

**COFNODION DRAFFT AM CYFARFOD HYBRID A GYNHALIWDYD ar 31^{eg} MAWRTH 2025 am
7yh
DRAFT MINUTES FOR THE HYBRID MEETING HELD on 31st MARCH 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. Jon Letten	Cllr. Daron Paish
		Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies from Cllrs. Ellis and Morris.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 24^{ain} Chwefror 2025 / Draft minutes of the meeting held on 24th February 2025

3.1. Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Bayes seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 4.1 re notes of the meeting with the disability officer. The Clerk has received an update and will circulate this.

4.2. Item 4.3 re tree cutting in Brynhyfryd. Need to get a quote from Jason James.

4.3. Item 4.6 re sending information to Carwyn Rees, PCC about footpath between Parc y plant and car park. The Clerk needs to send this.

4.4. Item 23.7 re damage to Castle Inn window sill. Clerk to ask N. Wilmott for an update.

4.5. Item 24.4 re Aberporth car park visit, Clerk to phone them for a response.

5. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd ar 18^{fed} Chwefror 2025 / Draft minutes of the extraordinary meeting held on 18th February 2025

5.1. Item 3.3 should spell roof not rood, the Clerk to rectify. Subject to this amendment Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Griffiths seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. No matters arising.

7. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd mewn sesiwn PREIFAT ar 27^{ain} Chwefror 2025 / Draft minutes of the extraordinary meeting held in PRIVATE session on 27th February 2025

7.1. Cllr. Lewis proposed that the minutes are correct and approved, Cllr. McGarry seconded, all agreed. The Clerk to send the Moorings section in this meeting to the Moorings Association.

8. Materion yn codi / Matters arising

8.1. No matters arising.

9. Adroddiad y Cadeirydd / Chair's report

9.1. The Chair has attended the following meetings: 24/02/25 Full Town Council Meeting, 27/02/25 Meeting with Moorings committee to discuss Parrog meeting, 28/02/25 Website Sub Group meeting, 04/03/25 Parrog Task and Finish group, 10/03/25 Council Playing Field Meeting, 14/03/25 - VE celebrations meeting with British Legion and other groups in Newport, 17/03/25 Public meeting to discuss WWHA Pen y Bont development, 25/03/25 Council Planning Meeting, 28/03/25 - VE celebrations meeting with British Legion and other groups in Newport. The VE celebrations will be on 8th May, church bells will ring across the UK, Cllr. Lewis will be attending as the town crier, at 9.30pm the beacon in the Castle will be lit, there will be an event in the top garden (top of Market St). The Carningli branch are pleased with the council's donation. There will also be a tea party in the Castle grounds, tables supported by businesses, a male voice choir.

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

- 10.1. Community Needs, Assets, Projects and Grants – report from the Public meeting held on 17th March – the Chair thanked Cllr. Bayes for making notes of this meeting. He thought it was quite a successful meeting but some people left before the end. There have been negative comments on Facebook but the Chair has responded to this person who now understands the situation. Cllr. McGarry stated that there has been a lack of communication regarding the housing situation in Newport. Cllr. Harries reported that any housing developments in numbers more than 1 have been stopped by Dwr Cymru due to capacity. The council have received housing waiting list numbers for Newport. Cllr. Bayes questioned why WWHA had agreed on 63 houses in the development? This figure was reached due to the size of the land and not the housing need itself. The council conducted a housing survey which has not been taken into consideration. Cllr. Bayes proposed that the council write to all the organisations involved, state that we have not been kept informed and ask how they plan to address the housing situation, Cllr. Lewis seconded, majority agreed, 1 abstention. Cllr. Lewis proposed that the notes are approved, Cllr. McGarry seconded, all agreed. These public meeting notes to be put on Facebook.
- 10.2. Traffic – the last meeting was cancelled. The Clerk to arrange another one.
- 10.3. Street market - Road closure and trading licence applications - need to call a meeting. Cllr. Lewis will email the group and advertise the market on Facebook.
- 10.4. Housing survey – this group will merge with the community assets. Take off the agenda.
- 10.5. Priorities, Environment and Climate task and finish - Clerk to call a meeting. Cllr. Lewis to circulate his availability.

