

# Cyngor Cymuned Trefriw Community Council

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## Minutes of the Council Meeting held on 8<sup>th</sup> December 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: C. Cllr Tomos Jones and Vikki Teasdale (Clerk/RFO)

### 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>
64.	<b>To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm</b>	<b>RESOLUTION</b> A quorum was confirmed by the Chair
65.	<b>Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20</b> 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. The Chair advised the members present that Cllr Lees had, just ahead of the meeting, resigned from Council. It was acknowledged by all that Cllr Lees had been a longstanding and valued member of the Council giving many years' service to the village community and Council wished to formally thank him for the time and effort that he given during his time as a Councillor.
66.	<b>Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788</b>	

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	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
<b>67.</b>	<b>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)</b> To receive, approve and sign as a correct record the minutes of the Council meeting held on 10 <sup>th</sup> November 2020	<b>RESOLUTION</b> The Council resolved that the minutes of the meeting held on 10 <sup>th</sup> November 2020 be accepted as a true record and be signed by the Chair
<b>68.</b>	<b>Chair's Announcements/Cyhoeddiadau y Gadeiryn</b> <u>Village Christmas Tree</u> – The Chair confirmed that the lit Christmas tree was now in place at the Singrig and, on behalf of full Council, wished to acknowledge Mr Shôn Scheltinga for the provision of the tree and also Arfon and Huw Roberts for again providing both their time and the necessary equipment to enable the tree to be transported to the centre of the village and then erected and lit. Council confirmed that, as previously agreed, the Clerk would make arrangements for a £50 donation to be made to St David's Hospice in lieu of payment for the tree. Council requested that the Clerk provide letters of appreciation to formally acknowledge the donation of the tree and the assistance given which had enabled Council to once again provide a Christmas tree for the benefit of the community. Cllr Bowen questioned whether Council could purchase a small gift as a token of appreciation for Arfon and Huw Roberts as, without their help, it would not have been possible for the Community Council to have provided the Christmas tree. The Clerk advised that there was nothing within the 2020/21 budget in which to record any such expense against and recommended that it might be prudent for an additional budget line be added for 2021/22 to give the Chair a nominal discretionary fund to be able to give formally agreed ad hoc gifts. Council discussed the recommendation and moved to unanimously agree a further budget line for 2021/22 to provide a nominal amount of £50. Due to the size of the tree, Council raised concern as to how this would be disposed of once the festivities were over. C. Cllr Jones confirmed that he would raise this with CCBC to see if they would agree to dispose of the same and he would confirm in due course.	<b>ACTION</b> Clerk to include a £50 donation to St David's Hospice within Council's January 2021 payments  <b>ACTION</b> Clerk to send letters of appreciation as directed  <b>ACTION</b> Clerk to add further budget line for 2021/22 budget for a Chair's Discretionary Fund of £50  <b>ACTION</b> C. Cllr Jones to liaise with the ERF department of CCBC regarding disposal of the Christmas Tree and confirm the position to the Clerk
<b>69.</b> <b>69.1</b>	<b>Financial/Cyllid: LGA 1972 Sch 12 par 41(1)</b> Council to discuss and question as required all financial transaction as detailed within Appendix 1. Cllr Bowen queried payment 2020-21/49 to ensure that this included any VAT payable to Davies Bros. Scaffolding as he had been advised that the cost would be £200 plus VAT. The	<b>ACTION</b> Clerk to liaise with Kevin Williams to confirm the position re payment 2020-21/49 and

