

COFNODION DRAFFT AM CYFARFOD HYBRID A GYNHALIWDYD ar 24^{ain} CHWEFROR 2025
am 7yh
DRAFT MINUTES FOR THE HYBRID MEETING HELD on 24th FEBRUARY 2025 at 7pm

Pobol yn presennol:	Cllr. Morgan Lewis (Chair)	Cllr. Paul Harries
Persons Present:	Cllr. Ros McGarry (Vice Chair)	Cllr. John Griffiths
	Cllr. Jake Hollyfield	Cllr. Sandra Bayes
	Cllr. Kat Ellis	Miss L Evans (Town Clerk)

Ymwelwyr / Visitors John Davies, Cllr. Huw Murphy

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies from Cllrs. Paish, Morris, Letten.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Ellis declared a personal and prejudicial interest in the youth hostel item as she is interested in renting a space in the building.

The Chair advised that he wished to move item 19.1 up the agenda and discuss it now as there is a member of public who wishes to address the council.

John Davies thanked the council for the opportunity to speak. He is the elected chair of the executive committee for the National Eisteddfod, y Garreg Las which will be held over 10 days in August 2026. He is going around the communities of Cemaes to give them an insight of what the Eisteddfod will look like. It was last held in the area 40 years ago in Fishguard. It has grown and changed, is a significant event, requires 170 acres of land. It is being held in Llantodd and costs 5.6 million pounds to host. It is inclusive event, not just for Welsh speakers. The local area target to fundraise is £400k. There will be many fundraising events happening, £50k has been raised so far. Cilgerran is the host community for the Eisteddfod and have pledged £10k (spread over 3 years) towards the event. When it was held in Tregaron in 2022, 14 million pounds came into the community. 1,400 caravans will descent on the Eisteddfod maes and will more than likely stay somewhere else a week after. Newport will benefit from the footfall and shoulder activities happening around the Eisteddfod. We also wish to embrace the local communities, what can the Eisteddfod do for them (hold events in the hall etc). We realise there is a lot of pressure on local councils financial situations with many public services being taken over by them. Thank you once again for the opportunity to meet with you and the right to speak. Cllr. McGarry asked whether it is better if the council donate this year or spread the donation over 3 years? J. Davies confirmed that either way would be fine. The Eisteddfod does receive grants from the Welsh government. The Chair and Clerk asked if there was a specific financial figure for Newport? J. Davies advised that he thought this figure was around £8k, Dinas is £5k, gift aid comes into this. Some businesses in Newport have given prizes and this goes towards the £8k target. The Eisteddfod will be inviting local business to have stalls at the event. Cllr. Harries thanked Mr. Davies for his time.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 27^{ain} Ionawr 2025 / Draft minutes of the meeting held on 27th January 2025

3.1. 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 notes of the meeting with the disability officer. The Clerk has emailed Emma twice for an update on her actions. Clerk to email again and copy in Huw Murphy.
- 4.2. Item 4.3 re digital health checks. Cllr. Lewis is doing this.
- 4.3. Item 4.4 re Cllr. McGarry's Brynhyfryd sit visit. Some work needs doing, photos have been circulated, trees need cutting. The council to ask Jason James to have a look and send a quote for the work. Cllr. Harries queried why inspection reports are not on the agenda. The Clerk to add them to the next agenda.
- 4.4. Item 6.4 re asking ex councillor Elaine Lloyd to join the community working group. The Clerk confirmed she is happy to join. Cllr. McGarry confirmed these meetings can be hybrid.
- 4.5. Item 10.1 re youth hostel boiler repair. The Clerk read out Clare Stowell's email stating "On the boiler in the Youth Hostel, once we have a confirmed tenant (hopefully NTT) we will organise all the compliance checks. The boiler issue will be addressed as part of this."
- 4.6. Item 17.1 re sending information to Carwyn Rees, PCC. The clerk to do this.
- 4.7. Item 20.3 re sending an official letter of thanks to Elaine Lloyd and inviting her to an organised dinner in the future. Clerk to do this.

5. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd ar 23^{ain} Ionawr 2025 / Draft minutes of the extraordinary meeting held on 23rd January 2025

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

6. Materion yn codi / Matters arising

6.1. No matters arising.

7. Adroddiad y Cadeirydd / Chair's report

7.1. The Chair has attended the following meetings: 04/02/25 Meeting with Moorings Committee, 15/02/25 Meeting with Castle to discuss window damage, 18/02/25 EGM meeting to discuss Maes Ingli Development.

