

Cyngor Cymuned Trefriw Community Council

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Minutes of the Meeting of the Council held on 15th June 2021 at 7.00pm online via Skype as permitted by The Local Government and Elections (Wales) Act 2021

Present: Cllr Kim Ellis (Chair), Cllr Idris Bowen, Cllr Rebecca Lloyd, Cllr Gareth Siddorn 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

Public Session:

A resident attended to discuss potential for restarting a village youth club that will meet weekly in the Village Hall. The resident also requested changes to the football field setup to accommodate formal football sessions for local children and a request for a further bench to be provided so that parents can observe their children in both the recreation field and the play park. The Chair requested that the resident put his requests in writing to the Clerk for further consideration.

	Agenda Item/Discussion	Action/Resolution/Update
42.	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
43.	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	RESOLUTION Apologies were received and accepted from Cllrs Jasmine Kelly, Gill Scheltinga and Stephen White
44.	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
45.	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 11 th May 2021	RESOLUTION The Council resolved that the minutes of the meeting held on 11 th May 2021 be accepted and signed by the Chair as a true record
46.	Chair's Announcements/Cyhoeddiadau y Gadeiryn – Cllr Ellis advised members that the Clerk would be taking annual leave the week commencing 28 th June 2021. Cllr Kelly would be the named contact during the Clerk's absence but may call upon other members for assistance should the need arise.	

	<p>– Cllr Ellis confirmed to members that the Clerk had now received communication from Conwy CBC regarding the Local Full Fibre Network (LFFN) installation for the Village Hall as first notified back in December 2019. A site inspection had now been arranged with Openreach to assess whether the installation could proceed based on the listed status of the Village Hall building. Cllr Ellis and the Clerk would meet with the Openreach engineer on Thursday, 8th July 2021 and will report back further at Council's next meeting.</p>	<p><u>ACTION</u> Further update to be provided at Council's meeting in July (Agenda item)</p>
<p>47. 47.1 47.2 47.3 47.4 47.5 47.6</p>	<p>Finance</p> <p>Council to discuss and question as required all financial transactions as detailed within Appendix 1. The Clerk highlighted to members the nominal increase in respect of the payment to Cambrian which the Clerk had been advised by the contractor was as a result of slightly higher overheads. The Clerk confirming to members that a tendering process would be commenced in the autumn for both the general grass cutting around the village as well as the maintenance contract for the cemetery grounds. Council discussed the nominal increase and moved to agree this.</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 payments as detailed.</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statements and corresponding reconciliation for the HSBC current account for May 2021</p> <p>The Clerk confirmed to Council that the internal audit had been completed and the auditor had found all documentation to be in order. The Clerk also formally presented the Annual Return and Governance Statement together with the Variance Reports for the year ending 31st March 2021 and invited Council to discuss and question as required.</p> <p>The Clerk stated that based on the foregoing, they would now seek Council's agreement to the Accounting Statements for 2020/21 and Annual Governance Statements (Parts 1 and 2) as contained within the Annual Return and subsequent permission to submit the Annual Return for the year ended 31st March 2021 to the Welsh Audit Office.</p> <p>The Clerk advised that to comply with the electors' right of inspection of the Council's annual return and accounting records, a Notice of Appointment would need to be published providing a period of twenty working days for inspection. The period recommended by the Welsh Audit office would commence on 20th August 2021 and end on 17th September 2021. As the Clerk's normal working pattern would fall outside some of the mandatory days, they asked members to agree to assist should any interested person wish to inspect on their non-working days. On that basis, it was suggested that all relevant documents be retained at the Village Hall which would then enable either the Clerk or any member to facilitate the inspection.</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted</p> <p><u>RESOLUTION</u> Council resolved to approve all transactions within Appendix 1 <u>ACTION</u> Clerk to arrange the payments as detailed within Appendix 1</p> <p><u>RESOLUTION</u> Council accepted the documents as circulated and raised no observations or concerns.</p> <p><u>RESOLUTION</u> No objections or concerns were made in respect of the 2020/21 Annual Return and Governance Statement or the supporting Variance Reports and the documents were accepted.</p> <p><u>RESOLUTION</u> Council resolved to approve the Accounting Statements and all Governance questions within the Annual Return for 31st March 2021 and the Chair was instructed to sign the document to reflect formal approval</p> <p><u>RESOLUTION/ACTION</u> Council resolved that the Clerk would arrange to submit the Annual Return for 31st March 2021 to the Welsh Audit Office</p> <p><u>RESOLUTION</u> The Council resolved to agree the dates for the exercise of electors' rights and the Clerk was authorised to publish the Notice of Appointment on that basis. Members agreed to assist with any requested inspection should the Clerk be unable to accommodate this.</p>

