

AGENDA AM CYFARFOD HYBRID I'W GYNNAL ar 24^{ain} CHWEFROR 2025 am 7yh
AGENDA FOR THE HYBRID MEETING TO BE HELD on 24th FEBRUARY 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 by **21st February 2025**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27^{ain} Ionawr 2025 / Draft minutes of the meeting held on 27th January 2025**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd ar 23^{ain} Ionawr 2025 / Draft minutes of the extraordinary meeting held on 23rd January 2025**
- 6. Materion yn codi / Matters arising**
- 7. Adroddiad y Cadeirydd / Chair's report**
- 8. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
 - 8.1. Community Needs, Assets, Projects and Grants
 - 8.2. Traffic
 - 8.3. Street market - Road closure and trading licence applications
 - 8.4. Housing survey
 - 8.5. Priorities, Environment and Climate task and finish
- 9. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
- 10. Dogfennau llywodraethu / Governance documents**
 - 10.1. GD14 – Financial regulations
 - 10.2. Guidance on powers and policies which relate to Local Councils
- 11. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets**
 - 11.1. Meeting notes for 30th January meeting – **Appendix 1**
 - 11.2. Email received from Edward Perkins – **Appendix 2**
 - 11.3. Cleaning contract for the toilet block
 - 11.4. Email received from K. Daly, PCC on 16th January - **Appendix 3**
 - 11.5. Letter received from Cymdeithas Gychod Afon Nyfer a Harbwr Trefdraeth
 - 11.6. Signing the Pro Bono Engagement Agreement

- 12. Y Adeilad hostel ieuenctid / Youth Hostel building**

12.1. Expressions of interest received

13. Dŵr Cymru

14. Swydd wag Cyngorydd / Councillor vacancy

15. Archwiliad Blynyddol Cymru / Annual Audit Wales

16. Newidiadau'r Comisiwn Ffiniau i Gyngorau Cymuned / Boundaries Commission changes to Community Councils

17. Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol Chwefror 2024 / The Independent Remuneration Panel for Wales draft Annual Report February 2024

17.1. Basic payment for extra costs of working from home and Set payment for consumables.

Town council to record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year

18. Tender torri gwair / Grass cutting tender – Appendix 4

18.1. Discuss and decide whether the proposed works is estimated to cost over £1,000, and if so, competitive tenders are required

18.2. Discuss and decide on the brief

18.3. Discuss and decide where and how to advertise the tender

18.4. Discuss and decide whether to approach anyone directly, and if so, whom

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 (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
Cllr. J. Letten, Halfords-screws/silicon spray for children's play area. Amazon-nut and bolt caps, hammerite spray paint	£41.71
J. James, Newport Bay tree & garden Services, 4/4 invoice for contracted work, Feidr dywyll tree, Brynhyfryd tree, Library strim	£2,156.25 (£1,856.25 + £300)

19.1. Financial appeals

a) Newport Playing Field

b) Financial support for the National Eisteddfod 2026 in Llantood, Pembrokeshire

c) Financial support for the National Eisteddfod 2025 in Margam Park

d) Mencap, bringing families of loved ones with a learning disability together

e) The Urdd's Fund for all appeal, offering young people in Wales a place at their summer camps

- f) Urdd Gobaith Cymru, consider financial contribution towards the cost of arranging and holding annual Urdd Eisteddfods in Pembrokeshire
- 19.2. Town Clerk's job description, appraisal, contract of employment and pay scale agreement 2024-25
- 19.3. Telephone contract changeover from PlusNet to BT and outstanding bills
- 19.4. Unit 3 window insulation
- 19.5. Christmas lights
- 19.6. Rental charge for Unit 3, hot desking
- 19.7. Red Kite, Newport Information centre underlease invoice
- 19.8. The old school Communal areas responsibility
- 19.9. Letter of engagement from internal auditor

20. Maes chwarae plant / Children's play area

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

22. Tudalen RAG / RAG sheet – Appendix 5

23. Materion i adrodd arnynt / Matters to report

- 23.1. Proposed underlease to Newport Information Centre
- 23.2. Website update
- 23.3. New bank signatory
- 23.4. Victoria gardens ownership
- 23.5. Royal Oak culverts work
- 23.6. Parrog and CLT group meeting notes to be put on the website
- 23.7. Receive report on Cllrs visit to Castle Inn

