

**COFNODION AM CYFARFOD HYBRID A GYNHALIWYD ar 28<sup>ain</sup> EBRILL 2025 am 7yh**  
**MINUTES FOR THE HYBRID MEETING HELD on 28<sup>th</sup> APRIL 2025 at 7pm**

<b>Pobol yn presennol:</b>	Cllr. Ros McGarry (Vice Chair)	Cllr. Paul Harries
<b>Persons Present:</b>	Cllr. Jake Hollyfield	Cllr. John Griffiths
	Cllr. Jon Letten	Cllr. Sandra Bayes
		Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors**

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies from Cllrs. Lewis and Paish.

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

2.1. No declarations of interest.

**3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 31<sup>eg</sup> Mawrth 2025 / Draft minutes of the meeting held on 31<sup>st</sup> March 2025**

3.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Griffiths seconded, all agreed.

**4. Materion yn codi / Matters arising**

- 4.1. Item 4.1 re circulating notes of the meeting with the disability officer. The Clerk has done this.
- 4.2. Item 4.2 re getting a quote from Jason James to cut trees. Cllr. McGarry will approach him.
- 4.3. Item 4.3 re sending information to Carwyn Rees, PCC about footpath between Parc y plant and car park. The Clerk has done this, awaiting a response.
- 4.4. Item 4.4 re damage to Castle Inn window sill. The Clerk saw N. Wilmott and Derek surveying the window sill yesterday.
- 4.5. Item 4.5 re Aberporth car park visit. The Clerk has received a call back from Claire who gave her some information and advised that Zoe was the right person to talk to. The Clerk has emailed Zoe three times without receiving a response.

**5. Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd ar 14<sup>eg</sup> Ebrill 2025 / Draft minutes of the extraordinary meeting held on 14<sup>th</sup> April 2025**

5.1. Cllr. Harries 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 cyllideb a chyllid gynhaliwyd ar 17<sup>eg</sup> Ebrill 2025 / Draft minutes of the Budget & finance meeting held on 17<sup>th</sup> April 2025**

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

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

- 8.1. Item 10.1 re asking organisations who ask for a financial donation to see their accounts. The Clerk to put this on the next agenda.

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

- 9.1. The Chair has attended the following meetings: Full Town Council Meeting 31/03/25, Council EGM Meeting 14/04/25, YHA Meeting Ros, Sandra and Jake 15/04/25, Budget and Finance Meeting 17/04/25, Meeting with Lowri, Ros and Jake RE Clerk Job Specification 22/04/25, Planning Meeting 22/04/25, VE Day Meeting 25/04/25.

## **10. Swydd Clerc y Dre / Town Clerk job**

- 10.1. Council discuss and approve job advert, job description, person specification and application form – The Clerk has handed in her resignation, giving 2 and half months' notice. The Clerk and Cllrs. Lewis, McGarry and Hollyfield have looked at template paperwork from OVW regarding job description, person specification and job application. Cllr. Letten has condensed the job description which has captured the significance of the job. All councillors have received these. Cllr. Bayes queried that the playing field secretary is not included in the job description. Cllr. Harries advised that the Clerk has done it on a voluntary basis. Cllr. Bayes advised that some of the jobs listed are done by the council, these paragraphs were amended. The hours are 16 hours a week, pay starting at £15.84 on the pay scale. The Council agreed to insert a paragraph stating that the person will undertake any other relevant tasks as deemed reasonable. Cllr. Letten proposed that the job description is approved with the amendments, Cllr. Harries seconded, all agreed. Cllr. Harries proposed that the person specification is approved, Cllr. Letten seconded, all agreed.
- All agreed that the job advert should be advertised on Facebook, website, sent to OVW, Planed, PAVS, County council Facebook page, posters. Cllr. Harries proposed that the deadline be 4 weeks (27<sup>th</sup> May), Cllr. Letten seconded, Cllr. Bayes proposed an amendment that the deadline be 3 weeks, there was no seconder for this amendment, the majority agreed in favour of the 4 weeks deadline.
- All councillors were happy with the application form.
- The question was asked whether names should be redacted from the received application forms. The council did not agree to this. The selection panel to be chosen after the AGM meeting.
- 10.2. Recruitment process – this to be discussed after applications have been received.
- 10.3. Handover process – the Clerk offered to help with the handover process after she has left her job on a freelance basis. Cllr. Harries thanked the clerk for her offer of helping with the handover.

