

Cyngor Cymuned Trefriw Community Council

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Cofnodion Chwefror 4 2020 / Minutes 4th February 2020 Cyfarfod y Cyngor / Meeting of the Council

Present / Bressennol: Cllr K Ellis (Chair), Cllr J Kelly (Vice Chair), Cllr I Bowen and Cllr G Scheltinga
In attendance: Vikki Teasdale (Clerk/RFO), C. Cllr T Jones and four members of the public

Member of Public issues:

A MOP present firstly offered his thanks to the Community Council and C. Cllr Jones for the action taken to facilitate the ARAF/SLOW sign that had been painted onto the road outside of his house following traffic concerns that he had previously raised. The MOP then advised Council of two issues within the village that he was aware of – firstly, the remedial painting that is required to one of the Crafnant foot bridges near The Mill and also the presence of a possible pollutant within the river. Council confirmed that both of these issues would be investigated however, with the latter Cllr Kelly believed that a notification had been sent by NRW last Autumn which confirmed that the causation of the foaming in the water had been investigated, no evidence of any chemicals were found, and it was stated that there was no cause for concern.

ACTION: Council to investigate both issues raised and take any appropriate action

The Council were asked for a further update on when the new bus timetables would be made available at the bus stops as these had still not been updated. The Clerk advised that she had been advised that the new timetables were being made available from the week commencing 20th January 2020 and that she was aware that electronic copies had been circulated by Llew Jones Coaches but had no further update to provide in relation to updating the timetables at the bus stops. C. Cllr Jones confirmed that he would pursue this on behalf of the MOP.

ACTION: Cllr Ellis, as Chair, advised that she would approach CCBC and Llew Jones to establish when the timetables would be updated at the bus stops.

The Council were then asked about more signage re the dog mess issue down Gowers Road. As more of a Conwy CBC issue C. Cllr Jones advised that, at present, CCBC does not have the scope to deal with this, however, it is an item for discussion at CCBC's Scrutiny meeting on 5th February. C. Cllr Jones further advised that any decision can only be made at the Cabinet meeting, which the scrutiny committees feed into with their recommendations.

The Council were asked about the bridge duct renewal work and whether there had been any update. The Clerk confirmed that she had spoken to the Managing Director of Cybi Cyf Civil Engineering who had advised that they had been waiting for Openreach to confirm that they would cover the costs of the work – this confirmation had now been received and the next step would be to obtain quotes for scaffolding. Once the quotes had been received these would need to be forwarded to Openreach for final confirmation to proceed and then the job could be booked. The Clerk confirmed that she would continue to contact the managing director on a regular basis in order to keep Council and residents updated.

	<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	<u>RESOLUTION</u> A quorum was confirmed by Cllr Ellis
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 received from Cllr M Lees, Cllr S White and Cllr L Williams
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 7 th January 2020	<u>RESOLUTION</u> The minutes were agreed as an accurate record by all members present and signed by Cllr Ellis
5.	Chair's Announcements/Cyhoeddiadau y Gadeiryn Clerk's Hours of Working – Cllr Ellis invited the Clerk to confirm the position. The Clerk advised Council that in order to provide better coverage and accessibility that as from w/c 10 th February her normal hours would be 9:00 am to 1:00 pm on Tuesday, Wednesday and Thursday.	
6.	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 C. Cllr Jones confirmed that there had been more contact made with him by residents following both the community council's public consultation meeting and also the issues around recycling following the removal of the recycling bins at Gowers Road. In terms of the Henry Higgins Trust, C. Cllr Jones confirmed that he would be meeting with Cllr Williams in regard to the provisions of the Trust, however, it is likely that more guidance will be required over the legal terms within the Trust documents due to the aged language that is used. C. Cllr Jones confirmed that the Board of Governors at Ysgol Dyffryn Yr Enfys was in place and that C. Cllr Jones had been appointed as Chair.	

