

Cyngor Cymuned Trefriw Community Council

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Cofnodion Rhagfyr 3 2019 / Minutes 3rd December 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 (joined meeting at 7:30 pm) and 9 members of the public

OPEN MEETING: NON-STATUTORY SERVICES AT RISK

Cllr Williams opened the meeting and provided those members of the public present with an overview of the recent meetings and discussions that had taken place with Conwy County Borough Council (CCBC) highlighting that the services at risk are the public toilets at Gowers Road and three playparks, the two in the village and one at Tu Hwnt i'r Bont which Trefriw Community Council (TCC) have been advised falls within the boundaries of Trefriw. Cllr Williams advised that although the documentation supplied by CCBC stated that there was no onus on any of the town or community councils to make financial commitments or agree to take over and maintain the assets at risk at the last meeting at Glasdir, Llanrwst with various CCBC department heads the general consensus amongst the community councillors was that if TCC did not step in and either take over the assets and/or agree to the financial requests being made then these services were unlikely to receive continued financial support from CCBC due to budget constraints.

Members of the public in attendance had been provided with an overview of the meeting in Llanrwst which included details of the current cost to CCBC of maintaining the public toilets and three playparks.

Questions/comments raised by residents with responses given

Public Toilets

Q. CCBC figures quote £11,000 to employ a cleaner for the toilets – have TCC asked for this to be broken down?

A. CCBC are unable to separate out the cost as the employee would also service other public conveniences within the vicinity. TCC are looking at ways of shared working with other town or community councils such as Llanrwst to try and reduce costs. TCC are looking to employ a contractor rather than take on an employee.

Q. Would a contractor not be more expensive than taking on an employee? The current CCBC employee attends the toilets at least six times a day to open and close them and clean.

A. This is something that TCC are still investigating and will be talking to other local town and community councils about. It is possible that we could qualify for a bursary from CCBC if we agree to take over the asset in early 2020 which could offset some of the initial costs.

Q. Can you confirm that the toilets will be exempt from business rates in April 2020 following recent legislation?

A. This is not something that has been mentioned by CCBC but we will investigate this as if the block would be zero-rated this should reduce the costs currently being quoted to us.

Q. A 2012 report that was undertaken on the toilets confirmed that the building required some quite substantial remedial work – has the work been done?

A. CCBC have advised that town or community councils that agree to an early adoption may qualify for a contribution towards addressing any issues of the condition of the toilet block building. No actual timeline for agreeing to adopt has been given to potentially qualify for this contribution – at present CCBC are looking for TCC to provide an expression of interest in taking the toilets over. If TCC does provide that expression of interest the condition of the building would be scrutinized before any asset transfer took place.

Residents were then asked to confirm whether or not they felt that the toilets were an essential amenity within the village – all agreed. On this basis, Council discussed whether they should make an expression of interest to CCBC re an asset transfer of the toilet block. Cllr Williams proposed that an expression of interest should be made. This was seconded by Cllr Lees and unanimously agreed.

ACTION: Clerk to send an expression of interest to CCBC and to ask for confirmation as to the next stage

Playparks – Swing Field, Bro Geirionydd, Tu Hwnt i'r Bont

Q. Why should the park at Tu Hwnt i'r Bont be taken over by TCC?

A. TCC have received confirmation that the park falls within the boundaries of Trefriw and, therefore, TCC although nobody on the TCC was aware that we were potentially liable for this. If TCC do not accept an asset transfer of Tu Hwnt i'r Bont this will reduce the overall costs slightly although this park has the lowest annual expenditure.

Q. Why are the capital costs provided by CCBC so high?

The annual costs are divided as to £14,825 to build up a ten-year reserve to replace all pieces of equipment during that time. In addition, there are combined annual revenue costs of £4,681 to cover grass cutting, inspections and low value day to day repairs. This does not take into account any public liability insurance as at present CCBC have a global policy that covers their combined liability countywide and this is not something that would continue if we did take over the any of the playparks.

