

Cyngor Cymuned Trefriw Community Council

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Cofnodion Marth 3ydd 2020 / Minutes 3rd March 2020 Cyfarfod y Cyngor / Meeting of the Council

Present / Bressennol: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice Chair), Cllr Idris Bowen, Cllr Gill Scheltinga, Cllr Steven White and Cllr Lucy Williams
In attendance: Vikki Teasdale (Clerk/RFO) and one 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 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 Mike Lees and C. Cllr Tomos 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 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 4 th February 2020	RESOLUTION The minutes of the meeting held on 4 th February 2020 were agreed as an accurate record by all members present and countersigned by Cllr Ellis
5.	Chair's Announcements/Cyhoeddiadau y Gadeiryn <u>Clerk's Annual Leave</u> – Cllr Ellis confirmed to members that the Clerk would be taking 20 hours of annual leave in March with the Clerk confirming that the exact dates would be circulated via email so that all Councillors were aware. Cllr Ellis advised that the Clerk would then have 8 hours of annual leave remaining and recommended to Council that the Clerk be allowed to roll this over to the end of May.	RESOLUTION It was agreed by all members present to allow the Clerk to roll over 8 hours of unused annual leave for the year 2020/21 on the proviso that this would be taken by the end of May

	<p><u>Village Hall Electric Heater Guards</u> – Cllr Ellis confirmed to members that due to issues of health and safety it had been necessary to commission heater guards for the electric heaters within the hall to ensure that the same would be affixed prior to the first hall booking on 13th March. Cllr Ellis confirmed that in conjunction with the Clerk the spend had been authorised in accordance with Financial Regulations clause 4.1</p> <p><u>Village Hall Donation</u> – Cllr Ellis advised members of the kind donation made by The Fairy Falls Hotel towards the refurbishment of the village hall kitchen. The £130 raised from the Casino Night held on 16th August 2019 would be put towards replacing the village hall cooker once further funds were available.</p> <p><u>Bus Stop Timetables</u> – Cllr Ellis confirmed to members that following further communication with Llew Jones Coaches, CCBC and Traveline Cymru progress with the production of paper timetables had been made, however, due to the various sign offs required between CCBC and Traveline Cymru paper copies of the timetables were unlikely to be posted at the village bus stops until the end of March. Cllr Ellis advised that this was countywide. Cllr Ellis also confirmed that she had made the member of the public who had raised this issue on several occasions aware of the situation.</p>	<p>NOTED Expenditure of £288 to cover the cost of six electric heater guards for the village hall authorised by the Chair and Clerk in accordance with clause 4.1 to the Council's adopted Financial Regulations</p>
<p>6.</p>	<p>County Councillor Report/Adrddiad-y-Cynghorydd Sir</p> <p>A brief report from the County Councillor (Tomos Jones) on matters of importance and interest to the community of Trefriw and Llanrhychwyn</p> <p>Following a complaint being made to TCC at February's Meeting about the incorrect Bus Timetables I have managed to speak directly to the person who's now responsible for the task (she had to take this on recently after the person responsible left their role - hence the delay). They are in the final stages of confirming the timetable before handing to a third party company who do the print and install. Correct timetable should be in place by the end of March.</p> <p>I met with Staff members at Nant BH Outdoor Education Centre to discuss recycling provision for the centre.</p> <p>I had a meeting with another HH Trustee to go through the legal documents for the Trust. From this I was able to approach a Conwy Officer with a series of questions about the Trust and distribution of funds. Having obtained further information, I will be arranging another meeting with the Trustees and will update TCC in due course.</p> <p>During Storm Ciara I was out in the village speaking with residents and personally clearing the storm drains and culverts on the main road, Cowlyd Road, Crafnant Road and School Bank Road to minimise the water travelling down the roads and into the village. I have again flagged the problem areas with Conwy's flood team.</p> <p>Following the landslide on Crafnant Road:</p> <ul style="list-style-type: none"> – I contacted and met with several residents offering support and assistance, this contact and support has been ongoing 	