<p>7. 7.1 7.2 7.3 7.4 7.5</p>	<p>Financial/Cyllid: LGA 1972 Sch 12 par 41(1) Council to discuss and question as required all financial transaction in Appendix 1 (v.2) Council unanimously agreed that all transactions were deemed approved. Council considered the draft 2020/21 Budget (v6) as distributed by the Clerk who was thanked for the work in bringing the document together. Cllr Bowen proposed that Council move to accept the Budget in its present form and this was seconded by Cllr Kelly Council considered the recommended precept request to be made to Conwy CBC. Cllr Kelly proposed that Council move to agree the request of £26,441 which was seconded by Cllr Scheltinga. Cllr Ellis advised Councillors that in accordance with the Council's Financial Regulations the bank account reconciliations would need to be scrutinized on a quarterly basis by a non-bank signatory councillor. The Councillors present discussed those who would be suitable and Cllr Bowen was nominated and accepted.</p>	<p>No objections or concerns were made and the document was accepted. ACTION Clerk authorised to make payments as detailed within Appendix 1 04-02-2020 RESOLUTION It was agreed by all members present to accept the budget as proposed by the Clerk RESOLUTION It was agreed by all members present to accept the precept request as proposed by the Clerk RESOLUTION It was agreed by all members present that Cllr Bowen would undertake the quarterly finance checks</p>
<p>8.</p>	<p>Correspondence/Gohebiaeth Correspondence November/December 2019 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted. The Clerk highlighted the following items of correspondence as circulated:</p> <ul style="list-style-type: none"> – The planning application that had been received (0/47016) as any comments or observations were required to be made to the Planning Officer by 5th February. All Councillors present acknowledged receipt of the planning application and confirmed that no comments or observations on the proposal were deemed necessary. – Application to erect a memorial from Dyffryn Memorials. All Councillors present confirmed sight of the application and confirmed that this could be approved subject to it meeting the guidelines as set out in the Council's Cemetery Rules. <p>The Chair invited members to raise any other observations or concerns regarding any other items of correspondence as referred to in Appendix 2.</p>	<p>RESOLUTION Council raised no observations or concerns and the document was accepted.</p>
<p>9.</p>	<p>TCC Working Groups Councillors discussed the three agreed working groups that would be formed to progress Council's current priorities/programmes of work with the intention that the groups would consist of both councillors and residents. It was agreed that the Councillors would head up the respective groups as follows:</p>	<p>ACTION Councillors appointed to each group to meet to work up a Terms of Reference and Action Plan ahead of the March meeting</p>

	<ul style="list-style-type: none"> • Village Hall (the opening and re-use) – core members Cllrs Scheltinga, Williams and Bowen but with Cllr Ellis providing initial support; • Cemetery Extension - Cllrs Bowen, Kelly and White • Services at Risk – Cllrs Lee and Ellis. <p>Cllr Ellis emphasised that the remit of the working groups would be to make recommendations to full Council prior to any decision making. All working groups would be required to report to full Council each month by sending an update to the clerk for circulation prior to the following monthly meeting.</p>	
10.	<p>TCC Action Plan</p> <p>Cllrs Ellis and Kelly confirmed that they had looked at both the Council’s cyclical business as well as forthcoming projects to draw up a plan that would provide an overview of key tasks and projects as well as highlighting any deadlines. The plan would be a working document that would continue to evolve and would be available to residents via the website.</p>	<p><u>ACTION</u> Cllr Ellis and Kelly to continue to work up the Action Plan with councillors to highlight any errors or omissions</p>
11. 11.1 11.2 11.3	<p>Village Hall</p> <p>Cllr Ellis confirmed that the flooring was all now completed. Cllr Bowen had also replaced the old lights which had old bulbs and broken starters with LED lights which were both a cheaper and more sustainable option. Cllr Bowen had also replaced those ceiling tiles that were damaged.</p> <p>Council agreed that two or three cleaning and clearing out sessions would be required prior to the hall being ready for re-hire on the proposed date of 1st March 2020 and that a request for volunteers would need to be made via the Council’s Facebook page with the first on Saturday, 15th February. A member of the public present advised that the projector screen required some remedial work as previously this was not opening fully.</p> <p>Council discussed the Full Fibre Network initiative being offered by CCBC having now established that there would be no line rental costs payable by Council during the 12-month initiative period.</p> <p>Cllr Kelly confirmed to Council that she had been scoping hire charges for other halls in the locality to provide a benchmark as it was recognised that the hall would have to be self-funding whilst balancing the needs of residents and local groups. Cllr Kelly referred to the draft Village Hall booklet which had been previously circulated in which she had included her proposed</p>	<p><u>ACTION</u> Council to post Facebook request for volunteers for Village Hall cleaning/clearing session on 16th February 2020</p> <p><u>ACTION</u> Council to further investigate and undertake any remedial work to projector screen</p> <p><u>RESOLUTION</u> It was agreed by all members present to accept the LFFN initiative as offered by CCBC</p> <p><u>ACTION</u> Clerk to contact Sean Monaghan at CCBC to accept offer to enrol on LFFN initiative</p>