Q. Negotiations with CCBC appear to be very one-sided – why can't TCC make a counter-proposal to share responsibility and the costs?

The position has been made relatively clear that if we do not take over these amenities as a whole CCBC will just allow the playparks to become run down and will simply remove and not replace the equipment over time. TCC consider the playparks to be amenities that are essential for children's development but the final decision will be that of the residents as the costs of taking over these amenities will ultimately be borne by council taxpayers.

Q. There are a lot of resident families with children, however, Trefriw does have a slightly ageing population. It is important that all residents are aware of what is happening and have a chance to make their views known.

A. This is just the beginning of our public consultation and we can have several meetings if that is what the residents decide. We will be holding another public meeting early in the New Year and TCC will publicise this as widely as possible. Alternatively, if people are unable to attend these open meetings then they are welcomed to express any concerns either directly to the clerk or to any of the councillors.

ACTION: Council to hold another public meeting on **Saturday, 18th January 2020** to provide any further information and for residents to be able to express their views. Clerk to arrange and publicise as widely as possible.

No further questions or comments were made and that part of the meeting came to a close.

	<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. C. Cllr Jones joined the meeting at 7:30 pm due to a prior engagement
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 members 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 5 th November 2019	RESOLUTION The minutes were agreed as an accurate record by all members present and signed by the Chair
5.	Co-option of New Councillors Council to consider those applications received for co-option to the current vacancies within the Trefriw and Llanrhychwyn wards Cllr Williams invited members to vote on the applications received with three of the four candidates being unanimously co-opted to the role of Councillor. One applicant queried why his co-option application had been rejected and asked members to provide reasons for this. The option of receiving this feedback in private was offered, but the applicant requested it verbally at the meeting. It was agreed to do this and feedback was given verbally by each member.	RESOLUTION Stephen White and Idris Bowen were accepted for co-option for the Trefriw ward vacancies with Gill Sheltinga being accepted and co-opted to the Llanrhychwyn ward
6.	Acceptance of Office Council to receive duly completed Declarations of Acceptance of Office from the newly co-opted Councillors	

	<p>Cllr Stephen White and Cllr Gill Sheltinga signed the Acceptance of Office Form in the presence of the Clerk who witnessed their signatures.</p> <p>Cllr Idris Bowen signed the Acceptance of Office Form in the presence of Cllr J Kelly who witnessed his signature.</p>	<p>RESOLUTION Council received the duly completed Declarations of Acceptance of Office from the newly co-opted Councillors</p>
7.	<p>Chair's announcements/Cyhoeddiadau'r Cadeirydd</p> <p>Cllr Williams advised members that under Agenda item 12 (Village Hall Repairs) members would need to discuss and vote on the merits of adding a damp-proof membrane to the sub-floor as per the quotes previously circulated</p>	<p>ACTION Council to consider and vote on the addition of a damp-proof membrane under Agenda item 12</p>
8. 8.1	<p>Henry Higgins Trust</p> <p>It was confirmed that the current trustees are Cllr Williams and C. Cllr Jones. C. Cllr Jones confirmed that having checked the terms of the Trust a further trustee would need to be appointed. Cllr White confirmed that he would be happy to also become a trustee. C. Cllr Jones confirmed that he was in receipt of the cheque book and bank statements and would pass these to the Council's Clerk for retention.</p>	<p>RESOLUTION Cllr White to become a co-opted trustee of the Henry Higgins Trust</p> <p>ACTION C. Cllr Jones to pass the Trust bank statements and cheque book to the Clerk for retention</p>
8.2/8.3	<p>Councillors agreed that publicising the benefits of the Trust would need to be improved and suggested ways in which to do this with the possibility of producing a leaflet that could be left at the post office or posted on the noticeboard behind the bus stop. It was also suggested that a letter could be distributed to children/parents via the local schools. Cllr Williams confirmed that the provisions of the Trust included a £50 maternity grant as well as a grant of 50p per resident child (age limit to be confirmed) to be distributed at Christmas. It was acknowledged that the 50p grant was previously paid to those qualifying children via their respective schools. Details of the last payments would need to be established and any payments aggregated where possible.</p>	<p>ACTION Cllr Williams and C. Cllr Jones to meet to review the Trust monies remaining within the Trust and to agree ways in which to (a) distribute the 50p per year child grant and (b) highlight the benefits of the Trust to residents</p>
8.4	<p>Cllr Williams confirmed that the playpark is owned and administered by the Trust with no direct involvement of the Community Council.</p>	
9.	<p>Correspondence/Gohebiaeth</p> <p>Correspondence October/November 2019 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted.</p> <p>The Chair invited members to raise any observations or concerns regarding the correspondence circulated as per Appendix 2.</p>	<p>RESOLUTION Council raised no observations or concerns and the document was accepted.</p>