47.7	In accordance with Council's Donation Policy, the requests received during the previous six-month period were considered. The Clerk advised members that the further request from Ty Gobaith had been received within six months of a £100 donation having been agreed and paid following the December 2020 meeting. The Clerk also highlighted that the Council would not normally consider general fundraising appeals from National Charities.	RESOLUTION The Council resolved that no donations would be made during this six-month cycle
48.	Correspondence Correspondence for May/June 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	RESOLUTION The Council raised no observations or concerns and Appendix 2 was accepted
49. 49.1 49.2 49.3	Planning Applications Application Number: NP4/32/191B Proposal: Erection of car port to side gable Location: Llys Bach, Crafnant Road, Trefriw LL27 0JZ Application Number: NP4/32/369 Proposal: Installation of external insulation with timber cladding (Cedar) finish to rear elevation Location: Tŷ Newydd, Llanrhychwyn, Trefriw. LL27 0YJ Application Number: NP4/32/220E Proposal: Demolition of existing porch and erection of replacement porch and two bay windows to front elevation Location: Tu Hwnt i'r Afon, Dolgarrog LL32 8JX	RESOLUTION The Council considered the application and resolved that there was no objection or observation to make upon the proposal RESOLUTION The Council considered the application and resolved that there was no objection or observation to make upon the proposal RESOLUTION The Council considered the application and resolved that there was no objection or observation to make upon the proposal
50.	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	No report was provided as C. Cllr Jones was unable to attend the meeting
51. 51.1 51.2	Working Group Updates to Council <u>Village Hall Working Group (VHWG) update by Cllr Ellis:</u> Cllr Ellis advised members that a booking had been secured from Ogwen Valley Mountain Rescue Team from the afternoon of Friday, 25 th June and would run until late afternoon on the Sunday. The Hall would be used as a meeting point and to undertake various classroom-based learning during the weekend. Cllr Ellis confirmed that the areas to be utilised during the booking would require cleaning and that a list of tasks would be circulated together with a request for offers of assistance from members. The Clerk was liaising with the hirer to ensure that all appropriate paperwork to comply with both insurance and current COVID requirements would be supplied ahead of the booking. A copy of the Council's Risk Assessment had already been provided. <u>Cemetery Working Group (CWG) update by Cllr Bowen:</u> Cllr Bowen advised members that he was currently in communication with both CCBC and SNPA regarding certain conditions attached to the original planning consent, which would hopefully include a site visit, to enable the CWG to clarify the required specifications in respect of both methods of excavation and quality of materials as it was vital to prepare a full material	ACTION Standing Agenda Item

