

# Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer  
Angorfa Trefriw Conwy LL270JJ  
Ffon / Telephone 01492 641251 Epost /Email [clerk@trefriwcommunitycouncil.co.uk](mailto:clerk@trefriwcommunitycouncil.co.uk)

## Cofnodion Hydref 1 2019 / Minutes 1<sup>st</sup> October 2019 Cyfarfod y Cyngor / Meeting Of the Council

Present / Bressennol: Cllr L Williams (Chair), Cllr K Ellis (Vice Chair), Cllr J Kelly and Cllr M Lees  
In attendance: Vikki Teasdale, Clerk/RFO, C. Cllr T Jones and 3 members of the public

### Member of Public issues:

The Council were asked for confirmation that the Service of Remembrance programme cards were still held. The Clerk advised that these were not within the documents passed to her by the previous Clerk but it was likely that the cards would be held at the village hall. Arrangements would be made to check the position at the earliest opportunity. The Chair confirmed that if the programme cards were not located that the Council would ensure that suitable replacements would be obtained in readiness for the Remembrance Day Service on 10<sup>th</sup> November. The MOP advised the Council that he would also like included in the service a poem that he had written in commemoration of the D-day landings.

**ACTION:** Clerk to establish position re Programme cards and Council to replicate if originals not located

The Council were then asked why the meeting's agenda did not include the Henry Higgins Trust as a requested at the last full Council meeting on 3<sup>rd</sup> September. The Chair apologised for the omission and asked the MOP to outline the items that she would like the Council to discuss. The MOP stated that she was aware that no recent discussions had taken place in regard to the identity of the current trustees or how the Council were advertising the trust to the community. The MOP reminded Council that anyone having a baby within the Trefriw or Llanrhychwyn wards were eligible for a maternity grant of £50 from the Trust and also that at Christmas each child living within either of the two wards would receive 50 pence from the Trust. The MOP also asked for the Council to include the Swing Field within the November Agenda for further discussion.

**ACTION:** Clerk to ensure that the November Agenda includes both the Henry Higgins Trust and the Swing Field

The Council were advised that a MOP had very recently rescued the metal frame surround from the original village clock from being disposed of. The two clock faces and the metal surround were now being held in Llanrwst and the MOP was looking for Council's permission to allow the clock to be repaired and then retained in the proposed Llanrwst museum of the Alms Houses. Cllr Ellis asked what approach had been made to the Trefriw Historical Society as they may be keen to keep the clock within the village as there had been some discussion in having the clock faces displayed within the village hall. Council discussed the proposal and agreed that, in principle, they were happy for the clock to be retained within the Llanrwst Alms House Museum on the basis that the Historical Society were formally consulted prior to any final decision being made. Council to receive an update at November's meeting re discussions and/or agreement reached with the Historical Society.

**ACTION:** Clerk to include update within November's Agenda

	<u>Agenda Item</u>	<u>Action/Resolution</u>
1.	<p><b>To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm</b></p> <p>A quorum was confirmed by Cllr Williams</p>	
2.	<p><b>Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20</b></p> <p>To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb</p> <p>Apologies were received from Cllr Salter</p>	
3.	<p><b>Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788</b></p> <p>To disclose personal and financial interest in items of business listed below/ Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod</p> <p>All Councillors present signed the appropriate document</p>	
4.	<p><b>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)</b></p> <p>To receive, approve and sign as a correct record the minutes of the Council meetings held on 3<sup>rd</sup> September and 17<sup>th</sup> September 2019</p> <p>Minutes from both meetings were agreed as an accurate record by all Councillors and signed by the Chair</p>	
5.	<p><b>Chair's announcements/Cyhoeddiadau'r Cadeirydd</b></p> <p>None</p>	
6.	<p><b>Correspondence/Gohebiaeth</b></p> <p>Correspondence September 2019 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted</p>	



Appendix 2.pdf

The Chair invited Councillors to raise any observations or concerns regarding the correspondence circulated as per Appendix 2 (embedded). Council raised no observations or concerns and the document was accepted.

**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

C. Cllr Jones provided Council with an overview of recent activities to include dealing with enquiries regarding the new school bus services; ongoing discussions with CCBC and NRW re the March floods and the possible implementation of specific escape routes; a successful litter pick event in Dolgarrog; consultation on a Traffic Regulation Order at Llyn Geirionydd to reduce parking issues and over intensive parking and a request for a disabled parking space outside of Parry’s Butchers. C. Cllr Jones also referenced the recent complaints over the lack of information circulated to residents regarding the B5106 closure at Dolgarrog and queries that he had received regarding damage to land next to the Woollen Mill.