	<p>The Clerk highlighted the email that had been received from Conwy County BC (CCBC) – item number 31 to Appendix 2 - in relation to the removal of the payphone/kiosk at Gowers Road in that the Council needed to provide a formal response to either agree or object to the removal. Following discussion, Council unanimously voted to object to the proposal thus requiring the payphone/kiosk to remain. It was, however, acknowledged that the location and usage of the payphone did not meet British Telecom’s criteria which could impact on Council’s objection. Council agreed that if the objection was then overruled they would require British Telecom to agree to remove the telephone kiosk as well as the payphone/telephone line.</p>	<p>RESOLUTION Council unanimously voted to object to the proposed removal of the BT payphone/telephone kiosk</p> <p>ACTION Clerk instructed to write to CCBC to lodge Council’s objection to the removal of the payphone/telephone kiosk</p>
<p>10.</p>	<p>County Councillor Report/Adrddiad-y-Cynghorydd Sir A brief report from the County Councillor (Tomos Jones) on matters of importance and interest to the community of Trefriw and Llanrhychwyn</p> <p>In October’s full Council meeting we were asked to vote on adoption of new Land Drainage Bylaws which would allow greater enforcement of Riverbanks. I used this meeting as an opportunity to highlight several issues in Trefriw that have remained unresolved and, in that respect, Conwy Council are not leading by example. Since this meeting there has been better communication from Conwy’s Flood Team about the works taking place which include surveys of the village’s current system and identifying ways to prevent water from “backing up”, a survey on the current flooding hotspots with a view to establishing escape routes from the village at times of high floods to avoid isolation.</p> <p>Since then I have met with a resident to discuss the flooding hotspot at Nant Cottage (opposite Saw Bench Car Park) and was able to confirm that this area is already being looked at under the survey although we do not know if Nant Cottage will indeed be a chosen escape route from the village yet and so far UI do not believe there have been costings of works required to each identified hotspot.</p> <p>One of Conwy’s Senior flood team officer called me yesterday to provide an update however I was in a scrutiny meeting and despite calling back I have not yet been able to speak to him. I will be receiving an update in the upcoming week.</p> <p>I have been supporting some residents of Coed Gwydir with mass movement of land caused by water to the rear of their property, this was a matter for Natural Resources Wales as the land manager. Myself and a member of NRW’s Team met with the residents during a period of heavy rainfall to inspect. It has transpired that liability to make good the retaining walls behind the properties lie with the residents who were satisfied with the support from myself and NRW’s team.</p>	

