

**COFNODION AM CYFARFOD HYBRID A GYNHALIWIYD ar 29^{ain} GORFFENNAF 2024 am 7yh
MINUTES FOR THE HYBRID MEETING HELD on 29th JULY 2024 at 7pm**

Pobol yn presennol:	Cllr. Morgan Lewis (Chair)	Cllr. Sandra Bayes
Persons Present:	Cllr. Ros McGarry (Vice Chair)	Cllr. Jon Letten
	Cllr. Elaine Lloyd	Cllr. John Griffiths
	Cllr. Emily Shevlin	Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Harries, Cleal and Morris.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. McGarry declared a personal and prejudicial interest in agenda item 16.7. Cllr. Bayes declared a personal and prejudicial interest in the financial appeal by Newport Forum and the electric community car item.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27^{ain} Mehefin 2024 / Draft minutes of the meeting held on 27th June 2024

3.1. Item 11.2 should read 'it is accepted.' Clerk to rectify. Subject to these amendments Cllr. McGarry proposed that the minutes are correct and approved, Cllr. Letten seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 4.1 re Dwr Cymru public meeting notes. Cllr. Lewis has added his notes to Cllr. Bayes' notes. Cllr Harries has highlighted a few things in red. Cllr. Lewis to amalgamate the notes.

4.2. Item 4.3 re street market road closed signs. These have been received.

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

5.1. Cllr. Letten proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. Item 11.3 re Cllr. Lewis to draft a letter to County Cllr. Huw Murphy to state that the council wish to keep the Cilgwyn light and replace it with a compliant light. Cllr. Lewis to do this.

7. Adroddiad y Cadeirydd / Chair's report

7.1. The Chair reported that he had attended the following meetings: Traffic Advisory Meeting on 10th July, OVW Pembrokeshire Area Committee on 11th July, Housing and Needs Task and Finish Group on 15th July, Meeting regarding Royal Oak Culvert Replacement on 16th July, Priorities and achievements on 17th July, Budget and Finance Meeting on 18th July, Planning Meeting on 22nd July.

7.2. The Chair has continued to chase BT regarding the phone line.

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

8.1. Community Needs, Assets, Projects and Grants – the notes have been circulated. Item 4.2, Cllr. Lewis proposed that the Clerk contact John Harries to enquire who is on the community group trying to acquire Bethlehem chapel and what their plans are and timescale, Cllr. Letten seconded, all agreed.

Item 4.4, Cllr. Lewis proposed that the council approve Cllr. Bayes email to PCC regarding Mary's Farmhouse land to request the County Council acquire land on Pen Y Bont to meet local needs for housing in Newport, Cllr. McGarry seconded, all agreed. Item 7.1, all agreed for the Clerk to ask PCC what is happening with the Youth Hostel building. Item 8.2, all agreed for the Clerk to send Cllr. McGarry's draft email to the landowner of the land off Maes Curig to ask what their intentions are for the land. All agreed to organise meeting with the people who showed interest in joining the CLT steering group, this to be held in the committee room at the hall.

8.2. Traffic – Item 5.1 re Sustrans draft email. Cllr. Lewis proposed that this letter is sent to interested parties, Cllr. Letten seconded, all agreed. Item 5.7 re Weltag response from Sara Morris, Clerk to check if one has been received. Item 5.8, all agreed for the Clerk to request the removal of the oversized 20mph sign on the West approach to Newport.

8.3. Street market – the bilingual flyers have been printed and have been handed out to stall holders. These to be put in the Information Centre. There has been an enquiry about selling coffee on a stall. Cllr. Lewis advised that the council do not agree to this as there are many cafes on the street but will check to see whether it is only packaged coffee that will be sold.

8.4. Housing survey – Item 4.1 re demographic breakdown for housing. Clerk to contact Huw Murphy about this. Bentinck update, Cllr. McGarry and Bayes have visited houses in Maes y Mynydd but have not had much response, they are nearly ready to write up their report. Cllr. Lewis proposed that Sandra' draft email to PCC regarding Maes Ingli eligibility is sent, Cllr. McGarry seconded, all agreed. Cllr. Lewis proposed that the Clerk contact J.J Morris estate agent to enquire about any developments with the land on Pen y Bont, Cllr. McGarry seconded, all agreed.

8.5. Priorities, Environment and Climate task and finish – item 5.1 re repair café, Cllr. McGarry has circulated information about John Harries repairs. Cllr. Lewis proposed that the annual report is approved, Cllr. Lloyd seconded, all agreed. Clerk to organise the next priorities meeting.

9. Canolfan Croeso

9.1. Cllr. Griffiths has circulated the Canolfan leases and advised that The Library Group and Information Centre are responsible for paying a reasonable proportion of any sums paid by the Town Council to PCNPA under the superior lease excluding the superior rent, therefore, both the Library Group and Information Centre are responsible for paying for the alarms in such proportion as is considered reasonable. The council can decide to contribute towards the cost. Cllr. Griffiths proposed that the council pay a third of the cost which is £138, Cllr. Lloyd seconded, all agreed except for one abstention.

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

10.1. The asbestos has now been removed from the building. Cllr. Shevlin asked about what will happen to the fixtures and fittings in the building. The Clerk will ask PCC about this.

11. Tendr goleuadau Nadolig / Christmas lights tender

11.1. The Clerk has not received any tenders for this work. This to be put on the planning agenda. Council agreed that the Chamber of Trade to be approached regarding possibility of contributing towards the cost.

12. Dogfennau llywodraethu / Governance documents

12.1. GD09 – Planning – Paragraph 10 to be removed. Cllr. Lewis proposed that the document is approved, Cllr. Letten seconded, all agreed.

