



Cyngor Cymuned Trefriw Community Council

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Cofnodion Tachwedd 5 2019 / Minutes 5th November 2019 Cyfarfod y Cyngor / Meeting Of the Council

Present / Bressennol: Cllr L Williams (Chair), Cllr K Ellis (Vice Chair) and Cllr M Lees
 In attendance: Vikki Teasdale, Clerk/RFO and 1 member of the public

	<u>Agenda Item/Discussion</u>	<u>Action/Resolution/Update</u>
1.	To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm	RESOLUTION A quorum was confirmed by Cllr Williams
2.	Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20 To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb	Apologies were received from Cllr J Salter, Cllr J Kelly and County Cllr T Jones
3.	Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788 To disclose personal and financial interest in items of business listed below/Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod	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 1 st October 2019	RESOLUTION The minutes were agreed as an accurate record by all Councillors present and signed by the Chair
5.	Chair's announcements/Cyhoeddiadau'r Cadeirydd	None – all covered by Agenda
6.	Correspondence/Gohebiaeth Correspondence September/October 2019 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted	

	<p>The Chair invited Councillors to raise any observations or concerns regarding the correspondence circulated as per Appendix 2 (embedded).</p>  <p>Appendix 2 05-11-2019.pdf</p>	<p>RESOLUTION Council raised no observations or concerns and the document was accepted.</p>
7.	<p>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</p>	<p>No report was provided as County Cllr Jones was unable to attend the meeting due to other work commitments</p>
8. 8.1	<p>Financial/Cyllid: LGA 1972 Sch 12 par 41(1) Council to discuss and question as required all financial transaction in Appendix 1 (embedded).</p>  <p>Appendix 1 05-11-19.pdf</p> <p>Council discussed the requirement for an arboreal tree check to take place every three years with none of the longstanding members of the council being able to confirm that such a check had taken place.</p> <p>Council also discussed the need to periodically review the contracts that had previously been entered into, to ensure that Council were obtaining best value.</p> <p>Council unanimously agreed that all transactions were deemed approved.</p>	<p>ACTION Clerk to ascertain the date of the last recorded arboreal check</p> <p>ACTION Clerk to ascertain the date of when tenders were obtained for ongoing services and, if required, commence a tendering process to ensure best value was being obtained</p> <p>ACTION Clerk authorised to make payments as detailed within Appendix 1 05-11-19</p>
8.2	<p>Audit for year ending 31st March 2019 Council confirmed receipt of the completed audit paperwork circulated by the Clerk with particular attention made to the issues that had arisen and been notified by the external auditors</p>	<p>RESOLUTION Council unanimously approved and accepted the Annual Return</p>
9.	<p>Review of pre-circulated Community Council documents Council reviewed the amended versions of the Health & Safety Policy, the Social Media and Electronic Communication Policy and the Grant/Donation Policy as prepared and recommended to Council by the Clerk.</p>	