## **11. Y Adeilad hostel ieuenctid / Youth Hostel building**

- 11.1. Proposals received – four proposals have been received which have been discussed previously.
- 11.2. Discuss and decide on taking on the lease of the old youth hostel building – Cllr. McGarry asked the question whether the council are in a position to take over the lease? Cllr. Harries advised that PCC have shown poor subletting throughout the county. Newport council have done well to advertise and received 4 expressions of interest. He would hope that PCC would take over from what the council have done? Cllr. Harries thinks that the council should take Clare Stowell, PCC up on her offer to meet this Thursday. Cllr. Letten stated that he didn't

think the council has the capacity, the council are currently 2 councillors down and there are other projects happening over the next few years that will take up the council's time. Cllr. Bayes advised that she did not see any advantages for the council taking on this lease. Cllr. Hollyfield advised that the council have a lot of work with the Parrog project, there will be a new clerk in place. Cllr. Griffiths agreed with Cllr. Harries regarding PCC's management efficiency but that the town council do not have the expertise to take this lease on, we would need surveyors and lawyers. The town council is in a better position as they have the community connection, one option could be to move the clerk's office into the building. You would need to apply for change of use and the office would have to be downstairs for the public to access meetings. Cllr. Harries proposed that the council meet with Clare to discuss further, Cllr. Bayes seconded, all agreed. The Clerk to ask the interested parties if they are happy for their proposals to be shared with PCC.

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

- 12.1. Community Needs, Assets, Projects and Grants – nothing to report.
- 12.2. Traffic – ongoing.
- 12.3. Street market - Road closure and trading licence applications – Cllr. Lewis to call a meeting asap.
- 12.4. Priorities, Environment and Climate task and finish - ongoing.
- 12.5. Section 6 - The Environment Act 2016-report to be completed by end of 2025 – Cllr. Harries attended a section 6 meeting on the 14<sup>th</sup> April, there is a whole new set of forms to look at.

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

- 13.1. The last monthly report was received on the 15<sup>th</sup> April.

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

- 14.1. GD14 – Financial regulations – amendments were discussed at the last meeting; the Clerk has updated the regulations. Cllr. Harries proposed that the finance regulations are approved, Cllr. McGarry seconded, all agreed.

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

- 15.1. Report from fundraising group meeting, 8<sup>th</sup> April – the group have started the People and places grant application, the group to meet as soon as possible.
- 15.2. Email sent to Isabelle Davies at Edward Perkins, dated 15<sup>th</sup> April – the Clerk to follow up on this for a response.
- 15.3. Insurance information needed for Parrog quote cover – this to be done.  
Cllrs. Harries and Griffiths met with one of the leaseholders and will report back at the next Parrog meeting which is to be called as soon as a response has been received from Edward Perkins.

## **16. Dŵr Cymru**

16.1. The council sent out a letter to interested parties regarding future housing development in Newport, Pembrokeshire. The Clerk has received a response from Ian Wyatt, Director of Business Customer Services at Dwr Cymru. His letter states that “The LDP contains three housing allocations in Newport, two of which have been supported by Welsh Water and are already constructed. There is one outstanding housing allocation, site HA1 – North of the Business Park, allocated for 15 homes”. The Clerk has confirmed a face-to-face meeting with Ellie Lewis, Dwr Cymru on the 16<sup>th</sup> May. The council agreed that County Cllr. Huw Murphy, MP Ben Lake, MS Paul Davies, PCC, PCNPA and Gareth Thomas, WWHA are invited to this meeting and to inform Ellie who has been invited. The 2 points to discuss are the embargo on future housing and works to Cwm pumping station. The Clerk to forward Ian Wyatt’s response to everyone listed above and to ask for WWHA’s comments on it.

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

17.1. The Clerk is waiting to hear whether an election has been called for the 2<sup>nd</sup> vacancy. If not, then the 2 vacancies will be advertised together.