12.2. GD15 – Website-Terms of reference – Clerk to insert nominated councillors with regards to the upkeep of the website. Cllr. Lewis proposed that this document is approved, Cllr. Letten seconded, all agreed.

12.3. GD14 – Financial regulations – the Clerk is still waiting for an updated document from OVW.

13. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets

13.1. Valuation tender – the Clerk confirmed that she has received one tender from Dylan Williams at Rees Richards and Partners and circulated the email and terms of business to everyone. The fee is high but it is a specialist tender and will be a detailed evaluation. Cllr. Lewis proposed that the tender is accepted, Cllr. McGarry seconded, all agreed. The Clerk to ask him to liaise with the Barony's agent regarding any access issues and to contact the agent should any problems arise. Cllr. Lewis proposed that the council hold a public meeting in September to inform the community of their plans for Parrog land, Cllr. McGarry seconded, all agreed.

14. Dŵr Cymru

14.1. Dwr Cymru are holding a roadshow down in Parrog tomorrow morning.

15. Archwiliad Blynyddol Cymru / Annual Audit Wales

15.1. Nothing to report.

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 Llwynhirion, 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. The accounts are as follows: Treasurers-£8,911.10, GPO-£10, 30-day savers-£37,201.47, playing field-£8,952.59. The financial appeal is for a friendship group which was set up to combat loneliness. A qualified instructor attends, it helps keep older people fit and healthy, there are refreshments and it is held once a week at the hall. People pay to attend but this isn't covering all of the costs. 8 people attended last time. Cllr. McGarry asked what will happen after 20 weeks? Cllr. Bayes advised that the Forum are hoping they will have a person that can help with publicity and hope to increase the attendance numbers. Cllr. McGarry proposed that the council donate half of what is being requested, £300, Cllr. Lewis seconded, all agreed. Cllr. Shevlin advised that the NUTS group may be able to help with the rest of the amount.
- 16.2. £156 cost of working from home councillor payment – the Clerk to sort this.
- 16.3. Town Clerk's job description and contract of employment – the Clerk and Cllr. Harries to look at this.
- 16.4. Christmas lights – discussed previously in item 11.
- 16.5. Telephone contract changeover from PlusNet to BT – Cllr. Lewis reported that a year has gone by since Plusnet advised the council that they would no longer provide their services. He has rung BT and been on Chat with them for hours. He is hoping that the phone will be working by the end of July. The Clerk reported that she has received bills for an account in the name of Lowri Ann Evans Ltd up to £900. The Clerk rang BT to complain about this, they confirmed that a complaint about this account had been raised on the 19th March. The Clerk asked them to resolve this matter urgently as BT have now referred this account to a debt collection agency. BT advised they would definitely resolve this complaint and cancel the account and charges.
- 16.6. Unit 3 insulation – the future of the old school building was discussed in item 8.2. Clare Stowell is taking over from Lewis Hinds and will be in touch soon.
- 16.7. Trade waste agreement – the Clerk and Cllr. Harries to do this.
- 16.8. Quote for smoke alarms in Canolfan Croeso, £415 – discussed previously in item 9.
- 16.9. Statement of payments made to councillors 2023-24 – the Clerk has circulated this to all councillors. This needs to be approved and sent to the Independent Remuneration Panel for Wales and put on the website. Cllr. Lewis proposed that this statement is approved, Cllr. Letten seconded, all agreed.
- 16.10. 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 – Cllr. McGarry voiced concerns regarding the administration of this project. Cllr. Bayes confirmed that Pacto will cover the cost of everything except for the electric charge. Cllr. Lewis proposed that the council send a letter of support, Cllr. Lloyd seconded, all agreed, one abstention.

17. Maes chwarae plant / Children's play area

17.1. The Clerk has contacted a company regarding the sand pit order and needs to raise a purchase order. This will be done this week.

18. Ymgysylltiad ieuenctid / Youth engagement

18.1. Nothing to report.

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

19.1. Cllr. Letten has put the sign up on the building. Cllr. Letten proposed that the council ask Cllr. Harries to organise an unveiling of this plaque, Cllr. Lewis seconded, all agreed.

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

20.1. Cllrs. Letten and Lewis to look into this.

21. Tudalen RAG / RAG sheet

21.1. The RAG sheet was discussed and updated.

22. Materion i adrodd arnynt / Matters to report

22.1. Proposed underlease to Newport Information Centre – the Clerk and Cllr. Griffiths to look at this.

22.2. Grant lease of library – this has been completed, take off the agenda.

22.3. Website update – Cllr. Lewis hoping to go live with the new website very soon. There are still a few glitches.

22.4. New bank signatory – Clerk and Chair to do asap.

22.5. Victoria gardens ownership – the case officer for this matter is currently on annual leave. The Clerk will email for an update.

22.6. Hybrid meetings – this has now been achieved.

23. Cyfatebiad / Correspondence

All correspondence was discussed and noted except for the following:

23.1. Item 8.2 re rubber matting in play area and astro turf in the MUGA area. There is sand in the play area. PCC own the MUGA, Clerk to contact them regarding astro turf.

23.2. Item 8.3 baptism pool. Cllr. Lloyd will ask Lloyd Twigg about tidying the area up as he did this last year.

23.3. Item 8.4 re implementing the Anti-racists action plan in the standing orders. This to be done at the AGM in May.

23.4. Item 11.1 re Milford Haven community fund. Cllr. Lewis will look at this.

The Clerk raised the issue of the skate park possibly not been insured. This is a playing field trustees matter. Cllr. Bayes proposed that the skate park is temporarily closed, Cllr. McGarry seconded, all agreed. Cllrs. Lewis and McGarry will go down tomorrow with posters to say it is closed.

The meeting closed at 9.03pm.

The next meeting is at the beginning of September.

