

Cyngor Cymuned Trefriw Community Council

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Minutes of the Annual Council Meeting held on 10th November 2020 at 7.00pm online via Skype as permitted in The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice Chair), Cllr Idris Bowen, Cllr Gill Scheltinga, and Cllr Stephen White
In attendance: Vikki Teasdale (Clerk/RFO) and one member of the public

Nodwch os gwelwch yn dda:

Gweler y crynodeb atodol am gyfieithiad Cymraeg o brif benderfyniadau'r Cyngor a'u gweithrediadau cysylltiedig

	<u>Agenda Item/Discussion</u>	<u>Action/Resolution/Update</u>
48.	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 the Chair
49.	Election of a Chair and Vice-Chair of the Council The Chair invited the Clerk to advise Council on the current requirements for the election of a Chair and Vice-Chair. The Clerk confirmed that although Council were required to hold an Annual Council Meeting during the calendar year of 2020, provision had been made within the Local Authority (Coronavirus) (Meetings) Regulations 2020 to allow Councils to defer any such election of Chair and Vice-Chair until May 2021 subject to the current officeholders wishing to remain in post. On this basis, the Clerk recommended to Council that if Cllrs Ellis and Kelly were prepared to continue in their roles that she would propose to Council that such an election be deferred in the hope that face-to-face meetings could resume by May 2021 when the Annual Meeting was next scheduled for. Council moved to vote and it was unanimously agreed by those members present to accept the Clerk's recommendation	RESOLUTION Council resolved to accept the Clerk's recommendation to defer the pending election for Chair and Vice Chair until the next Annual Meeting in May 2021 with Cllrs Ellis and Kelly to remain in their respective posts
50.	Council's Working Groups Council reviewed the current working groups as appointed on 4 th February 2020	RESOLUTION Council resolved to re-appoint for 2020/21 the existing working groups in their current

		format for (1) Cemetery Extension and Maintenance (2) Village Hall (3) Services at Risk/Asset Transfer
51.	Other Business	
51.1	Council formally received and reviewed the Code of Conduct for 2020/21	RESOLUTION Council resolved to re-adopt the Code of Conduct for 2020/21
51.2	Council formally received and reviewed Council's own agreed form of (1) Standing Orders and (2) Financial Regulations. Council agreed to amend clause 4.4 to the Financial Regulations to reflect that the Clerk's salary would be reviewed in August rather than October to align with the Clerk's annual appraisal.	RESOLUTION Council resolved to re-adopt for 2020/21 (1) Standing Orders as per the current format and (2) Financial Regulations subject to the agreed amendment to be implemented by the Clerk
51.3	Council formally received and reviewed the following policies: (i) Complaints Procedure; (ii) Equality Policy; (iii) Grant/Donation Policy; (iv) Health & Safety Policy (v) Records Retention and Disposal Policy (vi) Social Media Policy and (vii) Welsh Language Policy. Council agreed one amendment to the Health & Safety Policy which would provide an additional paragraph regarding the current coronavirus pandemic as well as agreeing to the removal of the date of 1 st April 2021 within the Welsh Language Policy on page 3 of the document.	RESOLUTION Council resolved to re-adopt all policy documents for 2020/21 subject to the slight amendment to the Health & Safety Policy and Welsh Language Policy to be implemented by the Clerk
51.4	Council formally received and noted the Schedule of Council Meeting dates for 2020/21	
52.	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 and accepted from Cllrs Mike Lees and Lucy Williams
53.	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	No interests were declared
54.	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 13 th October 2020	RESOLUTION The Council resolved that the minutes of the meeting held on 13 th October 2020 be accepted as a true record and be signed by the Chair

