

COFNODION AM CYFARFOD HYBRID A GYNHALIWYD ar 2^{ail} MEHEFIN 2025 am 7yh
MINUTES FOR THE HYBRID MEETING HELD on 2nd JUNE 2025 at 7pm

Pobol yn presennol: Cllr. Ros McGarry (Chair) Cllr. John Griffiths
Persons Present: Cllr. Morgan Lewis (V. Chair) Miss L Evans (Town Clerk)
Cllr. Jake Hollyfield

Ymwelwyr / Visitors Cllr. Huw Murphy

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies from Cllrs. Paish, Letten, Bayes and Harries.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Hollyfield declared a personal interest in one of the invoices in the finance section.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28^{ain} Ebrill 2025 / Draft minutes of the meeting held on 28th April 2025

3.1. Item 16.1, spelling mistake in the word 'future,' the Clerk to rectify. Subject to this amendment, Cllr. Hollyfield proposed that the minutes are correct and approved, Cllr. Griffiths seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 25.3 re streetscape enhancement scheme. Newport is now included in this.

5. Adroddiad y Cadeirydd / Chair's report

5.1. The Chair has attended the following meetings: AGM Town Council 7th, Playing Fields 8th, Parrog Meeting 13th, Dwr Cymru Meeting Sewage/Housing 16th, Meeting with Liz re Dros Blant with Paul 19th, Planning Meeting 19th, Grants Meeting 21st. She has spoken with Jon Harvatt-Crawley, Open Reach regarding Fibre Network, works will commence on 22nd Sept. She has spoken with Mike, Chair Aberporth Hall re parking at Aberporth and reported the bridge and ground below Parc y Plant to PCC on the 28th.

6. Swydd Clerc y Dre / Town Clerk job

- 6.1. Applications received – 3 applications have been received. Cllr. Griffiths proposed that the applications are shortlisted down to 2, Cllr. Hollyfield seconded, all agreed.
- 6.2. Recruitment process – the Clerk to email all councillors to see if they wish to attend the subcommittee to discuss the interview process. This meeting to be held on 3rd June. The council agreed that interviews to be held on the 10th June at 7pm and 8pm. The Clerk to notify the successful candidates and let the third person know that they did not make the shortlist this time.

- 6.3. Handover process – the Clerk has agreed to come back and help with this on a freelance basis.

7. Y Adeilad hostel ieuenctid / Youth Hostel building

- 7.1. Notes from 1st May meeting – the notes have been circulated to all. PCC have sent over the application form but asked that this wasn't circulated to the interested parties until the council have decided whether they will take on the lease.
- 7.2. Discuss taking on the lease of the old youth hostel building – Cllr. Hollyfield asked whether PCC have agreed they will manage the lease if the town council do not? This has been confirmed. Cllr. Murphy asked whether the building could be used for affordable housing. Cllr. Hollyfield advised that momentum has gathered for the building to be used for a business, looking into housing options could delay developments. Cllr. Griffiths agreed that the current process should take its course. Cllr. McGarry advised that councillors feel that the council does not have the capacity to take on the lease. Cllr. Hollyfield proposed that the council do not take on the lease, Cllr. Griffiths seconded, all agreed. The Clerk to inform PCC of their decision.

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

- 8.1. Community Needs, Assets, Projects and Grants - nothing to report.
- 8.2. Traffic - Cllr. Murphy reported that he is enquiring about a 20mph repeater sign for Newport and is chasing up traffic issues in Newport.
- 8.3. Street market - Road closure and trading licence applications - Cllr. Lewis has sent round a date for the next meeting, to be held on the 19th June.
- 8.4. Priorities, Environment and Climate task and finish - Clerk to call a meeting.
- 8.5. Section 6 - The Environment Act 2016-report to be completed by end of 2025 – this to be discussed in the next priorities meeting.

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

- 9.1. Latest monthly update has been received. There will be an Asbestos Removal Contractor attending Maes Ingli to undertake an asbestos re-assurance survey on 9th June for 3 days.