24. Cyfatebiad / Correspondence - Appendix 6

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

Appendix 1 – 30th January Parrog meeting notes

**DRAFT MINUTES for Parrog Land Task and Finish meeting at
Unit 3 on the 30th January 2025 at 7.00pm.**

Present

Cllrs – Paul, Jake, Ros, John, Sandra
Moorings Association – Alec James, John Harries
Boat Club – Jay Williamson, Charles Searle-Commodore
MOP – Nia Siggins, Alun Davies
Mayors – Tim Thomas, Andrew Benham
Lowri Evans-Town clerk

1. Apologies

Cllrs. Letten and Lewis, Glyn Rees, Julie Deane.

2. Notes from the Parrog Land Task and Finish meeting 9th January 2025.
(Discussed at Full Council 27th Jan 2025)

The minutes have been sent to everyone. Cllr. Harries proposed they are approved, Cllr. Hollyfield seconded, all agreed.

3. Matters arising

Matters arising

Action 5 – common land to be raised with solicitor – Cllr. Bayes has sent a map around.

Safeguarding Parrog – this has been addressed in the terms of reference.

6A – the funding has been awarded, not received.

Alun asked was the £15k for Enhancing Pembs from the precept? No, it's a grant from PCC.

13.1 - green boat shed-The Clerk has responded to the member of the public.

4. Terms of Reference.

It is a good practice to set these up, they been approved by the council. Organisation members include the Moorings association and Mayors committee. The council received a letter from the Boat club, they would like to be represented on the working group, this was approved at 27th January meeting.

5. Funding Issues

Paul, Ros and Sandra have met twice to look at funding issues. There are 17 items to go through.

Jake – there is evidence that the community supports the project as a whole – a public meeting was held and everyone was in favour of the purchase. We are involving the Boat Club, the Moorings Association and Newport Mayor.

Nia- the council could involve the Information Centre.

Julie Deane has been looking into solar and PV cells – not worth it for the toilet block but the Boat club could benefit.

Sandra-could be worth having solar if we have car charging points – we should not close the door on this idea.

Jay – the Boat club have looked at this, it could be done.

6. Parrog Cash Flow Forecast.

Update

Revenue cashflow forecast – guesstimate income of 20k a year is needed which will fund the expenditure-shelter and sea maintenance, sea wall, there is a list which comes to £20k.

Paul-we have missed something – if someone parks there overnight, if toilets run out of toilet roll – how do we manage it day to day? We could employ a manager to oversee it? Put together a committee to run it? This needs to be in the revenue costs if paying a manager.

Charles – the Boat club have a contract with a cleaner – could this person be contracted for the toilet block? Danfo cleans for £4,800; overheads are £3,400.

Action - This to be put on the council's agenda.

Tim-voluntary contributions to park – if people use the car park e.g. holiday homes that park there, could they contribute towards re-tarmacking etc? A fisherman uses the car park, might be doing fishing trips. Need to consider this.

Paul-20k includes this option of maintenance.

John G-covenant says we can't charge for parking.

Tim-it would be for maintenance.

NTC going to go to Aberporth to see how they manage their 3 car parks, see their signage, how do they take the money, QR codes.

Paul-our insurance company is Zurich – we need to get a quote to cover car park, toilet block and lime kiln etc.

Cash flow cost

Section 106 – need to chase Sinead Henehan on this.

Enhancing Pembs grant is paid in arrears – need to ask Sinead if we can get it paid when the contract is signed.

Paul-we have the money but the enhancing Pembs paid in arrears could leave us in difficulty for around a month. The precept has been increased by 15k this year.

Alun-public loans? This applies to phase 2 if we haven't got the money. 15k in the precept to help with phase 2. This will be decided every year on the precept.

Paul-total income is £59k so we have the money for phase 1.

Andrew – does that £25k wipe out the council?

Paul-no, we have undesignated reserves.

7. PCNPA Issues

Letter to Gary Meopham

John G was delegated to draft a letter to Gary. John has drafted a letter and read it out. **Action** - This email to go to Gary – all happy with the letter.