## **18. Archwiliad Blynyddol Cymru / Annual Audit Wales**

18.1. The Clerk to get the accounts ready to send to the internal auditor.

## **19. Newidiadau'r Comisiwn Ffiniau i Gynghorau Cymuned / Boundaries Commission changes to Community Councils**

19.1. Nothing to report.

## **20. Cyllid / Finance**

### **Arian a dderbyniwyd / Monies received**

Street market deposits £325.00

### **Cyfrifon i'w talu / Accounts to be paid:**

Town Clerk Pay (SO) p.m.	£1,067.89
Nest, council pension payments (DD) p.m.	£54.34
NI employers' contribution	£143.70
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£174.00
BT Telephone/internet (DD) p.m.	£53.94 (vat £8.99)
Good energy (electric) (DD) p.m.	£77.04 (up from £27.00)
Google workspace (DD) p.m.	£6.00
Bank charges (DD)	£4.25
Bank charges (C.Croeso/Parrog account) (DD)	£4.25
MUGA caretaker, Spring hours	£184.99
OVW, training, new councillor induction	£21.00 (£21 bursary applied)
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-£24,480.25, Canolfan Croeso/Parrog-£1,001.50, 30-day savers-£37,486.89, playing field-£8,343.85. Cllr. Harries proposed that all invoices are paid, Cllr. Letten seconded, all agreed.
- 20.2. Town Clerk's Contract of employment – ongoing.
- 20.3. Telephone contract – a direct debit has now been set up.
- 20.4. Unit 3 window insulation – ongoing.
- 20.5. Christmas lights – hoping to meet with the Chamber of trade on the 30<sup>th</sup> April.
- 20.6. Red Kite, Newport Information centre underlease invoice – ongoing.
- 20.7. The old school Communal areas responsibility – ongoing.
- 20.8. Zurich insurance renewal, £1,288.90 – Cllr. Harries proposed that this renewal is approved and paid, Cllr. McGarry seconded, all agreed.
- 20.9. Transfer of Planed grant funding, £1k from Treasurers account to GPO/Parrog account – this was noted.
- 20.10. Cemetery fees for 2025-26 – discuss fee for reservation of plot – Cllr. Harries proposed that the council keep the reservation fee the same proportion as to what is has been over the years, Cllr. Letten seconded, all agreed.
- 20.11. Financial appeal from Friends of Newport and Nevern – this is an appeal to help with accessibility and insurance. Cllr. Bayes proposed the council donate £250, Cllr. Harries seconded, all agreed.

## **21. Maes chwarae plant / Children's play area**

- 21.1. Cllr. Letten will update in agenda item 24.7.

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

- 22.1. This to be discussed with the youth hostel building discussions. The Clerk has sent information to Carwyn Rees, PCC.

## **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 – no progress.
- 24.2. Website sub group update – Cllr. Hollyfield has been looking into website document management, a plug in for a year costs £87. Cllr. Harries advised that the council do not have a debit card at the moment and that the auditors do not like councillors to pay for items from their own pockets. Cllr. Harries proposed that Cllr. Hollyfield pay for this item and be reimbursed, Cllr. Griffiths seconded, all agreed.
- 24.3. New bank signatory – ongoing.
- 24.4. Victoria gardens ownership - ongoing.
- 24.5. Parrog and CLT group meeting notes to be put on the website – Cllr. McGarry reported that the group have agreed that their minutes can go on the website.
- 24.6. Brynhyfryd inspection report – all fine.
- 24.7. Children's play area and Parc y plant report – the Clerk to keep following up on emails sent to Wicksteed for play area parts. Cllr. Letten reported in the children's area that there is a fence that may need replacing, Cllr. Harries has asked J. Shevlin to look at this. Steps need replacing, there is hazard tape around this area. No response received from Euros Thomas. Parc y plant, the goalpost needs re-setting and new netting.
- 24.8. Risk assessment schedule – the Clerk has a template for this.

## **25. Cyfatebiad / Correspondence**

All correspondence was noted except the following:

- 25.1. Item 4.1 re meeting with Dwr Cymru. This is happening on the 16<sup>th</sup> May.
- 25.2. Item 5.1 re questions on the 2<sup>nd</sup> tax home. These questions to be kept on the agenda.
- 25.3. Item 7.1 re PCC Streetscape Enhancement scheme. Cllr. Bayes has been communicating with Cllr. Huw Murphy about this. There is £5k available for each property, they will fund 80% of full costs.
- 25.4. Item 9.1 re plot purchases and viability. The Clerk and Cllr. McGarry met with the gravedigger to check plot viability. 2 plots have been purchased that are not viable but there are alternate options. The Clerk is dealing with this.
- 25.5. Item 12.2 re market stall enquiry. Cllr. Lewis and the Market manager to deal with this.

The next meeting will be on the 2<sup>nd</sup> June.

The meeting closed at 9.13pm.