

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer

Angorfa Trefriw Conwy LL27 0JJ

Ffon / Telephone 07305 316095 Ebst /Email clerk@trefriwcommunitycouncil.co.uk

Minutes of the Annual Meeting and Meeting of the Council held on 11th May 2021 at 7.00pm online via Skype as permitted by The Local Government and Elections (Wales) Act 2021

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice Chair), Cllr Idris Bowen, Cllr Rebecca Lloyd, Cllr Gill Scheltinga, Cllr Stephen White and Cllr Lucy Williams

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>
21.	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
22.	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 - all Councillors present
23. 23.1.1 23.1.2 23.1.3	Election of Chair and Vice Chair of the Council Cllr Ellis as current Chair invited nominations for the post of Chair for the Council year 2021/22. Cllr Bowen proposed that Cllr Ellis continue in the role which was seconded by Cllr Scheltinga. No other nominations were received and Cllr Ellis confirmed that she would accept the nomination. Council moved to vote on the proposal that Cllr Ellis be elected as Chair of the Council and it was unanimously agreed by the members present. Cllr Ellis proceeded to sign the Declaration of Acceptance of Office online in the presence of those members present who all confirmed sight of this being signed and dated.	RESOLUTION Cllr Ellis elected as Chair RESOLUTION Council resolved to accept the online signing of the Declaration of Acceptance of Office from Cllr Ellis with the Clerk to arrange to witness the signature as soon as practicable following the meeting ACTION Clerk to liaise with Cllr Ellis to receive and witness the paper copy of the Declaration of Acceptance of Office

<p>23.2.1</p> <p>23.2.2</p> <p>23.2.3</p>	<p>Cllr Ellis as Chair invited nominations for the post of Vice Chair for the Council year 2021/22. Cllr Williams proposed that Cllr Kelly continue in the role which was seconded by Cllr Bowen. No other nominations were received and Cllr Kelly confirmed that she would accept the nomination.</p> <p>Council moved to vote on the proposal that Cllr Kelly be elected as Vice Chair of the Council and it was unanimously agreed by the members present.</p> <p>Cllr Kelly advised Council that she did not have a paper copy of the Declaration of Acceptance of Office to hand to sign online but would arrange to liaise with the Clerk as soon as practicable in order to sign this.</p>	<p>RESOLUTION Cllr Kelly elected as Vice Chair</p> <p>RESOLUTION Council resolved to accept that the Declaration of Acceptance of Office would be signed by Cllr Kelly as soon as practicable following the meeting ACTION Clerk to liaise with Cllr Kelly to receive and witness the paper copy of the Declaration of Acceptance of Office</p>
<p>24.</p>	<p>Council Committees/Working Groups</p> <p>Council reviewed the Terms of Reference for the current Committee/Working Groups and agreed that the same would be re-appointed for the Council year 2021/22 subject to the incorporation of those minor amendments as unanimously agreed by the members present.</p>	<p>RESOLUTION Council resolved to re-appoint for 2021/22 the existing committee/working groups in their current format for (a) Staffing Committee (b) Cemetery Extension and Maintenance Working Group (c) Services at Risk/Asset Transfer Working Group (d) Village Hall Working Group (e) Ash Dieback Working Group (f) Village Hall Community Group ACTION Clerk to incorporate all minor amendments to the Terms of Reference as discussed and agreed by Council</p>
<p>25.</p> <p>25.1</p> <p>25.2</p> <p>25.3</p>	<p>Other Business</p> <p>Council formally received and reviewed the Code of Conduct for 2021/22</p> <p>Council formally received and reviewed Council's own form of (1) Standing Orders and (2) Financial Regulations. Council agreed to the incorporation of Clause 3(d) to the agreed form of Standing Orders as proposed by the Clerk to enable future meetings to be held either fully remotely, fully face to face or on a hybrid basis where attendance could be split between those joining from a specific location and others joining on an individual but virtual basis as permitted by The Local Government and Elections (Wales) Act 2021</p> <p>Council formally received and reviewed the Asset Register for 2021/22. Members discussed and agreed that the Asset Register should be amended to include reference to the kissing gate at Trefriw Trail 1 as well as the dog waste bag dispensers at The New Recreational Field and the playpark at Bro Geirionydd. Members also queried whether the defibrillators that are sited around the village and not currently on the Asset Register should also be recorded. Cllr Ellis confirmed that she would make enquiries with the Welsh Ambulance Service to ascertain ownership.</p>	<p>RESOLUTION Council resolved to re-adopt the Code of Conduct for 2021/22</p> <p>RESOLUTION Council resolved to re-adopt for 2021/22 (1) Standing Orders subject to the agreed inclusion of clause 3(d) and (2) Financial Regulations as per the current format</p> <p>RESOLUTION Council resolved to agree the Asset Register subject to incorporation of minor amendments ACTION Clerk to incorporate all minor amendments to the Asset Register as agreed by Council ACTION Cllr Ellis to make enquiries with The Welsh Ambulance Service to ascertain ownership of the defibrillators</p>