Jay – why the date of 31st March? This is when PCC will close the toilets.

If the sale drifts a month, PCC may ask us to contribute towards the cleaning.

Danfo?

John – we don't want to sign the contract until PCNPA does their part as well – need it to be simultaneous.

8. PCC Issues

Email from Katie Daly 16th Jan 2025.

The toilets sit on Alex Hawksworth land and a small bit of land where Dwr Cymru pumping station is on PCC land, on the entrance to Parrog – the council would like this land included, PCC want to charge for it.

Jay-why do NTC want it?

Sandra-could be used to put signage on, information boards.

Dwr Cymru have said they would help with roof repairs/leaks if it affects their machinery.

Andrew-Cost of the rolling annual lease with PCC? We don't know this figure yet.

Jake-the additional cost may not be worth it.

Nia-do they have their own insurance for the piece of land. It will be costing them.

Alun-if you take it on who has the responsibility if someone has an accident. Dwr Cymru has insurance cover? No security with a rolling annual lease.

Paul- suggested the council contact Rhys Sinnott, PCC cabinet member and inform him that it is not an acceptable position. The council to approach Rhys and copy in Katie Daly. We do need access on the land to maintain the toilet block. Could Huw Murphy look at this?

9. Dwr Cymru Issues

Meeting with David Keane 19/12/24

Everyone has seen the notes, no comments.

10. Agent - Edward Perkins

Update

John – we are waiting for schedule of leases affecting the property – we still haven't heard from Edward Perkins about any third-party rights affecting the property. They

are waiting to hear from David Cole. Suggest we send email to Perkins, **Action** – John G to draft an email - ask them where they are at with the schedules. The council can't make any meaningful decisions without the leases/schedule.

Secondly, need to inform Perkins that we want to proceed with salting purchase, can it be added to the 2nd phase.

They have clarified the purchase price – cost of green is £133k plus saltings, 45k for first phase. Alex Hawksworth has persuaded the land registry that he owns the saltings.

John-point 4-asked them about the common land – our solicitor will do a commons search.

Point 5 – PANCPA will relinquish their licence.

Point 6 – current lease with PCC – have they sorted this out?

Point 7 – PCC will not fund toilets after 31st March.

Letter received asking for shelter and quay lease - £5.50 – these leases have expired.

We need to be realistic about the time scale. Searches could take a month. We need to make plans for after 31st march if we fail to complete.

Paul –We need to inform Perkins that we have the finances to proceed and it is our intention to make this happen.

11. Correspondence

1. Cymdeithas Gychod afon Nyfer a Harbwr Trefdraeth letter 18th Jan 2025.

Paul declared an interest as member of the Moorings –he has been appointed by the council as NTC rep. Letter received, discussed at 27th January meeting. 2 Councillors have offered to meet with Moorings committee. If the Moorings wish this meeting to be confidential the council are happy to proceed. Meeting on 4th Feb.

2. Email from the Commodore Newport Boat Club 21st Jan 2025.

2 emails received requesting representatives on the working group, already agreed in 27th Jan meeting

3. Email from Julie Deane, looking into solar panels for toilet block, doubt they would be any good. The company thought it may be worth the Boat club doing it.

Nia – happy to help in her capacity with looking into grant funding – awards for all and people and places – see if anything can be remedied with brilliant basics.

Charles – need to absorb all the info and see how we can fit in. We are a source of revenue on the Parrog, see how we can help, we are interested in car parking, boat parking.

Andrew, speaking for court leet, we want to safeguard the Parrog.

Alun – glad the council is taking it on and happy to help.

Thank you to all for attending and your support.

Meeting finished at 8.23pm.



Appendix 2 – email from Edward Perkins

From: Isabelle Evans <isabelle@edwardperkins.co.uk>

Sent: 13 February 2025 13:52

To: 'Newport Town Council Clerk' <npclerk@newport-pembs.co.uk>

Subject: RE: Town council public meeting regarding land at Parrog

Dear Lowri,

Many thanks for your email dated 3rd February 2025. Sorry I have not got back to you sooner, as explained on the phone to Paul this afternoon, I was hoping for a response from the solicitors before reverting back to you.

