

AGENDA AM CYFARFOD HYBRID I'W GYNNAL ar 2^{ail} MEDI 2024 am 7yh
AGENDA FOR THE HYBRID MEETING TO BE HELD on 2nd SEPTEMBER 2024 at 7pm

You are hereby summoned to attend a **HYBRID** 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 **29th August**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 29^{ain} Gorffennaf 2024 / Draft minutes of the meeting held on 29th July 2024**
- 4. Materion yn codi / Matters arising**
- 5. Adroddiad y Cadeirydd / Chair's report**
- 6. Adroddiadau/penderfyniadau pwyllgorau cyngori / Advisory committee reports/decisions**
 - 6.1. Community Needs, Assets, Projects and Grants
 - 6.2. Traffic
 - 6.3. Street market
 - 6.4. Housing survey
 - 6.5. Priorities, Environment and Climate task and finish
- 7. Canolfan Croeso**
- 8. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
- 9. Dogfennau llywodraethu / Governance documents**
 - 9.1. GD14 – Financial regulations
- 10. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets**
 - 10.1. Valuation
 - 10.2. Meeting notes
- 11. Dŵr Cymru**
- 12. Archwiliad Blynnyddol Cymru / Annual Audit Wales**
- 13. Cyllid / Finance**

Arian a dderbyniwyd / Monies received

Street market deposits	£.....
2 nd PCC precept	£11,041.00
2 Brynhyfryd cemetery burial plot purchases	£2,352.00
VAT return	£2,030.26

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.	£77.04 (up from £27.00)
Google workspace	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Spindogs, PAYG SUPPORT TIME - PAYG support for clients on Hosting Only Plan.	£96.00 (incl. vat £16.00)
One Voice Wales, Councillor training, Community place plan	£20.00 (bursary included)
PCC, remaining 70% of Street market trading licence	£592.20
Councillor allowance/cost of working from home x 3 (£156 each)	£468.00
Rees Richards & Partners, valuation of Parrog land	£1,170.00 (vat £195)
Newport Bay tree and garden services, 2 of 4 invoices, contracted work	£1,856.25
Newport Forum, financial donation (paid)	£300.00
Newport Information Centre, 1/3 of cost of emergency Lighting & Alarm Works (paid)	£138.33

- 13.1. £156 cost of working from home councillor payment
- 13.2. Town Clerk's job description and contract of employment
- 13.3. Clerk's annual pay query
- 13.4. Council's tax and NI contributions
- 13.5. Telephone contract changeover from PlusNet to BT and outstanding bills
- 13.6. Unit 3 insulation
- 13.7. Trade waste agreement
- 13.8. Christmas lights
- 13.9. Unit 3 rental charges lights

14. Lwfansau Aelodau: Amserlen Gamau Flynyddol / Members' Allowances: Annual Timetable of Actions

- 14.1. Each Council must make and record (in the minutes) a policy decision in respect of each of the optional determinations **Appendix 1**
- 14.2. when and how the payments are made and
- 14.3. whether they are paid monthly, yearly, or otherwise
- 14.4. The policy should also state whether and how to recover any payments made to any member who leaves or changes their role during the financial year.
- 14.5. Pro rata payment decision to councillors who have not been on the council for a full year

15. Maes chwarae plant / Children's play area

16. Ymgysylltiad ieuenctid / Youth engagement

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

18. Llwybr Parc y Plant o'r maes parcio / Parc y plant footpath from the car park

19. Tudalen RAG / RAG sheet – **Appendix 2**

20. Materion i adrodd arnynt / Matters to report

- 20.1. Proposed underlease to Newport Information Centre
- 20.2. Website update
- 20.3. New bank signatory
- 20.4. Victoria gardens ownership

21. Cyfatebiad / Correspondence – **Appendix 3**

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

Appendix 1- Members allowances

<u>Subject</u>	<u>Amount</u>	<u>Mandatory/optional</u>	<u>Is a council decision required</u>	<u>Subject to tax? Pay through PAYE?</u>
Extra Costs Payment	£156	Mandatory	NO but recommended that you report it for information	NO
Mayor or Chair	Up to £1,500	Optional	YES	YES
Deputy Mayor or Chair	Up to £500	Optional	YES	YES
Attendance Allowance	Based on claims	Optional	YES	YES
Financial loss	Based on claims	Optional	YES	YES
Travel and subsistence	Based on claims	Optional	YES	YES

