

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer

Angorfa Trefriw Conwy LL270JJ

Ffon / Telephone 01492 641251 Eboost /Email clerk@trefriwcommunitycouncil.co.uk

Cofnodion 3 Medi 2019 / Minutes 3rd September 2019

Cyfarfod y Cyngor / Meeting of the Council

Present / Bressennol: Cllr D Sandham (Chair), Cllr M Jehu, Cllr J Kelly, Cllr Austwick

In attendance: Vikki Teasdale, Clerk / RFO, C. Cllr T Jones and 6 members of the public

Member of Public issues:

- The Council were asked to source new bus timetables for the bus stops with particular focus on the bus stop nearest the Princes Arms.
ACTION: The Clerk was directed to make contact with Conwy Borough Council who produce the timetables to obtain and then display.
- The Council were asked for the contact details of the village PCSO and to signpost the same.
ACTION: The Clerk was directed to obtain the appropriate details and for these to be made available on the Council's website, Facebook page and also on the Noticeboards for those who do not have computer access.
- The Council were asked about the signage for the playing fields re dog waste and to advise dog owners that children also used the field. Cllr Sandham confirmed that the signs have been requested but are currently out of stock but these will be put up as soon as they are received.
ACTION: Signage for playing fields to be displayed once received from stockist
- The Council were informed that the large gates near the pumping station had been left open. Furthermore, the green gates giving access to the play park do not close. Cllr Sandham confirmed that he would carry out an inspection and action as appropriate.
ACTION: Chair to visit site
- The Council were made aware that the sign for the cemetery also needed attention – Cllr Sandham confirmed that this would be investigated.
ACTION: Chair to visit site

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 M Lees

Cllr L Williams was in attendance but was prevented from entering the venue and take part in the meetin by Cllr K Austwick

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 13th August 2019

Minutes were agreed by all Councillors and signed by the Chair

5. Chair's announcements / Cyhoeddiadau y Gadeiryn

Cllr Sandham reported that he was still being approached by the member of public in regard to the complaint over the state of the grass bank adjacent to Tan y Fedw.

Cllr Sandham advised that the BT bridge ducting work is now scheduled to be commenced by the end of September. He has received assurances that the work will be completed before Remembrance Sunday. The works had been substantially delayed as issues had arisen with the scaffolding contractors that had originally been sourced as these were not BT approved. All issues are now resolved and the appropriate licences in place to commence the work by the end of the month.

In relation to the proposed family fun day organised by Llanrwst Family Centre for 14th August, Cllr Sandham advised that, unfortunately, it had been necessary to cancel this due to bad weather.

6. Co-option of New Councillors

The Council were invited to ask questions of the proposed Councillors – no questions were deemed necessary. Cllr Ellis and Cllr Salter were unanimously accepted for co-option. The Clerk witnessed the signing of the Councillors Acceptance of Office forms.

7. Correspondence / Gohebiaeth

Correspondence August 2019 - Items of correspondence for information distributed throughout the month as required to be noted

1. Email from Welsh Council Audits – response re 2018/19 audit

The Council agreed that after three approaches to resolve the issues that no further action would be taken and the Council would accept the qualified audit on the basis that all future audits would be undertaken strictly in line with the appropriate guidelines which the Chair and Clerk would ensure were adhered to.

2. Email from Housing Officer - parking issues in Maes Bodaelog

The Council noted the contents of the email, however, as the parking area in question was privately owned they have no authority to implement any action.

ACTION: Clerk to respond accordingly.

3. Email from Rowen Manor Theatre Company – 'Tis the Season' Christmas comedy play November 2019

The Council agreed that the flyer could be displayed on the noticeboards as appropriate.

