

**COFNODION AM CYFARFOD HYBRID A GYNHALIWDYD ar 2<sup>ail</sup> MEDI 2024 am 7yh**  
**MINUTES FOR THE HYBRID MEETING HELD on 2<sup>nd</sup> SEPTEMBER 2024 at 7pm**

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

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

1.1. Apologies received from Cllrs. Lloyd and Shevlin.

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

2.1. No declarations of interest.

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

3.1. Cllr. Bayes advised that in item 16.1 the Forum are hoping to have a person to help with publicity not funding and spelling mistake of 'al,' it should be 'all.' Clerk to rectify these inaccuracies. Subject to these amendments Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Letten seconded, all agreed.

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

- 4.1. Item 6.1 re letter to keep Cilgwyn light working. Cllr. Lewis sent the email this morning. Any response??
- 4.2. Item 8.3 re selling coffee on a market stall. Cllr. Lewis has advised the Market manager that this is not to be sold at the market.
- 4.3. Item 23.2 re clearing the area around the baptism pool. Clerk to check with Cllr. Lloyd if this has been done. Communitygroup now owns this
- 4.4. Item 23.4 re Milford Haven community fund. Cllr. Lewis will look at this.

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

5.1. The Chair reported it has been quiet over the summer. He attended the Parrog task and finish meeting in July and has been informed about the next OVW Pembs area meeting. Cllr. Harries informed the council that Janet Harwood has passed away. Peter Harwood, her husband was a long-standing member of the council and Chair and worked very hard as a councillor for the good of the community. The Clerk to send a sympathy card to Peter and the family.

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

- 6.1. Community Needs, Assets, Projects and Grants – the Clerk to organise a meeting after the CLT meeting in the hall on 11<sup>th</sup> September.
- 6.2. Traffic – the Clerk to organise the next meeting for October and to check the actions from the last meeting.
- 6.3. Street market – Cllr. Lewis will organise the next meeting.
- 6.4. Housing survey - there is a place plan meeting on Monday with PCNPA.
- 6.5. Priorities, Environment and Climate task and finish – the Clerk to organise the next meeting for October.

## **7. Canolfan Croeso**

- 7.1. Nothing to report. Take off agenda.

## **8. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**

- 8.1. Email received from PCC. Cllr. Lewis read it out to the council “The engagement with the PCNPA is a normal part of the process and isn't ordinarily a stage where we would contact residents to inform them of the feedback we have received. We are in the process of amending our designs based on feedback from PCNPA and will be back in touch with yourselves and the community when we have further information to share with you, as well as updated plans to show you.” Cllr. Morris advised that she has contacted Andrew Briggs, PCC to come out to explain what will happen to resident's garden walls that are attached to the Maes Ingli building, no response received yet. The council agreed that they would like to know what the rough timescale for the development is, when is planning permission for demolition being applied for, when will the new designs be finished, when will planning permission be applied for. Clerk to contact PCC.

## **9. Dogfennau llywodraethu / Governance documents**

- 9.1. GD14 – Financial regulations – the Clerk is waiting for a new template from OVW.

## **10. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets**

- 10.1. Valuation – Cllr. Griffiths had drafted a response to the valuers which was sent by the Clerk. Cllr. Griffiths read out the email:
  1. *I refer you to paragraph 17.1 on page 16. Could you please confirm that:  
A/ The report can be disclosed to potential funders.  
B/ The valuation figure (not the report itself) can be disclosed to the public.*
  2. *Paragraph 15.5 implies that the “green“ is included in the valuation. However, for the avoidance of doubt could you please confirm, by reference to a plan, the extent of the land valued?*
  3. *As mentioned in the terms of reference, could you provide: A/ An insurance valuation. B/ A valuation of the land (excluding the green) subject to the car parking restriction but allowing voluntary contributions. The seller is seeking £45k. Please see documents attached to my email of 1st August.*

The Clerk hasn't received a response yet. The Clerk to follow it up and inform them that we are holding a public meeting about Parrog on the 16<sup>th</sup> September.
- 10.2. Meeting notes – the Clerk has circulated the notes of the Parrog task and finish group meeting held on the 22<sup>nd</sup> August. Clerk to follow up on emails to Katie Daly, PCC for a response regarding the public toilets closure on 30<sup>th</sup> September. An email has been received from Isabelle Davies at Perkins and Co, the Clerk to circulate this. Cllr. Harries has rung Gary Meopham at PCNPA but no answer. The public meeting is on the 16<sup>th</sup> September, Clerk to ask that we can have use of the drop-down screen. The Clerk received an email from Aberporth village hall who own and run 3 car parks which make £38k a year between them via voluntary contributions. Cwm yr Eglwys car park is funded

by voluntary donations. Cllr. Lewis to ask Tim Thomas about this. There is a Parrog task and finish group meeting tomorrow.

