

**COFNODION AM CYFARFOD HYBRID A GYNHALIWDYD ar 13<sup>eg</sup> IONAWR 2025 am 7yh  
MINUTES FOR THE HYBRID MEETING HELD on 13<sup>th</sup> JANUARY 2025 at 7pm**

<b>Pobol yn presennol:</b>	Cllr. Morgan Lewis (Chair)	Cllr. Paul Harries
<b>Persons Present:</b>	Cllr. Ros McGarry (Vice Chair)	Cllr. John Griffiths
	Cllr. Jon Letten	Cllr. Sandra Bayes
	Cllr. Jake Hollyfield	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. Morris and Lloyd.
- 1.2. Cllr. Lewis conveyed the sad news of Mike Sajko passing away and asked Cllr. Harries to say a few words. Cllr. Harries informed the council that Mike had been the Chair of the council in 2013 and in 2015 as well as Vice Chair, he was very involved in the sports association, the playing field and changing rooms, the winter festival, worked hard to get the street market up and running, letter writing for the council, Newport Action Plan and many other interests. The funeral will be this Saturday at 11.30am in Narberth. The council held a 1-minute silence in memory of Mike Sajko.

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

- 2.1. No declarations of interest.

**3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27<sup>ain</sup> Tachwedd 2024 / Draft minutes of the meeting held on 27<sup>th</sup> November 2024**

- 3.1. 'Cofnodion' is misspelt at the top of the minutes. Clerk to rectify. 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 4.2 re the notes of the meeting with the disability officer. The Clerk to ask for these to be sent to her.
- 4.2. Item 4.5 re digital health checks. Cllr. Lewis to complete this.
- 4.3. Item 11.1 re draft email to be sent to PCC re Maes Ingli development. This has been sent.
- 4.4. Item 27.1 re call for St Davids Day to be a National Holiday. The Clerk has informed Gwynedd County council.

**5. Cofnodion drafft o'r cyfarfod cyllideb a chyllid a gynhaliwyd ar 18<sup>fed</sup> Rhagfyr 2024 / Draft minutes of the extraordinary meeting held on 18<sup>th</sup> December 2024**

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

## **6. Materion yn codi / Matters arising**

- 6.1. Item 12.5 re Brynhyfryd. Cllrs. McGarry and Lewis went to inspect yesterday, the path is a bit slippery, the hedge has been cut back on the left. Cllr. McGarry has emailed her report to the Clerk.

## **7. Adroddiad y Cadeirydd / Chair's report**

- 7.1. The Chair attended the following meetings: 27/11/24 Full Town Council Meeting, 02/12/24 Community Assets Meeting, 04/12/24 OVW IT, Website and Social Media Module 16, 15/12/24 West Wales Rivers Trust SWEPT Testing, 18/12/24 Budget and Finance Meeting, 19/12/24 Mayor's Committee Christmas Market Balloon Modelling, 2/01/25 Brynhyfryd meeting with Ros.

## **8. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**

- 8.1. Community Needs, Assets, Projects and Grants – the notes of the meeting on 2<sup>nd</sup> December with Gareth Thomas, WWHA in attendance have been circulated. 'Cwmpas' has been misspelt, this to be corrected.  
G. Thomas reported that there could be a development of 60 houses, to be built in stages. Many things depend on the acquisition of the land at Pen y Bont and Mary's Farmhouse including a problem with sewerage/water management. Dwr Cymru have advised that there is no capacity for these houses. Cllr. Harries is concerned with the number of houses being considered. 60 houses will change the face of Newport. It may regenerate the town but could lead to over population for a small town. This proposition is bigger than the town council and the public should be made aware of possible future development plans for this land. A public meeting should be called. Cllr. Hollyfield feels the same, it is a large number of houses and is not convinced of the need for so many. The land at the bottom was put in for 15 houses in the LDP. PCNPA were against more houses than this number being built. Cllr. Bayes advised that the Mary's Farmhouse land is a windfall site. PCC wrongly called it an exception site. The town council's housing survey report has not been taken into consideration in this matter. Cllr. Harries proposed that the council ask WWHA to hold a public meeting, invite Dwr Cymru and PCNPA and also query PCNPA on their views on this substantial development, Cllr. Griffiths seconded, all agreed. Cllr. Bayes to draft a letter to PNCPA.
- 8.2. Traffic – a meeting to be called in March. Cllr. Hollyfield reported that access to the houses behind the Castle Inn is working well now. Cllr. Bayes is concerned about pedestrian safety on Upper Bridge Street. Clerk to send her Kyle Smart's email address.
- 8.3. Street market - no meetings has been arranged for a while. There are 2 stalls setting up in Llysmddyg car park while Market Street is currently unavailable. Cllr. Harries advised it would be good to have an all-year-round market.
- 8.4. Housing survey – the Community assets group to discuss absorbing the housing survey actions.
- 8.5. Priorities, Environment and Climate task and finish – a meeting to be called in February.

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

- 9.1. Cllr. Huw Murphy reported that he has had several email exchanges regarding the ongoing development problems with the leader of PCC, Cllr. Jon Harvey. MP Ben Lake has asked for a meeting with PCC. The council thanked Cllr. Murphy for his determined efforts to see that this development is prioritised. Clerk to ask Cllr. Morris for the Maes Ingli residents' letter of complaint and to distribute Cllr. Murphy's email exchanges with the residents.