ACTION: Clerk to post Flyer

4. Email from Planning Aid Wales – National Development Framework Questions and Answers
5. Email from Conwy County Borough Council – Minutes from Cabinet Meeting held Tuesday, 13 August 2019
6. Email from Conwy County Borough Council - Newly Published Forward Work Programme September 2019
7. Email from Conway County Borough Council – Town & Community Councils’ Services List re provision of services/financial support to the community
8. Email from One Voice Wales - Survey to find out more about the sector’s use of digital mechanisms to engage, meet and share information with communities
9. Email from Conwy County Borough Council - Agenda for Finance and Resources Overview and Scrutiny Committee 2nd September 2019
10. Email and letter attachment from One Voice Wales – Stakeholder Evaluation of Planning System
11. Email and hard copy letter from Snowdonia National Park Authority - Town & Community Councils’ evenings September and October 2019
ACTION: *Cllr Sandham to speak to Cllr Lees regarding his possible attendance at the meeting on 29th September*
12. Email from Conwy County Borough Council – temporary road closure Conway Road, Tal y Bont
13. Email from One Voice Wales – reminder of Conference and AGM on 05/10/2019
14. Email from Welsh Government – updated on current consultations
15. Email from Community & Voluntary Support Conwy – forwarding details of RNIB Cymru bus travel survey for blind and partially sighted people
The Council agreed that the information and survey would be posted on the Council’s website.
ACTION: *Clerk to post on Council’s website*
16. Email from One Voice Wales – forwarding Ageing Well in Wales newsletter
The Council agreed that the information and survey would be posted on the Council’s website.
ACTION: *Clerk to post on Council’s website*
17. Email from Jason Taylor – proposed treatment of hardstanding areas at cemetery
The Council approved the funding for the work as this had been undertaken in previous years.
ACTION: *Clerk to authorise work*

8. 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 -

I am working with Plastic Free Conwy to promote reduction of single use plastic and along with a fellow councillor have tabled the topic for discussion at scrutiny committee. We are aiming to achieve plastic free status as a county (although this will take some work) and would welcome any support in promoting the reduction of single use plastic with businesses locally.

I continue to litter pick on my days out and share the collections on social media, I would encourage others to do the same using relevant hashtags (which I can provide you with if needed!)

Attended the eisteddfod and thanks to the support of the Eisteddfod themselves were able to take a group of disadvantaged young people who would never normally have gone to the show. I have been providing continued support to residents who were affected by the flooding in March in determining liability for damage to land and property, this remains on-going

I have had further contact with Conwy's Highways Department regarding signage directing traffic to the lake and am in hoping to meet the Traffic and Network Manager along with one of his Chief Engineers and a resident of Crafnant late in September/early Oct to look at the issues and to see what is deliverable. I have also had a request from a resident about additional ARAF/SLOW signs on the South exit of the village prior to the blind rise by Hafod Farm. It's a reasonable and logical request which I have forwarded to Conwy's Highways dept and hope to hear back from them soon. Am in the process of supporting a Community Councillor in Dolgarrog organise a community Litter pick for the 21st of September to coincide with National Clean Up Day. Am keep to support similar to take place in Trefriw/Llanrhychwyn. Tescos (although already committed to an event with one of their national charities) have agreed to provide volunteers with refreshments.

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. This week the flood team along with Walsh Water have been investigating the connectivity and condition of the highways and private drainage at a series of locations known for flooding during periods of heavy or prolonged rainfall.

I have had contact from some Parents from Dolgarrog around changes to the provision of Home to School transport. I have provided answer where possible at this time although I myself have asked questions to the Cabinet Member for Education and also the Strategic Manager for School Support within Education.

Finally I have met with PC Medwyn Williams to discuss the issues around speeding in the Conwy Valley and Go Safe tactics to reduce speeding. We also discussed the Community Speedwatch Scheme and I am awaiting more information about the scheme from its coordinator.

9. Financial / Cyllid : LGA 1972 Sch 12 par 41(1)

9.1 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.

10. Governance

10.1 Council to review and adopt Model Financial Procedures 2019

Cllr Sandham advised the Council that there were only minor amendments to the 2016 version. The Clerk highlighted the restriction that had been added to Regulation 11.1.a.ii ***which clarified disapplication of contract regulations to legal professionals limited to those acting in disputes only.*** Council had no questions to raise and it was unanimously agreed to adopt the Model.

ACTION: Clerk to provide electronic copies to both Cllr Ellis and Cllr Salter.

10.2 Council to review and adopt Model Standing Orders 2019

Cllr Sandham and the Clerk confirmed to the Council that although they had been made aware that reference had been made previously to an updated version of the Standing Orders nothing had been released.