<p>25.4</p> <p>25.5</p> <p>25.6</p> <p>25.7</p>	<p>Council formally received and reviewed the current insurance policy with Zurich to ensure that adequate cover was in place in respect of all Insured Risks</p> <p>The Clerk confirmed to Council the current professional subscriptions to the external bodies of One Voice Wales, The Society of Local Council Clerks and Community & Voluntary Support Conwy. The Clerk recommended to Council that the subscriptions were continued for 2021/</p> <p>Council formally received and reviewed the following policies:</p> <p>(i) Complaints Procedure;</p> <p>(ii) Data Protection</p> <p>Council formally received and noted the Schedule of Council Meeting dates for the Council year 2021/22</p>	<p>RESOLUTION Council resolved to agree the Clerk's recommendation to renew the current professional subscriptions for the financial year 2021/22</p> <p>RESOLUTION Council resolved that there was adequate insurance cover in place in respect of all Insured Risks</p> <p>RESOLUTION Council resolved to re-adopt the Complaints Procedure from 2020/21 in its current format and to adopt the draft Data Protection policy as proposed by the Clerk</p>
<p>Cllr Ellis as Chair formally brought the Annual Meeting to a close at 7:27 pm and proceeded to open the Meeting of the Council at 07:28 pm</p>		
<p>26.</p> <p>26.1</p> <p>26.2</p>	<p>Co-option of New Councillor</p> <p>The Chair invited members to discuss and then move to vote on the application received for co-option to the casual vacancy within the Llanrhychwyn ward. Council moved to vote and the application was unanimously agreed.</p> <p>The Clerk requested that the newly appointed Councillor sign the Declaration of Acceptance of Office online in the presence of the members who all confirmed sight of this being signed and dated.</p>	<p>RESOLUTION Council resolved to appoint Gareth Siddorn as Councillor for the Llanrhychwyn ward</p> <p>RESOLUTION Council resolved to accept the online signing of the Declaration of Acceptance of Office from Gareth Siddorn with the Clerk to arrange to witness the signature as soon as practicable following the meeting ACTION Clerk to liaise with Cllr Siddorn to receive and witness the paper copy of the Declaration of Acceptance of Office</p>
<p>27.</p>	<p>Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788</p> <p>To disclose personal and financial interest in items of business listed below/Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod</p>	<p>No interests were declared</p>
<p>28.</p>	<p>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)</p> <p>To receive, approve and sign as a correct record the minutes of the Council meeting held on 13th April 2021</p>	<p>RESOLUTION The Council resolved that the minutes of the meeting held on 13th April 2021 be accepted and signed by the Chair as a true record</p>
<p>29.</p>	<p>Chair's Announcements/Cyhoeddiadau y Gadeiryn</p> <ul style="list-style-type: none"> - Cllr Ellis confirmed to Council that Chandlers Brasserie had kindly donated a free-standing speaker for use with either MP3 players or smart phones at the Village Hall - Cllr Ellis further confirmed to Council that Conwy County Borough Council would meet the cost of materials for repainting and/or revarnishing the village benches. Council to discuss this more fully under agenda item 37.1 	

