk to follow up on this.
- 4.4. Item 13.4, the Clerk has received the public liability document from the Barony's solicitor.

**5. Adroddiad y Cadeirydd / Chair's report**

5.1. Nothing to report. The Chair has been informing people that he is the new chair.

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

**6.1. Community Needs, Assets, Projects and Grants**

The Clerk advised the council that the CLT public meeting will be held at the hall on the 13<sup>th</sup> June, the next community asset meeting will be on the 30<sup>th</sup> May. The Clerk has already completed the actions asked of her.

**6.2. Traffic**

Clerk to follow up for a response from Jessica Hatchett regarding disability access and copy in Huw Murphy. Cllrs. Lewis and Bayes to look at the CAD drawings.

**6.3. Street market**

Already discussed in matters arising.

**6.4. Housing survey**

Item 4.1 in the notes. What do the group want the council to ask PCC exactly? Cllr. Bayes to draft a letter and send to the Chair and Clerk.

Item 4.2 re place plan. Cllr. Harries thanked Cllr. Bayes for all the information on a place plan. All agreed with the final statement. Cllr. Harries proposed that the draft place plan is sent to PCNPA requesting a meeting to discuss the plan, Cllr. Letten seconded, all agreed.

**6.5. Priorities, Environment and Climate task and finish**

The council have received an email from PCC regarding their pesticide use. The Clerk to forward this to NAEG for their comments. Cllr. Harries proposed that the group meet with NAEG, PCNPA and PCC, Cllr. Lewis seconded, all agreed. The group need to decide what needs to be discussed. Cllr. Harries proposed that the group compile a list of green spaces for the green spaces audit, Cllr. McGarry seconded, all agreed. Cllr. Lewis proposed in principle that they look into refill points and get some costings, Cllr. Bayes seconded, all agreed. Cllr. Lloyd proposed that Cllr. McGarry investigate the repair shop idea, Cllr. Morris seconded, all agreed. Huw Murphy will contact PCC about whether the lights in Newport are LED's. The group will wait until they have had a meeting with NAEG before discussing the need for a facilitator.

**7. Canolfan Croeso**

7.1. The Clerk has sent 3 emails to red Kite regarding an update on the lease but not received a response.

**8. Toiledau cyhoeddus / Public toilets**

8.1. This item to be discussed with agenda item 11.

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

9.1. Cllr. Morris reported that PCC are coming to take down the TV aerial from the building and that sewage has been spilling out by Maes Ingli. PCC drilled down to see about the foundation and water table and looks like they have hit a pipe. Andrew Briggs, PCC has responded to say they will repair the damage asap. Cllr. Huw Murphy will investigate this matter.

**10. Dogfennau llywodraethu / Governance documents**

10.1. GD04 - Complaints procedure – Cllr. Harries advised that the 3<sup>rd</sup> paragraph on the first page should say 'recorded in appropriate place and reported back to council once a year', the Clerk to delete the big gap on page 2, item 3.3 refers to Standing order point 7, Clerk to check the accuracy of this, item 3.4 refers to the standing orders, Clerk to check the accuracy of this statement, the last page refers to GD03 complaints guidance, Clerk to check this document.

10.2. GDF05 - Information and Data Protection Policy – Clerk to check list on page 6 for what should be published on the website, point 1.10 regarding deleting emails, the Clerk does

not do this, point 1.2 regarding induction on data protection. One Voice Wales offers training on this matter. Point 1.7, Clerk to remove the 'I'. Complaints section on page 5, Clerk to check the accuracy of this information. Point 1.14, Clerk to ask OVW about privacy notes.

10.3. GD23 - Social media policy – Cllr. Lewis proposed that the policy is approved, Cllr. Lloyd seconded, all agreed.

10.4. GD14 – Financial regulations - the Clerk is waiting updated regulations from OVW.

**11. 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:**

11.1. Parrog land - Cllr. Harries advised that the council did not need to enter a private session. The Parrog task and finish group are meeting on the 4<sup>th</sup> June. The Clerk has emailed Dwr Cymru to ask for information regarding the Parrog toilets, Clerk to send another email. Cris Tomos from Planed has emailed over information on funding options. The Barony's solicitor has emailed over their public liability document. Email received from Katie Daly regarding costings of setting up charging points for the toilets. Cllr. Griffiths to prepare another plan for the saltings. Clerk to ask Nia Siggins and Cllr. McGarry to attend the Parrog meeting on 4<sup>th</sup> June. Clerk still waiting for funding information from Sinead Henehan, PCC. The council have not agreed yet to purchase this land in Parrog.

