

**AGENDA AM CYFARFOD HYBRID I’W GYNNAL ar 27ain IONAWR 2025 am 7yh**

**AGENDA FOR THE HYBRID MEETING TO BE HELD on 27th JANUARY 2025 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](mailto:npclerk@newport-pembs.co.uk) by **25th January 2025.**

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion drafft o’r cyfarfod gynhaliwyd ar 13eg Ionawr 2025 /** **Draft minutes of the meeting held on 13th January 2025**
4. **Materion yn codi / Matters arising**
5. **Adroddiad y Cadeirydd / Chair’s report**
6. **Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
   1. Community Needs, Assets, Projects and Grants
   2. Traffic
   3. Street market
   4. Housing survey
   5. Priorities, Environment and Climate task and finish
7. **Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
8. **Dogfennau llywodraethu / Governance documents**
   1. GD14 – Financial regulations
   2. Practice Development Note (9) Terms of Reference for Council Meetings
   3. Guidance on powers and policies which relate to Local Councils
9. **Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets**
   1. Terms of reference – **Appendix 1**
   2. Meeting notes for 9th January meeting – **Appendix 2**
   3. Email received from K. Daly, PCC – **Appendix 3**
   4. Letter received from Cymdeithas Gychod Afon Nyfer a Harbwr Trefdraeth
   5. Email received from Newport Boat Club regarding Parrog update
   6. Discuss the Saltings land
10. **Y** **Adeilad hostel ieuenctid / Youth Hostel building**
    1. Notes from meeting with PCC on 19th Dec – **Appendix 4**
11. **Dŵr Cymru**
12. **Praesept / Precept**
13. **Swydd wag Cynghorydd / Councillor vacancy**
14. **Archwiliad Blynyddol Cymru / Annual Audit Wales**
15. **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 (DD) p.m. | £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 (DD) p.m. | £6.00 |
| D N Wilmott, install, remove and maintain Newport Christmas lights and supply driver/cherry picker for testing anchor bolts | £3,500.00 |
| Spindogs, support services for account closure | £192.00 (vat £32) |

* 1. Town Clerk’s job description, appraisal, contract of employment and pay scale agreement 2024-25
  2. Telephone contract changeover from PlusNet to BT and outstanding bills
  3. Unit 3 window insulation
  4. Christmas lights
  5. Rental charge for Unit 3, hot desking
  6. Red Kite, Newport Information centre underlease invoice
  7. Spindogs invoice, £192 for Support Services for Account Closure

1. **Maes chwarae plant / Children’s play area**
2. **Llwybr Parc y Plant o’r maes parcio / Parc y plant footpath from the car park**
3. **Tudalen RAG / RAG sheet – Appendix 5**
4. **Materion i adrodd arnynt / Matters to report**
   1. Proposed underlease to Newport Information Centre
   2. Website update
   3. New bank signatory
   4. Victoria gardens ownership
   5. Royal Oak culverts work
   6. Surface water removal planters at Canolfan Croeso
   7. Parrog meeting notes to be put on the website
   8. Meeting with PCC regarding Youth Club – **Appendix 6**
5. **Cyfatebiad / Correspondence – Appendix 7**

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

**APPENDIX**

**Appendix 1 – Terms of reference, Parrog**

**Parrog Working Group Terms of Reference**

Purpose of the Group

* To consider the possible purchase of land in the vicinity of Parrog Newport.
* To identify and assess feasibility of Parrog projects and issues that could be progressed by the Town council for the benefit of the inhabitants of Newport.
* To consider and draft bids for grants to aid with the purchase and projects.
* To discuss the future use and safeguarding of Parrog for the benefit of the inhabitants of Newport.

Membership of the Group

• The membership of the group is open to all members of the Newport Town Council and

Organisation members.

2 members of Cymdeithas Gychod Afon Nyfer a Harbwr Trefdraeth.

2 members of The Mayors Committee.

Individual members

Named individuals as invited by the group.

• Membership is not limited to any period of time and in the event of the inability of an Organisation member being able to attend they can be temporarily or permanently replaced by another member of the organisation.

Membership may be extended by recommendation of the group.

Meetings are open to members of the public with contributions being accepted at the discretion of the Chair.

Accountability

* All major recommendations made by the Group must be considered by the full Town Council. However, recommendations requesting information can be actioned by the Chair and Clerk.
* Members are responsible for reporting back to their respective bodies.
* Communications of the Parrog Working Group to the relevant authorities dealing with Parrog matters shall be restricted only to those that have been agreed at a meeting and shall be sent under the aegis of the Town Council or the County Councillor.