	<p><u>Grant/Donation Policy</u> - Council considered and agreed that it would be best practice to include a deadline for when donation requests are to be received ahead of the meetings in June and December when such requests would be considered.</p> <p><u>Health and Safety Policy</u> – Council discussed the health and safety assessments/areas of review as referred to in Appendix 1 to the document with the cemetery, village hall, recreation fields and Top Road land being allocated to either a Councillor or the Clerk. It was unanimously agreed that the assessments would be undertaken during the last week of each calendar month with the reports then being available for the next upcoming council meeting. Annual assessments as detailed would be undertaken/organised by the Clerk.</p> <p>Council instructed the Clerk to circulate three further documents to review and raise observations/amendment ahead of the next Council meeting.</p> <p>.</p>	<p><u>ACTION</u> Clerk to include a further point in Terms of Reference to state that all donation requests must be received no later than 14 days before the June/December Council meetings as appropriate</p> <p><u>RESOLUTION</u> It was unanimously agreed that the monthly assessments would be undertaken by:</p> <ul style="list-style-type: none"> ▪ Cllr Lees – Old Recreation Ground ▪ Cllr Williams – New Recreation Ground and Gowers Road ▪ Cllr Ellis – Village Hall ▪ Clerk – Land at Top Road and the Cemetery <p><u>RESOLUTION:</u> Amendments to the Health & Safety Policy, the Social Media and Electronic Communication Policy and the Grant/Donation Policy 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><u>ACTION:</u> Clerk to circulate further Council documents for review and/or amendment</p>
<p>10. 10.1</p> <p>10.2</p>	<p>Training for Councillors/Clerk</p> <p>Cllr Williams advised that she had not been able to make any progress regarding potential induction training that could be offered by a CCBC and/or One Voice Wales trainer but would endeavour to have a specific update for the next council meeting.</p> <p>The training sessions circulated during the month by the Clerk were deemed unsuitable either due to the subject matter or the location.</p>	<p><u>ACTION:</u> Standing Agenda item</p>
<p>11. 11.1</p>	<p>Village Hall Repairs</p> <p>Cllr Ellis updated Council that she had met with the Clerk to look at the current budget excluding precept and taking account of the monies currently held within the investment account and the amounts needed to be retained as reserves this would leave a maximum sum of £30,000 to undertake the hall restoration programme.</p>	<p><u>ACTION:</u> Standing Agenda item</p>

11.2

Council proceeded to review the quotes spreadsheet as prepared by Cllr Ellis (embedded) who advised Council that all figures as shown excluded VAT but this would need to be paid initially and then claimed backed. Cllr Ellis further advised that based on the presented figures and the funds available Council may need to consider whether to proceed purely with the replacement floor (insulation/base floor/top floor) and not replace the heating system or to continue with both the floor and heating replacements but look at different options. Cllr Ellis advised that she was currently awaiting further quotes in relation to either a new electric heating system or merely dropping the existing infra-red heaters which could minimise heat loss to the top of the hall.

Cllr Williams as Chair stated that Council had already voted to replace the heating system – it was the decision over the choice of system that had been placed on hold pending further investigation of suitable alternatives.

Cllr Williams thanked Cllr Ellis for her work in obtaining the quotes and preparing the spreadsheet for Council's further consideration.

Cllr Lees advised that air sourced heating could still be a viable option explaining that such a system absorbs heat from the outside air which then can be used to heat radiators and provide hot water which would be the most environmentally friendly source as the amount of electricity used is 25% of the heat expended although to install such a system this would involve a pumping unit being attached to the exterior wall of the hall. Cllr Ellis advised that as the exterior of the hall was listed this would involve obtaining Listed Building Consent to attach the unit and drill through the walls.

Cllr Williams summed up that to move to a gas heating system looked the most likely option. Cllr Ellis advised Council that it could be possible for the initial prep work and gas pipes to be laid in the hall in readiness for the gas supply to be connected from the road. This would then allow for the insulation and base floor to be laid with the hall then becoming operational with the use of the existing heating system during any interim period.

Council accepted that, subject to the quotes for electric heating being substantially more favourable, the option of gas heating should be progressed without any further extended delay with the quote from Fflam Eryri being considered best value.

Cllr Ellis stated that a deadline should be set as to when further quotes needed to be considered by Council. Council agreeing that a deadline of Friday, 15th November should be circulated to those contractors being asked to tender.