10. Dogfennau llywodraethu / Governance documents

- 10.1. Practice Development note – Co-option – The Clerk confirmed that these guidance documents are not to be publicised on the website. There are currently 2 vacancies, the Clerk advised that the council may need a better poster to attract more interest. Cllr. Hollyfield suggested that interested candidates attend meetings to see what the council does. Cllr. McGarry advised that people need to realise what the council does and what its responsibilities are. Cllr. Lewis proposed that the current poster is sent to everyone, Cllr. McGarry seconded, all agreed. The practice development note was noted.
- 10.2. Practice Development note – Who does what acronyms – Cllr. Lewis proposed that this practice note is accepted, Cllr. McGarry seconded, all agreed.

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

- 11.1. 13th May Parrog meeting notes – Cllr. Hollyfield proposed that the notes are accurate, Cllr. Griffiths seconded, all agreed. Cllr. Griffiths has sent draft emails to all councillors and proposed that the Chair and Paul, who Chairs the Parrog meetings have final approval, Cllr. McGarry seconded, all agreed. Cllr. Hollyfield asked Cllr. Murphy if he had an update

on the 2nd homes tax money? Cllr. Murphy has enquired and been told that this money is included in the precept.

Point 10-Cllr. McGarry has found the press release, this to be sent to Pure West radio and local newspapers.

Point 12-enquiry to the land register regarding Camelot/Gorwel. They have replied to say that copies are available for a fee. Cllr. Griffiths advised that the council do not need to acquire copies now. It had been suggested that Cllr. Griffiths attend the last Moorings Association meeting but this was declined. Cllr. Harries attended their meeting and was told that a member of the association would be in contact with the council, this has not happened yet. Cllr. Lewis reported that a Court Leet meeting was held last Friday. Alex Hawksworth and the Steward were not present. The Court Leet are going to contact the Barony with questions regarding the Charter.

Point 13.3 re Zurich insurance questions, this to be discussed at the next Parrog meeting.

Point 13.5 re signage and planning, Cllrs. Lewis and McGarry are doing a site visit with John Harries on Thursday.

Point 15 re commoners' rights on Parrog. Cllr. Lewis has reported on this in point 12.

11.2. Report from fundraising group meeting on 21st May – the Clerk to send Cllr. McGarry an up-to-date bank statement for a grant application.

11.3. Email received from Isabelle Davies at Edward Perkins, dated 30th April – Cllr. Griffiths has written a draft response.

11.4. Insurance information needed for Parrog quote cover – to be discussed at the next Parrog meeting.

11.5. Review the “In principle” agreement to buy Parrog land (18th October 2024) – Cllr. Griffiths proposed that the council continue with negotiations, Cllr. Hollyfield seconded, all agreed.

12. Dŵr Cymru

12.1. Meeting notes for 16th May meeting – Cllr. McGarry thanked Cllrs. Harries and Huw Murphy for taking notes. Cllr. McGarry proposed that they are accurate, Cllr. Griffiths seconded, all agreed. All actions to be done by Dwr Cymru. Cllr. Bayes asked whether there is still commitment to building 15 houses on the proposed land? This is not definite. Gareth Thomas from WWHA was not present at the meeting. Cllr. Murphy confirmed that 2nd homes tax money is being used for the Maes Ingli sheltered development.

13. Swyddi wag Cyngorydd / Councillor vacancies

13.1. There are 2 vacancies that will now go to co-option. Advertising these vacancies was discussed in item 10.1.

14. Archwiliad Blynnyddol Cymru / Annual Audit Wales

14.1. Details of capital projects undertaken during the year. This should include project name and spend in year. If none, please state that this is the case.

14.2. A copy of the minutes of the meeting at which the project contract was approved.

Cllr. Griffiths has drafted a response for the Clerk for this annual return question. The Clerk confirmed that all paperwork has been sent to the internal auditor.