<p>30. 30.1 30.2 30.3 30.4</p>	<p>Finance Council to discuss and question as required all financial transactions as detailed within Appendix 1. 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 payments as detailed. Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statements and corresponding reconciliation for the HSBC current account for April 2021 The Clerk confirmed to Council that the application submitted to HSBC to enable online banking had been successful and the Clerk was now able to view the accounts online, authorise transfers between the accounts and set up or edit standing orders. In terms of making online payments, such as BACS, Council would need to agree to amend the current Bank mandate in order to facilitate this and the Clerk asked the Council to consider and move to approve this course. As part of the mandate, the Council would need to agree a daily limit that the Clerk could authorise payments up to - the Clerk confirmed that they had reviewed the payments made each month over the last year and the average amount would be in the region of £800 and, on that basis, the Clerk would recommend a daily capped limit of £1,000.</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted RESOLUTION The Council resolved to approve all transactions within Appendix 1 ACTION Clerk to arrange the payments as detailed within Appendix 1 RESOLUTION The Council accepted the documents as previously circulated and no observations or concerns were raised. RESOLUTION The Council resolved to update the existing banking mandate to enable the Clerk to make online payments and agreed the Clerk's proposal to impose a daily capped limit of £1,000 ACTION Clerk to prepare the relevant bank form for signature by two other bank signatories for lodging with HSBC</p>
<p>31.</p>	<p>Correspondence Correspondence for April/May 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>32. 32.1</p>	<p>Planning Applications Application Number: NP4/32/322C Proposal: Outline application for the erection of a two-storey 4 bedroomed detached dwelling Location: Pandy, Trefriw LL27 0UJ</p>	<p>RESOLUTION The Council considered the application and resolved that despite the addition of a proposed turning and parking area, there was continued concern about the potential lack of visibility on to the adjoining highway for both emerging vehicles from the proposed dwelling and the oncoming highway traffic. Given the location of the proposed development, the Community Council would seek to obtain reassurance that the parking area would have sufficient capacity to avoid an increase in vehicles parking on the highway and the associated safety and access concerns that this would raise. ACTION Clerk to formally include the members' comments when responding to the planning consultation</p>