1. As outlined on the telephone, unfortunately obtaining details on any leases or of any other third party rights affecting the land is the element which is causing the delay in proceeding. Our client is extremely keen to progress matters however, we have not been able to obtain any details or even a response from the solicitors.

I can confirm that I emailed the solicitors on the 4th February (the day after I received your email) chasing the schedule of leases and to request whether it was possible for myself and Kathryn to visit the solicitors office and personally search our clients (the barony's) historic records fir any relevant lease/deed information as a way of progressing matters.

I am again yet to have a response and therefore have now requested our client (Alex) to personally chase the solicitors to see if we can gain any traction.

As repeated to Paul, our client is extremely keen to proceed with the sale, however we are currently really struggling with legals.

2. Our client is happy to add the salting's into the option

3. Balance to purchase the land WITHOUT the restriction = £144,665.64. Please note this sum is in addition to the £45,000 to be paid for the initial purchase.

4. I can confirm that the land is registered as common. This information is publicly available online via the Welsh Government Lle-Geo portal.

6. The surrender of lease document must be done via the solicitors and therefore unfortunately no progress has been made.

7. We/our client appreciates that the toilet block will no longer be funded from the 31st March 2025 and can confirm that our client is still committed to the purchase, however it is unknown if we will make this deadline given the difficulties we are currently experiencing with legals.

Regards

Isabelle

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Appendix 3 – Katie Daly email

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' <morganjlouncil@gmail.com>; rosmcgarry@aol.com; Scott, Becky <Becky.Scott@pembrokeshire.gov.uk>; Owen, Marc <Marc.Owen@pembrokeshire.gov.uk>

<Marc.Owen@pembrokeshire.gov.uk>

Subject: RE: Newport Town Council, Parrog and Public Toilets

If you have received this email in error, please notify us and delete it from your computer immediately. Os ydych chi wedi derbyn yr e-bost hwn trwy gamgymeriad, byddwch crystal â rhoi gwybod inni a'i ddileu ar unwaith oddi ar eich cyfrifiadur.

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.



Appendix 4 – Grass cutting tender

GD19 – TENDERING GUIDELINES

GUIDELINES FOR RESPONSIBLE FINANCE OFFICER (RFO) IN SENDING OUT APPLICATIONS FOR TENDERS VALUED IN EXCESS OF £1,000.00.

1. If the value of any proposed works is estimated to be in excess of £1,000.00 then NTC shall confirm and minute that competitive tenders should be sought.
2. NTC shall confirm the content/details of the works for which tenders are being sought, and such acceptance minuted.
3. NTC shall agree, when tenders are required, where, and by what medium, to advertise.
4. NTC shall agree who will be approached directly for tenders.
5. Unless circumstances dictate otherwise tenders shall sought from a minimum of three tenderers.
6. The Tender invitation and any documents are to be issued at the same time.
7. The Date and Time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter.
8. Tenderers shall be instructed that replies need to state clearly whether or not VAT is included in their figure. If registered, to state their VAT registration number.
9. Tenderers are to be advised that tenders shall be returned in a sealed envelope marked as **(Private. Sealed Tender for)**
10. Tenderers to confirm that they have the appropriate insurance and, if required, to indicate if they are covered by Public Liability insurance, details of such insurance will be requested if tender is accepted.

11. Envelopes containing returned Tenders shall be marked with the date and time received.
12. NTC may not accept the lowest tender received. The reason for such a decision shall be minuted.