A MOP asked for information regarding the village flood wardens and was advised that currently there is only one warden, Cllr Lees, with Council then highlighting the need to encourage more residents to become flood warden. The MOP stated that the new school at Dolgarrog should be on the NRW flood warning alert – C. Cllr Jones confirmed that this was already the case.

**ACTION:** Council to advertise for village flood warden via the Council’s website and Facebook pages

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

Council to discuss and question as required all financial transaction in Appendix 1.



Appendix 1.pdf

Council had no questions relating to Appendix 1 (embedded) and all transactions were deemed approved.

9.	<p><b>Review of pre-circulated Community Council documents</b></p> <p>Council reviewed the current versions of Standing Orders, the Complaints Procedure and the Code of Conduct identifying anomalies and agreeing appropriate amendments subject to which the updated versions were unanimously passed.</p> <p>Council instructed the Clerk to circulate three further documents to review and raise observations ahead of the November Council meeting.</p> <p>Council further agreed to adopt a formal programme of annual review to commence in June 2020 with further formal review to take place each and every subsequent June.</p>	<p><b>RESOLUTION:</b> Amendments to the Standing Orders, the Complaints Procedure and the Code of Conduct documents were passed by all Councillors present with the updated versions being formally adopted subject to the agreed changes being implemented by the Clerk</p> <p><b>ACTION:</b> Clerk to circulate further Council documents for review and/or amendment at November meeting</p> <p><b>RESOLUTION:</b> A programme of annual document review by Council to commence in June 2020</p>
10.	<p><b>Training for Councillors/Clerk</b></p> <p>Cllr Williams apologised to the Council as she had only very recently made enquiries regarding any potential induction training that could be offered by a CCBC and/or One Voice Wales trainer. Cllr Williams confirmed that as soon as she had responses these would be circulated to Councillor/Clerk and discussed at the next Council meeting in November.</p>	<p><b>ACTION:</b> Standing Agenda item</p>
11.	<p><b>Village Hall Repairs</b></p> <p>Cllr Ellis confirmed that she had made further contact with all the builders who had originally been asked to quote for the repair works and, to date, she had only received one response/quote which was substantially more than the monies currently held in the reserves. Cllr Ellis reminded Council that the reserves were held not only to cover the village hall repair works but also took account of expenditure for other assets that the Council are responsible for such as the cemetery, the bus stops, the public toilets. Cllr Ellis asked to meet with the Clerk to review the current budget to establish exactly what monies can be allocated to the hall repairs/renovation works before any such works are commissioned.</p> <p>Cllr Ellis also updated the Council that having reviewed the Zurich Insurance policy she did not believe that the Council would be able to recover any monies for the removal of the hall floor or the drains work. C. Cllr Jones stated that it may be possible to approach CADW as they can provide grants in respect of listed buildings. Cllr Williams advised that only the exterior of the village hall is listed whereas the renovation works affect the interior.</p>	<p><b>ACTION:</b> Standing Agenda item</p> <p><b>ACTION:</b> Cllr Ellis and Clerk to meet to review the Council's current budget/reserves</p>