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

11.1. A monthly update has been received from PCC.

12. Dogfennau llywodraethu / Governance documents

12.1. GD14 – Financial regulations

Item 1.7, Cllr. Lewis proposed that the council shall authorise any grant or single commitment in excess of £5,000, Cllr. Letten seconded, all agreed.

Item 5.15, Cllr. Harries proposed that expenditure may be authorised by the Clerk, under delegated authority, for any items below £500 excluding VAT, Cllr. Lewis seconded, all agreed.

Item 6.2, Cllr. Lewis proposed that a schedule of payments be presented at each meeting with 2 signatories signing these payments off, Cllr. Harries seconded, all agreed.

Item 6.7, Cllr. Lewis proposed that a copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made, Cllr. Paish seconded, all agreed.

Item 7.1 – all agreed that the bank mandate agreed by the council shall identify 4 councillors who will be authorised to approve transactions.

Item 9.1, Cllr. Harries proposed that any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed, Cllr. Lewis seconded, all agreed.

Item 16.1, all agreed that Cllr. Griffiths would make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

Appendix 1, the council has its own tender governance document, this to be placed here. The Clerk to amend this document and present to the council at the next meeting to be fully approved.

12.2. Practice development note - Guidance on powers and policies which relate to Local Councils – The Clerk confirmed that all points in Appendix 1 on this document are on the AGM agenda. Cllr. Harries advised that the governance documents need to be updated on the website and that these practice development notes also be uploaded onto the website.

12.3. Practice development note - Organising a Successful Event – This was noted.

12.4. Practice development note - Asset Register – There needs to be an annual inspection of assets. The asset list to be updated with Unit 3 assets.

12.5. Practice development note - Meetings Administration – the council's standing orders cover this development note. Noted.

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

13.1. Meeting notes for 4th March meeting – Glyn Rees and Cllr. Hollyfield were present at this meeting, their names to be added to the notes. The Clerk to follow up with the Aberporth site visit, the fundraising group need to meet. Cllr. Griffiths to draft a response to Edward Perkins regarding the amended schedule of leases, what land is Alex Hawksworth retaining, what is the extent of the land by Camelot (strip between Camelot and Traeth Hogan), the Chair to authorise this draft email. All agreed that the council approach the 2 individuals with the private leases.

13.2. Email received from Isabelle Davies at Edward Perkins, dated 13th March - The toilets are now staying open, Cllr. Murphy has negotiated keeping them open. The Enhancing Pembrokeshire grant will be able to help with funding toilets. There is a possibility that the 2nd homes tax money will be redirected to the areas it is needed. The council to publicise the toilets staying open. The task and finish group to look at setting up a management committee.

13.3. Cleaning contract for the toilet block – this is not needed now.

- 13.4. Vision statement for Parrog - Newport Town Council's vision for Parrog, which includes the public toilets, car park, historic lime kilns and public open space, is to acquire and maintain the area for the use and benefit of inhabitants and visitors, and to care for the environment for future generations. Cllr. Lewis proposed that this statement is accepted and approved, Cllr. Griffiths seconded, all agreed.
- 13.5. Advice received from One Voice Wales regarding advice on sale of land and consider the offer to buy a portion of Parrog from the Moorings committee – Cllr. Lewis proposed there be an extra meeting to discuss this as it is a very important matter, Cllr. Griffiths seconded, all agreed. The Clerk to call an extra meeting.
- 13.6. Email received from K. Daly, 25th March – good news about the toilets staying open.
- 13.7. Insurance information needed for Parrog quote cover – Zurich have responded with a list of questions that need answers. The Clerk to ask OVV advice on getting a broker to survey the site and give a quote.

14. Y Adeilad hostel ieuenctid / Youth Hostel building

- 14.1. Report on the open day sessions – Cllr. McGarry met 7 interested parties, 4 have responded since the open day. They were all impressed with the building.
- 14.2. Proposals received – 4 proposals have been received. Cllr. McGarry advised that the council need to think carefully about taking on this lease. Cllr. Bayes advised that the council has not set the criteria of choosing the successful candidate. Cllr. Lewis asked whether PCC would take into consideration the best candidate for the community? Cllr. Harries stated that the council have done a lot of work up to now only to possibly decide not to take on the lease. Cllr. Hollyfield questioned whether the town council has the time and capacity to take this lease on. The Clerk advised that the council need to consider the extra workload taking on this lease would mean. Cllr. Griffiths questioned whether it is realistic for the council to enter into sub-leasing? Cllr. McGarry suggested that a sub group be formed and meet asap and that they also meet Clare Stockwell from PCC. Cllrs. McGarry, Lewis, Bayes, Hollyfield and Paish agreed to be on this group. The Clerk to call a face-to-face meeting.