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<p><b>69.2</b></p> <p><b>69.3</b></p> <p><b>69.4</b></p> <p><b>69.5</b></p>	<p>Clerk responded that she had only been provided with one combined invoice from Kevin Williams of Willparr Roofing which included the cost of scaffolding but there was no VAT element</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 SUBJECT to the Clerk clarifying the position regarding payment 2020-21/49.</p> <p>Council confirmed receipt of the completed 2020 year-end audit paperwork as circulated, acknowledging the level of work that had been undertaken by the Clerk to obtain both an unqualified audit for 2020 as well as correcting the issues that had arisen previously which had led to the qualification of the 2019 accounts. All councillors present specifically requested that their sincere thanks be recorded to reflect the diligence shown by the Clerk in bringing these matters to a satisfactory conclusion.</p> <p>The Chair invited the Clerk to present the updated draft budget to Council for scrutiny. The Clerk confirmed that she had made the amendments as agreed at the November meeting with the £50 for venue hire (line 14) having been removed. The costs of the monthly community skip would remain at £2,640 (line 24) as Council would still provide 12 skips but these would alternate between Bro Gower and Bro Geirionydd. The Clerk confirmed that she had increased the Audit/Payroll Fee by £50 to £500 (line 13) to reflect that the annual return work would now be undertaken by the Welsh Audit Office inhouse and an audit fee increase was likely. Following on from the resolution at minute 68 above, the Clerk confirmed that she would incorporate an additional budget line to reflect the Chair's Discretionary Fund.</p> <p>In accordance with Council's Donation policy, the requests received during the previous six-month period were considered with Council agreeing to make a donation of £100 to both Ty Gobaith and Trefriw Gardening Club.</p>	<p>progress accordingly. No other objections or concerns were made and the document was accepted</p> <p><b>RESOLUTION</b> The Council resolved to approve all transactions within Appendix 1 <b>ACTION</b> The Clerk was authorised to make the payments as detailed within Appendix 1</p> <p><b>RESOLUTION</b> The Council unanimously approved and accepted the Annual Return for year ending 31<sup>st</sup> March 2020 and the BDO LLP Matters Arising Report dated 19<sup>th</sup> November 2020</p> <p><b>ACTION</b> Clerk to make the appropriate adjustment and for the draft budget to be re-circulated to Council for final approval at the January 2021 meeting (Agenda item)</p> <p><b>ACTION</b> Clerk to include the £100 donations within the January 2021 payments</p>
<p><b>70.</b></p>	<p><b>Correspondence/Gohebiaeth</b></p> <p>Correspondence for November/December 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><b>RESOLUTION</b> The Council raised no observations or concerns and Appendix 2 was accepted</p>
<p><b>71.</b></p>	<p><b>Ash Dieback Working Group</b></p> <p>The Chair invited Cllr Kelly to provide an update on behalf of the Ash Dieback Working Group. Cllr Kelly confirmed that following enquiries made by the Clerk, it had been confirmed that CCBC have made a bid for funding for them to commence ash dieback work countywide with further inspections taking place next year when the trees are again in leaf. The scope of the</p>	

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	<p>issue will mean that this will take some time to survey and identify the level of disease with felling work to be undertaken on a risk assessed basis and, therefore, prioritised accordingly. CCBC have not specifically confirmed, at this time, that the trees on Gower Road, or anywhere else in Trefriw, are their responsibility which gives rise to some uncertainty as obviously the Community Council do not want to commence work and incur costs on trees that it is not responsible for. The majority of the ash trees are along Gower Road/Trefriw Trail 1 with a further two or three within the playparks at Gower Road and Bro Geirionydd although none of the trees are considered to be so diseased that they require immediate attention from a health and safety perspective.</p> <p>Cllr Kelly continued to appraise Council that following a meeting of the Working Group attended by both the TCC Chair and Clerk, it has been confirmed that the Working Group would be required to scope and cost the entirety of the work required before any can begin. On this basis, the Working Group's recommendation to full Council would be:</p> <ol style="list-style-type: none"> <li>1. To await confirmation from CCBC as to which affected trees in Trefriw are under their jurisdiction and put those out of scope for any works funded by TCC, then;</li> <li>2. The Working Group draw up plans to deal with those trees that fall under TCC jurisdiction only</li> </ol> <p>Council discussed the current position as outlined by Cllr Kelly and the recommendation of the Working Group. Questions were raised about the possibility of ash trees within the football pitch field and the access thereto as well as the cemetery – Cllr Kelly confirmed that these areas had already been inspected and there were no ash trees present. Council moved to vote on the recommendation and unanimously agreed to accept the Working Group's recommendation.</p> <p>The Clerk advised Council that, from her understanding, it was unlikely that there would be any definitive response from CCBC to confirm ownership of the affected trees until after new financial year but that she would endeavour to confirm this in order that the Working Group could agree a timeline for producing an action plan for Council's further consideration.</p>	<p><b>RESOLUTION</b> The Council resolved to accept and agree the recommendation as proposed by the Working Group</p> <p><b>ACTION</b> Clerk to contact CCBC to obtain confirmation as to which trees within Trefriw will fall within the Borough Council's jurisdiction</p>
72.	<p><b>Community Councillor Report/Adrddoad-y-Cynghorydd Sir</b></p> <p>A brief report/update from C. Cllr. Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p>	

