

Cyngor Cymuned Trefriw Community Council

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Minutes of the Council Meeting held on 9th February 2021 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, Cllr Stephen White and Cllr L Williams
In attendance: Vikki Teasdale (Clerk/RFO) and C. Cllr. Tomos Jones

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>
95.	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
96.	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	None received
97.	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
98.	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 12 th January 2021	RESOLUTION The Council resolved that the minutes of the meeting held on 12 th January 2021 be accepted and signed by the Chair as a true record
99.	Chair's Announcements/Cyhoeddiadau y Gadeiryn	The Chair made no announcements
100. 100.1	Finance The Clerk formally presented to Council the documentation relating to the successful grant funding application, as previously circulated, and confirmed to Council that the terms and	

	<p>conditions attached to the grant were acceptable. The Clerk invited members to scrutinise and raise any concerns that they may have – Cllr Ellis had noted that any moveable items acquired with the grant funding must be indelibly marked and a suitable marker pen would need to be purchased; no further concerns or issues were raised. Council moved to vote and it was unanimously agreed to accept the grant funding as per the attached terms and conditions and the Clerk was instructed to complete the Acceptance Form and the Terms and Conditions for the £500 grant funding and submit these to Conwy CBC.</p> <p>The Clerk raised with Council the list of items, as previously agreed, that would be acquired with the grant funding with the largest expense being the barrier matting for the entrance porch. The Clerk confirmed that she had been established that this could be ordered online but with a cheque sent in respect of the payment. The Clerk requested approval from Council to order the item and raise the appropriate cheque ahead of the next Council meeting in order not to delay matters. Council moved to vote and it was unanimously agreed that the Clerk could proceed to order the matting and raise the cheque.</p>	<p>RESOLUTION The Council resolved to accept the LEADER Programme funding (COVID 19 Community Response) ACTION Clerk to complete and submit the Acceptance Form and Terms and Conditions to Conwy CBC</p> <p>RESOLUTION The Council resolved for the Clerk to progress the order for the Village Hall entrance porch barrier matting and arrange for the cheque in settlement to be raised ACTION Clerk to proceed to order the barrier matting and arrange payment by cheque</p>
<p>100.2</p>	<p>Council to discuss and question as required all financial transactions as detailed within Appendix 1.</p>	<p>No objections or concerns were made and the document was accepted</p>
<p>100.3</p>	<p>Council moved to vote and it was unanimously agreed that all transactions within Appendix 1 be deemed as approved and the Clerk be authorised to make the payment as detailed.</p>	<p>RESOLUTION The Council resolved to approve all transactions within Appendix 1 ACTION Clerk to make the payment as detailed within Appendix 1</p>
<p>101.</p>	<p>Correspondence/Gohebiaeth Correspondence for January/February 2021 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted. The Chair invited members to raise any observations or concerns regarding any items of correspondence as referred to in Appendix 2</p>	<p>RESOLUTION The Council raised no observations or concerns and Appendix 2 was accepted</p>
<p>102.</p>	<p>Community Councillor Report/Adrddoad-y-Cynghorydd Sir A brief report/update as received 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"> – I have been in touch with Conwy’s rural team who are undertaking a review of connectivity across rural Conwy and emphasised the lack of broadband connectivity in much of our area, particularly Llanrhychwyn and Crafnant/Crafnant Road. I also emphasised the importance of Llanrwst Library for those without broadband and also highlighted the further isolation caused by not being able to access local businesses and use of their services. 	