Code of conduct

• All meetings and communications shall be conducted in a constructive and cooperative manner.

Meetings

1. Meetings will be held on a regular basis.

2. A chair will be elected and a secretary to take minutes.

3. An agenda will be prepared prior to each meeting.

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**Appendix 2 – notes of 9th January Parrog meeting**

**DRAFT notes for Parrog Land Task and Finish meeting at Unit 3 on the 4th December 2024**

**Present**

Cllrs. Bayes, Harries, McGarry, Griffiths, Letten.

Julie Deane.

Lowri Evans-Town Clerk.

1. **Apologies**

Apologies received from Cllr. Lewis.

1. **Minutes from the Parrog Land Task and Finish meeting 15th Nov and 20th Nov 2024.**

Cllr. Harries proposed that the 15th Nov minutes are approved, Cllr. Griffiths seconded, all agreed. Cllr. Harries proposed that the 20th Nov minutes are approved, Cllr. Letten seconded, all agreed.

1. **Matters arising**

No matters arising for both meetings.

1. **List of Documents sent to Brilliant Basics EOI 22nd Nov 2024.**
2. Brilliant Basics EOI form – Well done to Cllr. McGarry for submitting the EOI.
3. Financials – were sent in with the form.
4. Financial Appendix – was sent in with the form.
5. **Funding Issues**
6. **Enhancing Pembs –** the council have been successful with their bid and have been awarded £15k, waiting to receive the official letter from PCC. The council have around £30k in total so far. The official letter to go on Facebook once it has been received. There may be a 2nd round in Easter for a larger Enhancing Pembs grant, the Clerk to ask Sinead Henehan about this and to also ask for feedback on the application. There is a further £3k+ to come from PCC from the 2nd homes tax money.
7. **People and Places -ML** – Cllr. McGarry has emailed Lauren Blacklaw-Jones asking for an EOI.

Around £50k will be needed for the purchase, £45k for the purchase and £5k for decorating/updating the toilets. The EOI asked for the full amount for the Parrog land purchase. We need to ask 3 questions about potential grants 1. Do we qualify 2. How much grant money is available and 3. Timeline for submission and awards.

1. **Brilliant Basics – EOI sent 22nd Nov 2024** – The EOI has been sent in, Cllr. McGarry will follow up on when a decision is expected. The total amount that is needed for this project is £208k.
2. **Awards for All – Nia** – Cllr. Bayes advised that Newport Forum is applying for this grant. Up to £30k can be applied for. Cllr. Bayes will investigate the eligibility of this grant.
3. **Architectural heritage fund** –this has been put on the back burner.
4. **PCNPA sustainable development fund** – Cllr. Bayes will investigate this.
5. **Welsh Water Environment Fund** – Cllr. Harries will investigate this.
6. **Go Fund me** - put on the back burner for now.
7. **DCWW Environment Fund** – Cllr. Harries will investigate this.
8. **DCWW Communities Fund** – Cllr. Harries will investigate this.
9. **Natur am Byth** – this may fund the Saltings purchase. Cllr. McGarry to investigate this.
10. **PAVS** – they give advice, do not administer funding. Cllr. McGarry to investigate this.
11. **Local Giving – Community matters Fund** – the Clerk will investigate this.
12. **Peoples Postcode lottery** – the Clerk will investigate this.

Cllr. McGarry to talk to Cris Tomos at Planed for further advice, Cllr. Harries to talk to Nia Siggins. The toilets down at Traeth Mawr are going to be refurbished, it may be an idea to talk to Gary Meopham for some ideas once this has been done.

1. **Eversheds** (moved up the agenda)

Email from Julie Deane re Kathryn Roberts 22nd Nov 2024 – great news that Eversheds have agreed to represent the council. Martin Holden and Kathryn Roberts will be the legal representatives. They have completed all the client onboarding. A big thank you to Julie for all her hard work on this.

Email from JG summary of details to Eversheds 21st Nov 2024 - Cllr. Griffiths has sent a summary of the project to them.

1. **Parrog Cash Flow Forecast.**

Update – Cllr. Harries went through the forecast. The predicted £7.5k for legal fees can now be removed. Predict we will need £1,500 for searches. Capital cost for the 2nd phase-charging doors £15k, possible toilet coin boxes, solar/rainwater. Julie has spoken to a consultant about solar panels, he is looking into it.