	<p>charging structure. Various charging methods were discussed by Council, however, it was agreed that a fuller summary of the costs of running the hall would be required before being able to agree upon the hire charges. As the Clerk was already receiving expressions of interest from previous and potential new hall users Council agreed that a prompt decision in principle as to a charging structure would be made by Councillors via email to allow the Clerk to secure bookings on the proviso that the decision would be formally agreed at the Council's next meeting on 3rd March.</p> <p>A member of the public present raised concern that living close by to the hall there had been times when certain hire groups bringing heavy equipment into the hall during the early hours of the morning had caused some noise disturbance. Council said that they would monitor the situation should any such groups express an interest in hiring the hall but asked the MOP to contact the Council immediately should she experience any such issues in the future.</p>	<p><u>ACTION</u> Cllrs Ellis and Kelly to work up projected hall running costs and to make appropriate amendments to the draft Village Hall Booklet prior to re-circulation</p> <p><u>ACTION</u> Councillors to agree hall charging structure via email ahead of Council's formal ratification at the March meeting</p>
<p>12. 12.1 12.1.1</p>	<p>Community Engagement Services at Risk Consultation/Asset Transfers</p> <p>Cllr Kelly confirmed that Council had received a good response to the questions raised with residents at the public meeting which had been replicated for the online survey. Approximately 40 people attended the public meeting with a further 84 unique responses coming from the online survey. Having analysed the feedback the overriding theme is that of frustration over those services that have been highlighted to the Community Council as being at risk as well as other CCBC charging levies such as garden waste.</p> <p>Cllr Kelly advised that having reviewed all of the feedback from residents via various channels, the general consensus seems to be that:</p> <ul style="list-style-type: none"> – both of the playparks and the public toilets are essential to the village and should be retained if at all possible – a slim majority of those who responded to the consultation would be willing to pay more on their precept if the alternative was to lose these facilities – charging for the toilets, fundraising and looking into other revenue streams were supported as ways of offsetting the costs, however, Cllr Kelly highlighted that these cannot be considered as guaranteed income and, therefore, raising the precept would be the only way to safeguard these amenities <p>Cllr Bowen raised concerns that in trying to force the Community Council into making an early decision regarding the public toilets CCBC are divesting their responsibility given the Welsh Government's requirements for local authorities to have a strategic plan for the provision of public toilets. On this basis, Cllr Bowen proposed that no decision is made until such time as</p>	<p><u>ACTION</u> Clerk to advise CCBC (Steve Teale) that no decision will be taken regarding the public toilets until CCBC's published Strategic Plan for the Provision of Public Toilets is produced to the Community Council</p>

<p>12.1.2</p> <p>12.2</p>	<p>the published strategic plan has been produced with all Councillors present agreeing to this course of action. The Clerk was instructed to contact CCBC accordingly.</p> <p>Council confirmed approval to the draft template letter to CCBC to express frustration at loss of services and increased costs as circulated by Cllr Williams. Council confirmed that once CCBC's complaints procedure had been reviewed to ensure that the letter was compliant, Council would make the letter available via the Council's website and Facebook page for members of the community to use as required.</p> <p>Document Translation Council discussed the quotes that had been obtained by Cllr Ellis which ranged from £40 to £100 per 1,000 words which would equate to costs in the region of £140 to £350 per month based on the minutes from the November meeting. It was highlighted that there is currently no compulsion to provide bilingual documents although this would be considered good practice and something that Council should strive towards. Cllr Bowen noted that at the public meeting there was no take up of his offer to translate or converse in Welsh. In order to assess the needs and uptake of welsh speaking residents, Cllr Bowen offered to translate the agenda into Welsh and provide a summary of the minutes which could then be posted on the website. Council thanked Cllr Bowen for his offer which was accepted on the basis that this would be trialled for three months and then reviewed at Council's meeting on 5th May. Council confirmed that they would also engage with residents to ascertain whether any members of the community would be able to assist with translation at no cost.</p>	<p>ACTION Clerk to publish finalised template letter on Council's website and Facebook page</p> <p>RESOLUTION It was agreed by all members present to accept Cllr Bowen's offer to provide an Agenda and summary of the minutes in Welsh for a three-month trial period to be reviewed at Council's meeting in May 2020</p> <p>ACTION Council to engage with residents to ask for assistance with document translation</p>
<p>13.</p>	<p>Review of pre-circulated community council documents Council reviewed the amended versions of the Welsh Language Policy, Document Management Policy and Equality Policy as circulated by Cllr Kelly.</p> <p>Council agreed that the Welsh Language Policy and proposed amendments would need to be reviewed in greater detail taking account of the resolution at item 12.2 above (Document Translation). The Clerk was instructed to include this within the March Agenda.</p>	<p>RESOLUTION: Amendments to the Document Management Policy and Equality Policy were passed by all members present with the updated versions being formally adopted subject to the agreed changes being implemented by the Clerk</p> <p>ACTION – Councillors to revisit Welsh Language Policy and to agree appropriate amendments at the next Council meeting</p>
<p>14.</p> <p>14.1</p>	<p>Councillor/Clerk Training Cllr Ellis referred to the One Voice Wales Induction Training as circulated by the Clerk. This consisted of online modules such as the Code of Conduct and Financial Regulations that would enhance the knowledge and understanding of the role of councillor and clerk.</p>	<p>RESOLUTION: It was agreed by all members present that the Councillors and Clerk must complete the training by 30th April 2020</p>

14.2	Cllr Ellis referred to the Clerk's request to enrol on the SLCC's ILCA Foundation Course that would provide a good introduction to the role of clerk and proposed to Council that it agreed to the request with all costs to be met by Council. This was seconded by Cllr Kelly.	RESOLUTION: It was unanimously agreed by all members present that the Clerk would enrol on the ILCA course
15.	Items proposed for discussions at the next Council meeting <ul style="list-style-type: none"> • TCC Working Groups – Terms of Reference and Action Plan • Village Hall - plans for re-opening • Governance - review of Council's Welsh Language Policy • Community Engagement - meet your councillor coffee mornings 	
16.	Next Meeting of the Community Council	RESOLUTION: It was agreed that the next meeting would be at 7pm on Tuesday, 3 rd March 2020 at Trefriw Village Hall