	<ul style="list-style-type: none"> - There is currently a live public consultation about moving Llanrwst Library into the currently empty Glasdir building (unfortunately the pandemic has brought business there to an end and the Council are looking into ways of utilising the space effectively). The consultation can be accessed by using the following link Moving Llanrwst Library which closes on 28th February 2021 - I have had further conversations with Snowdonia National Park about their Traffic and Parking Review. Their project (and consultation) targets key areas in the national park which is suffering from over-intensive tourism and irresponsible parking, whilst the funding for this piece of work is tied to those areas (which Trefriw, Llanrhychwyn falls just outside of) I was able to emphasise the similar pressures these areas face and wider areas need to be considered. This was supported and reiterated by several other county councillors and also the Vice Chairman of the National Park Authority. This is not to say we are being forgotten. I have had a preliminary meeting with the National Park, NRW, neighbouring County Councillors, the Council Leader and the Cabinet member for Environment Roads and Facilities; at which it was agreed to see the effects of the proposed urban clearways when active at both lakes before tabling further discussion. The urban clearways received several objections during public consultation so Officers and the Cabinet member are working to satisfy those before it progresses. Information about the National Park's review can be found by using the following link SNPA Parking and Transport Review There will also be virtual community workshops arranged in four key areas to gain feedback with one being held specifically in relation to Betws y Coed on 25th February (full details within the above link). - I attended a webinar about a new sensor technology being adopted by Conwy called LorAwan. The sensors can be used for an extremely wide range of uses to detect motion. I have made a request for pilot technology to be used in upland streams and tributaries to monitor rising water levels to be used to give advanced warning of potential flooding. The team responsible for acquiring and trialling the technology are exploring how LorAWan technology can be used in conjunction with NRW's telemetry systems. - I am in the process of arranging a meeting with Conwy Council's flood risk officer regarding progress following the Investigation report into flooding hotspots on the B5106 with a view to establishing safe escape routes in times of severe flooding. 	
<p>103. 103.1</p>	<p>Village Hall Working Group Cllr Scheltinga advised Council that given the current Welsh Government restrictions it was not possible to move forward with the re-opening of the Village Hall and that this item would need to be deferred until Council's next meeting.</p>	<p><u>ACTION</u> Agenda item for March 2021</p>

<p>103.2</p>	<p>Cllr Scheltinga confirmed that although internal preparations were not feasible at present external preparatory works could start to take place and she had received an offer from a local resident to start clearing the pathways around the hall which once done she and Cllr Bowen would arrange to cut back the overhanging branches. Cllr Scheltinga requested that all members review the list of external tasks that had been collated and recently circulated and confirm to her which of those they could take on in order that she could coordinate to ensure that current social distancing requirements were complied with.</p> <p>Cllr Ellis asked that the Working Group also prepare and circulate a similar list of tasks for the interior of the Village Hall – Cllr Scheltinga confirmed that one was already in place but would need to be updated as more tasks had been identified but that she would arrange for this to be done and circulated to members.</p>	<p><u>ACTION</u> Members to review the list of external tasks to be done at the Village Hall as prepared by the working group and confirm what assistance can be given</p> <p><u>ACTION</u> Cllr Scheltinga to update and circulate to members the list of internal tasks needed to be undertaken prior to the re-opening of the Village Hall</p>
<p>104. 104.1</p> <p>104.2</p> <p>104.3</p>	<p>Village Hall Community Group</p> <p>Cllr Bowen confirmed to Council that initial contact had been made with all those who had expressed an interest in volunteering either by way of offering practical help or becoming potential trustees and that, following Council’s agreement to the recommendation being proposed, a Skype meeting would be arranged in order to finalise the new community group. Cllrs Bowen and Ellis having given consideration into establishing the community group would formally recommend to Council that for the first 12 months the two councillors would sit on the group in order to provide guidance and structure and to identify those who would become trustees and those who will offer practical assistance. Council moved to vote and it was unanimously agreed to accept the recommendation as put forward by Cllrs Bowen and Ellis.</p> <p>Council reviewed the Terms of Engagement as drafted and agreed that the same be accepted with no amendments considered necessary.</p> <p>Cllr Ellis formally proposed the recommendations of the scoping exercise to Council as follows:</p> <ol style="list-style-type: none"> 1. The TCC Village Hall Working Group should remain in place and continue to: <ul style="list-style-type: none"> • Oversee bringing the hall back into use after lockdown. • Manage the Trefriw Village Hall Terms and Conditions of booking. 2. The TCC clerk will continue to manage bookings for use of the village hall. 3. TCC will make financial enquiries/carry out DBs checks on any persons proposing to become Trustees, following guidance set out by the Charity Commission. <p>Council moved to vote on the recommendation and unanimously agreed to accept the recommendations as proposed.</p>	<p><u>RESOLUTION</u> The Council resolved to accept and agree the recommendation as proposed by Cllrs Bowen and Ellis</p> <p><u>RESOLUTION</u> It was agreed by all members to formally adopt the Village Hall Community Group Terms of Reference</p> <p><u>RESOLUTION</u> The Council resolved to accept and agree the recommendations as proposed by Cllrs Bowen and Ellis</p>