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

- 10.1. GD14 – Financial regulations - this to be discussed at the next meeting. The Clerk and Cllr. Harries have put their comments/suggestions on the document.
- 10.2. Practice Development Note (9) Terms of Reference for Council Meetings - terms of reference need to be written for the Parrog task and finish group. There needs to be a list of all the practice development sheets. The council noted this document.
- 10.3. Guidance on powers and policies which relate to Local Councils – need to check that all items in the appendix of this document are on the AGM agenda. The council need to do a risk policy, the Clerk has a template for this. There needs to be a policy for the reserve money. The Clerk and Cllr. Harries to check what actions need to be done.

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

- 11.1. Meeting notes for 4<sup>th</sup> and 5<sup>th</sup> December meetings – Cllr Harries proposed that both notes are accepted, Cllr. Letten seconded all agreed.  
5<sup>th</sup> Dec notes – Action 4, common land. Cllr. Bayes has circulated a plan of the common land in Parrog. The council need to ask a solicitor to carry out a search.  
Action 5, there needs to be a kind of memorandum of understanding, what the future use of Parrog will be, what is the council's vision, statement of intent. Cllr. Lewis proposed that he and Cllr. McGarry draft a statement, Cllr. Letten seconded, all agreed.
- 11.2. Discuss the Saltings land – The Newport Moorings association raised the matter of the saltings and advised it is important to purchase it. The cost will be £11,655. Does the council want to buy this land? The council are still waiting to hear about what is common land on Parrog, what current leases there are and any other third-party rights that have yet to be disclosed. The council to continue discussing the matter of the salting's at the next meeting.

## **12. Y Adeilad hostel ieuencid / Youth Hostel building**

- 12.1. Notes from 14<sup>th</sup> November Task and finish group meeting – these notes have been circulated. Cllr. Harries read out the statement regarding asking interested parties in leasing the youth hostel to contact the council. Cllr. Lewis proposed that the statement is made public, Cllr. Griffiths seconded, all agreed. The statement to be put on Facebook and the website. The Clerk to follow up with PCC regarding the boiler in the youth hostel building.
- 12.2. Notes from meeting with PCC on 19<sup>th</sup> Dec – defer until next meeting.

## **13. Dŵr Cymru**

- 13.1. Cllr. Harries reported there have been 15-minute spills when the weather has been dry. He will contact Dwr Cymru to query this.

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

- 14.1. Dan Davies has been to Unit 3 to inspect the insulation issue and will report back to the Clerk. Council unsure whether PCC confirmed they are liable for the external window repairs. Clerk to check.

## **15. Swydd wag Cyngorydd / Councillor vacancy**

- 15.1. The deadline to receive applications is the 25<sup>th</sup> January.

## 16. Archwiliad Blynyddol Cymru / Annual Audit Wales

16.1. Nothing to report.

## 17. Cyllid / Finance

### Arian a dderbyniwyd / Monies received

Street market deposits (Nov/Dec)	£3,010.00
PCC 3 <sup>rd</sup> Precept payment	£11,041.00
2 x headstone purchases	£528.00

### 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
Spindogs, Basic monthly website care package (DD) p.m.	£96.00 (incl. vat £16.00)
Nest, Council pension contribution (DD) p.m.	£38.55
HMRC, Town council employer NI contributions (DD) for 2 months	£98.52
MUGA caretaker, 15 Autumn hours	£213.45
Gwenno Accountancy, Produce payslips for the 3 months ending 31st December 2024. Submit payroll details to HMRC on a monthly basis	£60.00
Edward Perkins, rent for Parrog Quay and Parrog shelter	£5 + £0.50

17.1. The accounts are as follows: Treasurers-£22,105.19, GPO-£10, 30-day savers-£37,394.61. Cllr. Lewis confirmed that the Spindogs invoice will be the last one as the website has been migrated over to a new host. The Edward Perkins leases have expired, these payments to be deferred. Cllr. Harries proposed that all finances except for the leases are approved and paid, Cllr. Lewis seconded, all agreed.

17.2. Accounts – all three quarters have now been completed. Cllr. Harries went through the income, mainly from the street market and precept. Expenditure in the 3<sup>rd</sup> quarter includes a payment for the Parrog evaluation and Data protection fee. Cllr. Hollyfield queried this payment and whether the council should be paying it, he will investigate it and report back. The Clerk confirmed that the 3<sup>rd</sup> bank reconciliation balances. Cllr. Harries proposed that the council accept this, Cllr. Lewis seconded, all agreed.

17.3. Precept - £4,950 has been included for the Youth hostel. Cllr. Harries advised that this money will be paid back once the building has been leased and advised that it should be removed from the precept. Cllr. Griffiths advised that if the youth hotel building were divided up into separate office space, then each tenant would have their own lease/agreement, there could be considerable legal fees, up to £2k. Cllr. Harries advised that the council should budget £5k for Parrog in the precept. The Parrog capital money, PGO reserve and undesignated reserves add up to £25k. The first phase of acquiring Parrog land will cost £52k. Cllr. Griffiths advised that he is in favour of increasing the precept and that the council should not deplete their reserves. The Clerk to draft 3 precept options - £5k, £10k and £15k for Parrog. Bank charges will be coming into force this year, the Clerk to include these charges in the budget. The Christmas lights invoice has been received. The Chair to talk to N. Wilmott regarding the effectiveness of the lights this year. Damage was done to the Castle Inn window sill when the Christmas lights were taken down, this matter needs to be resolved.

The Chair proposed that the meeting be adjourned as it was 9.55pm. All outstanding matters will be discussed at the next meeting on 27<sup>th</sup> January.

**The meeting closed at 9.55pm.**