15. Dŵr Cymru

- 15.1. Cllr. Harries reported that there have been no spills since 27th February. When is the scheduled upgraded work due to begin at Cwm pumping station? The work was meant to start at Easter time. Dwr Cymru have confirmed that there are no more housing developments to be built in Newport due to sewerage capacity. The council were not told about this decision. The Clerk to write to Dwr Cymru, copy in the Chief Executive and ask for a meeting to discuss these matters.

16. Swydd wag Cyngorydd / Councillor vacancy

- 16.1. The Clerk confirmed that no request for an election has been made. This vacancy will now go to co-option.

17. Archwiliad Blynnyddol Cymru / Annual Audit Wales

- 17.1. Auditor General's report and audit opinion – Audit opinion: Unqualified – The Clerk has received the report which advised that no matters have come to their attention to give cause for concern. In other matters they advised:
Accounting Statement – misclassification of expenditure
“Misclassification of expenditure in regards to the previous financial year. £5,760 was paid to an employee in the previous financial year, however, this expenditure was incorrectly classified within total other payments rather than correctly within staff

costs. This was identified through an explanation provided by the Council in relation to significant variances. The misclassification does not affect the closing balances for the 2022-23 financial year.”

The Clerk to put the completion notice and the annual statement in the noticeboard and on the website.

Cllr. Harries stated that this was a brilliant result and proposed a vote of thanks to the RFO/Clerk for all her hard work.

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

18.1. A letter has been sent to the Welsh Government. Response received from Jane Bryant, Cabinet Member for Housing and Local Government.

19. Tender torri gwair / Grass cutting tender

19.1. 2 tenders have been received. The Clerk read out the 1st one, received from K. Matthews via email which did not include all the paperwork requested. This quote was for £6,800 per annum. The Clerk opened the 2nd one, received from Newport Bay tree and garden services in an envelope along with all the paperwork and 2 testimonials. The quote is for £7,425 per annum. Both quotes are within the budget allocated. Cllr. Griffiths proposed that the council accept Newport Bay tree and garden services' tender, Cllr. Paish seconded, all agreed. The Clerk to let them both know of the outcome.

20. Cyllid / Finance

Arian a dderbyniwyd / Monies received

Street market deposits	£1,125.00
Planned, Community asset grant	£1,000
Burial plot purchase	£1,188.50

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£1,195.58 (includes back payment from April 2024)
Nest, council pension payments (DD) p.m.	£54.34
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
Bank charges (DD)	£4.25
Financial appeals:	
Newport Playing Field	£1,000
Ysgol Bro Ingli	£500
National Eisteddfod 2026, Llantwd	£500
Carningli Branch, Royal British Legion	£500
Cllr. Lewis, reimbursement of Jabra conference speaker	£79.82
CleanTalk AntiSpam and CleanTalk Site Security, annual fee (£6.95 + £9.54)	£ £16.49

Councillor allowances, 2 x £156	£312.00
Cllr. Hollyfield, training mileage expenses, 47 miles @.45p	£21.15
One Voice Wales Annual membership	£331.00
SLCC Annual membership	£190.00
Blachere Illumination UK Ltd, Christmas light bulbs	£862.20 (vat £143.70)
Planning Aid Wales, Cllr. Bayes training session	£10.00
J. Austin, Market Manager hours, DBS check	£741.50
PCC, 2 x 'Temporary Road closed' signs for the street market	£216.00 (vat £36)
PCC, Street Market Road closure	£1,010.76 (£560.00 admin fee and £450.76 advertising)
PCC, Trade waste agreement	£59.60

