

**COFNODION AM CYFARFOD HYBRID A GYNHALIWDYD ar 28^{ain} HYDREF 2024 am 7yh
MINUTES FOR THE HYBRID MEETING HELD on 28th OCTOBER 2024 at 7pm**

Pobol yn presennol: Cllr. Morgan Lewis (Chair) Cllr. Paul Harries
Persons Present: Cllr. Ros McGarry (Vice Chair) Cllr. Jackie Morris
Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Griffiths, Letten, Lloyd, Bayes and Paish.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 30^{eg} Medi 2024 / Draft minutes of the meeting held on 30th September 2024

3.1. Cllr. McGarry proposed that the minutes are correct and approved, Cllr. Morris seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 4.1 re Cilgwyn lights. Cllr. Lewis has not received a response from Cllr. Huw Murphy yet.

4.2. Item 4.2 re baptism pool. The Clerk has informed the person who contacted her about the upkeep of it that the community group who purchased the chapel now own it.

4.3. Item 8.1a re draft letter about land at Pen y Bont, the Clerk has sent this letter to Sara Morris, PCNPA.

4.4. Item 8.1b re onsite meeting with Mr. E Jones concerning land at Parrog. Cllrs. Lewis and McGarry have met with him and will write up the notes and discuss in the next community asset meeting.

4.5. Item 9.1 re Maes Inqli residents' letter, Cllr. Morris will chase this up

4.6. Item 22.2 re unit 3. Cllr. Lewis thanked the councillors that have cleaned the toilets.

4.7. Item 22.24 re online meeting with Higos. Clerk to ask for the minutes of this meeting.

5. Cofnodion drafft o cyfarfod anghyffredin a gynhaliwyd ar 9fed Medi / Draft minutes of the extraordinary meeting held on 9th September 2024

5.1. The word 'draft' on top of page is missing the 'f.' Clerk to rectify. Subject to this amendment, Cllr. McGarry proposed that the minutes are correct and approved, Cllr. Morris seconded, all agreed. There was a private session in this meeting. These minutes have been circulated. Cllr. Lewis proposed that these minutes are correct and approved, Cllr. Morris seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. The council have agreed to investigate doing a place plan.

7. Adroddiad y Cadeirydd / Chair's report

7.1. The Chair has attended the following meetings: Town Council Meeting 30/09/24, Parrog Land Meeting - 01/10/24, Site meeting regarding Maes Curig Land - 12/10/24, Priorities Meeting - 14/10/24 - Need to re arrange, Parrog Land Meeting - 18/10/24, Playing Field Task and Finish - 21/10/24, Parrog Land Meeting - 25/10/24, Meeting with clerk RE contract and appraisal - 28/10/24.

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

8.1. Community Needs, Assets, Projects and Grants – an email from Claire at Cwmpas has been received. The council are happy that Cllr. McGarry sends this email out to the people who are interested in joining the CLT group. All agreed on 19th November, 7pm for the next CLT group meeting at Unit 3.

Item 4 in the notes, Cllr. McGarry reported that a group has not been set up for the Bethlehem community purchase yet. A meeting has been held and there is another one scheduled. Item 6.1, Clerk to follow up on which housing association is interested in Mary's Farmhouse land.

8.2. Traffic – Clerk to ask Jessica Hatchett for an onsite visit to Newport. There is a loose barrier by the post office, Clerk to contact PCC. Clerk to write to the Highways authority to ask where the designated footpath through Newport is as the police do not seem to know.

8.3. Street market – Cllr. Lewis will call a street market meeting. Cllr. Morris asked about how much space there should be between the stalls as there was not much access outside Spar today. Cllr. Lewis will talk to the market manager.

8.4. Housing survey – Clerk to call a meeting.

8.5. Priorities, Environment and Climate task and finish – need to re-arrange this meeting. Cllr. Lewis has circulated a list of green spaces in Newport.

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

9.1. The Maes Ingli residents to send a letter to the Clerk. Cllr. Morris reported that the PCC warden had visited some Maes Ingli houses saying that the delay in the development is because there were flat roofs in the designs. The council agreed that PCC should be aware of what building designs are acceptable in the National Parks.

10. Dogfennau llywodraethu / Governance documents

10.1. GD14 – Financial regulations – the new template has been received and will be discussed at the next meeting.

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

11.1. Meeting notes, 1st October and 18th October – the 1st October notes were noted. 18th October notes-Cllrs. McGarry and Lewis will make a start on the Enhancing Pembs grant application as the deadline is 8th November. The Brilliant Basic grant deadline is 22nd November. Nia Siggins is looking at the Awards for all grant. There needs to be an extra council meeting to discuss and approve the Enhancing Pembs grant before it is submitted. The Clerk will call an extra meeting for the 7th November.

11.2. Cllr. Harries proposed that NTC agree in principle to allow this group to go ahead with the project and continue to make progress, Cllr. Morris seconded, all agreed.

12. 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:

12.1. The Old School building – Cllr. Harries proposed that the public is excluded from the meeting to discuss the old school building matter, Cllr. Lewis seconded, all agreed. The Clerk took the notes for this private session.

13. Dŵr Cymru

13.1. Cllr. Harries reported that the reporting technology failed on the 5th September. There was a spill on the 16th and 21st and another spill which lasted 7 hrs. There has been no spill since the 20th October.