33.	<p>County Councillor Report / Adroddiad-y-Cynghorydd Sir A brief report from the C. Cllr. Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p>	No report was provided as C. Cllr Jones was unable to attend the meeting
<p>34. 34.1 34.2 34.3</p>	<p>Working Group Updates to Council <u>Village Hall Working Group (VHWG) update by Cllr Scheltinga:</u> Cllr Scheltinga confirmed that the Village Hall had been successfully used as a polling station on 6th May. Cllr Scheltinga advised that the VHWG continued to assess and evaluate the viability as to the full re-opening of the Hall with current guidelines suggesting that although community centres were able to re-open on 3rd May, recent advice given by One Voice Wales confirmed that an announcement was anticipated by Welsh Government on 17th May that would provide further guidance in respect of compliance with the regulations. Subject to that upcoming announcement, the VHWG would recommend that Council look to agree to re-open the Hall and take bookings from 1st June 2021. This would require some further tasks to be completed both externally and internally prior to that date. Cllr Scheltinga would circulate the Action Plan to members as the VHWG would be looking to members to volunteer to complete these tasks before bookings commenced.</p> <p><u>Cemetery Working Group (CWG) update by Cllr Bowen:</u> Cllr Bowen referred members to the more detailed Schedule of Works that had been drawn up and circulated in relation to the cemetery extension but advised that there were still specifications in respect of methods of excavation and the quality of materials that would be used for the CWG to scope and then propose, all of which would be fundamental to ensure that all quotes received were of parity. Council would also need to consider whether to employ a main contractor who would then oversee and, where required, sub-contract. There would also be other areas to consider such as the planting of the new hedging and the creation of a new perimeter footpath both of which could potentially be done on a voluntary basis by members of the Council and/or other voluntary work parties. There was also the question of pedestrian access into the cemetery extension and whether Council wished to create a new access directly from the cemetery car park as this would require further consultation with SNPA to negotiate a variation to the planning consent that had been granted. Cllr Bowen confirmed that the CWG would be working to finalise these outstanding points in order that a further update with full Schedule of Works and Specifications be provided at Council's next meeting.</p> <p><u>Village Hall Community Group (VHCG) update by Cllr Bowen:</u> Cllr Bowen advised members that the scheduled meeting on 4th May had not taken place but had been rescheduled to 18th May and that an update on this would be provided at the next Council meeting. Cllr Bowen confirmed that all members of the VHCG had now visited the Hall with some members of the group providing assistance in preparing the Hall for use as the polling station. Members of the VHWG were now questioning what the priorities would be in terms of issues of maintenance and repair and the application for grant funding and Council would, therefore, need to consider this further in order to be able to provide a steer to group.</p>	<p>RESOLUTION The Council resolved to accept the VHWG proposal that, subject to the further Welsh Government announcement, arrangements would be put in place to enable the Village Hall to re-open and take bookings from 1st June onwards</p> <p>ACTION Cllr Scheltinga to re-circulate the Action Plan outlining those tasks required to prepare the Village Hall for an anticipated re-opening on 1st June and to organise the volunteers to ensure social distancing requirements were adhered to</p> <p>ACTION Further update to be provided at Council's meeting in June (Agenda item)</p> <p>ACTION Further update to be provided at Council's meeting in June (Agenda item)</p>

35.	<p>Trefriw Community Council Biodiversity Plan 2021/22 Council formally received and reviewed the draft Biodiversity Plan as drafted by Cllr Kelly</p>	<p>RESOLUTION Council resolved to adopt the draft Biodiversity Plan for 2021/22 with no amendments considered necessary</p>
<p>36. 36.1 36.2</p>	<p>Health and Safety As per the Agenda, it was agreed that Council would only receive verbal updates from members where issues needed to be highlighted and/or discussed. The Clerk advised that two issues had been identified within the report submitted by Cllr White in relation to the Old Recreation Field. Cllr White informed Council that the remaining metal attachment on one of the goal posts had been removed and the football net was tangled up and no longer secured properly. Cllr Lloyd advised that a family member should be able to inspect and hopefully repair the netting and that she would arrange for this to be done as soon as possible. Cllr White further advised that one of the picnic tables from the play park area had also been placed within the Old Recreation Field but he was unable to move this alone. Cllr Lloyd confirmed that she would also arrange for this to be moved back to the correct location. Cllr Ellis confirmed to Council that following the reported damage to one of the Gower Road playpark gates it had been confirmed that CCBC would be arranging to replace both the broken gate and the main entrance gate as they are no longer suitable for use where small children were present. No timeframe has been given as to when the gates would be replaced due to difficulties in obtaining materials, however, Cllr Ellis confirmed that CCBC had closed the broken gate off to prevent it from being used for access into the park.</p>	<p>ACTION Cllr Lloyd to arrange for the football post net to be inspected and repaired if possible and for the picnic table to be re-sited within the play park.</p>
<p>37. 37.1 37.2</p>	<p>Village Improvements Cllr Ellis confirmed that a list of benches that needed attention had been prepared which included ten individual benches at various locations around the village as well the group of benches at The Singrig, The Memorial Garden and by the public toilets. Cllr Ellis raised the question of whether the benches should be re-painted or re-varnished - it was agreed that each bench should be treated as per its existing finish which would mean both paint and varnish would need to be purchased as well as sandpaper. Cllr Bowen recommended that where benches had recently been repaired with bare wood that these were oiled rather than painted or varnished. The Council discussed the work involved in re-treating the benches and it was agreed that this should be a community event and, if there was an appetite for it, residents could potentially be asked to adopt a bench. The Council confirmed that, subject to weather conditions, a date would be agreed and notification put out via social media asking for residents to volunteer. Cllr Kelly confirmed that she would organise the bus stop clean/village litter pick event and would confirm a date, preferably over a weekend, via social media to seek volunteers.</p>	<p>ACTION Standing Agenda item</p>
38.	<p>Councillor/Clerk Training The Clerk confirmed that Cllr Lloyd had completed both the One Voice Wales (OVW) e-learning modules as well as receiving the Code of Conduct training from Cllr Kelly.</p>	<p>ACTION Cllr Kelly to liaise with Cllr Siddorn regarding the One Voice Wales basis e-learning package and to also share the recent Code of Conduct training that had been delivered</p>