	<ul style="list-style-type: none"> - I contacted NRW to ensure that the regrading of the forest track following the Cambrian Rally would be completed urgently in order to allow access/escape for residents living above the landslide - Fed back safety concerns to NWP - met with CCBC Structural Engineers to inspect the damaged caused, discuss next steps and visit residents - arranged a residents meeting to be help by NRW/CCBC/Innogy to keep residents informed of the plans - Ensured that CCBC will continue to collect refuse and as weeks were missed, agreed to collect additional bags with recycling. - Spoke to the press about the situation <p>Cllr Scheltinga also confirmed to members that both she and Cllr Bowen had attended a consultation meeting in relation to concerns raised by residents following the landslide at Crafnant Road. Their attendance was to represent both the Community Council as well as C. Cllr Tomos Jones who was unable to attend. The meeting took place on 26th February, those being present included residents of the affected areas as well as representatives of NRW, CCBC and Innogy (engineering consultants). The meeting had been arranged to discuss those residents' issues of concern to include difficulty of access, problems relating to people ignoring 'road closed' signs, problems of anti-social behaviour and a perceived lack of information. CCBC provided an update on the current position by advising that they were hoping to have the final health and safety assessment shortly that would then allow them to recommence the repair works estimated to take three weeks at the main site with further works to subsequently take place at Lledwigan/Cae Mab lthel access Road. The main road would remain officially closed for a three-week period, however, it was agreed following discussion to allow official access to residents and service vehicles (e.g., refuse collection, fuel deliveries) each Thursday morning from 8:00 am to 1:00 pm during the repair period. In terms of keeping individuals and groups updated NRW, CCBC and Innogy were provided with contact details for all appropriate individuals and groups and they, in turn, gave assurances to organise further meetings if necessary</p>	
<p>7. 7.1</p>	<p>Financial/Cyllid: LGA 1972 Sch 12 par 41(1) Council to discuss and question as required all financial transaction in Appendix 1 Cllr Bowen queried the payment to SSE Energy as Council had previously discussed moving to a greener, more sustainable energy supply. Cllr Williams confirmed that she was looking at various options although the comparison sites that she had used appeared to only look at price rather than sustainability.</p>	<p><u>ACTION</u> Cllr Williams to present to Council details of alternative electricity suppliers highlighting both the unit cost and levels of sustainability for further discussion. Agenda item for April meeting.</p>

<p>7.2</p> <p>7.3</p>	<p>Cllr Williams would continue to research options and would present Council with possible alternative providers at the next Council meeting, however, it was accepted that both the cost of supply and sustainability would need to be balanced when agreeing a new supplier</p> <p>Council unanimously agreed that all transactions were deemed approved.</p> <p>Council discussed the need to have authority in place to deal with any urgent expenditure that may arise between Council meetings. Clause 4.1 of Council's Financial Regulations provided that expenditure up to £500 could be authorised by the Chair and Clerk, however, there could be occasions when urgent matters arise where such expenditure would exceed this limit.</p>	<p>No other objections or concerns were made and the document was accepted. ACTION Clerk authorised to make payments as detailed within Agenda 3rd March 2020 Appendix 1</p> <p>RESOLUTION It was agreed by all members present that Council Financial Regulations 2019, clause 4.1 would be deemed to include the provision that any urgent expenditure to fall between £500 and £5,000 may be authorised outside of a Council meeting if such expenditure is collectively approved by the Clerk, the Chair and one further Councillor</p>
<p>8.</p>	<p>Correspondence/Gohebiaeth Correspondence January/February 2020 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted.</p> <p>The Clerk highlighted the following item of correspondence as circulated:</p> <ul style="list-style-type: none"> – (Item 22) Supplementary information provided by applicant in relation to the planning application that had been received (0/47016). All Councillors present acknowledged receipt of the supplementary information and confirmed that no comments or observations were deemed necessary. <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>9.1</p> <p>9.2</p>	<p>Health and Safety Reports</p> <p>Council received the completed reports in respect of the cemetery inspection and the village hall. Cllr Williams confirmed that she would email her report relating to the Recreation Field/Gowers Road path to the Clerk for retention.</p> <p>Council members discussed the remedial work required to the flagpole following on from the quote obtained by Cllr Bowen for the fabrication of two new support brackets. The Clerk was instructed to formally commission the work with Cllr Bowen to deliver the signed cheque as authorised in Appendix 1 above. Cllr Bowen confirmed that he would also obtain the appropriate fixings.</p>	<p>ACTION Cllr Williams to provide an electronic copy of the H&S Monthly Inspection Sheet re the Recreation Field/Gowers Road path to the Clerk.</p> <p>ACTION Clerk to formally commission Enfys Engineering to fabricate two new flagpole support brackets and further to source and obtain appropriate flagpole cable</p>