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

- 8.1. Community Needs, Assets, Projects and Grants - Cllr. McGarry reported that the CLT group is getting underway and are interested in looking into the acquisition of the Burma Road from the Barony. This was initially offered to the council who decided not to buy it. PCNPA have been maintaining this path, will they continue to do so with new future owners? Could the CLT get involved in acquiring it? Cllr. Harries believes that PCNPA will continue maintaining it. CLT group can contact Edward Perkins about this.
- 8.2. Traffic - need to call a meeting for March.

- 8.3. Street market - Road closure and trading licence applications – the Clerk needs to send in these applications asap. The council need to check that the new reviewed fees are being paid.
- 8.4. Housing survey - this group to be merged with the community group. Cllr. McGarry reported that the Feidr Eglwys report is nearly finished.
- 8.5. Priorities, Environment and Climate task and finish - need to call a meeting as soon as possible.

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

- 9.1. An extraordinary meeting was held last week. The council feel as if they received an apology and were given details on what has happened and what is currently happening. Cllr. Huw Murphy spoke to leader of the council Jon Harvey today who mentioned the 2nd home tax being possibly used for developments. 50% of this was ringfenced to build affordable housing. Cllr. Hollyfield queried how long did it take to build the other developments? Tiers cross finished last year and St David's has just opened. The development in Milford Haven has just been signed off. The meeting served as a useful purpose. We will hopefully receive monthly reports from PCC. Cllr. Hollyfield stated that as they have to apply for planning permission, shouldn't the plans have been shown to PCNPA beforehand? Gaynor Toft confirmed that the town consultation feedback would be taken into consideration and that she would look into this. Cllr. Bayes asked how many architects do they consult? Cllr. Huw Murphy confirmed that only 1 on this development.

10. Dogfennau llywodraethu / Governance documents

- 10.1. GD14 – Financial regulations - Clerk and Cllr. Harries to do this for the March meeting.
- 10.2. Guidance on powers and policies which relate to Local Councils – the Clerk to draw up a list.

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

- 11.1. Meeting notes for 30th January meeting – Cllr. Harries advised that the council need to address the following points. The terms of reference have changed as 2 representatives from the Boat Club attend the meetings now. The Task and finish group to amend them. The council should be discussing management of Parrog, the group to discuss this. The matter of possible parking overnight, how can this be policed? We could put up a sign, could PCC help out? Visit to Aberporth, the clerk has emailed them twice. Clerk to find a phone number. We need to inform our insurance company that we are planning to acquire this land. Cllr. Griffiths to draft an email with the clerk and to attach the evaluation.
There may be a possible cash flow problem if the Enhancing Pembs grant money is not paid upfront. Cllr. Huw Murphy will query this. The council are happy for Cllr. Harries to ring Sinead Henahan at PCC to discuss this matter. Cllrs. McGarry and Lewis have completed the vision statement, this to be resent to everyone.
Cllr. McGarry reported that she has received an email from Cris Tomos today, saying they have £1k left in the pot for capital asset transfer. The Parrog land is a purchase not a community asset transfer. Cllr. McGarry is waiting for a response.

- 11.2. Email received from Edward Perkins – In the email in appendix 1 they state they have not obtained lease details yet. The common land issue will be resolved when the council instruct their solicitors. In the email received today they confirm they have received the leases from David Cole solicitors and are going through them. Cllr. Griffiths advised that the realistic timescale for completion will be 2 months from when we instruct our solicitors. When we get the lease information the council should consider sending details to our valuers and asking them does the additional information affect the existing value. Cllr. Harries proposed that when we get this information that the council send it to the valuer, Cllr. Griffiths seconded, all agreed. The common land search could take 4-5 weeks. The council might have to get back to the valuer again and ask about this.
- 11.3. Cleaning contract for the toilet block - The closure deadline is 31st March. The council need to bring to Katie Daly's attention that we won't be able to meet the deadline. It could take a further 3 months for everything to be completed. It has been mentioned that the council could employ Danfo to clean temporarily.
- 11.4. Email received from K. Daly, PCC on 16th January - Katie has offered the council an annual licence on the land adjacent to the toilet block. This is an officer's response to the council. Cllr. Harries suggested that the council write to Cabinet member Rhys Sinott and Huw Murphy about this. Options are to pay for the license or leave it. A reply to be sent to Katie including Rhys and Huw with the choices of giving the land to us, leasing it or leaving it for now. Cllr. Hollyfield will draft a response. Need to ask PCC whether they will contribute towards the cleaning costs. Clerk to send the Katie Daly email thread to Cllr. Hollyfield.
- 11.5. Letter received from Cymdeithas Gychod Afon Nyfer a Harbwr Trefdraeth – this has been discussed, from the last agenda.
- 11.6. Signing the Pro Bono Engagement Agreement – Eversheds solicitors are representing the council and have sent us the details. Cllr. Griffiths proposed that the council authorises the Clerk to sign the agreement and send it back to Eversheds, Cllr. Harries seconded, all agreed.