<p>55.</p>	<p>Chair's Announcements/Cyhoeddiadau y Gadeiryn <u>Village Hall Roof Repairs</u> – the Chair invited the Clerk and/or Cllr Bowen to update Council on the urgent roof repairs. Cllr Bowen confirmed that the source of the water ingress had been identified and a total of 14 roof slates had been replaced.</p> <p>Cllr Bowen advised that he would meet with the roofing contractor towards the end of the week as some heavier rainfall had been predicted in the weather forecast which should highlight any continuing issues. Cllr Bowen confirmed that he would also be looking to replace the internal ceiling tiles once it was known that the external repairs had resolved the water ingress.</p> <p><u>Clerk's Annual Leave</u> – the Chair advised Council that the Clerk would be taking two weeks annual leave in December from 18th December to 4th January inclusive and Councillors would need to cover that period of absence. The Clerk confirmed that an out of office would be applied to the incoming emails and that a note would be added to the website.</p> <p>Cllr Kelly asked about cover for the dedicated mobile phone and it was agreed that the Clerk would hand this to Cllr Ellis who would be the first point of contact. The Clerk confirmed that she would assist with any urgent cemetery issues that may arise during her period of leave.</p>	<p>ACTION Cllr Ellis to provide cover for the dedicated TCC mobile phone as the first point of contact during the Clerk's period of annual leave</p>
<p>56. 56.1 56.2 56.3 56.4</p>	<p>Financial/Cyllid: LGA 1972 Sch 12 par 41(1) Council to discuss and question as required all financial transaction as detailed within Appendices 1 and 2.</p> <p>Council moved to vote and it was unanimously agreed by those members present that all transactions within Appendix 1 be deemed as approved.</p> <p>Council discussed the renewal of the Trefriw Community Council Zurich insurance policy and the option to renew year on year with fluctuating premiums or to continue, as before, with a long term agreement (LTA) that would provide a lower rolling premium over either a three or five year period. Council moved to vote and it was unanimously agreed by those members present to renew the policy on the five-year LTA</p> <p>The Chair invited the Clerk to present the draft budget to Council for scrutiny. As the draft budget had been previously circulated to Council, the Clerk invited members to raise any</p>	<p>No objections or concerns were made and the documents were accepted</p> <p>RESOLUTION The Council resolved to approve all transactions within Appendix 1 ACTION The Clerk was authorised to make the payments as detailed within Appendix 1</p> <p>RESOLUTION The Council resolved to renew the Zurich insurance policy based on the five-year LTA with a fixed premium of £709.68 per annum</p>

	<p>questions in relation to the draft. Cllr Scheltinga asked Council to consider the requirement of have a meeting at Nant BH each year given that the residents of Llanrhychwyn were not likely to travel to that venue. Council agreed that given the lack of attendance over the past few years and the possibility of being able to conduct either virtual or hybrid meetings in the future the need to have a physical meeting was no longer necessary.</p> <p>Cllr Scheltinga also asked Council to consider the provision of one community skip at Nant BH as, again, residents of Llanrhychwyn would be more likely to bring items to the skips provided at either Bro Geirionydd or Bro Gower with the skip that was provided on 22nd October having not been utilised by any residents of that ward.</p> <p>Council moved to vote and it was unanimously agreed by those members present to accept the recommendations made by Cllr Scheltinga.</p>	<p><u>RESOLUTION</u> The Council resolved to remove from the draft budget the entry for venue hire of £50</p> <p><u>RESOLUTION</u> The Council resolved to continue with the 12 skips for 2021/22, however, these would be split equally between Bro Gower and Bro Geirionydd with no skip being provided at Nant BH</p> <p><u>ACTION</u> The Clerk to make the appropriate adjustments and for the draft budget to be re-circulated to Council for further discussion at the December meeting (Agenda item)</p>
57.	<p>Correspondence/Gohebiaeth</p> <p>Correspondence for October/November 2020 – 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 any items of correspondence as referred to in Appendix 2</p> <p>Councillors discussed the invitations that had both been received on 6th November to attend (i) the virtual launch of Cynllun Eyri, the new National Park (Partnership) Management Plan and (ii) the One Voice Wales Conwy/Denbigh Area Committee Meeting. Council agreed that representation from the Community Council should not rest with the Clerk alone.</p>	<p><u>RESOLUTION</u> The Council raised no observations or concerns and Appendix 2 was accepted</p> <p><u>ACTION</u> Cllr Scheltinga to attend the launch of Cynllun Eyri on 26th November and to provide an overview to Council at the December meeting (Agenda item)</p> <p><u>ACTION</u> Cllr Kelly to attend the OVW Area Committee Meeting on 24th November and provide an overview to Council at the December meeting (Agenda item)</p>
58.	<p>Trees on Gower Road</p> <p>The Chair invited Cllr Kelly to provide an update as to the tree inspection. Cllr Kelly confirmed that she had accompanied the local resident/arborist to conduct a inspection survey of the trees along Gower Road that had identified in excess of 20 trees that were suffering Ash Dieback. In addition, there were a smaller number of trees identified in the Gower Road playpark, the football pitch and the playpark at Bro Geirionydd. The likely costs of dealing just</p>	