	<p>Cllr Ellis raised her concerns regarding the previous Council decision to progress with the installation of a gas supply to the village hall ahead of knowing exactly what monies can be expended and also without final figures as to the cost of installing the proposed gas central heating system as, based on what is known, it may not be possible to renew the heating system within the repair/renovation works. The Chair stated that Council would cease moving forward with the installation of a gas supply to the village hall until further investigations had been made in respect of both the Council's reserves and a full examination of the overall costs of installing both the gas supply to the village hall and a gas central heating system.</p> <p>In terms of the reserve monies, Cllr Lees considered that reinstating the village hall was the priority and that monies held for other assets, such as the cemetery, may have to be reallocated. Cllr Ellis advised that extensive works were required in respect of the cemetery extension but that no real decisions could be taken until the full cost of the works and the amount in reserve was known adding that the Schedule of Works for the repair/renovation had been prepared by a contractor invited to quote for the job and included not only what was essential to get the village hall back to operational use but also items which would be classed as desirable. Cllr Ellis said that she would be seeking advice on what is considered to be essential works and would ask for corresponding quotes.</p> <p>Cllr Williams stated that in terms of quotes, it was clearly documented that the Council had endeavoured to obtain the requisite three quotes and, as such, if only one quote is forthcoming then the Council will, subject to the quote being considered reasonable, proceed with it.</p> <p>Council agreed that a sub-committee would be formed to project manage the village hall repairs/renovation and that the members of the sub-committee would meet with contractors and then report back to Council with recommendations.</p> <p>A MOP asked whether a formal report on the repairs/renovation works to the village hall would be made available to the general public. Cllr Williams confirmed that works would be agreed through the public Council meetings and recorded via the meeting minutes that would be publicly available on the Council noticeboards and the website.</p>	<p><b><u>ACTION:</u></b> Cllr Ellis and Clerk to form the sub-committee to project manage the village hall repairs/renovations</p>
<p><b>12.</b></p>	<p><b>Councillor Recruitment/Engagement</b></p> <p>12.1 Cllr Ellis confirmed that she had spoken to Alistair Minton, a previous Chair, to ascertain whether he would be willing to re-join the Council in order to provide representation for the Llanrhychwyn ward.</p>	

<p>Mr Minton had advised that, at present, his workload would not allow this but he may reconsider his position in the future.</p> <p>The Council discussed the ongoing proposal to hold open surgeries at Llanrhychwyn to engage more fully with all residents although it was accepted a location to hold such surgeries would be limited. Cllr Lees advised that Nant Bwlch yr Hearn Outdoor Centre (Nant BH) has been used previously for council meetings with quite a good turnout. Council agreed that the best way to progress would be to have the next council meeting at Nant BH to ascertain from the residents how they would like the Council to engage and what specific issues they feel the Council could look to address.</p> <p>C. Cllr Jones advised that he also needed to arrange a meeting in Llanrhychwyn and suggested that a joint surgery could be a good option.</p> <p>12.2 The Clerk emphasised that, following confirmation from the monitoring office, the Council should consist of nine councillors and not ten as previously thought – seven councillors for Trefriw and two for Llanrhychwyn. Clerk confirmed that the Vacancy Notices had been posted on the three Council noticeboards (two in Trefriw and one in Llanrhychwyn) and also on the Council’s website and these would need to be displayed for a 14 working day period. If there is no call for an election during that period then the Council can move on to co-option, the next step being the displaying of the co-option notices inviting residents to make formal application for the role of councillor.</p> <p>Cllr Lees felt that simultaneous translation facilities could have a positive impact on the uptake for first language welsh residents although he accepted the cost implications of this. C. Cllr Jones advised that the question of simultaneous translation is something that has been discussed at county level, however, the costs involved were substantial and it may be worth obtaining the direct views of residents as to whether they would be more likely to take up councillor positions if the welsh language were to be used simultaneously at meetings and in all forms of other communication. Residents would need to be made aware of the additional financial cost that this would bring which could increase the precept. An initial consultation could take place in letter form and via Facebook and the Council’s website to gauge whether residents would consider the additional costs involved to outweigh the benefits of offering simultaneous translation.</p>	<p><b><u>ACTION:</u></b> Clerk to liaise with Nant BH to secure a room for the next Council meeting on 5<sup>th</sup> November</p> <p><b><u>ACTION:</u></b> C. Cllr Jones to provide potential dates to hold a joint open surgery for the residents of Llanrhychwyn</p> <p><b><u>ACTION:</u></b> Clerk to include simultaneous translation facilities as an Agenda item for the November meeting</p>
<p><b>13. Village Improvements</b></p> <p>13.1 Cllr Kelly updated Council as to the successful village participation in the World Clean-up Day event on 21<sup>st</sup> September advising that there were 13 volunteers, 8 adults and 5 children.</p>	