<p>105.</p>	<p>Councillor Vacancy The Clerk updated Council that the notice of co-option for the Trefriw vacancy had been posted on both the village hall noticeboard and on the Community Council's website as per the statutory requirements. The closing date for applications to be received was Friday, 5th February 2021, however, no applications had been received. This vacancy together with the other two vacancies, one in each ward, would continue to be posted on the Community Council's website should any residents wish to be considered for the role of councillor.</p>	
<p>106.</p>	<p>Staffing Committee Cllr Kelly advised Council that the Staffing Committee had meet via Skype on 29th January and that Cllr Kelly had been appointed as Chair and Terms of Reference had been drafted as now presented to Council for approval. Cllr Kelly confirmed that the Staffing Committee would meet at least once a year to undertake staff appraisals as per the Terms of Reference.</p> <p>Cllr Kelly confirmed that an immediate action had been identified at the Committee's meeting which formally required an amendment to the Clerk's contract of employment to reflect that the monthly salary would be paid by standing order rather than by cheque, as agreed by Council at the 13th October 2020 Council meeting (item 37.3) and that a letter to confirm that change would be immediately prepared by Cllr Ellis, as Chair of the Council, and sent to the Clerk.</p>	<p>RESOLUTION It was agreed by all members present to formally adopt the Staffing Committee's Terms of Reference</p> <p>ACTION The Council Chair to prepare a letter to vary the Clerk's contract to reflect the agreed change to the payment of the Clerk's monthly salary from cheque to standing order.</p>
<p>107.</p>	<p>Trefriw and Llanrhychwyn Public Cemetery The Clerk advised Council that the number of available grave plots was decreasing and asked what assist she could give to the Cemetery Working Group to progress the cemetery extension works. Cllr Kelly, as Chair of the Working Group, confirmed that there was an action plan in place, however, due to the COVID restrictions it had not been possible to start the works or obtain updated quotes as had been originally planned. It was confirmed to Council that the Cemetery Working Group already had a planned virtual meeting for the next day to discuss another issue but that they would give consideration to the Clerk's concerns and report back further to full Council at the March meeting.</p>	<p>ACTION Agenda item for March 2021</p>
<p>108.</p>	<p>Monthly Health & Safety Inspections The Clerk updated Council that following the resignation of Cllr Mike Lees the current arrangements for undertaking the routine health and safety inspections would need to be reviewed. The Clerk confirmed the Cllr Lees was formerly responsible for undertaking the inspection at the Old Recreation Ground (Football Pitch Field) and that this would need to be allocated to another councillor. Cllr White confirmed that he would take over the responsibility for completing this check. The Clerk raised the question of the Cemetery inspection as although it had previously been agreed that she would undertake this, following the formation of the Cemetery Working Group, the agreed Terms of Reference had specified that monthly</p>	<p>RESOLUTION It was unanimously agreed that the routine assessments would be undertaken by:</p> <ul style="list-style-type: none"> ▪ Cllr White– Old Recreation Ground ▪ Cllr Williams – Swingfield/adjacent part of Gower Road ▪ Cllr Ellis – Village Hall ▪ Cllr Kelly - Cemetery ▪ The Clerk – Land at Top Road and the Cemetery ▪ Cllr Scheltinga – Gower Road footpath (Trefriw Trail 1)