11. Village Hall

11.1 Cllr Sandham to provide update to Council as to the meetings on site with building contractors and/or quotes obtained re restoration works

Cllr Sandham advised the Council that following the deadline of 30th September that he had imposed on the various contractors who he and Cllr Jehu had initially met he was confident that a sufficient number of quotes for the work would be received ahead of the deadline. He has also now met with a decorator and a quote in relation to this is also being worked up.

Cllr Sandham updated the Council on his meeting with electrician/gas heating contractors regarding the replacement heating system. Due to the height of the ceiling and the damp issues that affect the hall the general consensus is that gas central heating would be the better option taking into account these issues and also that there would be no substantial difference in the costs of installation. Savings could, however, be made on the running costs as a gas central heating system would be considerably cheaper to run than an electricity based one.

The original idea to simply install infra-red electric heaters to replace the current wall mounted heaters would not deal with the issues of damp or pre-heat the hall for use as these would work solely on body mass activation.

In terms of costings, Cllr Sandham advised that in relation to the electric heating, each unit would cost £600 with 12 needed to replace those on a like for like basis. The quotes currently received in respect of moving to gas central heating would involve having a gas supply connected to the hall at a cost of £1,908 with a current quote from British Gas to provide and fully install the full heating system at £9,603. With the refund of VAT on each figure it is anticipated that the overall cost of moving to and installing a suitable gas central heating system would be in the region of £9,500.

Cllr Sandham advised that the utility company who would connect the gas supply to the hall could be commissioned to undertake that work now so as to have the gas supply available in readiness for the gas central heating contractor. Cllr Ellis asked whether there is a sufficient reserve to cover the costs of replacing the heating system and also whether it was premature to be commissioning the installation of a gas supply at this stage. Cllr Sandham confirmed that there is approximately £45,000 held in the reserve and there was clearly a need to update the current heating system at the same time as the restoration works due to its age, not being fit for purpose and the economic benefits.

A member of the public questioned how long a gas central heating system was likely to last and what the replacement costs would be as in his experience such a system would require replacement in ten years. The Councillors generally did not agree with this; Cllr Sandham said that even if the gas boiler would need replacing this would not be anticipated within a ten-year period especially as the boiler would be serviced annually.

Cllr Jehu agreed that a gas central heating system would be more appropriate. Cllr Kelly remarked that the Council should rely on the professional advice being given. Cllr Sandham confirmed that the contractor who was providing a quote for both an electric and gas heating system was qualified to install both so there was no reason for him to favour one system over the other.

Cllr Sandham advised the Council that in order to be able to progress matters the Council would need to decide whether to progress with either an electric or gas heating system. On this basis, Cllr Sandham proposed that the Council agree to proceed with a gas central heating system which was then unanimously agreed.

ACTION: Cllr Sandham and Clerk to liaise with Welsh Utilities in regard to the installation of a gas supply to the hall.

11.2 Cllr Sandham to provide specific update to Council on repair work undertaken to the drains
Cllr Sandham confirmed that the drainage works had now been completed and there was no sign of any new surface water ingress and the concrete floor was drying out. Cllr Sandham further advised that the issue previously identified of waste water from the neighbouring property discharging into the hall's surface water pipe had also been resolved. Further discussions with Cllr Williams and her husband, as owners of the adjoining property, had taken place following advice provided by Conwy Building Control when it had been confirmed that the previous drainage arrangements, which had been put in place prior to Cllr Williams' ownership, were in contravention of building regulations. The work to rectify the situation had been quickly addressed and all was now in order.

11.3 Council to discuss the replacement of village notice boards and to agree any further action
Cllr Sandham advised the Council that the notice board at the Village Hall was a health and safety issue as two people were required to post anything on the board – one to hold the large glass screen aloft whilst the other actually posted the documents. He further remarked that the glass/perspex was clearly aged and had gone cloudy in parts. The Council agreed that a replacement board should be sourced preferably with two doors to make opening and using the board much easier.

ACTION: Clerk to review the previous minutes for 2019 as former Clerk had already sourced a company to supply a replacement and Clerk to bring costings to October meeting.