	<p>with the trees within Gower Road was estimated to be in excess of £15,000, however, this would likely form the basis of a 5 to 7-year ongoing plan of maintenance with reserves needing to be built up over the next few years in order to meet those costs.</p> <p>On this basis, Cllr Kelly recommended to Council that a working group be formed to manage any programme of works and this would consist of a minimum of two councillors as well as Jay Butters to act as adviser taking in to account his professional qualification. Council moved to vote and it was unanimously agreed by those members present to accept the recommendation.</p> <p>The Chair invited Councillors to put themselves forward as members of the working group.</p> <p>Cllr Kelly invited Jay Butters to address Council. Mr Butters recommended that Council should write to Conwy County Borough Council (CCBC) to ask what funding would be made available to assist as the full costs of dealing with the Ash Dieback could amount to £20,000. He also recommended that Council refer the issue of the ash trees along Gower Road to CCBC as although the Community Council own the pathway known as Trefriw Trail 1, the affected trees run along the verge of Gower Road which would be maintained at public expense. The Community Council would also need to identify the landowners in respect of the trees on both playparks and the football pitch that would also need attention.</p> <p>Cllr Kelly confirmed that she would arrange a meeting of the Ash Dieback Working Group to decide on the next steps and would provide a further report at Council's December meeting.</p>	<p>RESOLUTION The Council accepted the recommendation for the formation of a Ash Dieback Working Group which would include Cllrs Kelly and White and Jay Butters</p> <p>ACTION The Clerk to write to CCBC regarding the ash trees along Gower Road and the playparks to establish the legal landowner</p> <p>ACTION Agenda item for December</p>
<p>59.</p>	<p>Community Councillor Report/Adrddoad-y-Cynghorydd Sir A brief report from C. Cllr. Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p>	<p>No report was provided as C. Cllr Jones was unable to attend the meeting</p>
<p>60.</p>	<p>Village Hall The Chair invited the Chair of the Village Hall Working Group (VHWG) to provide an update to Council. Cllr Scheltinga advised that the VHWG continued to recommend to Council that the Village Hall remain closed until the end of 2020 due to the continuing Covid-19 restrictions on the use of community centres. In addition to the complying with the current Welsh Government guidelines, the issue of the leaking roof was still to be confirmed as resolved.</p>	

	<p>Cllr Scheltinga confirmed that she has recently spoken to the manager of Rowen Memorial Hall as she was aware that this was re-opening but, having made enquiries, she had gleaned that, as the Memorial Hall is run by a charity, they had been able to successfully claim £10,000 grant funding in order to make changes to ensure that the Memorial Hall was Covid secure with such funding not being available to the Community Council.</p> <p>Council moved to vote and it was unanimously agreed by those members present to accept the VHWG recommendation to keep the Village Hall closed until the end of the 2020 with a further review of the current regulations and general position at the Council's meeting in January 2021</p> <p>Cllr Scheltinga advised that Council could be eligible to apply for a small amount of grant funding up to £500 and that, if agreed, she would make further enquiries with CCBC to progress this, and would liaise, as appropriate, with the Clerk in respect of making any formal application.</p>	<p><u>RESOLUTION</u> The Council resolved to accept the Village Hall Working Group's recommendation for the Hall to remain closed for the rest of the year with Council to review the position at the January meeting</p> <p><u>ACTION</u> Agenda item for January 2021</p> <p><u>ACTION</u> The Council agreed to authorise Cllr Scheltinga to investigate the possibility of applying for grant funding to facilitate measures to enable the re-opening of the Village Hall for community use</p>
61.	<p>Community Engagement</p> <p>The Chair invited Cllrs Scheltinga and Bowen to update as to the sourcing of the village Christmas Tree. Cllr Bowen confirmed that a suitable tree had been donated subject to the agreed donation of £50 being made to a local hospice. Cllr Bowen confirmed that he would make arrangements to collect the tree in order that the same can be erected ready for the lighting up on Sunday, 6th December.</p>	<p><u>RESOLUTION</u> The Council resolved to make the donation of £50 to St David's Hospice</p> <p><u>ACTION</u> The Clerk to include the agreed donation within the January 2021 agenda papers</p>
62.	<p>Next Month's Agenda</p> <p>The following items were proposed and accepted for the next Council meeting:</p> <ul style="list-style-type: none"> - To receive and consider the updated 2021/22 Draft Budget - To receive an update from the Ash Dieback Working Group - To receive an update as to the Village Hall roof repairs - To receive an overview of the meetings attended by members in November - To receive an update as to the NRW consultation into the current pollution levels at Llyn Geirionydd 	