<p>51.3</p>	<p>specification to ensure that any tenders received would provide Council with the full and final costs involved. Although confirmation of these planning conditions was still needed, Cllr Bowen believed that the final Schedule of Works would be roughly in line with that which had previously been circulated to members. Subject to the site meeting with CCBC and SNPA, Cllr Bowen was working towards formal tenders being received by the end of August with the aim that the works could be commenced in September.</p> <p>Council discussed the projected timescales and it was agreed that difficulties may be encountered in commissioning a contractor and/or contractors in such a tight timeframe. Cllr Bowen confirmed that once the site meeting with both CCBC and SNPA had taken place he would liaise with members of the CWG to work collectively to prepare and agree the final Schedule of Works with full material specification. This would then be circulated to full Council ahead of the next meeting to enable further discussion and agreement as to the best way forward.</p> <p><u>Village Hall Community Group (VHCG) update by Cllr Bowen:</u></p> <p>Cllr Bowen confirmed to members that the VHCG had met on 18th May although only one of the volunteers from the group had been able to attend. Cllr Bowen confirmed that work is ongoing to re-establish the Hall's charitable status with good progress being made. The next meeting of the VHCG is to take place on 22nd June and Cllrs Bowen and Ellis will be asking the group to consider how it could take on more responsibility for the Village Hall. Cllr Bowen confirmed that he is meeting with a volunteer member of the group, who is a structural engineer, to inspect the interior of the roof space in light of the recent roofing works that have been undertaken.</p>	<p><u>ACTION</u> Cllr Bowen/CWG to prepare a final Schedule of Works including full material specification to be circulated to members ahead of Council's July meeting</p>
<p>52. 52.1 52.2 52.3</p>	<p>Health and Safety</p> <p>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.</p> <p>Cllr Ellis confirmed to Council that, following concerns raised by the Clerk, CCBC had arranged to secure the legs of the picnic benches to prevent them from being moved around the play park and/or football field. Cllr Ellis further advised that CCBC are still in the process of replacing both the broken gate and the main entrance gate at the play park with the Clerk having received confirmation that these will be replaced during June.</p> <p>Cllr Ellis referred to the written update that had been circulated with the agenda papers regarding the defibrillators sited around Trefriw/Llanrhychwyn/Crafnant Lake. Members discussed both the timeframe that had been given in respect of providing replacement units and also the quarterly checks that, although currently being undertaken by the Welsh Ambulance Service, a verbal request had been received for the Community Council to take over these checks. In terms of the replacement units, Council agreed with Cllr Ellis' recommendation that a small annual amount of £250 be added to the budget year on year commencing in 2022/23 to build a suitable reserve to enable replacements to be acquired in line with the anticipated life span of the current equipment.</p>	<p>No issues were highlighted by members</p> <p><u>ACTION</u> Further update regarding the replacement gates to be provided at Council's meeting in July (Agenda item)</p> <p><u>RESOLUTION</u> Council resolved to include an additional budget heading from 2022/23 to build up a suitable reserve to cover the future cost of replacing defibrillators in Trefriw/Llanrhychwyn/Llyn Crafnant</p>