In relation to the smaller notice board next to the bus stop, the Council agreed that although this did not require replacement some remedial work would be required to add some cork tiles to enable items to be displayed easier and for the doors to be replaced.

ACTION: Cllrs Sandham and Jehu to undertake this remedial work

12. Village enhancement

12.1 Council to continue discussion re provision of dog waste tidy bins and to agree action to be taken

Cllr Sandham corrected the agenda item as dog waste tidy bins had previously been discussed and dismissed, the correct discussion topic was in relation to the provision of disposable dog waste bags.

The Councillors discussed the proposal to provide dog waste bag dispensers and bags and the general consensus was that irrespective of whether the Council agreed to provide the disposable bags irresponsible owners would still not pick up and dispose of their dog waste. The main areas of complaint are Gowers Road and around the Fairy Falls. Cllr Sandham asked C Cllr Jones what support Conwy Council could offer. C. Cllr Jones advised that Lianne Martins, Senior Environmental Health Officer, who had assisted him with an issue of dog fouling in the play park would be the point of contact in relation to the Conwy Ambassadors who could assist with signage and patrols of the affected areas.

ACTION: C. Cllr Jones agreed to forward contact details of Lianne Martins to the Clerk to progress accordingly.

- 12.2 Council to receive an update on the Trefriw Trails Tidy-up, 19th to 31st August (Cllr Kelly) and to discuss any further events/action to be taken re any repairs and maintenance that may have been identified

Cllr Kelly advised that 8 volunteers had now walked all of the trails with the aim of noting down any issues with signage, anomalies with the trail guides, cutting back any brambles, picking up litter and identifying any other general maintenance and/or repair required. Cllr Kelly confirmed that all information has been provided back to her with the helpful addition of photographs all of which has been collated and sent to Gill Sheltinga as the Walkers are Welcome lead. The next step will be for Gill to identify the owners of the land where issues have been reported so that the appropriate approaches can be made.

ACTION: Clerk to add to October Agenda for further update

- 12.3 Council to receive update on the arrangements for participation in 2019 World Clean-up Day, 21st September (Cllr Kelly) and to discuss any further action or support needed

Cllr Kelly advised that as we are now coming to the end of the holiday season the lakes would be good areas to focus on in addition to the main road running through the village. Cllr Kelly said that the clean-up day did not just need to concentrate on litter picking but could also encompass washing down the bus stops and signage as well as painting benches. Cllr Kelly confirmed that she would co-ordinate the arrangements for the day and would arrange to post details on the Council's website and Facebook page. C. Cllr Jones advised that Tesco's may provide light refreshments for the volunteers as per the arrangements made for the Clean-up Day in Dolgarrog – C. Cllr Jones agreed to liaise with Cllr Kelly in regard to this.

ACTION: Clerk to add to October Agenda for further update

13. Community Engagement and Interaction

- 13.1 Council to receive update on fund raising event – Casino night, 16th August (Cllr Sandham)
Cllr Sandham thanked both the management of the Fairy Falls Hotel for organising the event, acknowledging the additional work involved in putting the fundraiser on, and the small number of customers who actually attended for their support of the event which raised enough monies to purchase a new cooker for the village hall kitchen.

Cllr Sandham then expressed his disappointed and embarrassment at the lack of presence from the Community Council especially in view of the fact that the event was put on purely to raise monies for the village hall with Cllr Sandham being the only Councillor to attend or to show any interest.

Cllr Kelly expressed her disagreement to Cllr Sandham's comments stating that no other Councillors had been present at her litter pick event nor had there been any follow-up interest ahead of the next monthly meeting.

C. Cllr Jones queried the lack of advertising for the event which could have been a contributing factor in the relatively poor take up by the community. Cllr Sandham advised that there had been posters put up in the village as well as information posted on the Council's Facebook page.

13.2 Council to receive report on Community Mapping Exercise and to discuss findings and further action

Hilary Rogers-Jones was invited to provide an update who firstly thanked the Councillors, Church and villagers for working together as a community to complete the community mapping exercise. Hilary advised of the forthcoming Flower Festival being held on 7th September between 11:00 – 16:00 with refreshments provided. Hilary also spoke of holding a coffee morning in the village hall every two months to bring people together especially those who may be lonely and/or vulnerable or live in more isolated areas.