	<p>inspection checks would form part of the group's remit. Cllr Kelly confirmed that she would accept responsibility for completing the routine inspections.</p> <p>Cllr Scheltinga confirmed that she was monitoring the condition of the Gower Road footpath (Trefriw Trail 1) and had been in contact with NRW regarding the replacement of chippings following the recent flooding. Cllr Scheltinga confirmed that she would continue to monitor and report back to Council with any concerns regarding the condition of the footpath.</p> <p>Cllr Scheltinga raised a concern regarding the current condition of the ground below certain items of play equipment within the Playpark. Cllr Ellis confirmed to Council that Jay Butters, as a trustee of the Children's Playing Field Charity, was in direct contact with NRW to get the soil replaced and compacted down and also with CCBC to hopefully then have a safety surface laid beneath the swings.</p>	
109.	<p>External Meetings/Webinars <u>One Voice Wales Conwy/Denbigh Area Committee Meeting</u> Cllr Ellis confirmed her attendance at the meeting held on 27th January and provided an overview to Council of the discussion points ahead of the formal minutes being received and circulated. The main outcomes for the Community Councils to note were the changes to the audit process, which Cllr Ellis confirmed that the Clerk had already presented on to Council at a previous meeting, emphasis that all Councils must produce an annual report at the end of each financial year and also hold a formal training record for councillors. Cllr Ellis confirmed that the next area meeting would be held a virtually on 28th April and asked that a councillor volunteer to attend as it had been previously agreed that this would be done on a rotational basis. Cllrs Bowen and Scheltinga confirmed that they would represent the Community Council. <u>One Voice Wales Training Modules</u> Cllr Kelly confirmed that she had completed the virtual Local Government Finance Module 6 which had been facilitated by the Clerk from Colwyn Bay. Cllr Kelly confirmed that she had found the course to be very informative and would recommend that other councillors consider undertaking the module.</p>	<p>ACTION Cllrs Bowen and Scheltinga to attend the OVW Conwy/Denbigh Area Committee Meeting on 28th April 2021 on behalf of the Community Council</p>
110.	<p>Councillor/Clerk Training The Clerk confirmed to Council that she had already created a training record based on the training that had been confirmed as completed. Councillors had previously been asked to complete the OVW basic online modules and, to date, she had received confirmation from only three of the councillors to confirm that the training had been completed. All Councillors verbally confirmed that they had completed this training but had overlooked to confirm to the Clerk. The Clerk asked that those Councillors provide an email to confirm that the training had been completed in order that she could update the training record.</p>	<p>ACTION Councillors to confirm any training undertaken to date by email to the Clerk where this is not already captured on the 2020/21 Training Record</p>

	The Chair referred to the OVW new draft Guidance on the Code of Conduct that had been circulated earlier that day by the Clerk and asked the members to review this as this outlines the standards which councillors must uphold. The Clerk confirmed that the presentation of the draft guidance was in a much easier format to review and digest. C. Cllr Tomos Jones advised that other Councils routinely include an item on their agenda to work through and review all of the clauses of the Code at their monthly meetings to enforce councillor's understanding which is something that the Community Council could also adopt.	<u>ACTION</u> The Chair and Clerk to work up a way of reviewing clauses of the Code of Conduct in future meetings
111.	<p>Next Month's Agenda</p> <p>The following items were proposed and accepted for the Council's next meeting:</p> <ul style="list-style-type: none"> - Village Hall Working Group update to include guidance to Council on the viability and timeframe for re-opening the Village Hall - Cemetery Working Group update to include progress on the works to commence the cemetery extension - Village Hall Community Group update - Draft Action Plan for 2021/22 <p>Any subsequent items to be presented for consideration are to be received by the Clerk no later than Thursday, 25th February 2021</p>	
112.	Next Meeting of the Community Council	<u>RESOLUTION</u> The Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on Tuesday, 9th March 2021 remotely via Skype