**12. Dŵr Cymru**

12.1. The Clerk has been sent the dimensions for the dry and wet wells. They have done some graphs for the pumping records. There have been no spills since 13<sup>th</sup> May. Clerk to inquire about water butts.

**13. Archwiliad Blynyddol Cymru / Annual Audit Wales**

13.1. Rose Harries has helped the Clerk with the bank reconciliation. Cllr. Harries and Clerk to check the reserves sheet. The accounts and invoices/bank statements to be given to the internal auditor so she can complete the annual audit.

**14. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits	£1,265.00
1 <sup>st</sup> PCC precept payment	£11,042.00

**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
Plusnet, Telephone (DD) p.m.	£38.65 (vat £6.44) <b>up from £32.14</b>
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	£129.90
Norton subscription renewal	£49.99
Newport Memorial Hall, hall booking for public CLT meeting	£22.00
PCC, SLA agreement, children's play area annual inspection	£641.00
Laminator (£16.99) and laminating sheets (£9.49)	£26.48
Cllr. R. McGarry, payments for refreshments for Parc y Plant Fields in trust event	£57.05
J. Austin, Market Manager hours	£1,370.00

- 14.1. The accounts are as follows: Treasurers-£15,062.05, GPO-£10, 30-day savers-£37,120.78, playing field-£9,155.59. Cllr. Lewis is still working on the new website but is encountering problems with setting up the contact page. He has emailed Spindogs about the contract which is a rolling contract. Cllr. Harries queried that the incoming money from the market is not covering the Market Managers wage. Cllr. Lewis to check this.
- 14.2. Town Clerk's job description and contract of employment - Cllr. Harries has created a RAG sheet for the Clerk. A new contract of employment template has been received, this needs to be looked at and the job description needs to be signed off.
- 14.3. Wicksteed play area equipment - Cllr. Letten has met with Euros Thomas last week and they went through the annual inspection report. Euros will send quote for repairs. Cllr. Letten has taped off the faulty equipment again. He is still looking at where to acquire sand for the play area. Cllr. Lewis to ask local builder Jason about borrowing his rotavator.
- 14.4. Christmas lights – Cllrs. Harries and Paish have not met yet. Clerk to remind Cllr. Paish.
- 14.5. Telephone contract changeover from PlusNet to BT – a new order has been put in, Cllr. Lewis' name is on the account and he now has a complaint number. The engineer was meant to be coming tomorrow but the equipment has not been received yet. The engineer is now coming next Thursday.
- 14.6. Unit 3 insulation – the Clerk has followed up on this for an update.
- 14.7. Trade waste agreement – Cllr. Harries to do this with the Clerk.

## **15. Arolygiad blynyddol maes chwarae plant / Children's play area annual inspection**

- 15.1. Discussed in agenda item 14.3.

## **16. Ymgysylltiad ieuencid / Youth engagement**

- 16.1. Nothing to report.

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

- 17.1. Clerk to see if Cllr. Paish has asked Evan Rees about fixing the plaque to 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 has emailed them again today.
- 19.2. Grant lease of library – this is now complete.
- 19.3. Website update – discussed in item 14.1.

- 19.4. New bank signatory – the Chair and Clerk to do this.
- 19.5. Victoria gardens ownership - this is ongoing.
- 19.6. Hybrid meetings – Cllr. Lewis looking into this.
- 19.7. Time capsule video – this is ongoing.
- 19.8. Parc y plant footpath from the car park – this to be put back on next month's agenda to be discussed.

## **20. Cyfatebiad / Correspondence**

All correspondence was noted except for the following:

- 20.1. Item 7.1 re library needs assessment. Cllr. McGarry advised that there are big cuts coming to libraries, hopefully Newport will not be affected. Cllr. Bayes asked how the library was doing financially. Cllr. McGarry informed the council that the library is financially ok but are struggling with high energy bills.
- 20.2. Item 11.1 re transport needs event in the hall. Cllrs. Harries and Bayes will attend.
- 20.3. Item 11.2 re opportunity to request changes to the 20mph limit. Cllr. Harries proposed that Cilgwyn is included in the 20mph limit, Cllr. Lewis seconded, all agreed. Clerk to respond to PCC.
- 20.4. Item 12.1 re erecting street market sign on Elements or post office building, the traffic group are looking into this.

The next meeting is on the 24<sup>th</sup> June.

The meeting closed at 9.10pm.