Mel Roberts was also invited to speak and she elaborated on the reason for the community mapping exercise which was to inform the community, community council and the borough council as to what people would like to be done in terms of engagement and enhancement by working together to ensure that what is provided will be of benefit to the immediate and wider community. Being able to reach all areas of the community is key; organisers of events may be able to consider holding events in places other than the centre of the village. Looking at the pricing of events which could be prohibitive for some and considering holding events which are free such as book or clothes swaps.

Mel went on to advise that in order to be able to understand what the community as a whole or in certain areas of the village would want Rev Stuart Elliott has put together a questionnaire that will be distributed for people to complete which will help inform community groups, the community council and the borough council as to what people want and how we can communicate and reach out to the community as a whole.

ACTION: TCC Councillor to attend next meeting of the group to understand how the Council can further engage

13.3 Council to receive updates re ongoing planning for TCC Christmas celebrations (Cllrs Jehu/Kelly/Lees/Sandham) and to discuss further arrangements and actions

- Cllr Kelly advised that the provision of the village Christmas Tree from last year's source was no longer an option. Cllr Salter advised that the tree that was previously offered for donation by his family could be suitable and he would check the position and update.

- Cllr Sandham confirmed that the Function Room of the Fairy Falls had been reserved on 13th December to facilitate two events – firstly, a children’s party in the afternoon and secondly in the evening a talent contest ‘Trefriw’s Got Talent’. Cllr Sandham asked whether it would be possible to provide a small chocolate selection box to each child attending the party and, if so, whether the Council could approach local business to donate towards this. The proposal was put to a vote and the Council voted unanimously in favour of it.
- Cllr Sandham advised that he had been sourcing new LED external lights for the village Christmas Tree with a cost varying between £105 for 300 bulbs to £200 for £600 bulbs. The Council agreed that for a tree of the proposed size 600 bulbs would be preferable. The Council approved the funding for the purchase of 600 white LED lights.
ACTION: Cllr Sandham to send link for proposed lights to both Cllr Ellis and Cllr Salter
ACTION: Cllr Sandham and Clerk to arrange purchase of lights
ACTION: Clerk to add to October Agenda for further updates

12.3.1 Council to discuss donation request from Walkers are Welcome re Trefriw Christmas Lights up event on 6th December

A representative from Walkers are Welcome was invited to speak who advised that the committee representatives had up until now borne the cost of the refreshments and ancillary items. As such, a donation of £100 was being sought to assist with the costs. A proposal was made and a unanimous decision made to approve the donation request. An exception was made in regard to making payment of the donation which, in accordance with the Council’s procedure, would normally be paid out in December, however, as the Council’s December meeting was only four days before the event it was unanimously agreed to include the donation within September’s financial transactions with payment then being made during October.

ACTION: Clerk to include donation within September’s Financial Transaction to facilitate payment to Walkers are Welcome in October

13.4 Council to receive update on proposals to improve TCC website (Clerk) and to discuss further action to progress

The Clerk advised that due to the lack of time between the meeting and the handover meeting with the previous Clerk (22.08) that no progress had been made with arrangements for improvements to the website. The previous Clerk had made an approach in March with regard to improvements to the website which the current Clerk would now look to progress on.

ACTION: Clerk to at to October’s Agenda for update

13.5 Council to discuss the proposal for adoption of the BT telephone kiosk and agree further action

Cllr Kelly advised the Council that having received confirmation from Conwy Planning Department that there were no planning constraints she had made a further approach to British Telecom regarding the potential adoption of the telephone kiosk at the top of Gowers Road to be advised that as this is a more modern telephone kiosk adoption was only possible if the same was to be used to house a defibrillator. As this was not the case then the proposal cannot proceed.

14. Next month's agenda

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

- Village Hall update
- Replacement Notice Board update
- Trefriw Trails update
- 2019 World Clean-up Day (21st September) update
- Christmas celebrations update
- TCC Leaflet update
- TCC Website update
- Henry Higgins Trust

15. To confirm that the next meeting of the Council will be at 7pm on Tuesday 1st October, venue to be confirmed