63.	Next Meeting of the Community Council	RESOLUTION The Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on Tuesday, 8th December 2020 remotely via Skype
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Penderfyniadau

Cyfarfod Blynyddol

- Penderfynodd y Cyngor derbyn argymhelliad y clerch i ohirio etholiad Cadeirydd ac Is-Gadeirydd tan y Cyfarfod Blynyddol ym mis Mai 2021, pan obeithir medrau aelodau'r Cyngor mynychu'r cyfarfod yn bersonol. Erys cynghorwyr Ellis a Kelly yn ei swyddi hyd hynny
- Penderfynodd y Cyngor i barhau â'r grwpiau gwaith cyfredol yn eu ffurf bresennol. 1) Mynwent - Estyniad a Chynhaliaeth. 2) Neuadd y Pentref, 3) Gwasanaethau mewn Perygl / Trosglwyddiad Asedau
- Penderfynodd y Cyngor diweddarau'r dogfennau polisi a nodwyd ar yr agenda â'r fân newidiadau a drafodwyd yn y cyfarfod. Adolygir y rhain yn flynyddol ym mis Mehefin (yn dilyn y cyfarfod blynyddol bob mis Mai)
- Derbyniodd y Cyngor hysbysiad ffurfiol o Amserlen Cyfarfodydd y Cyngor 2020/21

Cyfarfod Arferol

Penderfyniadau

- Derbyniwyd fel cofnod cywir, cofnodion y cyfarfod a chynhaliwyd ar Hydref y 13eg, 2020.
- Wedi i'r Cyngor cymeradwyo unrhyw trawsnewidiadau ariannol arferol, cyfarwyddwyd y Clerch i wneud y taliadau.
- Penderfynwyd adnewyddu yswiriant y Cyngor gyda'r cwmni Zurich ar gytundeb am gyfnod o 5 mlynedd
- Derbyniodd unrhyw gohebiaeth a gylchredwyd yn barod cymeradwyaeth y Cyngor.
- Penderfynodd y Cyngor creu grwp gwaith 'Gwywiad Coed Ynn', i adolygu, ac argymhell i'r Cyngor llawn, unrhyw weithrediadau angenrheidiol i ymdrin a coed yn ddioddef â'r haint ar dir yn perthyn i CCT
- Oherwydd parhâd y cyfyngiadau Covid-19 ar ddefnydd Canolfannau Cymunedol, a'r gwaith angenrheidiol i atgyweirio'r tô, penderfynodd y Cyngor cadw neuadd y pentref ar gau i archebwyr am weddill 2020. Adolygir y penderfyniad hwn eto yng nghyfarfod mis Ionawr 2021
- Rhoddwyd awdurdod i Cyng. Scheltinga i ymchwilio i'r posibilrwydd o wneud cais am gyllid i hwyluso ail-agoriad Neuadd y Pentref er budd y gymuned yn y flwyddyn newydd
- Penderfynodd y Cyngor gwneud rhodd o £50 i hosbis lleol ar ôl derbyn anrheg o goeden Nadolig i'r pentref gan aelod o'r gymuned
- Cynhelir y cyfarfod nesaf trwy gyfrwng 'Skype' ar dd.Mawrth, yr 8fed o Rhagfyr, 2020, am 7.00 y.h.

Camau Gweithredu nesaf

- Clerc i gynnwys y newididau a drafodwyd yn y cyfarfod i gyllideb rhagarweiniol 2021/22, a'u gyflwyno yng nghyfarfod mis Rhagfyr
- Grwp gwaith 'Gwywiad Coed Ynn' i gyfarfod ar lein i sefydlu cynllun i ymdrin a phroblem yr haint ar dir yn perthyn i CCT. Cynhwysir fel mater i'w drafod ar agenda cyfarfod mis Rhagfyr
- Cyng. Scheltinga i gysylltu â'r Clerc ynglŷn â gwneud cais am gyllid i hwylyso gosod mesurau mewn lle i atal Covid19 Yn Neuadd y Pentref
- Cyng. Bowen i gysylltu â'r aelod o'r gymuned sydd wedi rhoi goeden Nadolig i'r Pentref er mwyn trefnu i'w gasglu. Gobeithir medru gosod y goeden a'r goleuadau yr un diwrnod