	<p>Council further agreed that should it take over the responsibility for the quarterly checks that full training, potentially to include first aider training, would be required and this possibly could be something to be taken over by the wider community.</p> <p>The Clerk advised that nothing had been received in writing to date in regard to the quarterly checks but that they would update Council as soon as this is received to enable further discussion at a future meeting.</p>	<p><u>ACTION</u> Agenda item once formal contact is made by the Welsh Ambulance Service</p>
<p>53. 53.1</p> <p>Village Improvements</p> <p>Cllr Williams reiterated the proposal by the member of the public at the beginning of the meeting for the installation of further seating within the playpark. Cllr Bowen questioned ownership of the benches within the Cemetery as many did require attention. Cllr Ellis confirmed that only the two serpentine benches were owned by Council with the rest being installed as memorials with the responsibility remaining with the respective families. The Clerk confirmed that agreement to maintain the memorial benches would have been sought prior to installation but that people may have subsequently moved away with maintenance then not being attended to.</p> <p>53.2</p> <p>Cllr Ellis confirmed that a list of benches had been circulated to members which confirmed that there are 30 benches sited around the village with a further seven at the Cemetery. Cllr Ellis recommended that the benches within the centre of the village be re-treated first now that all necessary materials had been purchased. Cllr Ellis confirmed that she would start with the benches at the War Memorial just to gauge the suitability of the paint that had been purchased. If this was successful, a member of the public who had offered to assist would then be given the materials to repaint the benches at the Singrig. Council would then look for members and/or volunteers to complete the remaining benches as and when weather conditions allowed.</p> <p>53.3</p> <p>Cllr Ellis confirmed that a successful litter pick and bus stop wash down had taken place on Saturday, 5th June despite a small number of volunteers being available. Four bags of rubbish were collected and the two bus stops were washed down. Cllr Kelly had prepared the volunteer sheets as required by CCBC in respect of the litter picking equipment and these had been passed to the Clerk for processing and retention.</p>	<p><u>ACTION</u> Standing Agenda item</p>	
<p>54.</p> <p>Councillor/Clerk Training</p> <p>Cllr Ellis confirmed that Cllr Siddorn had received the Code of Conduct training from Cllr Kelly</p>	<p><u>ACTION</u> Standing Agenda Item</p>	
<p>55.</p> <p>External Meetings/Webinars</p> <p><u>Joint SLCC/OVW 2021 Conference</u> - the Clerk confirmed her virtual attendance at the Conference on 13th May 2021 and provide an overview of matters of interest to Council:</p> <ul style="list-style-type: none"> - SLCC have launched a new training course for clerks/RFO as an introduction to the financial aspects of council administration (FILCA). The Clerk confirmed that she would review the modules to see whether there would be any benefit in completing this - CCBC have applied for funding to enable OVW to deliver bespoke training for councillors. If the funding bid is successful, this will be predominantly aimed at rural councils 	<p><u>ACTION</u> Standing Agenda Item</p>	

	<ul style="list-style-type: none"> - A review is being undertaken to look at removing the tax/benefit implications for councillors who receive the £150 annual councillor allowance payment towards expenses - All public sector owned land must be formally registered with the Land Registry by 2025 - the Clerk believed that all land owned by the Community Council is registered but will make contact with the team dealing with this to clarify <p><u>SNPA Webinar - Reviewing Visitor Management Measures in the North of the Park</u> - Cllr Williams confirmed her attendance at the webinar and provided an overview for members highlighting that what is being planned in terms of managing increased tourism for key areas within Snowdonia could be negative for villages on the periphery, such as Trefriw, which fall outside of the scope of those additional measures being proposed to help control such things as additional parking, excessive litter and general increased activity. The Clerk confirmed that she had received a follow up communication from SNPA which contained the recording of the webinar which other councillors may wish to view to further understand how the proposed measures could affect the village and outlying areas. Cllr Williams advised that although there would be no funding coming directly from SNPA there could be an opportunity to apply to the Snowdonia Society for a £500 grant for community initiatives that could be aligned to help control those negative issues associated with increased tourism such as obtaining hi-visibility jackets and litter picking equipment. The grants can be applied for by both community councils or community groups so this may be something of interest to upcoming local groups that are establishing or re-establishing themselves.</p>	<p><u>ACTION</u> Clerk to circulate follow-up email from SNPA with webinar for councillors to view</p>
56.	<p>CCBC Playing Out Summer 2021</p> <p>The Clerk referred members to the latest email received from Nathania Scyner of CCBC (8th June) that had clarified that the total cost to the Community Council for the two proposed playing out sessions would be £40 as CCBC would be eligible for funding from the Welsh Government to offset the full costs. Council discussed the proposed playing out sessions confirming that these events had been well supported in previous years with many resident children taking part in the sessions and, on that basis, wished to accept the offer to hold the two playing out sessions at the play park over the summer period.</p>	<p><u>ACTION</u> Clerk to confirm to CCBC that the contribution towards the two playing sessions would be met.</p> <p><u>ACTION</u> Clerk to confirm to full Council when further details are received</p>
57.	<p>Grant Funding</p> <p>The Clerk confirmed to members that following a final extension to the submission date for the Community Tidy Project, all relevant documentation had been received from Trefriw Gardening Club in regard to the replanting of the Memorial Garden and that reimbursement of £79.97 would be made as per Appendix 1 with Council then claiming back this sum under the relevant grant funding. The Clerk had also sourced a replacement village noticeboard, as per Appendix 4 circulated with the agenda papers, and asked Council to confirm suitability and subsequent agreement to this being purchased.</p> <p>The Clerk further advised that the noticeboard would need to be installed before w/c 26th July to enable a photograph to be taken to comply with the grant funding conditions and allow all paperwork to be submitted no later than Thursday, 30th July. Cllr Lloyd confirmed that she would arrange for the new noticeboard to be installed.</p>	<p><u>RESOLUTION</u> Council resolved to accept the Clerk's recommendation to obtain the replacement village noticeboard as per the quotation from the Noticeboard Company and the Clerk was authorised to proceed with the order</p> <p><u>ACTION</u> Clerk to liaise with the Noticeboard Company to acquire the Tradition 30 External Post Mounted Notice</p> <p><u>ACTION</u> Clerk to liaise with Cllr Lloyd regarding the installation of the noticeboard once received</p>