Bluestone foundation – Cllr. Letten will investigate this.

Cllr. McGarry has emailed Gary Meopham regarding water fountains. Danfo have installed them, £1,500 cost per fountain.

Cllr. Griffiths to draft a letter to Perkins regarding the Saltings sale. The council are predicting it will cost £20k a year to run the toilets and are hoping that voluntary parking donations will cover this cost. Clerk to ask Katie Daly, PCC how much the Long Street Park car park generates.

1. **PCNPA Issues**

Email from Gary Meopham 19th Nov 2024 – a report has been presented to PCNPA to seek Members approval for the surrender of the existing National Park Authority (NPA) lease of Newport Parrog car park and lime kiln to Newport Town Council. Cllr. Bayes advised that it does not mention the green area in Parrog in the report. The Clerk advised it does not mention that the councils preferred option of raising the money is via voluntary donations. All agreed to leave the report as it is and not send any comments.

1. **PCC Issues** – email received from Katie Daly on 25th November advising the council to obtain a red book valuation for the land that PCC own. The Clerk to copy in Cllrs. Huw Murphy and Rhys Sinnott into the email trail. Cllr. Griffiths to draft a response.
2. **Dwr Cymru Issues**

Email from Chloe Priestley 29th Nov 2024 – Chloe has offered to meet the council, the Clerk to arrange a date.

1. **Agent - Edward Perkins**

Email from Isabelle Evans 25th Nov 2024 – email received on 25th November. The Barony want £11k for the salting’s land. The full council need to discuss this matter, this to be added to the council agenda. Cllr. Griffiths to draft a response.

1. **Julie Deane**

Emails to Julie re solar panel info etc. 27th Nov 2024 – these have been circulated.

1. **Court Leet**

Request to be represented – Cllr. Harries proposed that a member can attend the meetings but that the working party is for council members. They are welcome to contribute to the discussion

1. **Moorings Committee**

Update – meeting with the Moorings committee tomorrow night.

**Date of Next Meeting** - the next meeting will be early January.

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**Appendix 3 – Email from Katie Daly, PCC**

**From:** Daly, Katie <Katie.Daly@pembrokeshire.gov.uk>   
**Sent:** 16 January 2025 13:47  
**To:** Newport Town Council Clerk <npclerk@newport-pembs.co.uk>; Stowell, Clare <Clare.Stowell@pembrokeshire.gov.uk>  
**Cc:** 'Morgan Lewis' <morganjlcouncil@gmail.com>; rosmcgarry@aol.com; Scott, Becky <Becky.Scott@pembrokeshire.gov.uk>; Owen, Marc <Marc.Owen@pembrokeshire.gov.uk>  
**Subject:** RE: Newport Town Council, Parrog and Public Toilets

Hi Lowri

Apologise that I didn’t reply earlier, the email landed on my last day of work for Christmas leave and I am still catching back up.

I am sorry you were disappointed by my reply below. There was never an intention to transfer the land that isn’t part of the toilet to you. Our agreement was that we would transfer the land under the toilet that belongs to PCC over to you, and we would relinquish our lease for the other part of the land that the toilet sits on.  The question about the land at the side of the toilet only came up when we met with yourselves and the agents for the barony last year and we said we would need to look into that. I believe Clare has already advised you of the reasons why we cannot transfer the land to you so I will not repeat all that again.

Clare has advised me however that a suitable way forward would be for us to grant you a rolling annual licence for the land. If this is acceptable to you we can make arrangements to get this drafted ASAP.

Marc – please see q below about the Newport Long Street Car Park, can you respond directly.

Regards

Katie.

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**Appendix 4 – 19th December meeting notes, Youth hostel**

**Meeting at Unit 3 The Old School, Lower St Marys Street, Newport on the 19th of December 2024 at 09.30.**

**DRAFT NOTES**

Present: -

Clare Stowell – Principal Assets Manager. PCC

Cllr. Ros McGarry – Vice Chair, Newport Town Council

Cllr. Paul Harries – Newport Town Council

Cllr. John Griffiths – Newport Town Council

Cllr. Sandra Bayes – Newport Town Council

Lowri Evans – Town Clerk

Paul – the council have received the draft terms. Item 12 specifies a walker’s hostel. The Council have other options they would like to consider, namely a Bunkhouse, business unit rentals and option of moving the council office into the building. The council would like to go out to the town and ask for their ideas.