	<p>Several bags of rubbish were collected and bus shelters washed down. Cllr Kelly confirmed that she had posted a note of thanks on the Council’s Facebook page with associated pictures. Cllr Kelly had also provided the relevant recognition to Conwy Rural Development Programme in respect of the donation of the litter picking equipment as requested by the Clerk.</p> <p>13.2 Cllr Kelly stated that she has recently met with a representative of Trefriw Walkers are Welcome to review the areas that had been identified by the volunteers walking the eight trails. Cllr Kelly advised that most actions will need to be progressed either by Natural Resources Wales (NRW), Snowdonia National Park or Conwy County Borough Council. Areas that have been identified for strimming and pruning back of brambles etc., will fall within the scope of the Council and Cllr Kelly will ask Jason Taylor to attend to these during the spring cut.</p> <p>13.3 The Clerk advised that she had now received a key for the notice board at Llanrhychwyn but, due to its size, would only be able to post mandatory items. The Clerk advised that she was continuing to source a replacement noticeboard for outside the village hall – this had become more crucial following recent high winds where the retaining front glass screen had become detached. The noticeboard opposite the Woollen Mill was still, as far as the Clerk knew, being upgraded by former Cllr Jehu with cork tiles being added to the inside wood panel to make pinning easier and also for a new glass/wood door to be attached. Cllr Williams advised that the Council had received £350 towards a new noticeboard opposite the Mill, however, that money could be used to buy a new top unit for the board by the village hall rather than try to mend the existing one.</p> <p>13.4 Council agreed that it was not necessary to employ a stone mason to rectify the damage to the bus stop wall. Cllr Ellis confirmed that she would liaise with a local contractor to ascertain likely costs. Due to the health and safety element it was agreed that the works needed to be completed as quickly as possible.</p>	<p><b><u>ACTION:</u></b> Clerk to liaise with former Cllr to ascertain progress on the upgrade to the noticeboard opposite the Mill</p> <p><b><u>ACTION:</u></b> Cllr Ellis to liaise with local contractor re wall damage and confirm to Council potential costs and timescales for approval</p>
<p><b>14.</b></p>	<p><b>Community Engagement</b></p> <p>Council discussed the upcoming Christmas festivities and it was agreed that the Council would step back from the Trefriw’s Got Talent event and that this would be progressed by the interested party in a private capacity. Council agreed that due to competing priorities and the current financial situation the only event to be supported this year would be the Trefriw Walkers are Welcome Lights up Event on Friday, 6<sup>th</sup> December. The Council would continue to arrange and meet the expense of putting up and lighting the village Christmas tree and provide the requested donation towards the refreshments for the Lights up Event.</p>	

	<p>Cllr Ellis advised that she had sourced some new external lights for the tree and that she would circulate the details following the meeting for comment.</p>	<p><b><u>ACTION:</u></b> Cllr Ellis to circulate details of the proposed replacement Christmas tree lights</p>
<p><b>15. AOB</b></p>	<p>Cllr Kelly advised that she had been approached by a MOP in regard to the old sign on the retaining wall of St Mary's Church/Rosehill as this was in a bad state of repair and really should be replaced. Council were not aware of who would actually own the wall and instructed the Clerk to establish the identity of the owner in order to be able to progress a replacement sign</p>	<p><b><u>ACTION:</u></b> Clerk to make enquiries to establish owner of the retaining wall</p>
<p><b>16.</b></p>	<p><b>Agenda Items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Review of pre-circulated community council documents</li> <li>• Training for Councillors/Clerk</li> <li>• Village Hall repairs</li> <li>• Councillor recruitment/engagement <ul style="list-style-type: none"> <li>– Co-option of new councillors</li> <li>– Llanrhychwyn open surgery</li> <li>– Simultaneous translation facilities</li> </ul> </li> <li>• Village Improvements <ul style="list-style-type: none"> <li>– Bridge duct renewal work</li> <li>– Trefriw Trails repair/maintenance work</li> <li>– New Noticeboards</li> <li>– Bus stop wall repairs</li> <li>– Dog waste refuse bags</li> <li>– Replacement Sign on St Mary's Church/Rosehill wall</li> </ul> </li> <li>• Community Engagement <ul style="list-style-type: none"> <li>– The Henry Higgins Trust</li> <li>– Swing Park</li> <li>– Trefriw clock</li> <li>– Trefriw Remembrance Service</li> <li>– Christmas preparations</li> </ul> </li> </ul>	<p>–</p>
<p><b>17.</b></p>	<p><b>Next Meeting of the Community Council</b></p>	<p><b><u>RESOLUTION:</u></b> It was agreed that the next meeting would be at 7pm on Tuesday, 5<sup>th</sup> November 2019 at Nant Bwlch yr Haearn Outdoor Centre, Trefriw</p>