	The Clerk updated members in regard to the COVID Response Grant Funding confirming that the coat/shoe racks had now been constructed and were ready for use within the Village Hall. This now completed and satisfied the conditions as attached to the funding and would enable the Clerk to apply for full reimbursement from CCBC for all items purchased as per the successful application.	ACTION Clerk to make arrangements to submit the request for reimbursement to CCBC as per the COVID Response Funding grant application.
58.	Next Month's Agenda The following additional items were proposed and accepted for Council's next meeting: None proposed as all covered by standing agenda items	ACTION Any items to be presented for consideration are to be received by the Clerk no later than Tuesday, 6 th July 2021
59.	Next Meeting of the Community Council	RESOLUTION Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on Tuesday, 13th July 2021 remotely via Skype

**Cyfarfod CCT
Cynhaliwyd y 15fed o Fehefin, 2021
(Crynodeb)**

Mynychwyd y cyfarfod ar lein gan aelod o'r cyhoedd er mwyn trafod y potensial i ail gychwyn cynnal clwb ieuenctid yn wythnosol yn neuadd y pentref. Bydd yn cysylltu â'r Clerc yn ffurfiol gyda chadarnhad o hyn. Gofynnwyd hefyd am newidiadau i drefniant y cae pêl-droed er mwyn medru cynnal sesiynau pêl-droed i blant lleol, yn ogystal a chais am fainc arall i'w darparu fel y gall rhieni cadw golwg ar eu plant yn y maes hamdden ac yn y parc chwarae.

Penderfyniadau'r Cyngor

- Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar yr 11eg. o Fai 2021 fel cofnod cywir.
- Cyng. Kelly fydd y pwynt cyswllt yn ystod yr wythnos yn cychwyn yr 28ain o Fehefin tra bydd y Clerc a'r Cadeirydd ar wyliau. Bydd cynghorwyr eraill yn cefnogi yn ôl yr angen.
- Mae Openreach wedi trefnu ymweliad safle yn Neuadd y Pentref ar yr 8fed Gorffennaf i asesu a ellir gosod rhwydwaith ffibr yno. Mae'r neuadd yn rhestredig gradd 2. Bydd y Clerc a'r Cadeirydd yn bresennol.
- Cymeradwywyd trawsnewidiadau ariannol arferol, a chyfarwyddwyd y Clerc i wneud y taliadau.
- Cydnabuwyd yr archwiliad o ddatganiadau misol y banc a'u chymodiad gan y Cyngor.
- Cydnabuodd y Cyngor yr archwiliad mewnol llwyddiannus o'r gyfrifon.
- Derbyniodd y Cyngor dogfennau drafft Llywodraethu Flynyddol a Ffurflenni Blynyddol 2020/21 ac awdurdodwyd eu llofnodi gan y Clerc (SAC) a'r Cadeirydd. Awdurdodwyd hefyd eu cyflwyniad i Swyddfa Archwilio Cymru.

