

# Cyngor Cymuned Trefriw Community Council

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## Cofnodion 13 Awst 2019 / Minutes 13<sup>th</sup> August 2019 Cyfarfod y Cyngor / Meeting of the Council

Present / Bressennol : Cllr D Sandham, Cllr M Lees, Cllr M Jehu, Cllr J Kelly  
In attendance: S Jehu Clerk / RFO and 2 members of the public

- 1. To confirm that a Quorum of elected members is present**  
Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm  
  
A quorum was confirmed by Cllr Sandham
- 2. Apologies / Ymddiheuriadau LG Act 1972 Sch12 par 40**  
Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoideb  
To accept apologies and consider approving reasons for absence  
  
Apologies were received from Cllr L Williams, Cllr K Austwick and C. Cllr T Jones
- 3. Declarations of Interest / Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788**  
Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod  
To disclose personal and financial interest in items of business listed below  
  
All councillors present signed the appropriate document
- 4. Minutes / Cofnodion LGA 1972, Sch 12 par 41(1)**  
To receive, approve and sign as a correct record the minutes of the Council meeting held on 2<sup>nd</sup> July 2019  
  
Minutes were agreed by all Councillors and signed by the Chair
- 5. Chair's announcements / Cyhoeddiadau y Gadeiryn**  
Chair to update Council on procedures currently in progress to fill Councillor vacancies  
  
Cllr Sandham brought to Councils attention the formal procedure to be followed before co-option of Councillors could proceed. It was noted that full details of the procedure are held by the Chair and the Clerk, and are available to all Councillors. Cllr Sandham confirmed that vacancies had been notified to the CCBC electoral officer; that notice of the casual vacancies had been posted for 14 days and that no request for election had been received. Notices for co-option had subsequently been posted and would be in place until 29<sup>th</sup> August. Cllr Sandham informed Council that whether elected or co-opted Councillors were in post for 4 years. It was acknowledged that previous practice had been a continuation of practices established prior to the current Council.

Cllr Sandham reported that only 13 tickets had been sold for the fund raiser planned for the 16<sup>th</sup>, and that at time of report council was only represented by himself. Cllr Lees said that he planned to attend and Cllr Jehu tendered apologies that he would be unable to attend as he would be away for the weekend. Cllr Sandham requested that those present encouraged others to support the event being held in aid of the village hall kitchen refurbishment. Cllr Lees confirmed that he had posted details of the vent on the Trefriw Facebook page.

Cllr Sandham reminded Council that the family fun day, organised by Llanrwst Family Centre, would be held in the Trefriw recreation ground tomorrow – Wednesday 14<sup>th</sup> August

Cllr Sandham reported that he had been approached by a member of the public with a complaint about the state of the grass bank adjacent to Tan y Fedw. The member of the public had informed him that he was compiling a petition. Routinely this area was cut by CCBC, but it appears that that another member of the public, with no authority to do so, had stopped this happening in order to preserve the area as a wild flower meadow.

## **6. Correspondence / Gohebiaeth**

Correspondence July / August 2019

Items of correspondence for information distributed throughout the month as required to be noted – Appendix 2

1. Letter from Snowdonia National Park re Public Consultation - Draft Supplementary Planning Guidance SPG 4 Affordable Housing
2. Email / Letter from MOP re publication of Minutes  
*Council agreed to publish draft minutes in advance of signature at the council meeting*
3. Email sent on behalf of Older Peoples Commission re on line survey – parking on pavements
4. Email / letter from Conwy County Borough Council re Coney Replacement Local Development Plan (RLDP) 2018-2033 – preferred strategy consultation
5. Email from ERF Service Requests and Enquiries – playground survey  
*Cllr M Lees and Cllr D Sandham agreed to visit the playground at various times over the next few weeks to gather data. It was acknowledged however the information collected during the holiday period may not represent how the facility was used throughout the year as the return date for data was 31<sup>st</sup> August.*
6. Email from Clerk Penmaenmawr Town Council re participation in 2019 World Clean Up Day  
*Cllr J Kelly agreed to co-ordinate a litter picking event on 21<sup>st</sup> September*
7. Email from John Taylor, National Resources Wales re location of dog waste bins  
*Referenced to agenda item 11.1*