Penderfyniadau'r Cyngor

- Derbyniwyd fel cofnod cywir, cofnodion y cyfarfod a chynhaliwyd ar Ionawr y 12fed, 2021
- Cytunwyd y Telerau a'r Amodau'n gysylltiedig â'r cais llwyddiannus am grant o £500 ar gyfer 'Ymateb y Gymuned i Covid-19', a chyfarwyddwyd y Clerc i ddychwelyd y ffurflen o dderbyniad
- Cymeradwywyd trawsnewidiadau ariannol arferol, a chyfarwyddwyd y Clerc i wneud y taliadau
- Cymeradwywyd unrhyw gohebiaeth a gylchrhedwyd yn barod
- Erys neuadd y pentref ar gau trwy gydol mis Chwefror tra bod cyfyngiadau Covid-19 yn eu lle. Yn y cyfamser, gellir barhau ag unrhyw gwaith paratoadol y tu allan i'r Neuadd fel bo amser yn caniatáu
- The Village Hall Community Group Cytunwyd cylch gorchwyl rhagarweiniol Grŵp Cymunedol Neuadd y Pentref, yn ogystal a **1)** cadw'r Grŵp Gwaith presennol **2)** y Clerc i barhau i gymeryd unrhyw archebion **3)** gwneud yr ymholiadau cefndirol angenrheidiol ynglŷn ag unrhyw ddarpar ymddiriedolwr o Elusen Neuadd y Pentref

- Nodwyd na dderbyniwyd unrhyw geisiadau i lenwi'r swydd wâg am gynghorydd yn dilyn ymddiswyddiad Cyng. Mike Lees
- Cytunwyd Cylch Gorchwyl rhagarweiniol ar gyfer y Pwyllgor Swyddi
- Nodwyd mae dim ond 11 o fannau claddu sydd ar ôl yn ardal lawnt y fynwent, ac ychydig eraill mewn adrannau hŷn
- Cynhelir y cyfarfod nesaf trwy gyfrwng 'Skype' ar ddydd Mawrth, y 9fed o Fawrth 2021, am 7.00 y.h.

Camau gweithredu nesaf

- Y Clerc i gyflwyno'r ffurflen Termau ac Amodau o ran y grant 'Ymateb y Gymuned i Covid-19
- Awdurdodwyd y Clerc i archebu'r matiau a chytunwyd eisioes ar gyfer mynediad Neuadd y Pentref, a codi siec priodol mewn taliad
- Cyng. Scheltinga i gylchredeg rhestr o'r gwaith sy'n angenrheidiol ar gyfer paratoi i ail agor Neuadd y Pentref pan fydd rheolau'n caniatáu
- Cynghorwyr Ellis and Bowen I gyfarfod ar lein â'r grŵp o wirfoddolwyr Neuadd y Pentref er mwyn trefnu camau nesaf.
- Y Cadeirydd i baratoi llythyr i amrywio cytundeb gwaith y Clerc er mwyn nodi'r newid ym modd ei thaliad cyflog misol i fod trwy gyfrwng rheol sefydlog banc
- Grŵp Gwaith y Fynwent i gyfarfod ar lein er mwyn trefnu ail ddechrau â'r cynlluniau i ddatblygu estyniad y fynwent
- Cynghorwyr i ail gychwyn cyflwyno ffurflenni arolygaeth lechyd a Diogelwch er mwyn cydymffurfio â thermau polisi yswiriant y Cyngor
- Cynghorwyr i gadarnhau eu bod wedi cwblhau'r adrannau Hyfforddiant Cynghorwyr ar lein, ac yn ogystal, ail-ymgyfarwyddo â thermau'r Côd Ymddygiad