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

15.1. Noted.

16. Cyllid / Finance

Arian a dderbyniwyd / Monies received

PCC, 1 st precept payment	£17, 658.00
Street market deposits	£805 (up until 14 th May)
30 day-savers interest	£25.68
Senedd payment for Paul Davies MS advice surgery	£50.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£1,004.05
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.	£58.74 (vat £9.79), up from £53.94)
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
PCC, Street market trading consent	£888.00
Zurich insurance renewal (approved) Paid	£1,288.90
Newport Memorial Hall, financial donation towards new crockery (approved)	£500.00
Friends of Newport & Nevern, financial donation towards making the garden more accessible and safer (approved)	£250.00
OVW, councillor training, Charing skills	£21.00 (bursary of £21 applied)
Norton antivirus annual subscription	£49.99 (vat....)
Cllr. Hollyfield, document library plugin for website	£99.00 (vat £16.50)
Audit Wales, 2023-24 Audit fees	£200.00
J. Austin, Market manager hours from 14 th April to 12 th May	£450.00
Fishguard Tool hire, rotavator hire for children's play area	£40.00
PCC, Trade waste agreement	£62.46

- 16.1. The accounts are as follows: Treasurers-£20,978.17, Canolfan Croeso/Parrog-£997.25, 30-day savers-£37,512.57 playing field-£8,228.60. Cllr. McGarry proposed that all invoices are paid, Cllr. Lewis seconded, all agreed except 1 abstention.
- 16.2. Town Clerk's Contract of employment – this to be discussed with the new clerk.
- 16.3. Unit 3 window insulation – ongoing. Cllr. Hollyfield made the point that this has been on the agenda for a while. Cllr. McGarry will contact John Rogers for a quote.
- 16.4. Christmas lights update / Christmas lights tender – the council are meeting with the Chamber of Trade on Wednesday to discuss. The Clerk advised that the Christmas lights tender usually goes out around this time of year.
- 16.5. Red Kite, Newport Information centre underlease invoice – ongoing.
- 16.6. The old school Communal areas responsibility - keep on the agenda.
- 16.7. Questions on the 2nd home tax sent to Cllr. Huw Murphy – discussed previously.

- 16.8. Discuss asking to see the accounts for organisations seeking a financial donation – The council agreed that they should reserve the right to request accounts. It is a matter of good practice. Cllr. Griffiths proposed that the council ask organisations that send in a financial appeal to see their accounts, Cllr. Lewis seconded, all agreed.
- 16.9. PCC Invitation to Apply for Capital Funding for Play Equipment and Play spaces – Cllr. Letten is looking at this grant funding.
- 16.10. PCC Small funding allocation for community events, £3k – Cllr. Lewis proposed that the council contact PCC to confirm they wish to receive this money which could be used towards Ffair Gurig, Cllr. McGarry seconded, all agreed.

17. Adroddiad Maes chwarae plant a Parc y Plant / Children's play area and Parc y Plant report

- 17.1. Cllr. Letten has circulated his report on these 2 areas.

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

- 18.1. This is ongoing.

19. Tudalen RAG / RAG sheet

- 19.1. The RAG sheet was discussed and updated.

20. Materion i adrodd arnynt / Matters to report

- 20.1. Proposed underlease to Newport Information Centre – ongoing.
- 20.2. Website sub group update – Cllr. McGarry thanked Cllr. Hollyfield for all his work on the website. He has been looking at documents, a calendar which will link to the agenda, using the document management plugin and creating pages which have not gone live yet. It is fairly easy to navigate. Cllr. Hollyfield to send link to everyone.
- 20.3. New bank signatory – ongoing.
- 20.4. Victoria gardens ownership – ongoing.
- 20.5. Brynhyfryd inspection report – all fine. Cllr. McGarry has spoken to Jason James regarding tree works.
- 20.6. Risk assessment schedule – the Clerk to circulate the template.

21. Cyfatebiad / Correspondence

All correspondence was noted.

22. Ceisiadau Cynllunio / Planning Applications

Link to view planning applications:

<https://planning.agileapplications.co.uk/pcnpa/application-details/93626>

5.1	<p>Application Number:- NP/25/0107/FUL</p> <p>Site:- New Court, Newport, Pembrokeshire, SA42 0UA</p> <p>Proposal:- Replacement dwelling – AMENDED PLAN, (04 Rev H - Proposed Block, Floor Plan and Elevations)</p> <p>Comments:- None</p> <p>Recommendation:- Approval.</p>
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The next meeting is on the 30th June. The meeting closed at 8.58pm