- Cytunodd y Cyngor y bydd Cofnodion Blynyddol a chofnodion cyfrifyddu y cyngor ar gael i'r cyhoedd eu harchwilio yn neuadd y pentref, ar gais, yn ystod y cyfnod gorfodol o 20 diwrnod gwaith, gan ddechrau ar 20 Awst 2021.
- Ystyriodd y Cyngor geisiadau a dderbyniwyd am gymorth ariannol o'r gyllideb rhoddion.
- Cymeradwywyd unrhyw gohebiaeth a gylchrhedwyd yn barod
- Ystyriodd y Cyngor geisiadau cynllunio a dderbyniwyd yn ystod y mis diwethaf.
- Yn dibynnu ar gyswllt ffurfiol gan Wasanaeth Ambiwylans Cymru, cymeradwyodd y Cyngor mewn egwyddor i gychwyn cronfa wrth gefn a fydd yn cronni i dalu costau ailosod diffibrilwyr yn y pentref a'r cylch. Ar ôl iddynt cysylltu â'r Clerc a bod y manylion yn hysbys, bydd y mater yn cael ei drafod eto fel eitem ar yr agenda.
- Cytunodd y Cyngor y byddai holl feinciau cyhoeddus y pentref yn cael eu hail-drin cyn gynted a bod y tywydd yn caniatáu. Bydd Cyng. Ellis yn cychwyn gyda'r ardd goffa, ac mae aelod o'r cyhoedd wedi cynnig i drin meinciau gardd Singrig.
- Derbyniodd y Cyngor diweddariad yn dilyn menter tacluso'r pentref diweddaraf.
- Derbyniodd y Cyngor fanylion cynhadledd ar y cyd ddiweddar CCCL / ULC a fynychwyd gan y Clerc, a hefyd gweminar APCE a fynychwyd gan y Cyng Williams.
- Cymeradwyodd y Cyngor ddwy sesiwn chwarae haf i'w cynnal yn y parc chwarae. Derbynnir manylion llawn yn y dyfodol agos.
- Derbyniodd y Cyngor fanylion terfynol cyllid grant a dderbyniwyd ar gyfer y Prosiect Tacluso Cymunedol, a Chyllid Ymateb COVID.
- Cynhelir y cyfarfod nesaf trwy gyfrwng 'Skype' ar ddydd Mawrth, y 13eg o Orffennaf 2021, am 7.00 y.h.

Camau gweithredu nesaf

- Clerc i gyflwyno Ffurflen Flynyddol ac adroddiad Llywodraethu 2020/21 ynghyd ag adroddiad Amrywiant i swyddfa Archwilio Cymru.
- Bydd y Clerc yn sicrhau bod Ffurflenni Blynyddol a chofnodion cyfrifyddu y cyngor ar gael i'r cyhoedd eu harchwilio yn neuadd y pentref o 20 Awst 2021.
- Bydd neuadd y pentref yn cael ei barotoi ar gyfer archeb am y cyfnod 25-27ain Mehefin. Bydd Cyng. Ellis yn rhoi gwybod am ddyddiad i weithgor bach wneud y paratodau. Bydd y huriwr yn cadw at holl ofynion Covid-19.
- Mae Cyng. Bowen yn aros gadarnhad o rhai manylion cynllunio cyn cyflwyno Atodlen Waith ar frys i ddod ag estyniad y fynwent i ddefnydd. Bydd hyn yn galluogi'r Clerc i wahodd dyfynbrisiau gan gwmnïau priodol.
- Bydd y Clerc yn cylchredeg cyflwyniad gweminar APCE i gynghorwyr.
- Cynghorwyr i gyflwyno i'r Clerc unrhyw eitemau agenda i'w hystyried yng nghyfarfod nesaf y Cyngor dim hwyrach na ddydd Mawrth, y 6ed. o Orffennaf 2021.