Clare – the building has been empty for 6 months. NTC are still the preferred option for taking over the lease. We need to move on with this as PCC need a Plan B if the council decides not to go ahead with the lease. The wording of ‘walkers hostel’ can be changed. PCC need a timescale to work to.

The building can be advertised in January.

Ros - asked about the boiler which is not working. Clare confirmed that this would be fixed.

Lack of commercial space in Newport – Clare advised that the Business development team have advised that there are people looking for work space in Newport.

Paul – the council should know by mid-February if there is anyone interested in sub-leasing the building. The council to send Clare the advert to look at. Clare hoping for a lease completion by Easter.

Ros – asked about parking allocation, seems to be only 4 spaces, other units in the old school seem to have many parking spaces. Clare to check leases to see who is allocated what.

Ros – is the outbuilding included? Clare confirmed the reel seeds business do not want it so it is available at the moment.

Ros – footpath from the car park to Parc y plant isn’t registered. PCC welded it shut years ago. The council would like to see it re-opened. Clare will contact Carwyn Rees, PCC Rural Property surveyor and ask him to liaise with the Clerk.

John – would the lease include the non-parking spaces? Clare advised this would be complicated.

Clare – hoping that things will improve with building maintenance, the common areas need sorting out, asked about the toilet, the Clerk confirmed that this is now locked but all building users have a key for access.

Clare – taking on responsibility of communal areas. The council said no before. Would they consider an agreement to take this on with a reduction in the lease. The leases will be going up an extra £1k. The council to discuss taking on this responsibility.

Clare – transfer of small triangle piece of land at Parrog toilets. The approval of the transfer of the land the toilets are on has been approved, this extra piece of land has not. This piece of land would need to be declared surplus, open space land has to be advertised. PCC would need to make a decision on this. The land has value and could be sold.

Paul – strange for PCC to keep a small piece of land. Dwr Cymru has a pumping station and a switchboard in the toilet building. The town council are taking over the toilets as PCC wants to close them. PCNPA have agreed to relinquish their lease on the car park with no charge.

Clare – agreed to look at this matter again.

Clare – has been approached by Dwr Cymru regarding placing a surface removal planter at the old school building and has been advised that its future maintenance will be the responsibility of the property owner.

Clare – Lewis has put in a capital bid for window and chimney repairs for the old school building.

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**Appendix 5 – RAG sheet**





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**Appendix 6 – Youth Club meeting notes**

**Meeting with PCC Youth Club 10th December 2024**

**Present**: County Cllr Huw Murphy, Cllr Ros McGarry, Cllr Sandra Bayes,

Steve Davies (PCC), Liz Griffiths (PCC)

**Apologies**: Cllr Paul Harries

Steve explained that Newport feels strongly about the provision of the youth club, the level of support indicated by a petition signed by 400 and 200 people. PCC has to make savings, it does not have a lot of ‘once a week’ youth clubs that are not on PCC premises in the main towns in the south of the county.

The youth clubs run more than one night a week and there are daytime programmes. The premises are also used by the school in the day for Welsh Government funded programmes. Targeted services i.e. youth work and accommodation mainly grant funded, (school age, post 16-getting into the workplace, accommodation 18-25).

To find savings from core money is challenging, local governments can’t find funding as the 3rd sector and can’t fish in the same pond. Wages can be paid from grants. Service providers have changed a lot, it has become a ring-fenced and targeted service.

PCC-money left for youth clubs half as much as 10 years ago. Many have closed, mostly in south Pembrokeshire-Hakin; Hubberston; Pembroke North; Dale; Manorbier; Johnston; Narberth. Saundersfoot is jointly run by volunteers and PCC workers. Needs min 3 people for safeguarding and spare people-9-10 people. PCC could provide training and PCC policies could be used as in Saundersfoot. St Dogmaels youth club ran like this for a long time. Newport is not imminently at threat of closing, but in the event that it was, it would need to consider staffing levels. There would need to be 3 staff, 2 present at any one time and volunteers to assist. Neyland match fund, Newport would potentially have to pay £8,775.

It was recognised that youth clubs prevent social misbehaviour by youngsters. It was suggested that possibly that a youth club could be run one night in Dinas and one night in Newport. Might be possible to get POINT to run them with grant funding, grant funding which would be complex for PCC.

PCC looking at staff time-30 youth club posts-2 hr sessions, could be PCC employees or other employment in youth work.

