

**COFNODION AM CYFARFOD HYBRID A GYNHALIWYD ar 27^{ain} TACHWEDD 2024 am 7yh
MINUTES FOR THE HYBRID MEETING HELD on 27th NOVEMBER 2024 at 7pm**

Pobol yn presennol: Cllr. Morgan Lewis (Chair) Cllr. Paul Harries
Persons Present: Cllr. Ros McGarry (Vice Chair) Cllr. John Griffiths
Cllr. Jon Letten Miss L Evans (Town Clerk)

Ymwelwyr / Visitors 1 member of the public

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Jackie Morris, Elaine Lloyd, Daron Paish, Sandra Bayes and County Cllr. Huw Murphy.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28^{ain} Hydref 2024 / Draft minutes of the meeting held on 28th October 2024

3.1. Item 11.1 should say 'Brilliant basics' not Perthyn. Subject to this amendment Cllr. Harries proposed that the minutes are correct and approved, Cllr. Lewis seconded, all agreed.

4. Materion yn codi / Matters arising

- 4.1. Item 4.7 re minutes for online meeting with Higos. Clerk has received these; she will check if they have been circulated to councillors.
- 4.2. Item 8.2 re loose barrier by the post office. Clerk to contact PCC and also follow up with Jessica Hatchett regarding a site visit to discuss disability access in Newport.
- 4.3. Item 8.3 re gaps between market stalls. Cllr. Lewis has spoken to Jim about this matter.
- 4.4. Item 26.2 re suicide benches in Newport. Clerk to ask for more information on this.
- 4.5. Item 26.3 re digital health checks. Cllr. Lewis has started looking at this.
- 4.6. Item 26.5 re damp issues in Canolfan Croeso. Cllr. McGarry reported back that a different shade of paint has been used on the wall and so it isn't a damp problem.

5. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd at 7^{fed} Tachwedd 2024 / Draft minutes of the extraordinary meeting held on 7th November 2024

5.1. Siggins should be spelt 'Siggins'. Subject to this amendment Cllr. Harries proposed that the minutes are correct and approved, Cllr. McGarry seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. The safeguarding policy has been completed and approved.

7. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd at 15^{fed} Tachwedd 2024 / Draft minutes of the extraordinary meeting held on 15th November 2024

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

8. Materion yn codi / Matters arising

8.1. No matters arising.

9. Adroddiad y Cadeirydd / Chair's report

9.1. The Chair has circulated his report. He has attended the following meetings: Parrog Land Group Meeting 01/11/24. West Wales Rivers Trust SWEPT testing 10/11/24. Remembrance Sunday Service 10/11/24. Priorities Meeting 14/11/24 - Need to re arrange. EGM Council Meeting 15/11/24. Parrog Land Group Meeting 15/11/24. First Aid Training Course, Good Neighbour Scheme 16/11/24. Planning Meeting 18/11/24. CLT Meeting 19/11/24. Playing Field Meeting 20/11/24. Changing Rooms Site Visit 24/11/24. Extra Playing Field Meeting 26/11/24. The Chair will continue to post on Facebook to inform the community what the council are doing.

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

- 10.1. Community Needs, Assets, Projects and Grants – there will be a meeting on the 2nd December, G. Thomas from WWHA will be attending. Cllr. McGarry reported that the CLT group are progressing, the notes from the last meeting need to be circulated.
- 10.2. Traffic – Cllr. Harries read out an email from Cllr. Huw Murphy regarding traffic matters in the area. The traffic group need to consider the contents of this email.
- 10.3. Street market – Cllr. Lewis to call a meeting.
- 10.4. Housing survey - Clerk to arrange a meeting.
- 10.5. Priorities, Environment and Climate task and finish - Clerk to arrange a meeting.

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

11.1. Update received in an email from Cllr. Huw Murphy. PCC are paying Long Term Empty property tax on the building. The design has now been amended as a whole after feedback from PCNPA. The Chair to draft an email conveying the council's disappointment in the lengthy process and delays in getting this development started. The Clerk to ask Cllr. Morris for the Maes Ingli resident's letter.

12. Dogfennau llywodraethu / Governance documents

- 12.1. GD14 – Financial regulations - this document needs a thorough read, a group to be set up to do this, the Clerk and Cllrs. Lewis and McGarry.
- 12.2. Practice Development Note (9) Terms of Reference for Council Meetings – defer until the next meeting.
- 12.3. Guidance on powers and policies which relate to Local Councils – defer until the next meeting.