Schedule of works

1.0	<u>SCHEDULE OF WORKS</u>				
	GENERAL				
1.0	THE DESCRIPTIONS GIVEN BELOW ARE INTENDED AS A GUIDE TO THE VARIOUS SECTIONS OF THE WORKS AND MAY NOT NECESSARILY INCLUDE ALL THE ITEMS REQUIRED TO CARRY OUT THAT WORK. HOWEVER THE CONTRACTOR WILL BE DEEMED TO HAVE INCLUDED ALL ITEMS THAT COULD REASONABLY HAVE BEEN FORESEEN WITHIN THAT DESCRIPTION, VISIBLE ON SITE				
1.1	All grass cuttings and hedge trimmings to be removed from site.				
1.2	Grass cutting to be undertaken as required.				
1.3	Hedge trimming to be undertaken in the autumn / winter outside the nesting season.				
2.0	GRASS CUTTING AT:-				
	(a) The Parrog; Grass area by Landing Stage.				
	(b) Small Children's Play Area; - At bottom of Lower St Mary St				
	(c) Brynhyfryd Cemetery, Mown path through the meadow, Burial area				
	(d) Parc y Plant Playing Field; At Pen y Bont.				
	(e) Banc y Capel; - Small grass area at top of Upper St Mary St.				
3.0	HEDGE TRIMMING AT:-				
	(a) Brynhyfryd Cemetery				
	(b) Small Children's Play Area; - Hedge between the Play Area and the lane.				
	(c) Parc y Plant				
4.0	ALGAE AND MOSS REMOVAL AT:-				
	Brynhyfryd Cemetery; - Footpath as required.				
	Carried forward				
	Brought forward				
5.0	RUBBISH BIN EMPTYING AND REMOVAL AT:-				
	(a) Brynhyfryd Cemetery				
	(b) Small Children's Play Area				
	(c) Parc y Plant				



Appendix 5 – RAG sheet

0	26/06/17	Investigate the provision of an information board commemorating the "OLINE"	Cllr. Harries to formulate a plan. Paul met Essex Havard yesterday, pleased its still on our radar-he's trying to locate family of sailors family.	PH	18.02.25	A
15	26/06/17	Bench plaques and policy	Offer of suicide bench, councillors to look into this.	PH/JG	18.02.25	A
24	23/10/17	Parrog shelter and viewpoint lease	A Public parrog meeting has been organised for 16th September.	RC/JG	18.02.25	G
36	21.05.18	Welsh names	Paul - if we buy Parrog as heritage project, putting up the old welsh names that have been forgotten should be part of the heritage project.	PH	18.02.25	G
58	25.01.21	Mary Farmhouse kitchen land	Public meeting to be arranged for WWHA to host.		18.02.25	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	This to be discussed along with the youth hostel building.		18.02.25	G
67	20.06.22	Erection of plaque	The bilingual plaques has arrived.		18.02.25	A
69	20.06.22	Maes Ingli Sheltered Accommodation	Extra meeting to be called to discuss the matter.		18.02.25	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Paul has asked Dwr Cymru about their plans for a new pumping station.		18.02.25	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		18.02.25	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis have met and JL will circulate the notes. This to go on June 2023 agenda - will have to go on September agenda. CLERK TO CHECK THIS		18.02.25	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		18.02.25	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		18.02.25	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	Cllr. Lewis reported on this meeting.		18.02.25	A
83	27.01.23	Enhancing Pembrokeshire application – Children’s play area	New criteria has been recieved.		18.02.25	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		18.02.25	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		18.02.25	A
93	28.03.24	Children's play area repairs	Cllr. Letten waiting to hear back from Euros Thomas		18.02.25	A

3. Email from Sara Morris, PCNPA re potential future development of land at Pen y Bont and Mary Farmhouse, forwarded to all (18.02.25)

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

1. Email from Grwp Resilience re resilience planning, forwarded to all (28.01.28)
2. Email from Clerk to Aberporth village hall re voluntary donations at their 3 car parks (30.01.25)
3. Email from Cllr. Bayes re recommendations by the Democracy and Boundary Commission Cymru published today are recommending that Newport drops its number of councillors from 11 to 8, forwarded to all (30.01.25)
4. Email from Cllr. Harries to Eversheds solicitors re update on Parrog acquisition (11.02.25)
5. Email from Cllr. Lewis to SWTRA RE refurbishment of memorial area next to Castle Inn (12.02.25)

9. Mynwent / Cemetery

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

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

1. Email from Cllr. Lewis to Kyle, SWTRA re refurbishing Land Adjacent to the Castle Inn - Newport Pembs (12.02.25)
2. Email from Cllr. Huw Murphy re road closure in Newport and request that car parking charges at Long St Car Park in Newport are suspended for between 1-2 months when fee paying is due to re-commence on March 1st, forwarded to all (18.02.25)

12. Marchnad stryd / Street Market