8. Email from PPL PRS Ltd re renewal of Music Licence

*Councillors agreed that this should not be renewed while the Village Hall was not operational*

9. Email forwarded by one Voice Wales from Shane Hughes, Keep Wales Tidy Project Co-ordinator, Long Forest Project re free App for Community Councils to survey hedgerows

10. Email from One Voice Wales – attachment New Local Governance and Accountability Practitioners Guide Wales 2019 + Guidance on the Model Financial Regulations Templates for Wales

11. Email from Marie Curie – donation request

*Transferred to donation file for consideration in December*

12. Email from One Voice Wales – details of training sessions

13. Email from Welsh Government re National Development Framework for Wales consultation

14. Email from One Voice Wales – attachment Model Financial Regulations for Wales 2019

*For review and adoption at next month's meeting*

## **7. County Councillor Report / Adrddiad-y-Cynghorydd Sir**

A brief report from the County Councillor on matters of importance and interest to the community of Trefriw and Llanrhychwyn -

- In his absence C. Cllr T Jones report was read by Cllr M Lees

*Following the residents meeting at Ty Cornel regarding the issues at Crafnant I met with Ela Williams and Meira Woosnam from Rural Community Developments about ideas for a pilot project for a rural tourism transport initiative. The intention of such an initiative would be to tackle some of the issues we experience locally surrounding Lakes Crafnant and Geirionydd and find ways to reduce traffic and related pressures on the area. I presented a number of ideas and I am working towards establishing a steering group to develop and implement a proposal. I will be providing an update to TCC as the process develops and looking at how Community Councils across the ward can contribute to the process.*

*I met with PC Medwyn Williams to discuss Go Safe in the area and to discuss the Community Speedwatch Scheme. PC Medwyn will be sending me more information in the near future which I will pass on to both Trefriw and Dolgarrog's Community Councils.*

*I have been supporting Plastic Free Conwy in addressing the use of single use plastic and aiming to minimise its use in Conwy and hopefully achieve Plastic Free Status as a County. I recently met with members of Plastic Free Conwy and Cabinet Member for Modernisation to discuss ways forward. Although it is early on in the process we have set a number of tasks to begin the process. I continue to pick up litter whenever I go out, posting the images on social media in the hope others will do the same. Get involved!*

*I have met with and continue to talk to Conwy's Senior Flood Risk Officer following this years floods. A number of issues are being focussed on, primarily escape routes from the village, I will keep TCC informed as things happen.*

The clerk noted that email re Speedwatch scheme had been received and circulated to all councillors.

## **8. Financial / Cyllid : LGA 1972 Sch 12 par 41(1)**

8.1 Council to discuss and question as required all financial transactions in Appendix 1

Council had no questions relating to Appendix 1 and the document was accepted.

8.2 Clerk to update council on communication with external Auditors

Clerk reported, that she had met with the Chair to produce responses to three queries – see attachment

## **9. Council to confirm appointment of new Clerk and to agree arrangements for handover from previous Clerk**

The appointment of Vikki Teasdale, interviewed on 7<sup>th</sup>, was unanimously agreed by all Councillors present. The Chair suggested that the outgoing and incoming Clerk should meet with him at the end of the meeting to agree handover arrangements.

It was noted that the NJC 2019-2020 National Salary Award had not been applied in April and it was agreed that the outgoing Clerk should submit a backdated claim for the difference.

## **10. Village Hall**

10.1 Council to review current position regarding the work to restore the village hall to operational use and to agree further action

Cllr Sandham reported that there had been no further progress since the last meeting. Cllr Sandham stated that he planned to take lead responsibility for the repairs to the village hall to allow the new Clerk to focus on other areas of her role.

A quote, in excess of £8000, had been received and circulated from British Gas for the installation of a boiler and radiators. It was noted that this did not include the costs of connection to the mains, a quote from Wales and West Utilities remains outstanding

Repairs to the drains was due to commence this week, but no confirmation had been received. It was noted that following the completion of this work interior work will need to be delayed for a further few weeks to allow for the void under the joists to dry, and to confirm that the problem with water egress has been resolved.

Cllr Sandham stated that if quotes had not been received from builders before October it would be necessary to seek contractors outside of the local area. Council unanimously agreed that the contract should be for the whole of the interior work and not handled piecemeal.

Cllr Sandham made reference to compliance with Model Financial Regulations 2019 while contracting work.