	<ul style="list-style-type: none"> <li>- Contact with a concerned resident over damp in their home. Part of their house falls below the level of the road outside their home and they were concerned that the damp was as a result of faulty kerbstones on the aforementioned road. Following a request to highways the road has been swept of leaves so it could be inspected. The owner also divulged that the house had also been damp coursed in recent years and that the damp could have been a result of this work being carried out incorrectly – I have advised that this requires further inspection from a qualified tradesperson.</li> <li>- Leading into winter and following repeated requests to highways, the culverts and storm drains have all been cleared of fallen leaves and debris on Cowlyd Road, Crafnant Road and Old School Road. This should hopefully reduce risk of damage cause by run-off during periods of extensive rainfall.</li> <li>- I have met with Cllr Idris Bowen to view a section of road which is causing concern adjacent to his property and appears to be subsiding, I have contacted Conwy’s Highways department requesting a meeting at the location.</li> <li>- I have met with a resident to discuss a current dispute but as yet am unable to provide any further information</li> <li>- Conwy Rotary who would like to do a Santa Sleigh drive through Trefriw on 16<sup>th</sup> December, they do not want people to approach the sleigh but are trying to call in all communities doing a circular route.</li> </ul>	
<p><b>73.</b></p> <p><b>73.1</b></p> <p><b>73.2</b></p>	<p><b>Trefriw Village Hall</b></p> <p>The Chair invited members of the Village Hall Working Group to provide updates as follows:</p> <p>Roof Repairs - Cllr Bowen confirmed to Council that following completion of the external roof repairs he had conducted an internal visual inspection from above the ceiling tiles and there were now no visible signs of water ingress and on that basis the stained internal tiles had also been replaced. Cllr Bowen considered the works undertaken by Willparr Roofing to have been done both swiftly and well. Council acknowledged both the workmanship and the prompt response by Willparr Roofing to attend to and deal with the roofing issues.</p> <p>Community Response COVID 19 Grant Funding - Cllr Scheltinga confirmed to Council that having made enquiries with CCBC it was not going to be possible to attach any form of canopy to the front of the Village Hall as this would require both planning and building regulations consents. The possibility of erecting a temporary canopy is being considered by the Working Group as a means of preventing water ingress during periods when the hall is being used as the entrance doors would need to be left open to provide ventilation. Cllr Scheltinga confirmed</p>	