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

13.1. Meeting notes for 7th and 15th November meetings – a big thank you to Cllrs. McGarry and Harries for their work on grant applications. The EOI for the Brilliant basics fund has been submitted and the application for the Enhancing Pems grant has been submitted.

The notes for the 15th November have been circulated, J. Deane is talking to someone about solar panels costings

Email received from Katie Daly, PCC advising the council to get a red book valuation on the land they own. The Clerk needs to organise a meeting with Dwr Cymru. Latest email received from Perkins informing the council that they are still waiting to receive some leases. They have informed the council that the cost of purchasing the Saltings will be £11k. Eversheds solicitors have agreed to represent the council on a pro bono basis which is great news. The council thanked Cllr. Griffiths for sending a summary of the history of this project to the solicitors. The Moorings committee would like to meet with the council, the Clerk suggested the 5th December. Cllr. Harries proposed that the Parrog task and finish group meet on the 4th December. A. Benham has sent an email asking that the Court Leet have a representative on this group, this to be discussed at the 4th December meeting. Cllr. Lewis has been liaising with J. Deane with regards to the dimensions and layout of Parrog car park.

14. Y Adeilad hostel ieuenctid / Youth Hostel building

14.1. Notes from 14th November Task and finish group meeting – these have been circulated and were discussed.

14.2. To discuss the following statement:

Leasing the YHA building the Old School Lower St Marys Street Newport.

When the Old School Lower St Marys Street Newport closed, part of the building was rented from Pembrokeshire County Council to the Youth Hostel Association, who provided a 24 bedroom hostel including a large kitchen and common room.

The Youth Hostel Association is “downsizing/rationalising” with 20 of its 150 properties up for sale with a further 30 identified for possible offloading. The YHA has closed its building in Newport and no longer has an interest here. Pembrokeshire County Council has offered to lease the building to Newport Town Council depending on what we want the building used for. Newport Town Council would wish that the building is used for the benefit of the inhabitants and visitors to the area. We can envisage that we sub-lease to a third party depending on the eventual end use.

Suggestions/Possibilities

1. To provide low-cost accommodation to visitors along similar lines as that provided by the YHA.

2. To provide “bunkhouse” type accommodation. (along the lines of “Y Clinc” in Cardigan)

3. Town Council Office, Office space and Catering Kitchen.

We would like to invite further suggestions and/or new ideas from interested parties to enable us to secure this valuable asset.

Please contact us with your thoughts and proposals by January 6th 2025.

The member of the public advised the council that the boiler in the youth hostel building is not working and will cost £10k to fix. Cllr. Harries proposed that the draft statement be sent to PCC and to be discussed with them. Cllr. Lewis seconded, all agreed.

15. Dŵr Cymru

15.1. Cllr. Harries reported that there have been no spills between 20th October to 23rd November. There was a 52-hour spill between 23-25th November, it had been raining for these days, and a 15 minutes spill on the 26th and 27th November.

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

16.1. The council need to check if PCC will reflect the cost of the window repair in the new lease. The council need to find a handyperson to insulate the inside of the windows.

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

17.1. The Welsh Government have registered this land. This matter to be put on the RAG sheet as well as the water fountain opposite Llysmeddyg.

18. Swydd wag Cynghorydd / Councillor vacancy

18.1. 2 applications have been received. The Clerk read them both out. The councillors conducted a secret ballot vote which was then counted by the Clerk. The Clerk informed the council that Jake Hollyfield received the majority vote, Clerk to inform him and to inform the other candidate.

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

19.1. Nothing to report. This to be taken off the agenda.

20. Archwiliad Blynyddol Cymru / Annual Audit Wales

20.1. Nothing to report.

21. Cyllid / Finance

Arian a dderbyniwyd / Monies received

Street market deposits	£.....
Burial plot purchase	£1,188.50

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)
Nest, Council pension contribution	£38.55
HMRC, Town council employer NI contributions, Aug + Sep	£98.52
Lifting gear and safety, pull test on Christmas lights anchorages	£384.00 (vat £64)
Red Kite Law LLP, work on underlease to Newport Information Centre	£900 (vat £150)
Havards, padlock, key cut for toilet in Old school building	£12.70 (vat £2.12)
Cllr. Letten, toilet refurbishment expenses	£28.43
J. Austin, market manager hours, July to Oct and Cardigan River and food festival	£1,500