## **11. Village enhancement**

11.1 Council to discuss issues previously raised by members of the public with reference to dog waste on field and pathways and to agree action to be taken

Council resolved to place additional signage to instruct people to remove dog waste and to advise dog owners that children also used the field. Cllr Sandham to organise. There was a discussion about the possible location of 2 additional bins, previously purchased by Council. It was agreed that while CCBC were not prepared to empty additional bins these should not be installed. It was noted that additional patrolling was needed to reinforce removal of dog waste and the limited number of wardens employed across the country.

It was agreed that the discussion regarding the provision of poo bag dispensers and bags should be resumed at the next council meeting. It was noted that dispensers would cost approximately £100 each and bags £19+Vat for 250 bags. Councillors present questioned both the cost and the potential for misuse.

11.2 Council to receive update on litter picking event and to agree arrangements for further events

Cllr Kelly reported that 8 people had been involved in the litter pick on 14<sup>th</sup> July and a total of 6 bags of litter had been collected, which had been recycled where possible. Litter had been collected from the Main Road, Top Road, Fairy Falls, Gower and play ground. Litter pickers, wearing high viz jackets, had been thanked by members of the public and by council waste collectors.

11.3 Council to discuss invitation to participate in 2019 World Clean Up Day, 21<sup>st</sup> September

Cllr Kelly agreed to co-ordinate this event, which would focus on different areas of the village. Cllr Lees suggested that the end of the summer may be a good time to incorporate litter picking around the lakes.

## **12. Community Engagement and Interaction**

12.1 Council to receive update on planned fund raising event

See Chairs announcements. Casino night - Tickets on sale for £12.50. Includes drink and canapes + 100 chips

12.2 Council to receive report on Community Mapping Exercise

Deferred to September's meeting

12.3 Council to discuss and agree support for Trefriw Trails Tidy-up. 19<sup>th</sup>-31<sup>st</sup> August

Cllr Kelly reported that she had been in discussion with representatives from Walkers are Welcome and use of TCC litter picking equipment had been agreed. The proposal was for small groups to walk the trails, picking up litter, while undertaking a survey of damage to signage etc. Cllr Kelly said she would report back in September. It was noted that agreements for repairs would need further discussion

#### 12.4 Council to commence planning for Christmas celebrations and to agree co-working with community groups

A representative from Walkers are Welcome informed Council that turning on of the Christmas lights was planned for Friday 6<sup>th</sup> December. WAW would be organising Carol Singing and producing song sheets. It was agreed that WAW would forward to Council a written request for a donation towards the cost of refreshments at the event. After discussion the following was agreed.

- Cllr Kelly to contact the Member of Public who supplied last year's tree and request costs for the delivery and installation of a 20-30 ft tree.
- Cllr Sandham to obtain prices for replacement commercial tree lights.
- Cllr Jehu to organise restoration of the electricity supply and to forward details of the diameter of the truck hole to Cllr Kelly.
- Cllr Lees to co-ordinate two events, provisionally planned for Friday 13<sup>th</sup> December, and to take place in the function room of the Fairy Falls.  
A children's party during the afternoon with a 'Trefriw's Got Talent' event during the evening.
- Cllr Sandham to confirm event dates with the Landlord of the Fairy Falls. Council agreed that a donation would be made towards the cost of hire of the venue.

#### 12.5 Council to review proposals to improve TCC website and agree action to be taken

Council agreed that the website required complete rebuilding. Given the size of the Council it needed to be basic and accessible. The Clerk was instructed to research companies which could be employed to undertake this work. It was noted that currently admin rights for both the website and emails are controlled by an ex councillor.

#### 12.6 Council to agree action to review and revise TCC leaflet

Cllr Lees stated that he had circulated the draft to all Councillors in advance of the meeting and asked that comments and suggestions be sent to him via email.

### **14. Next month's agenda**

Councillors to present items for inclusion in next month's agenda

- Co-option of Councillors
- Review and adoption of Model Financial Procedures and Model Standing Orders
- Christmas celebration update
- Website update
- Village Hall update
- Litter picking update
- Trefriw Trails update

### **15. To confirm that the next meeting of the Council will be at 7pm on Tuesday 3<sup>rd</sup> September, Function Room, Fairy Falls**