12. Y Adeilad hostel ieuenctid / Youth Hostel building

- 12.1. Expressions of interest received - Cllr. Griffiths took a phone call and briefly left the meeting. Cllr. Ellis let the meeting as she declared an interest in this matter. The list has been sent around. Cllr. Lewis read them out, we have received 5 responses. Council agreed that they should have a look around the building. Cllr. Bayes suggested an open day for the community? The next step is to get the 5 interested parties in on a morning and then an open session in the afternoon.
- 12.2. Cllr. Griffiths advised that he is not in favour of leasing the building in individual parcels and would prefer that there be one lease to one person or company at the same time the council leases from PCC. The council to fix a day and send invites out. There will be a councillor representative there to answer questions. Cllr. Lewis proposes that a date is arranged in the next few weeks for an open day in March and let the interested parties know that we are going to readvertise, Cllr. Harries seconded, all agreed except for 1 abstention, the majority voted in favour.

13. Dŵr Cymru

- 13.1. Cllr. Harries reported there has been heavy rain resulting in spills. Dwr Cymru are holding an open day in Fishguard on the 28th Feb. We are still awaiting a response from the email sent on 18th Feb. Michelle Bateman, PCC is the only person to have responded to attending the public WWAHA meeting, the Chair to chase up on this.

14. Swydd wag Cyngorydd / Councillor vacancy

- 14.1. The Clerk to put up the notice of vacancy.

15. Archwiliad Blynnyddol Cymru / Annual Audit Wales

- 15.1. Nothing to report.

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

- 16.1. Cllr. Huw Murphy reported that St David's and Dinas councils are not happy with the proposals. The consultation is running until July. He encouraged the council to respond. Cllr. Bayes to find the previous response that was sent and the council agreed to respond in the same vein. The Chair and Clerk to forward this response to PCC, Cllr Huw Murphy, St David's and Solva councils, Ben Lake MP and Paul Davies MS.

17. Adroddiad Blynnyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth 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
- 17.2. Cllr. Harries proposed that the council agree that payments should be made before the end of each financial year, are paid yearly and are paid on a pro-rata basis, Cllr. Lewis seconded, all agreed.

18. Tender torri gwair / Grass cutting tender

- 18.1. Discuss and decide whether the proposed works is estimated to cost over £1,000, and if so, competitive tenders are required - All agreed that the proposed works will cost more than £1k and that competitive tenders will be required.
- 18.2. Discuss and decide on the brief - All councillors have received the schedule of works. Cllr. Griffiths proposed that the council include in the grass cutting section that they have a no mow May policy, Cllr. Lewis seconded, all agreed.
- 18.3. Discuss and decide where and how to advertise the tender - the adverts to be put up on the Facebook page, website and noticeboard.
- 18.4. Discuss and decide whether to approach anyone directly, and if so, whom - all agreed to approach J. James and A. Jones. The deadline will be 28th March. NTC are not obliged to accept the lowest tender received. Cllr. Lewis proposed that the council agree to putting this work out to tender, Cllr. Bayes seconded, all agreed.

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. The accounts are as follows: Treasurers-£16,420.66, GPO-£10, 30-day savers-£37,427.39, playing field-£7,327.35. The Clerk advised councillors that they should not be purchasing items themselves, the council pays on invoice and can claim VAT back. Jason James has included a library strim in his invoice, costing £65. Cllr. McGarry advised that the library will pay for this. The work carried out for the Feidr dywyll tree is a playing field matter. The council agreed to pay this on behalf of the playing field. Cllr. Lewis proposed that all finances are paid, Cllr. McGarry seconded, all agreed.

19.2. Financial appeals

- a) Newport Playing Field, Financial support for the National Eisteddfod 2026 in Llantood, Pembrokeshire, Financial support for the National Eisteddfod 2025 in Margam Park, Mencap, bringing families of loved ones with a learning disability together, The Urdd's Fund for all appeal, offering young people in Wales a place at their summer camps, Urdd Gobaith Cymru, consider financial contribution towards the cost of arranging and holding annual Urdd Eisteddfods in Pembrokeshire.