- 20.1. The accounts are as follows: Treasurers-£14,623.67, GPO-£5,75, 30-day savers-£37,456.10, playing field-£7,459.10. Cllr. Lewis declared a personal interest in his invoice in the finance section. Cllr. Harries advised that it is discouraged for councillors to purchase items from their own pocket. The council are still waiting to apply for a debit card. The Clerk advised that 2 signatories need to check the schedule of payments against the invoices produced and sign the schedule, this was done. Cllr. Harries queried the market income, that there has not been a market over the winter. Cash should not be kept and should be paid straight away into the bank. This to be raised at the next market committee meeting. The Clerk advised that she has not received an invoice for the market street closure payment and the trade waste agreement is still being processed. Cllr. Paish proposed that all finances are paid apart from the last 2 invoices, Cllr. Letten seconded, all agreed.
- 20.2. Town Clerk's appraisal, Contract of employment – this to be deferred until the next meeting.
- 20.3. Telephone contract changeover from PlusNet to BT and outstanding bills – this seems to be resolved. BT have given the council over 10 months' worth of credit for all the errors it has made. The direct debit has now been set up.
- 20.4. Unit 3 window insulation – The Clerk has received an update from Dan who has not been working much recently. He will be back in touch soon.
- 20.5. Canolfan Croeso bank charges - £4.25 is now being charged a month from this account. It only has £10 in it. The Clerk advised that this account could be used for the Parrog project. The council agreed that the £1k grant received from Planed should be transferred into this account.
- 20.6. Christmas lights – Clerk to organise a meeting between the council and Chamber of trade.
- 20.7. Red Kite, Newport Information centre underlease invoice – ongoing.
- 20.8. The old school Communal areas responsibility – a list has been received from PCC and circulated. Cllr. Lewis read it out. The question about receiving a discount on the lease if these responsibilities were taken on has not been answered. Clerk to ask again about the discount.
- 20.9. Letter of engagement from internal auditor – a letter of engagement has been received from Gwenno Accountancy. Cllr. Lewis proposed that the council approve and accept this letter, Cllr. Harries seconded, all agreed.
- 20.10. SLCC Annual membership – this was approved in item 20.1.
- 20.11. Paul Davies MS, Advice surgery, Unit 3, 28th Nov, 10-12pm – fee and access – All agreed that the hire fee is £50. Unit 3 keys can be picked up and dropped off at the post office.
- 20.12. PCC, Trade waste agreement – this matter is in hand.

21. Maes chwarae plant / Children's play area

21.1. Cllr. Letten has asked the Clerk to contact Wicksteed regarding replacement parts and costs. Cllr. Letten still waiting to hear from Euros Thomas.

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

22.1. This to be discussed as part of the old youth hostel building discussions.

23. Tudalen RAG / RAG sheet

23.1. The RAG sheet was discussed and updated.

24. Materion i adrodd arnynt / Matters to report

24.1. Proposed underlease to Newport Information Centre – ongoing.

24.2. Website sub group update – Cllr. Hollyfield reported that it may be possible to get a plug in to manage the download of documents for the public, he will investigate this, there is a small cost to it.

24.3. New bank signatory – this to be done. The council agreed to add Cllr. McGarry as a signatory.

24.4. Victoria gardens ownership – ongoing.

24.5. Royal Oak culverts work – these works have now finished.

24.6. Parrog and CLT group meeting notes to be put on the website – the Parrog notes have been approved. Cllr. McGarry to check about the CLT notes.

24.7. Brynhyfryd inspection report – Cllr. McGarry is doing a weekly check. The path up the middle is in better condition. Cllr. McGarry would like these site inspection responsibilities shared with other councillors and to be put on the AGM agenda. Clerk to do this.

24.8. Children's play area and Parc y plant report – everything is ok.

24.9. Cllr. Hollyfield report on training events – reported that most funding options are aimed towards charities. Our Facebook page meets our social media requirements.

24.10. Risk assessment schedule – this needs to be done annually. The Clerk has a template. The Clerk and Chair to look at this.

25. Cyfatebiad / Correspondence

All correspondence was noted except the following:

25.1. Item 4.1 re digital guidance. The website sub group to look at this.

25.2. Item 7.1 re second homes council tax element money. The Parrog fundraising group are looking at this.

The meeting finished at 9.50pm.