	<p>Cllr Ellis advised members that the flagpole cable was also broken and that a replacement 25 metre line cable would need to be sourced and the Clerk was instructed to obtain this.</p>	
<p>10.</p>	<p>TCC Working Groups Councillors present confirmed sight of the separate Terms of Engagement for the three working groups with no amendments considered necessary.</p> <p>The Clerk advised Council that members of the public who are asked to join any working group must be formally invited. Cllr Kelly confirmed that Jay Butters would be joining The Cemetery Working Group and that a formal invitation would need to be sent to him.</p> <p>Cllr Ellis advised members that appropriate Action Plans would need to be worked up by each Group ahead of the April meeting with the word template as previously circulated to be used to simplify matters</p>	<p>RESOLUTION It was agreed by all members present to formally adopt the Terms of Reference as circulated for the dedicated working groups being (i) The Village Hall, (ii) The Cemetery and (iii) Services at Risk/Asset Transfer</p> <p>ACTION Clerk to formally invite Jay Butters to join The Cemetery Working Group</p> <p>ACTION Councillors to work up an appropriate Action Plan ahead of the April meeting</p>
<p>11. 11.1 11.2</p>	<p>Village Hall Councillors confirmed sight of the draft Village Hall Booklet (v4) with no observations or comments made and it was unanimously agreed that the charges and conditions as outlined therein would be used going forward.</p> <p>Cllr Scheltinga updated Council as to the two recent working parties and the good work that had been completed. This had created an amount of rubbish that would need to be taken to the community skip on 12th March and help would be required to move this. Further cleaning and tidying up sessions would be required ahead of the skip arriving and contact would be made with any groups that continued to store items in the back rooms of the hall to ensure that they reviewed and removed all items that could be further disposed of. The first booking of the hall would take place on Friday, 13th March and the hall would need to be cleared and ready for this.</p> <p>The Clerk advised that she had been reviewing the renewal of the hall's Music Licence and following a change in terms and conditions the licence previously obtained would not now be suitable and further investigation to ascertain the correct licence would need to take place. Cllr Kelly confirmed that she would be happy to investigate this as she had some experience of such licences and would liaise further with the Clerk.</p>	<p>RESOLUTION It was agreed by all members present to formally adopt the Village Hall Booklet as circulated</p> <p>ACTION Clerk to place electronic copy of Village Hall Booklet on the website and a paper copy on the Village Hall internal noticeboard</p> <p>ACTION Cllr Kelly to investigate and then liaise with the Clerk regarding the mandatory Music Licence for the hall</p>