Hall charges- £534 (34x2hrs).

Insurance -registered with PCC.

Volunteer covered by PCC.

Safeguarding Policies through PCC.

Newport attendance numbers Sept-Dec: 5-17 attendees (average 10/11)

Fishguard and St Davids: 30 attendees

Other identified potential buildings to relocate youth club in Newport:

Church Chapel

Urdd Centre

PCC will continue to run the youth club until told to close, recurring conversation.

Contact at PCC liz.griffiths@pembrokeshire.gov.uk

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**Appendix 7 – Correspondence list**

**Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 13eg a 27ain Ionawr 2025**

**Newport Town Council Correspondence for online meeting held on 13th and 27th January 2025**

**1. Cynllunio a thai/ Planning and housing**

1. Email sent to E. Gladstone re land at Pen y Bont and Mary’s Farmhouse (21.01.25)

**2. Uned 3 / Unit 3**

**3. Materion amgylchedd a lles / Environment matters and wellbeing**

**4. Gwefan a Materion TG / Website and IT issues**

**5. Cyllid / Finance**

1. Email from Cllr. Bayes re Creating Connection Fund info, deadline 20th January, forwarded to all (07.01.25)

2. Letters from Edward Perkins re rent for Parrog Quay and Parrog shelter (07.01.25)

**6. Un Llais Cymru/ Cymdeithas Clercod Cynghorau Lleol/ Llywodraeth Cymru**

**One Voice Wales /Society of Local Councils and Clerks/Welsh Government**

1. Email from OVW re Top 10 Things to do for Councils, forwarded to all (27.11.24)
2. Email from OVW re Guidelines about Email and Procurement, forwarded to all (28.11.24)
3. Email from OVW re researchers from Aberystwyth University are undertaking a survey as part of a Local Policy and Innovation Partnership funded by UK Research and Innovation, forwarded to all (03.12.24)
4. Email from SLCC re salary calculator for new employer national insurance thresholds, forwarded to Gwenno accountancy (03.12.24)
5. Email from OVW re One Voice Wales Funding, Grants & Precept Toolkit, forwarded to all (03.12.24)
6. Email from Paul Davies MS re advice surgery in Unit 3 on 28th November, 2025 (19.12.24)
7. Email from OVW re digital health check self-assessment, forwarded to the Chair (07.01.25)
8. Email from SLCC re weekly news including New Advice Note on Temperature in the Workplace, forwarded to all (14.01.25)
9. Email from Castle Inn re damage to window sill, forwarded to all (09.01.25)
10. Email from Clerk to Steve Davies, PCC re draft notes of Youth club meeting on 10th December (14.01.25)

**7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro**

**Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

1. Email from PCC re ‘Working better together’ notes for last meeting and next meeting on 28th January, forwarded to all (11/12/24)
2. Email to Suzanne Thomas, PCC re skate park insurance/public liability (17.12.24)
3. Email from PCC re Changes to local bus services in Pembrokeshire - January 2025, forwarded to all (17.12.24)
4. Email from Cllr. Huw Murphy re Refuse Collection - request for Scrutiny, forwarded to all (14.01.25)
5. Email to K. Daly and C. Stowell, PCC re update on the piece of land by the Parrog toilets (16.01.25)
6. Email from Cllr. Huw Murphy re Town and Community Council precept powers, forwarded to all (21.01.25)

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

1. Email from Castle Inn re electrics from Christmas lights, forwarded to all (11/12/24)

2. Email from Policy Officer, Older People's Rights Branch re Have Your Say 2024: A message to older people, forwarded to all (11/12/24)

3. Email from British Heart foundation re British Heart Foundation Cymru’s Go Red campaign throughout the month of February 2025, forwarded to all (17.12.24)

4. Email from Haverfordwest town council re Anti racism Action plan and implement the plan into the standing orders, forwarded to all (17.12.24)

5.Email from Emmaus Global re office space in the youth hostel, forwarded to all (09.01.24)

6. Email received from Cllr. Lloyd tendering her resignation, forwarded to all (14.01.25)

**9. Mynwent / Cemetery**

1. Email to Dyfed Family history society who wish to record the memorial inscriptions on the headstones in Brynhyfryd, response received (03.12.24)

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

1. Email from Steve Davies re meeting on 19th Dec to discuss Newport Youth Club (09/12/24)

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

**12. Marchnad stryd / Street Market**