Hall quotes Oct
2019.xlsx

<p>11.3</p>	<p>Cllr Williams proposed that once the appropriate quotes had been obtained and circulated to Council that unless a Councillor then specifically requested that further discussion takes place at the next Council meeting on 3rd December that Council should proceed with the quote from Fflam Eryri. The motion was seconded by Cllr Lees and unanimously accepted by all Councillors present.</p> <p>Council then discussed the flooring options which would involve adding insulation, laying a base floor, laying a top floor and replacement skirting boards. Councillors reviewed the spreadsheet provided by Cllr Ellis who appraised that the figures detailed included (a) some quotes for supply only of both finished and/or unfinished products and (b) quotes for supply and installation. Cllr Ellis advised Council that for the base floor, Capelgors had suggested the use of a pulpboard, tongue and groove product that would be waterproof and which after laying would render the hall useable straightaway pending the laying of the top floor.</p> <p>Council proceeded to review those flooring samples that Cllr Ellis had obtained and discuss their suitability. Cllrs Williams and Lees both stated that if the monies available allowed then the preference would be engineered oak planks in terms of both practicalities and aesthetics. Cllr Ellis advised that the quote from Kenton Jones of £8,045 included the provision of sanded/pre-lacquered 180mm planks that would be ready to lay.</p>	<p>RESOLUTION: Council to proceed with installation of a gas heating system on the basis of the quote from Fflam Eryri. DECISION SUSPENDED ONLY pending receipt of electric heating quotes and any Councillor subsequently requesting further discussion at Council's December meeting.</p>
<p>11.4</p>	<p>Cllr Ellis, as project lead of the Hall Restoration Sub-committee, recommended to Council as follows: Capelgors (base floor); Kenton Jones (top floor); Tim White (decoration). Cllr Williams proposed that, subject to a final decision on heating system, that Council proceeds with the recommendations as put forward by Cllr Ellis. Seconded by Cllr Lees.</p>	<p>RESOLUTION: Council unanimously agreed to proceed with the quotes from Capelgors and Kenton Jones in relation to the replacement flooring and Tim White in respect of the redecoration SUBJECT ONLY to any amendment/further discussion in regard to the choice of gas central heating system</p>
<p>12. 12.1</p>	<p>Councillor Recruitment/Engagement</p> <p>Council discussed the lack of suitable locations for meetings/engagement with the residents of Llanrhychwyn. It was agreed that Nant BH could still be a viable location but meetings would be preferable during the summer months.</p> <p>Council still wished to proceed with the option of open surgeries for residents but, due to the lack of suitable venue, these would need to take place in Trefriw on the proviso that the surgeries were being undertaken mainly for the residents of Llanrhychwyn. Council felt that two councillors should be available to discuss issues and concerns at each surgery. With the village hall looking likely to having a form of operational use early in the New Year it was proposed that the hall should be the venue for the surgeries unless the residents of Llanrhychwyn could propose a more appropriate location.</p>	<p>ACTION: Clerk to ensure that the Council's meeting in June 2020 is arranged at Nant BH</p> <p>ACTION: Clerk to organise open surgeries with rota for councillor availability/attendance as soon as the Village Hall is back to operational use</p>

12.2	<p>The Clerk updated Council that four applications for the councillor vacancies had been received to date although these were all in relation to the Trefriw ward where only two vacancies exist. The window to submit applications would close on Monday, 18th November and all applications received would then be circulated to Council prior to the December Council meeting where voting on each candidate would be required as per clause 23f of the Council's Standing Orders.</p>	
12.3	<p>Council discussed the lack of simultaneous translation at meetings and in all Council communications. Cllr Lees said that in his experience he felt that there was an assumption that the Council consisted of English people rather than those with Welsh heritage. Cllr Lees added that the provision of simultaneous translation had been parked for over 12 months and needed proper investigation and he would look to obtain proper quotes for Council's consideration. Once the figures were known and incorporated into the draft budget for 2020/21 Council could then consult with residents to see whether there would be a general consensus for having bilingual translation.</p>	<p><u>ACTION:</u> Cllr Lees to obtain quotes for the provision of simultaneous translation and circulate to Council for further consideration</p> <p><u>ACTION:</u> Clerk to include simultaneous translation facilities as an Agenda item for the December meeting</p>
13.	Village Improvements	
13.1	<p>The Clerk advised that there had been no further update from the civil engineers regarding the bridge duct renewal works following the further postponement and that she would look to obtain an update from the engineer's project co-ordinator.</p>	<p><u>ACTION:</u> Clerk to obtain update on the bridge duct renewal works and report back to Council at the December meeting</p>
13.2	<p>Cllr Kelly had provided Council with a response via email that as the repairs identified during the Trefriw Trails scoping exercise did not fall under the Council's jurisdiction there is no further update/action to provide. Trefriw Walkers are Welcome will be progressing with the relevant statutory bodies.</p>	
13.3	<p>The Clerk apologised to Council advising that due to current workloads she had not been able to make any enquiries in regard to a replacement noticeboard outside of the village hall. Clerk had now taken photographs of the noticeboard and would look to obtain quotes for the replacement.</p> <p>In relation to the noticeboard opposite the Woollen Mill, the Clerk had spoken to a former councillor who had previously confirmed to her that he would be looking to make good the noticeboard. Cllr Williams updated that Council had received a contribution of £300/£400 towards the upgrade of this noticeboard.</p>	<p><u>ACTION:</u> Clerk to obtain quotes for the replacement noticeboard at the Village Hall</p>
13.4	<p>Cllr Ellis confirmed that the remedial work to the bus stop wall had been completed by Tim White in accordance with the emailed approval/consent from each councillors to the quote.</p>	