	Cllr Kelly confirmed that she would provide the link to the OVW e-learning to Cllr Siddorn and would also liaise with them regarding the Code of Conduct training.	<u>ACTION</u> Standing Agenda Item
39.	<p>External Meetings/Webinars</p> <p>Cllrs Bowen and Scheltinga confirmed their attendance at the Conwy/Denbigh Area Committee Meeting on 28th April advising that the topics covered were of little significance to the Community Council and, therefore, not very informative. The Councillors also reported that there were no introductions made and participation was limited with guidance on key points for the Community Council, such as the re-opening of community halls, being unclear. Cllr Kelly, who had previously attended an area meeting, shared her disappointment that there were still no formal introductions given at the start of the meeting having providing this feedback previously. The Clerk was instructed to formally comment on this to the organisers of the meeting.</p> <p>The Clerk confirmed that she and the Chair had attended the Conwy Town and Community Council Forum on 14th April where presentations had been given in respect of Events for 2021, Tackling Homelessness, and Local Places for Nature as well as updates on the Covid 19 Recovery for businesses and the Local Government and Elections Wales Act 2021. The Clerk confirmed that both she and the Chair had felt that, although of some interest, many of the topics had very little significance for the Community Council and in relation to the Local Government and Elections Act, the Clerk had already gleaned and disseminated the majority of the information that was given. The Clerk confirmed that the draft minutes from the Forum would be circulated to members once received.</p>	<p><u>ACTION</u> Standing Agenda Item</p> <p><u>ACTION</u> Clerk to feedback to OVW re lack of names or formal introduction at Area meeting</p>
40.	<p>Next Month's Agenda</p> <p>The following items were proposed and accepted for Council's next meeting:</p> <ul style="list-style-type: none"> - Village Hall Working Group update on the re-opening of the Village Hall - Cemetery Working Group update on the cemetery extension works to include a report on the full Schedule of Works and Specifications to enable the Clerk to commence the process of obtaining quotes - Village Hall Community Group to include an update from the meeting to be held on 18th May 	<u>ACTION</u> Any subsequent items to be presented for consideration are to be received by the Clerk no later than Thursday, 3rd June 2021
41.	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, 15th June 2021 remotely via Skype

Cyfarfod Blynyddol CCT
Cynhaliwyd yr 11eg o Fai, 2021
(Crynodeb)