	<p>I recently visited a resident at their home to discuss their concerns, frustrations and complaints regarding several matters locally which included parking difficulties. I am currently working on a solution for them and their neighbours and remain hopeful that it can be resolved.</p> <p>Last week I met with several officers from Conwy's Highways Team in response to the public meeting held by Crafnant Residents during the summer. This was a positive meeting and the Highways Team have agreed to a number of requests made by myself and the Crafnant residents. I have forwarded a copy of the points to the TCC Clerk – please make contact with her should you require further information.</p> <p>I also discussed a number of other issues with officers including the matter raised by a resident regarding the blind bend on the exit of the village travelling south (prior to Hafod House). The request was for an additional SLOW/ARAF sign in addition to those already there; the request has been denied on the basis that there are already several ARAF/SLOW signs which they have found ineffective (as demonstrated a recent speed survey). They would not be able to install signage stating there are concealed entrances as highways legislation does not favour private owners. We are starting discussions with North Wales Police and have shared with them the speed survey to look at a targeted approach to reducing traffic speed in that location.</p> <p>Despite contacting the Volunteer Coordinator for the Community Speedwatch Scheme I have yet to receive a response, I have gone back to North Wales Police regarding this and expect to hear from them very soon.</p> <p>Should you wish to discuss any of the above please don't hesitate to contact me, contact details can be found on Conwy County's website by searching for "councillors".</p>	
<p>11. 11.1 11.2 11.3</p>	<p>Financial/Cyllid: LGA 1972 Sch 12 par 41(1) Council to discuss and question as required all financial transaction in Appendix 1</p> <p>Council unanimously agreed that all transactions were deemed approved.</p> <p>Council reviewed the draft budget as prepared by Cllr Ellis and the Clerk who were thanked for the time taken to prepare a comprehensive document. Particular emphasis was made with regard to the inclusion of the financial asks from Conwy County BC in respect of the playparks and public toilets and how these additional amounts would more than double the current precept.</p>	<p>No objections or concerns made</p> <p>ACTION Clerk authorised to make payments as detailed within Appendix 1 03-12-19</p> <p>RESOLUTION Council unanimously agreed to only include the contribution payment for the public toilets as requested by CCBC within the draft budget for 2020/21</p>

	<p>Cllr Bowen formally proposed that Council should only agree to the inclusion of the contribution payment towards the maintenance of the public toilets (£5,563) within the 2020/21 budget.</p> <p>Council to interrogate draft budget more fully at the Council's January meeting.</p>	<p><u>ACTION</u> Clerk to add to Agenda for January's meeting to finalise and approve budget and precept request</p>
<p>12</p>	<p>Village Hall Repairs</p> <p><u>Flooring</u> - Cllr Ellis invited members to discuss the merits of installing a damp-proof membrane between the joists and the sub-floor confirming that advice had previously been taken from the contractor who did not consider this to be necessary given that the concrete floor was completely dry coupled with the foiled back insulation that was to be used. Council discussed and acknowledged the advice, however, agreed that as the cost of laying a damp-proof membrane were not prohibitive that it would be beneficial to proceed with this.</p> <p><u>Heating system</u> - Cllr Ellis provided a review of the different heating options for the benefit of the new members, advising that at the previous meeting Council had agreed that electric heating was more sustainable. Cllr Ellis confirmed that the electric panel heaters were both programmable and intuitive which would enable the heating within the hall to be programmed to reach a set temperature ahead of any booking with six 2kw heaters being considered sufficient to heat the hall.</p> <p>The costs of installing electric heating rather than a gas system were less with a further saving as there would be no requirement to commission and pay for a gas supply to be connected to the hall. The quotes for installing six 2kw electric panel heaters ranged from £2,800 to £3,900 excluding VAT. Cllr Ellis advised that her recommendation to Council would be the quote from Mel Owen at £2,800 for the six panels and two additional hand dryers for the toilets being provided free of charge.</p> <p>Cllr Lees advised Council that his preference would be to install an air sourced heat pumping system for which he had obtained a ball park figure of £12,000 to install, however, the costs of running such a system are in the region of two thirds less than standard electric heating. Council agreed that such a system would be more environmentally friendly, however, there would be issues of where to place the large external extraction unit so as not to impact on either the walkways around the village hall or the shared evacuation route with the Fairy Falls PH. There would also be additional noise that would be emit from the extraction unit.</p>	<p><u>RESOLUTION</u> Council unanimously agreed to the installation of a damp-proof membrane within the flooring works and accepted the additional cost of this.</p>