<p>13.5</p> <p>13.6</p>	<p>Council discussed the provision of dispenser units/dog waste bags which would be relatively inexpensive yet provide real benefits to both the community and environment and would demonstrate that the Council is doing what it can to try and encourage all dog walkers to clear up their dog's mess. Cllr Williams believed that Conwy CBC were previously running an initiative where free bags were being supplied and she would make enquiries to see whether this was still running.</p> <p>The Clerk advised that having obtained an official plan from the Land Registry the wall immediately behind the location sign did not belong to Rosehill and, in theory, should belong to St Mary's Church. Clerk to endeavour to make further enquiries and obtain costings from Signz in Llanrwst to replace the sign. Council discussed the old sign which could possibly be repaired and rehoused and it was suggested that this could be of interest to the Llanrwst Almshouses and Museum.</p>	<p><u>ACTION:</u> Cllr Williams to circulate to Council update on possible free dog waste bags from CCBC and/or further proposal on acquisition of dispensers/waste bags</p> <p><u>ACTION:</u> Clerk to obtain costings for a replacement location sign</p>
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>Community Engagement</p> <p>Cllrs Ellis and Lees updated Council as to the launch of the Community Car Scheme that would initially be shared between the surgeries at Betws-y-Coed and Cerrigydrudion although there is a plan to widen out the vehicle's usage so as not to be purely medical.</p> <p>Cllr Lees also advised that he would be attending a travel initiative drop-in event on 12th November in Llanrwst. The initiative aims to connect residents with Llanrwst and the services it offers, to meet the train and buses for onward travel and provide better public transport to people in and around the town, to and from surrounding villages.</p> <p>Cllr Ellis confirmed that she had also attended the Ageing Well in Wales Event in Llandudno on 25th October and had picked up details of business that could help with the community involvement initiative that Mel Roberts and Hilary Rogers-Jones are leading on.</p> <p>The Clerk confirmed that the original Remembrance Service Order Cards had been located and the poppy wreath had been ordered and collected from the British Legion in Llanrwst.</p> <p>Cllr Ellis advised that she would need to make enquiries regarding a temporary repair that had previously been made to the flagpole as currently the flag cannot be lowered as would normally be the case during the service.</p> <p>Council confirmed that the tree being kindly donated by a member of the public would be acceptable and unanimously agreed to make a donation of £50 to a charity of that person's choosing in lieu of payment for the provision of the tree.</p>	<p><u>ACTION:</u> Cllr Lees to provide feedback to Council re Llanrwst travel initiative event</p> <p><u>RESOLUTION:</u> Council to donate £50 to a chosen charity in lieu of payment for the Christmas tree</p>