The Clerk has sent a document to everyone with information on how much money has already been spent this year, how much money is left and how much money the council are allowed to spend. £1k has been budgeted for the playing field, this to be paid. There is money earmarked for the Senior citizens. 2 late appeals have been received, from Ysgol Bro Ingli (requesting financial support from the Town Council for an exciting Project for the outer area with the Greener Growth company) and from the Secretary of the Carningli Branch of the Royal British Legion (financial support for events for the celebration of the 80th Anniversary of VE Day).

After discussions, Cllr. Harries proposed that the council award £500 to the National Eisteddfod 2026 in Llantood, Pembrokeshire, £500 to the Carningli Branch of the Royal British Legion and £500 to Ysgol Bro Ingli, Cllr. Lewis seconded, all agreed.

19.3. Town Clerk's job description, appraisal, contract of employment and pay scale agreement 2024-25 – the Clerk is meeting with the Chair and Vice on the 27th February.

19.4. Telephone contract changeover from PlusNet to BT and outstanding bills – ongoing.

19.5. Unit 3 window insulation – Clerk to contact Dan about this.

19.6. Christmas lights - need to organise a meeting with the Chamber of Trade and Mayor's committee in March. Cllr. Ellis declared a personal interest.

19.7. Rental charge for Unit 3, hot desking – ongoing.

19.8. Red Kite, Newport Information centre underlease invoice – Cllr. Griffiths reported that there was a possible issue of energy expenses with the tenants. Cllr. McGarry has sent Cllr. Griffiths an email explaining about this. The council now need to get in touch with Red Kite solicitors. Cllr. Griffiths to draft an email.

19.9. The old school Communal areas responsibility - Clerk to ask PCC what exactly they want doing and how much of a reduction will be reflected in the new lease.

- 19.10. Letter of engagement from internal auditor – Cllr. Harries proposed that the council ask Gwenno Accountancy for a letter of engagement, Cllr. Lewis seconded, all agreed.

20. Maes chwarae plant / Children's play area

- 20.1. Cllr. Letten is organising a works group in 2 weeks' time.

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

- 21.1. The Clerk to send information to Carwyn Rees, PCC.

22. Tudalen RAG / RAG sheet

- 22.1. The RAG sheet was discussed and updated.

23. Materion i adrodd arnynt / Matters to report

- 23.1. Proposed underlease to Newport Information Centre – discussed in item 19.8.
- 23.2. Website update – a new sub group has been formed, Cllr. Hollyfield has done some website work, installed spam protection and anti-spam which requires a license to run. The council can have a 3-year licence, we have been on a 7-day free licence. The Clerk advised that the council do not have a debit card yet and so a councillor would have to pay for it.
- 23.3. New bank signatory – ongoing.
- 23.4. Victoria gardens ownership - ongoing.
- 23.5. Royal Oak culverts work - update received and circulated. Clerk will put on Facebook tomorrow.
- 23.6. Parrog and CLT group meeting notes to be put on the website - it has been agreed to put the Parrog notes on the website. Cllr. McGarry to ask about CLT notes.
- 23.7. Receive report on Cllrs visit to Castle Inn - Cllrs. Griffiths and Lewis met with Glyn at the Castle Inn last Saturday about the damage, these notes been circulated and Cllr. Lewis sent photos this morning. It was a good meeting. Glyn just wants it repaired, wants a statement of works, who's doing it and when. He has sent a letter to DN Wilmott. Cllr. Griffiths advised that the council needs to tell Neil what needs to be done. Glyn is not happy that a repair was done without his knowledge. The council to inform Neil we have met with Glyn. Cllr. Griffiths proposed that we email Neil to let him know what is needed and for his builder to get on with the repair, Cllr. Lewis seconded, all agreed. Cllr. Griffiths to draft an email. Clerk to inform Glyn that we will be contacting Neil.

24. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 24.1. Item 5.1 re email from Cllr. Huw Murphy re UKSFP Pembrokeshire. This has been added to the Parrog grant applications list.
- 24.2. Item 7.1 re email to G. Meopham re Parrog car park, response received, PCNPA under impression that the council will pay their legal fees, this to be discussed by the Parrog working group.
- 24.3. Item 7.1 re email from PCC re Public Consultation - Local Flood Risk Management Plan. Cllr. Harries to look at this, can Huw Murphy contact PCC to see what exactly do they want?
- 24.4. Item 8.1 re email about Aberporth car park visit, no response received yet, Clerk to follow up on this.

24.5. Item 8.5 re email from Cllr. Lewis to SWTRA RE refurbishment of memorial area next to Castle Inn, response received, SWTRA looking to see if there is funding for it.

The next meeting is on the 31st March.

The meeting closed at 9.41pm.

DRAFT