	<p>Council confirmed that they would in future seek more eco-friendly ways of being able to heat and light the hall and would look to build up a reserve over the next ten years to revisit the possibility of installing an air sourced heat pumping system. In the interim, Council agreed to look at switching energy supplier to one that used only renewable energy.</p> <p>Cllr Bowen asked for confirmation that Council would receive both a commissioning certificate and warranty following the installation of the electric heating panels. Cllr Ellis advised that the quotes that she had received confirmed that a commissioning certificate would be produced but would need to clarify in respect of the warranty.</p> <p>Cllr Williams proposed that Council moved to agree the quote from Mel Owen for the installation of 6 x 2kw Vanguard panel heaters subject to confirmation that a suitable warranty would be issued.</p>	<p><u>ACTION</u> Cllr Ellis to ascertain and confirm that a suitable warranty would be issued for the installation of the electric panel heaters</p> <p><u>RESOLUTION</u> Council unanimously agreed to proceed with the quote from Mel Owen <u>SUBJECT</u> to Cllr Ellis confirming via email that a suitable warranty would be issued following installation</p>
<p>13. 13.1</p> <p>13.2</p>	<p>Community Engagement</p> <p>Cllr Ellis advised Council that she had been liaising with the MOP who was donating the Christmas tree and was waiting for confirmation that the tree would be brought down to the village the next day to enable the working group to put up and dress the tree in readiness for Sunday's Light up Event. Cllr Lees said that as he was in regular contact with the MOP and that he would make direct contact and then update Cllr Ellis either following the Council meeting or the next day with confirmation as to when the tree would be at Singrig.</p> <p>Cllr Scheltinga asked for confirmation that the Council's insurance policy would cover the any public liability in respect of the erection of the Christmas tree.</p> <p>Cllr Williams advised that as far as she was aware the only Council involvement for the Light Up event was the donation that had been made to purchase wine and other sundries although it was agreed that members of Council could assist further by providing baked goods to hand out with the mulled wine.</p> <p>Cllr Kelly confirmed that the litter pick would take place on Sunday afternoon between 2:00 pm and 3:00 pm in readiness for the Light up Event at 5:00 pm.</p>	<p><u>ACTION</u> Clerk to speak to Council's insurance provider to confirm that the Council's policy will cover public liability</p>

<p>14.</p>	<p>Council Positions Cllr Williams confirmed to Council that as she would be taking imminent maternity leave she wished to step down from the position of Council Chair and nominated Cllr Ellis to take over as Chair. Cllr Bowen seconded the motion which was then unanimously agreed. Cllr Williams witnessed the signing of the Acceptance of Office of Chair</p> <p>Cllr Williams advised Council that this now left the position of Vice Chair vacant and nominated Cllr Kelly to the role. Cllr Lees seconded the motion which was then unanimously agreed. Cllr Bowen witnessed the signing of the Acceptance of Office of Vice Chair</p>	<p><u>RESOLUTION</u> Cllr Ellis elected as Chair</p> <p><u>RESOLUTION</u> Cllr Kelly elected as Vice Chair</p>
<p>15.</p>	<p>Items proposed for discussions at the next Council meeting</p> <ul style="list-style-type: none"> • TCC Budget for 2020/21 • Setting up TCC working groups • Methods of communication between councillors outside of council meetings • Asset Transfers • Village Hall repairs • Village Improvements • Community Engagement <ul style="list-style-type: none"> - Services at Risk Public Meeting – 18th January 2020 - Simultaneous translation facilities 	
<p>16.</p>	<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, 7th January 2020 at the Peniel Chapel, Trefriw</p>