	<p>The Light Up Event would now take place on Sunday, 8th December so as not to coincide with the Betws-y-Coed Pantomime. Cllr Ellis said that following her email circulated to Council regarding suitable outdoor lights she would now look to order the Christmas tree lights subject to Council making a decision as to the number of lights required. Council unanimously authorised Cllr Ellis to personally procure 600 lights the cost of which would then be reimbursed at the December meeting on production of the invoice.</p> <p>Council discussed the arrangements for getting the Christmas Tree and lights in situ prior to the Light Up Event and it was agreed that a working party would need to convene on Wednesday, 4th December which would give time to deal with any issues that may arise.</p>	<p>ACTION: Cllr Ellis to procure 600 Christmas tree lights at an approximate cost of £200 with reimbursement to be made at the Council's December meeting</p> <p>ACTION: Cllr Ellis to liaise with MOP donating the Christmas tree to ensure that this can be made available on the morning of 4th December</p>
<p>15. 15.1 15.2.1</p>	<p>Town and Community Council's Forum Meeting – 16th October 2019</p> <p>Cllr Ellis and the Clerk provided a brief overview of the Forum Meeting highlighting the main issue of non-statutory services provided by CCBC that are at risk due to further budget cuts.</p> <p>Council discussed the documentation that had been supplied at the Forum Meeting which indicated that CCBC were looking for Town and Community Council's to take over non-statutory services that would otherwise be at risk. In relation to Trefriw, the services at risk are the public toilets at Gowers and both playparks with a financial ask of £5,563.58 and £15,193 respectively.</p> <p>Council expressed their concern that if they took over the responsibility for these services that the residents would be faced with double charging as the amounts would already be included in their council tax even though CCBC could be relinquishing their responsibility to provide those services. The Community Council would have to budget for the increased financial commitment which would substantially affect the precept.</p> <p>Council discussed their attendance at the pre-arranged meeting on 7th November at Glasdir with CCBC representatives and agreed that they would, at that meeting, raise their immediate objections to the potential reduction of services as well as taking the opportunity to drill down further into the figures.</p> <p>Once further, detailed information was available Council agreed that they would need to call an open meeting to appraising residents of the options that are available to Council being (i) to agree to the funding requests and/or take over the asset in order for the continued provision of the toilets</p>	

15.2.2	<p>and playpark or (ii) to make no offer of financial support to CCBC which could impact on the future of the public toilets and/or the playparks.</p> <p>Council instructed the Clerk to resubmit the Services List to CCBC stating that no further offers of support with the services as listed can be given.</p>	<p><u>ACTION:</u> Clerk to arrange open meeting for resident consultation re CCBC services at risk and possible implications <u>ACTION:</u> Clerk to respond to CCBC</p>
16.	<p>AOB</p> <p>Council discussed the budget for 2020/21 and unanimously agreed that a sub-committee should be formed to work up a draft proposal for circulation and review ahead of the Council's December meeting</p>	<p><u>RESOLUTION:</u> Cllr Ellis and the Clerk to form a Finance sub-committee to deal with draft budget setting</p>
17.	<p>Items proposed for discussions at the next Council meeting</p> <ul style="list-style-type: none"> • TCC Budget for 2020/21 • Review of pre-circulated community council documents • Training for Councillors/Clerk • Village Hall repairs • Current Councillor Positions • Councillor Recruitment/Engagement <ul style="list-style-type: none"> – Co-option of new councillors – Simultaneous translation facilities • Village Improvements <ul style="list-style-type: none"> – Bridge duct renewal work – New noticeboards – Dog waste refuse bags – Replacement sign adjacent to wall of St Mary's Church • Community Engagement <ul style="list-style-type: none"> – The Henry Higgins Trust – Swing Park – Trefriw clock – Christmas preparations 	
17.	<p>Next Meeting of the Community Council</p>	<p><u>RESOLUTION:</u> It was agreed that the next meeting would be at 7pm on Tuesday, 3rd December 2019 at the Peniel Chapel, Trefriw</p>