<p>11.3</p>	<p>Councillor discussed the following operational tasks and agreed as follows:</p> <p>11.3.1 Hall bookings would continue to be made only through the Clerk.</p> <p>11.3.2 Regular hirers would retain or be given a key as appropriate. Other hirers will be asked to either collect a key directly from T J Parry Jones & Daughters (Maralyn's), subject to formally signing the key in and out so as to be easily traced, or for a councillor to meet the hirer at the hall with that councillor then being responsible for securing and closing up following the session.</p> <p>11.3.3 Where appropriate, any opening and closing of the hall for hirers during the week would be undertaken by councillors with the clerk to act as standby if there were no councillors available. This would also offer an opportunity for councillors to check that users are meeting the hire term obligations in respect of clearing up the hall following use.</p> <p>It was further agreed that there would be no setting up or down included within the hire charge – the agreed hire would simply cover the use of the space and those hiring would be expected to undertake their own set up for the session with all tables, chairs and any other facilities used to be put back as they were originally found. Councillors agreed that it would be prudent to create a hall checklist for hirers to follow to ensure that the hall would be left in an acceptable condition.</p> <p>Cllr Bowen was asked to produce a basic instruction manual for the electric heaters in order that councillors can activate the preheating ahead of the hirer's session when there is no routine preset. The member of the public present advised that it may be possible to control the heaters remotely by way of a hub and sockets such as the Hive system. Council to consider this once further income has been raised from hire fees.</p> <p>11.3.4 Cllr Ellis confirmed that prior to the first booking, it was recommended that the floor is initially treated with an appropriate floor wax. Cllr Ellis confirmed that one litre of the wax would be sufficient to cover the floor and the Clerk was instructed to obtain this in order that the same could be applied prior to the first booking on 13th March.</p> <p>In terms of general cleaning, it was agreed that low level cleaning of toilets, sinks and kitchen would be done weekly by those councillors who are facilitating the opening and closing of the hall for hirers. A cleaning rota would need to be agreed upon and followed by each councillor who would then be responsible for finding cover if they were then unable to clean on their designated day.</p>	<p><u>ACTION</u> Clerk to liaise with interested parties re progressing potential bookings</p> <p><u>ACTION</u> Cllr Ellis to return a village hall key to T J Parry Jones & Daughters and to procure a key signing in and out book to be retained with the key</p> <p><u>ACTION</u> Cllr Williams to create a Village Hall Checklist for hirers to follow prior to vacating the hall with particular emphasis on the removal of all rubbish from all areas</p> <p><u>ACTION</u> Cllr Bowen to produce a basic instruction manual for the electric heaters</p> <p><u>ACTION</u> Clerk to procure recommended floor wax</p> <p><u>ACTION</u> Councillors to agree weekly cleaning rota – Agenda item for April meeting</p>
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	It was further agreed that a deep clean would be required periodically to be decided when the flow of booking became clearer.	
12.	Community Engagement	
12.1	Council agreed to re-introduce Community Coffee and Cake sessions in the village hall. These would take place on the second Saturday of each month from 10:30 am to 12 noon. The first would take place on Saturday, 11 th April with Councillors to attend, as available, for informal chats with residents	RESOLUTION It was agreed by all members present to re-introduce Community Coffee and Cake sessions in the village hall
12.2	Cllr Kelly confirmed to Council that, unfortunately, the personal funding bid of £175 to be used as a contribution towards the costs of the village hall re-opening event had been unsuccessful but, nevertheless, it was Council's intention to continue to officially mark the re-opening. Council discussed further and agreed to hold a tea and cake event to celebrate the re-opening on Sunday, 29 th March between 2:00 pm and 4:00 pm.	ACTION Cllrs Ellis and Kelly to liaise and devise an action plan to prepare for the Village Hall re-opening celebration to then be circulated to all councillors
12.3	Council discussed the siting of the dog poo bag dispensers. Concerns were raised that providing such dispensers could prove more problematic if people were to take large volumes of the bags that Council would then need to constantly replenish or if bags were filled but left and not disposed of correctly. Council agreed to site one of the dispensers on the gate/fence at the top of the bund by the dog field for a trial period and, subject to this being used correctly, the second bin would then be sited at a suitable location which could be decided by residents.	ACTION Council to arrange for the placement of one dog poo bag dispenser on the gate/fence at the top of the bund by the dog field
13.	Review of pre-circulated community council documents Council reviewed the amended version of the Welsh Language Policy as circulated and no comments or observations were raised,	RESOLUTION: Amendments to the Welsh Language Policy was passed by all members present with the updated version being formally adopted
14.	Councillor/Clerk Training The Clerk advised Council that having reviewed the ILCA modules she would not, at this time, enrol on the OVV 'The Council Meeting' training as she felt that the training may simply be duplicated but would confirm to Council if, after completing the ILCA foundation course, there was still a training need. The Clerk confirmed her request to attend the combined SLCC/OVV Event on 20 th May 2020 in Ewloe, Flintshire details of which having already been circulated to councillors. Cllr Ellis emphasised that all Councillors would need to complete the OVV basic online training by 30 th April 2020. The Clerk would recirculate the link for ease.	RESOLUTION: It was unanimously agreed by all members present that the Clerk could attend/register for the event on 20 th May 2020 ACTION Clerk to recirculate to Councillors the online link to the OVV basic training modules to be completed no later than 30 th April 2020

15.	<p>Items proposed for discussions at the next Council meeting</p> <ul style="list-style-type: none"> • TCC Working Groups – Action Plans • Village Hall re-opening event – feedback • Village Hall general: <ul style="list-style-type: none"> – further areas of work/expenditure – weekly cleaning rota – electricity suppliers • Independent Remuneration Panel for Wales - Councillor Allowances 	
16.	<p>Next Meeting of the Community Council</p>	<p>RESOLUTION: It was agreed that the next meeting would be at 7pm on Tuesday, 7th April 2020 at Trefriw Village Hall</p>