Penderfyniadau'r Cyngor

- Etholwyd Cyng. Kim Ellis yn Gadeirydd am flwyddyn y Cyngor 2021/22
 - Etholwyd Cyng. Jasmine Kelly yn Is-Gadeirydd am flwyddyn y Cyngor 2021/22
 - Ailbenodwyd y grwpiau gwaith cyfredol, a cadarnhawyd eu cylchau gorchwyl gan gynnwys fân newidiadau
 - Mabwysiadwyd Côt Ymddygiad, Rheolau Ymddygiad, a Rheoliadau Ariannol y Cyngor am y cyfnod 2021/22
 - Cytunwyd Cofrestr Asedau'r Cyngor yn amodol ar fân addasiadau
 - Adolygwyd polisiau yswiriant y Cyngor, a cadarnhawyd eu bod yn addas ar gyfer holl anghenion y Cyngor
 - The Council's Complaints Procedure and Data Protection Policy were adopted for 2021/22.
 - Mabwysiadwyd Gweithdrefn Cwynion a Pholisi Diogelu Data'r Cyngor am y cyfnod 2021/22
 - Derbyniwyd y rhybudd o ddyddiadau cyfarfod y Cyngor am y cyfnod 2021/22
-

Cyfarfod CCT
Cynhaliwyd yr 11eg o Fai, 2021
(Crynodeb)

Penderfyniadau'r Cyngor

- Cyfetholwyd Gareth Siddorn i Gyngor Cymuned Trefriw i gynrychioli plwyf Llanrhychwyn
- Derbyniwyd cofnodion y cyfarfod a chynhaliwyd ar y 13eg o Ebrill 2021 fel cofnod cywir.
- Cymeradwywyd trawsnewidiadau ariannol arferol, a chyfarwyddwyd y Clerc i wneud y taliadau.
- Cydnabuwyd archwiliad a chysoniad o ddatganiadau misol y banc gan y Cyngor.
- Council accepted the draft 2020/21 Annual Governance and Annual Return.
- Derbyniodd y Cyngor dogfennau drafft Llywodraethu Flynyddol a Ffurflenni Blynyddol 2020/21
- Cytunodd y Cyngor â chais y Clerc i newid y mandad banc cyfredol er mwyn galluogi taliadau BACS, yn amodol ar gymeradwyaeth ymlaen llaw y cadeirydd a'r is gadeirydd. Cytunwyd ar uchafswm ddyddiol am daliadau ar lein o £1000
- Cymeradwywyd unrhyw gohebiaeth a gylchrhedwyd yn barod
- Erys neuadd y pentref ar gau tra bod cyfyngiadau Covid-19 yn eu lle.
- Cytunodd y Cyngor y byddai'r neuadd ar gael ar gyfer archebion o'r 1af o Fehefin 2021, ar yr amod y byddai hynny'n ganiataol yn dilyn cyhoeddiadau Llywodraeth Cymru ar yr 17eg o Fai.
- Mabwysiadwyd y cynllun drafft Bioamrywiaeth am 2021/22
- Council agreed that all public benches will be re-treated as soon as weather allows.
- Cytunodd y Cyngor y byddai holl feinciau cyhoeddus y pentref yn cael eu ail drin pan fyddai'r tywydd yn caniatáu
- Cynhelir y cyfarfod nesaf trwy gyfrwng 'Skype' ar ddydd Mawrth, y 15fed o Fehefin 2021, am 7.00 y.h.

Camau gweithredu nesaf

- Cyng. Scheltinga i gylchredeg rhestr o'r gwaith sy'n angenrheidiol er mwyn paratoi ar gyfer ail agor neuadd y pentref
- Cyng. Bowen i gyflwyno Amserlen Gwaith, ynghyd â manylebau ategol, ar gyfer cynllun estyniad y fynwent. Bydd hyn yn galluogi'r clerch i wahodd dyfynbrisiau ar gyfer y gwaith.
- Cyng. Kelly i drefnu amser i glanhau arosfannau bysiau a chasglu sbwriel. Bydd cyhoeddiad yn cael ei bostio ar dudalen 'Facebook' Trefriw
- Bydd deunyddiau addas yn cael eu prynu i adnewyddu meinciau cyhoeddus y pentref.
- Cyngorwyr i gyflwyno eitemau agenda i'r Clerch ar gyfer ystyriaeth yng nghyfarfod nesaf y Cyngor dim hwyrach na ddydd Iau, Mehefin y 3ydd, 2021.