## 11. Dŵr Cymru

11.1. Cllr. Harries has been monitoring spills, one spill on the 23<sup>rd</sup> August for 30 minutes. These spills are now happening because of the wet weather.

## 12. Archwiliad Blynyddol Cymru / Annual Audit Wales

12.1. Nothing to report.

## 13. Cyllid / Finance

### Arian a dderbyniwyd / Monies received

|   |            |
|---|------------|
| Street market deposits                      | £.....     |
| 2 <sup>nd</sup> 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. The accounts are as follows: Treasurers-£21,251.83, GPO-£10, 30-day savers-£37,238.26, playing field-£8,807.59. Spindogs have invoiced an extra £96 for an hours advice with Cllr. Lewis. Cllr. Harries proposed that invoices are paid and the Rees Richard & Partners one subject to a comprehensive reply to the Clerk's email, Cllr. Griffiths seconded, all agreed.

13.2. £156 cost of working from home councillor payment – to be discussed in item 14.

- 13.3. Town Clerk's job description and contract of employment – the Clerks appraisal will be on the 28<sup>th</sup> October.
- 13.4. Clerk's annual pay query – the Clerk has circulated the accountant's advice. All happy with this.
- 13.5. Council's tax and NI contributions – the Clerk advised that previously the council had been in credit with HMRC and these contributions were being paid out of that credit. The council are no longer in credit and need to contribute around £44. Clerk to sort this out with the payroll.
- 13.6. Telephone contract changeover from PlusNet to BT and outstanding bills – Cllr. Lewis advised that he has now emailed the CEO and had a quick response. He is expecting a phone call from the complaints specialist tomorrow.
- 13.7. Unit 3 insulation – Cllr. Harries reported that councillors had met with Clare Stowell, PCC Principal Assets Manager and Rhodri Phillips, PCC Assets Manager on the 29<sup>th</sup> August. The heat in Unit 3 is escaping up the windows as they are not blocked off from the room upstairs. Clare advised that internal repairs are the tenants responsibility. There needs to be secondary glazing and insulation, the council need to get a quote from a builder. Clare reported that nothing has been done so far with the YHA building. This building is not viable for a Community Asset transfer due to no service continuation delivery applying (contrasted with toilets where there is a service continuation) and the property not being surplus to requirements. Cllr. Harries asked the question if the town council were interested in this building, then what are the reasons? It could continue as a bunkhouse type accommodation, encourage walkers and offer low-cost accommodation which would be an advantage to the town. Various retreats could be held in the building. Clare indicated that PCC could lease it to the town council who could then sub-lease it. The Real Seeds company have expressed a need for more room for their business. One option being using space in the YHA or the big stone shed outside the YHA. PCC are not happy with the public areas in the old school building being used as storage. Cllr. Harries proposed that the council investigate in principle the options for the YHA building, Cllr. Lewis seconded, all agreed.
- The fire alarms need to be tested every 2 weeks, possibly the council could help do this every other week. The council agreed they could do this.
- All user leases have expired. The Real Seeds are repairing one of their windows at their own cost which will be reflected in the new lease. Clerk to ask Ben at Reel Seeds about who is repairing their window as a window in Unit 3 needs repairing. Cllr. Harries advised that the council wish to lock the downstairs toilets as it being used by outside parties. Clare advised this is not possible as this toilet needs to be accessed by all in the building. Cllr. Harries suggested it could be locked and all users given a key. Cllr. Paish advised that running a B&B is a lot of hard work and a big challenge, no control sometimes what groups book to use the hostel.
- Cllr. Griffiths advised that the council go into a private session at the next meeting to discuss the possible terms of the lease and cost of leasing the YHA building. Cllr. Griffiths proposed that the council ask PCC to explain about why the building is not viable for a CAT and the lease terms in writing, Cllr. McGarry seconded, all agreed.
- Clare advised she will be meeting with all the other users. The councillors at the PCC meeting were then shown around the YHA building.
- 13.8. Trade waste agreement – ongoing.
- 13.9. Christmas lights – Cllr. Harries reported that Neil Wilmott has been given permission to put anchor points/Christmas lights on houses up to the Memorial Hall bar one property so far. The hall has agreed to supply electric. Neil will pay for the extra fixings, extra wire and deal with the negotiations. An extra 350metres of wire/festoons is needed. Rough costings will be around £3k. Cllr. Harries will contact Blachere regarding discount offer. Cllr. Morris suggested holding a Bingo night to raise funds. She will talk to the Memorial Hall.
- 13.10. Unit 3 rental charges lights – this was discussed in item 13.7.