14. Tendr ar gyfer gwaith atgyweirio ac inswleiddio ffenestri Tender for window repair and insulation works

14.1. Cllrs. Lewis and Griffiths to write up a schedule of works for the next meeting.

15. Tir gerllaw tafarn y Castell / Land adjacent to Castle Inn

15.1. Defer this until the next meeting.

16. Swydd wag Cyngorydd / Councillor vacancy

16.1. The Clerk reported that no request for an election has been made to PCC so now the council will follow the co-option procedure. She will put a notice up in the noticeboard, website and Facebook that there is a council vacancy available, deadline to receive interested letters will be before the November meeting and the vacancy will be discussed at this meeting. The Clerk reported that Cllr. Shevlin has sent in a resignation letter. The Clerk has informed PCC, the procedure for allowing electors to request an election will happen now.

17. Cais Grant Gwella Sir Benfro / Enhancing Pembrokeshire grant application

17.1. The Clerk will call an extra meeting for the 7th November to discuss this.

18. Archwiliad Blynyddol Cymru / Annual Audit Wales

18.1. Nothing to report.

19. Cyllid / Finance

Arian a dderbyniwyd / Monies received

Street market deposits £.....

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)
Blachere, Christmas bulbs and festoons	£862.20 (vat £143.70)
Newport Memorial Hall, hire of the main hall and committee room for Parrog public meeting and CLT meeting	£44.00
Newport Memorial Hall, cakes for plaque unveiling event	£60.03
Gwenno Accountancy. Produce payslips for the 6 months ending 30th September 2024. Submit payroll details to HMRC on a monthly basis.	£120.00
B. Evans, cutting of hay at Brynhyfryd cemetery	£150.00

- 19.1. The accounts are as follows on 8th October-Treasurers-£17,038.34, GPO-£10, 30-day savers-£37,269.89, playing field-£8,718.63. The invoice for the Christmas lights to be paid from the Christmas lights or undesignated reserves. Cllr. Lewis reported that he will be moving the website over to Fasthosts from Spindogs this month. 123 Reg have confirmed that the website and email won't be affected. Cllr. Harries proposed that all finances are approved and paid, Cllr. Lewis seconded, all agreed.
- 19.2. Town Clerk's job description and contract of employment – The Chair and Vice Chair met with the Clerk today to do the annual appraisal. The Clerk has filled in her section, the Chair to fill in his section and meet again to discuss and finalise the appraisal. The new contract of employment document was discussed. The Clerk to send the draft document to all councillors so it can be discussed and approved at the next meeting. The Clerk reported that she has been the town clerk for 10 years. Cllr. Harries then reported that he had been a town councillor for 30 years.
- 19.3. Telephone contract changeover from PlusNet to BT and outstanding bills – Cllr. Lewis confirmed that the phone and internet are working, the billing is still an issue which Cllr. Lewis is dealing with.
- 19.4. Unit 3 insulation – this to be included in the tender process.
- 19.5. Trade waste agreement – this has been completed by Cllr. Harries.
- 19.6. Christmas lights – the anchor strength test is scheduled for 4th November. The Clerk has all the documents ready to send to SWTRA for their permission. Once she has received the strength test report she will send all documents. She has sent the permission form to PCC.
- 19.7. Rental charge for Unit 3, hot desking – The Clerk advised that she would prefer any hot desking arrangement to be on a day that she is not in the office. The interested person has visited unit 3 and is happy with the space. Currently the council have agreed to charge £10 per 2 hours for renting the space. Cllr. McGarry is doubtful this is enough to cover costs which include the heating. Further discussions need to be had before any decision is made.
- 19.8. Red Kite, Newport Information centre underlease invoice – defer until the next meeting as Cllr. Griffiths input is needed.

20. Maes chwarae plant / Children's play area

- 20.1. Nothing to report.

21. Ymgysylltiad ieuencid / Youth engagement

- 21.1. Nothing to report.

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

22.1. This was a successful event. Thank you to Cllrs. McGarry and Bayes for their hard work and to Cllr. Paish for offering tea and hospitality for free. Cllr. Harries to share photos of the event.

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

23.1. The land registry shows that this footpath is not owned by anyone. Keep on the agenda.

24. Tudalen RAG / RAG sheet

24.1. The RAG sheet was discussed and updated.

25. Materion i adrodd arnynt / Matters to report

25.1. Proposed underlease to Newport Information Centre – defer until the next meeting.

25.2. Website update – Cllr. Lewis updated in item 19.1.

25.3. New bank signatory – the Clerk and Cllr. Harries rang Lloyds Bank to discuss a new signatory and asked for a new debit card. The Clerk has received an authentication card for the pin reader but the pin number no longer works so she can't access online banking. Lloyds Bank were meant to send an email regarding applying for a new debit card, this has not been received yet and mandate forms in the post for a new signatory have not been received yet. There will need to be another phone call to Lloyds Bank.

25.4. Victoria gardens ownership – ongoing.

25.5. Royal Oak culverts work – the works have started on Sundays. Cllr. Morris reported that there were a lot of problems and disruptions on the first Sunday but yesterday seemed to be running much more smoothly. SWTRA are liaising with the Memorial Hall to arrange another public meeting. The council need to keep the public updated on Facebook and the website.

26. Cyfatebiad / Correspondence

All correspondence was noted except for the following:

26.1. Item 2.1 council tax payment. This to be put on the agenda under 'Matters to report.'

26.2. Item 3.1 re suicide benches in Newport. Cllr. Letten is looking at recycling benches. Cllr. Morris reported that there used to be a bench at the top of Parrog road. Clerk to ask for more information.

26.3. Item 6.2 re digital health checks, Cllr. Lewis will look at this.

26.4. Item 6.3 location for planting trees. Cllr. McGarry had suggested the top of Brynhyfryd cemetery and the field below H.M. Jones house.

26.5. Item 8.3 re damp issues in Canolfan Croeso. Cllr. McGarry has looked but cannot see an issue. There is a C. Croeso meeting this week and she will report back to the council.

The next meeting is on the 25th November.

The meeting finished at 8.32pm.