Appendix 2 – 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	02.09.24	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. Cllr. Bayes to investigate.	PH/JG	02.09.24	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 meeting to be held on 4th June	RC/JG	02.09.24	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	02.09.24	A
45		plaque on building	Cllr. Letten has put the plaque up. The council have asked Cllr. Harries to organise an unveiling event.		02.09.24	A
58	25.01.21	Mary Farmhouse kitchen land	Clerk sent Gaynor Toft an email regarding this matter.		02.09.24	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.		02.09.24	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.		02.09.24	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		02.09.24	A
67	20.06.22	Erection of plaque	Hguelly successful launch, thanks to everyone epsecially 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. Clerk to ask Brynmor Williams about a bilingual sign.		02.09.24	A
69	20.06.22	Maes Ingli Sheltered Accommodation	PCC has met with the council and held a public meeting.		02.09.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Dwr Cymru have stopped the spills notifications. Paul will query this.		02.09.24	A

73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		02.09.24	A
74	20.06.22	Adopting the Informal Resolution Protocol	CLrs. 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.		02.09.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		02.09.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		02.09.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	Cllr. Lewis reported on this meeting.		02.09.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	New criteria has been recieved.		02.09.24	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		02.09.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		02.09.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		02.09.24	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.		02.09.24	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		02.09.24	A
94	02.04.24	Chair to meet with Chamber of Trade to discuss flowers/improvements to the town	Cllr. Harries met with them and has circulated his notes.		02.09.24	A
95	30.04.24	Castle Bus shelter	Clerk to update Mr. Slade on this matter. If we don't receive a reply then the council will need to put in a complaint.		02.09.24	A
88	07.06.23	Report from Preseli Cares representative	This is now defunct, go to green.		02.09.24	G
96	21.05.24	Report from Senior citizens representative	The lunches are going really well, and there is now a waiting list for people to attend.		02.09.24	
97	21.05.24	Report from Newport Forum representative	The Forum are meeting with Gaynor Toft and representatives from the healthboard on Friday as the surgery hvave requested a space in the new Maes Ingli building to run clinics such as ear syringing.		02.09.24	A
98	21.05.24	Report from OVW representative	Cllr. Lewis reported on this as he attended.		02.09.24	A
99	21.05.24	Report from Newport path group representative			02.09.24	A
100	21.05.24	Report from North Pembs transport representative	An email update has been received and circulated.		02.09.24	A
84	27.02.23	Report from Newport Moorings association representative	Cllr. Harries attended a meeting.		02.09.24	A
80	30.11.22	Report from School governors representative	Attended the AGM meeting.	RM	02.09.24	A
81	31.05.24	Time capsule video	Ongoing.		02.09.24	A

Appendix 3 – Correspondence list

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 2^{ail} Medi 2024 **Newport Town Council Correspondence for online meeting held on 2nd September 2024**

1. Cynllunio a thai/ Planning and housing

1. Email to E. Jones re potential land in Newport (01.08.24)
2. Email from Cllr. Bayes re Mary Farmhouse land, treated as an exception site (20.08.24)

2. Uned 3 / Unit 3

3. Materion amgylchedd a lles / Environment matters and wellbeing

1. Email from S. Bayes, Newport Forum to PCC re Potential community electric car scheme, asking about parking space and possible charging point at the Old School/youth hostel, forwarded to all (30.07.24)

4. Gwefan a Materion TG / Website and IT issues

1. Email from Clerk to Cllr. Lewis regarding extra Spindogs invoice (27.08.24)

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 SLCC re Updated and New Advice Notes for Wales, forwarded to all (06.08.24)

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro **Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

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

1. Email from Ben Lake, Member of Parliament for Ceredigion Preseli, forwarded to all (27.08.24)
2. Email from Clerk to Camelot owner on Parrog (27.08.24)
3. Email from Clerk to Chair/Vice Chair re time away on tour (27.08.24)

9. Mynwent / Cemetery

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

1. Email from Clerk to Brynmor Williams re bilingual sign in Parc y Plant (13.08.24)

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

1. Email from Kyle Smart, SWTR re A487 20 C55 Royal Oak Culvert - Two-way Lights & Carriageway Closure - September 2024, forwarded to all (30.07.24)
2. Email sent to PCC councillors and interested parties regarding Sustrans in Newport, response received from Darren Thomas, PCC (05.08.24)
3. Email sent to SWTRA re oversized 10mph sign, response received (05.08.24)
4. Email from Carwyn Phillips, PSO re overrun strips in Newport, circulated to all (13.08.24)

12. Marchnad stryd / Street Market