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73.3	<p>that in addition to the potential canopy the Working Group are also scoping the cost of having three heavy duty internal mats as well as putting up shelving within one of the toilets to create a cloakroom for coats and shoes. Cllr Ellis questioned whether listed building consent may be required to drill into the walls and suggested that freestanding coat and shoe racks may be preferable. Cllr Scheltinga further advised that she is endeavouring to ascertain whether there is any form of deadline for the grant application to be made by as there is a limited pot of money available but, to date, she has been unable to speak to the relevant person at CCBC to clarify. The Clerk confirmed that she would also try and make contact with CCBC in order to assist the Working Group.</p> <p>The Chair invited the Clerk to update Council as to the response to the Village Hall Trustee/Skills Flyer. The Clerk confirmed that, to date, there had been nine expressions of interest from residents although information was still awaited from two of those residents so, at this time, Council were not in receipt of all details. Council agreed to defer any further decision until the January meeting when it was hoped that the Clerk would be able to provide the outstanding information for Council to further review and consider.</p>	<p><b><u>ACTION</u></b> Cllr Scheltinga and the Clerk to liaise re progressing the application for COVID-19 grant funding</p> <p><b><u>ACTION</u></b> Agenda item for January 2021</p>
74.	<p><b>External Meetings/Webinars</b></p> <p>The Chair invited those who had attended external meetings/webinars to address Council.</p> <p><u>One Voice Wales Conwy/Denbigh Area Committee Meeting</u> Cllr Kelly confirmed her attendance at the meeting held on 24<sup>th</sup> November 2020 and provided an overview to Council of the discussion points ahead of the formal minutes being circulated. One of the main topics discussed was to establish how town and community councils had been able to operate during the pandemic. Cllr Kelly had confirmed that TCC had, in the main, continued to meet monthly via Skype and with our distanced accounting procedures had been able to carry on as usual – this was well received by the Chair as some town and community councils were still advising that they were unable to meet virtually. OVW confirmed that they would continue to provide guidance and support for both face-to-face and online meetings as it is recognised that this can help to boost attendance.</p> <p>Attendees were also asked to update on current issues – for TCC, Cllr Kelly raised the question of ash dieback within our wards and the significant challenge being faced as a small, rural community council to address this both in terms of the scale and cost of the work. This was noted and it was confirmed that a tree surgeon would be a guest speaker at the next meeting in January 2021 who would be able to give advice on the ash dieback situation.</p> <p>Cllr Kelly confirmed that further area meetings had been scheduled for January, April and July 2021 with a request made for community councils to volunteer to host the April and July</p>	

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	<p>meetings. Cllr Kelly confirmed that she had volunteered the Community Council to host the meeting on 27<sup>th</sup> April as it is hoped that these will take place in person by that time although alternative arrangements will need to be made if the meeting is required to take place online as there is no wi-fi available within the Village Hall at present.</p> <p><u>Welsh Audit Office – Future Audit Arrangements for Town and Community Councils</u> The Clerk confirmed her attendance at the webinar on 17<sup>th</sup> November and provided Council with an overview of the changes to the annual audit arrangements advising that the Welsh Audit Office would now conduct the external audit rather than this being outsourced and a new three-year cyclical programme would commence with the year ending 31<sup>st</sup> March 2021 accounts. Each town and community council would be required to undertake a more detailed, transactional audit every third year with the remaining two years consisting of a similar approach as had been conducted in previous years.</p> <p>It had been confirmed that the costs of the audit would be broadly the same as before for two years but could increase to cover the additional work as required when the more in-depth audit took place although details of the increased amounts were not provided.</p> <p>The next step would be for the Welsh Audit Office to confirm to each town and community council their specific three-year cycle which it was hoped would be confirmed by the end of November but the Clerk advised that this information was still awaited.</p>	
75.	<p><b>Llyn Geirionydd</b></p> <p>The Chair invited Cllr Scheltinga to update Council on the pollution levels within Llyn Geirionydd as highlighted at Council’s November meeting. Cllr Scheltinga advised that, unfortunately, she was unable to provide an update as she was awaiting a response from Steven Teale at CCBC but would continue to press for this and asked that the item be deferred until January meeting when it was hoped that a detailed update could be given.</p>	<p><b><u>ACTION</u></b> Agenda item for January 2021</p>
76.	<p><b>Next Month’s Agenda</b></p> <p>The following items were proposed and accepted for the next Council meeting:</p> <ul style="list-style-type: none"> <li>– Village Hall Working Group: <ul style="list-style-type: none"> <li>- To provide Council with an update on the COVID 19 grant application to facilitate measures to assist with the re-opening of the Village Hall</li> <li>- To provide an update to enable Council to review and consider the viability of re-opening the Village Hall</li> </ul> </li> <li>– To receive, consider and move to agree the final 2021/22 Budget</li> <li>– To receive and consider any formal update and/or request from CCBC for financial assistance for the village playparks and public toilets</li> </ul>	