#### **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  
Payment of up to £1,500 for the Chair or Mayor – Cllr. Harries proposed the council do not approve this, Cllr. Morris seconded, all agreed.  
Payment of up to £500 for the Deputy Mayor or Chair - Cllr. Harries proposed the council do not approve this, Cllr. Letten seconded, all agreed.  
Payment of Attendance Allowance based on claims - Cllr. Harries proposed the council approve this, Cllr. Lewis seconded, all agreed.  
Payment of Financial loss, based on claims - Cllr. Harries proposed the council approve this, Cllr. Lewis seconded, all agreed.  
Payment of Travel and subsistence, based on claims - Cllr. Harries proposed the council approve this, Cllr. Lewis seconded, all agreed.
- 14.2. when and how the payments are made – on approval by the Chair and RFO and on receipt.
- 14.3. whether they are paid monthly, yearly, or otherwise – the Extra cost payment to be paid annually, all others on receipt.
- 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 – payment to be made at the end of the year and will be pro-rata.
- 14.5. Pro rata payment decision to councillors who have not been on the council for a full year – same decision as item 14.4.

#### **15. Maes chwarae plant / Children's play area**

- 15.1. Cllr. Letten has asked Euros Thomas for an update.

#### **16. Ymgysylltiad ieuenctid / 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 has received a list of invitees from Brian John. The council need to decide on a date. 5<sup>th</sup> October at 2pm was agreed upon. Council to ask Will Bramble, Newport Mayor, local newspapers, Cllr. Huw Murphy, 'Heno' programme on S4C. Cllr. Bayes will draft an invite letter.

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

- 18.1. Cllr. Lewis has contacted Mark Taylor to see if Newport Paths wish to be involved in this path. Ownership of this path needs to be established. Cllr. Griffiths will investigate a land search.

#### **19. Tudalen RAG / RAG sheet**

- 19.1. The RAG sheet was discussed and updated.

#### **20. Materion i adrodd arnynt / Matters to report**

- 20.1. Proposed underlease to Newport Information Centre – Cllr. Griffiths and Clerk to do this.  
20.2. Website update – Cllr. Lewis will prioritise this work.

- 20.3. New bank signatory – the Clerk and Chair believe they have added the Chair as a signatory. This needs to be checked.
- 20.4. Victoria gardens ownership - ongoing.

## **21. Cyfatebiad / Correspondence**

All correspondence was discussed and noted except for the following:

- 21.1. Item 1.1 re email to E. Jones re potential land in Newport. The community and assets group will look at this.
- 21.2. Item 1.2 re Mary Farmhouse treated as an exception site. The Clerk is waiting to hear from the Housing association.
- 21.3. Item 8.2 re email from Camelot owner, the Clerk has responded.
- 21.4. Item 8.3 re Clerk time away on tour. The Clerk reminded the council that she will be away for 6 weeks, working half her hours per week.
- 21.5. Item 11.1 re email from Kyle Smart, Royal Oak culvert work. Clerk to circulate the latest email received, ask him for a statement that can be put out to the public and whether a drop-in meeting will be organised.

The next meeting is on the 30<sup>th</sup> October.

The meeting finished at 9.08pm.

**Dyddiad y cyfarfod nesaf / Date of next meeting**