- 21.1. The accounts are as follows: Treasurers-£16,574.55, GPO-£10, 30-day savers-£37,269.89. The Clerk advised that street market deposits have been paid into the bank. The lease for the Newport Info centre has not been finished yet, Cllr. Griffiths to draft a letter to Red Kite Law. Cllr. Letten declared a personal interest in his invoice in the finance section. Cllr. Lewis advised that this would be the last Spindogs invoice as he has informed them that the website is being migrated over to another hosting site. Cllr. Harries proposed that all finances are approved and paid, Cllr. Lewis seconded, all agreed.
- 21.2. Town Clerk's job description, contract of employment and pay scale agreement 2024-25 – the contract of employment to be discussed at the next meeting, the Chair needs to complete his comments on the appraisal, the Clerk to bring the new pay scale figures to the Budget and finance meeting.
- 21.3. Telephone contract changeover from PlusNet to BT and outstanding bills – Cllr. Lewis reported that BT have credited the account so there is nothing owed at the moment. We are still waiting confirmation of the original price for the phone and internet package.
- 21.4. Unit 3 insulation - discussed in item 16.1.
- 21.5. Trade waste agreement – the Clerk to send them a cheque. This to be taken off the agenda.
- 21.6. Christmas lights – the festoons and bulbs have been delivered; the lights are going up this weekend. The Clerk to ask DN Wilmott to check the lights are working.
- 21.7. Rental charge for Unit 3, hot desking – Clerk to take meter readings for Unit 3 to see how much electric is used per day. The council need to find out the following before renting out Unit 3 for hot desking: Cost of electric/heating, availability of the room, flexibility of the rental, charge per session, security of council documents. The Clerk to contact the interested person and let them know the council are not in a position now to rent out the room.
- 21.8. Red Kite, Newport Information centre underlease invoice – this was discussed in item 21.1.
- 21.9. Newport Senior Citizens Welfare Association financial appeal – Cllr. Harries proposed that the council donate £500 towards the Senior citizens Christmas lunch outing, Cllr. Lewis seconded, all agreed.
- 21.10. MUGA caretaker payment – the playing field trustees would like to ask the council to take over the responsibility for the payment of the MUGA caretaker hours. Cllr. Harries proposed that the council agree to this, Cllr. Lewis seconded, all agreed.

22. Maes chwarae plant / Children's play area

- 22.1. Cllr. Letten is waiting for Euros Thomas to get back to him with regards to play area repairs. Cllrs. Harries and Griffiths to draft an email to PCC re skate park insurance and play area. The Clerk to circulate the annual play area inspection.

23. Ymgysylltiad ieuencid / Youth engagement

- 23.1. Nothing to report. This is on the RAG sheet, take off the agenda.

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

- 24.1. This could be part of the youth hostel building discussion.

25. Tudalen RAG / RAG sheet

- 25.1. The RAG sheet was discussed and updated.

26. Materion i adrodd arnynt / Matters to report

- 26.1. Proposed underlease to Newport Information Centre – ongoing.

- 26.2. Website update – discussed in item 21.1.
- 26.3. New bank signatory – the Clerk is waiting for a new card reader although she already has one. Lloyds Bank agreed with the complaint and have reimbursed the council £30.
- 26.4. Victoria gardens ownership - ongoing.
- 26.5. Royal Oak culverts work – there was a public meeting at the hall yesterday which went well.
- 26.6. Surface water removal planters at Canolfan Croeso – the Clerk to refer this to the tenants to see if they are happy for the planter to be placed outside the building.

27. Cyfatebiad / Correspondence

All correspondence was noted except for the following:

- 27.1. Item 6.1 call for St Davids Day to be a National Holiday. Cllr. Lewis proposed that the council support this, Cllr. Griffiths seconded, all agreed.
- 27.2. Item 7.1 re meeting with Newport Youth Club. The Clerk to organise a meeting.
- 27.3. Item 9.1 re Dyfed Family History Society wishing to record headstones inscriptions and email correspondence from Nevern church who are pursuing a criminal charge against them. All agreed that they can record the inscriptions but to only take photos and not to interfere with the headstones.

The next meeting will be in early January.

The meeting closed at 9.05pm.