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	<ul style="list-style-type: none"> <li>- To receive and consider the Staffing Committee proposal regarding the Clerk's salary scale</li> <li>- To review and agree next steps in progressing expressions of interest received to the Village Hall Trustee/Skilled Persons flyer</li> <li>- To receive an update as to the pollution levels at Llyn Geirionydd</li> </ul>	
77.	<b>Next Meeting of the Community Council</b>	<b>RESOLUTION</b> The Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on <b>Tuesday, 12<sup>th</sup> January 2021</b> remotely via Skype

### Hysbysiadau

- Cyhoeddwyd gan y Gadeirydd fod Cyng. Mike Lees wedi ymddiswyddo o Gyngor y Cymuned

### Penderfyniadau

- Derbyniwyd fel cofnod cywir, cofnodion y cyfarfod a chynhaliwyd Tachwedd y 10<sup>fed</sup>, 2020.
- Cymeradwywyd trawsnewidiadau ariannol arferol gan y Cyngor llawn, a chyfarwyddwyd y Clerc i wneud y taliadau, wedi yng nghyntaf cael eglurhad ynglyn â'r taliad am yr atgyweiriadau i dŵ Neuadd y Petref
- Derbyniodd y Cyngor y Ffurflen Flynyddol, a gymeradwywyd eisioes gan yr archwilydd allanol, am y flwyddyn ariannol hyd at 31.3.2020
- Derbyniwyd unrhyw faterion yn codi o'r Ffurflen Flynyddol gan y Cyngor
- Derbyniwyd gan y Cyngor, a newidiwyd yn ol yr angen, y cyllideb rhagarweiniol mwyaf ddiweddar am y cyfnod 2021/22
- Derbyniodd y rhoddion canlynol cymeradwyaeth y Cyngor:
  - 1) Tŷ Gobaith - £100
  - 2) Clwb Garddio Trefriw - £100 (I gefnogi'r gwaith i adfer gardd y Cofeb Rhyfel yn dilyn y gwaith ar ochr y bont gan BT/Openreach
- Derbyniodd unrhyw gohebiaeth a gylchrhedwyd yn barod, cymeradwyaeth y Cyngor.
- Derbyniodd y Cyngor argymhelliad grwp gwaith 'Gwywiad Coed Ynn', i aros am gadarnhad Cyngor Bwrdeistref Conwy ynglyn â pherchnogaeth y coed ar Ffordd Gower a'r meisydd chwarae cyn cynllunio i ddelio â'r coed o dan awdurdod CCT
- Cynhelir y cyfarfod nesaf trwy gyfrwng 'Skype' ar ddydd.Mawrth, y 12<sup>fed</sup> o Ionawr, 2021, am 7.00 y.h.

### Camau Gweithredu nesaf

- Y Clerc i ddanfôn lythyr o ddiolch i aelod o'r gymuned am ei rhodd o goeden Nadolig i'r pentref, a ddanfôn rhodd o £50 i Hosbis Dewi Sant, yn ôl y gofyn, yn lle unrhyw daliad am y goeden.
- Y Clerc i ddanfôn lythyr o ddiolch i'r aelodau o'r gymuned a gynorthwyodd i gludo coeden nadolig y pentref a'i osod yn ei le.
- Y Clerc i wneud y newidiadau i'r cyllideb rhagarweiniol a drafodwyd yn y cyfarfod, a chyflwyno'r fersiwn terfynnol yng nhyfarfod Mis Ionawr
- Cyng. Scheltinga i gysylltu a'r Clerc er mwyn gwneud cais am unrhyw gymorth ariannol ynglyn â mesurau atal COVID-19 yn Neuadd y Pentref

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