

Cyngor Cymuned Trefriw Community Council

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

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Minutes of the Meeting of the Council held on 9th November 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 Gill Scheltinga, Cllr Stephen White and Cllr Lucy Williams

In attendance: 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>
124.	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
125.	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 Council resolved to receive and accept the apologies from Cllr Jasmine Kelly, Cllr Rebecca Lloyd and Cllr Gareth Siddorn
126.	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
127.	Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)s To receive, approve and sign as a correct record the minutes of the Council meeting held on 12 th October 2021	RESOLUTION The Council resolved that the minutes of the meeting held on 12 th October 2021 be accepted and signed by the Chair as a true record
128.	Chair's Announcements/Cyhoeddiadau y Gadeiryn	None made as all items covered by the agenda
129.	Finance	No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted
129.1	Council to discuss and question as required all financial transactions as detailed within Appendix 1.	RESOLUTION Council resolved to approve all transactions within Appendix 1 ACTION Clerk to arrange the payments as detailed within Appendix 1
129.2	Council moved to vote and it was unanimously agreed by those members present that all transactions within Appendix 1 be deemed as approved and the Clerk be authorised to make all payments as detailed. The Clerk advised Council that payment 2021-22/67 had not been anticipated when the budget was set for the current financial year and that making this payment would exceed the allocated budget amount. The Clerk recommended to Council that a virement of £400 be	

<p>129.3</p> <p>129.4</p>	<p>made from the budget line for the Village Hall Operational Costs (22) to General Village Maintenance and Repairs (15) given the large underspend due to the Hall being closed and/or having limited use following the pandemic restrictions which would then meet this payment and also provide a small residual balance to cover any other expenditure that may be required during the rest of the financial year.</p> <p>The Clerk also advised Council that in relation to payment 2021-22/65 there was currently the sum of £130 held in the Public Sector Deposit Fund (PSDF) following the donation received in March 2020 from the Fairy Falls Hotel towards a new cooker for the Village Hall. Due to the relatively small amount to liquidate, the Clerk recommended to Council that the full amount of £269.00 be taken from the HSBC deposit account, where the balance of the Village Hall restoration funds was held, with the £130 then being transferred to the IT/Office Machinery reserve to either offset the purchase of a new laptop, as agreed by Council at the previous meeting in October, or to start building up another reserve for future purchases.</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statement and corresponding reconciliation for the current account for the period 1st to 31st October 2021</p> <p>The Clerk referred Council to the recent communication from HSBC regarding the Council's current Community Bank Account that would no longer exist from 31st October 2021, being automatically migrated over to the HSBC Charitable Bank Account and the subsequent account charges that would apply. The Clerk advised that they had looked at several alternatives with other banks, however, due to the Community Council being a tier of local government there did not seem to be any other banks or building society's offering free bank accounts and having investigated several bank accounts that other town and community council's use the Clerk had found that these appeared to charge slightly higher monthly fees than that now being imposed by HSBC. In addition to the monthly fee, HSBC would also charge a nominal amount (currently £0.40 pence) for each cheque or single deposit of cash paid either in at branch or at the post office so, in future, if any creditors wanted to pay using one of these methods, then they would also be asked to cover the bank charge payable. Direct bank transfer payments would not attract any additional bank charge and would be the only payment method quoted on all future invoices. After a discussion by those members present it was unanimously agreed to remain with HSBC Bank but to keep the position under review. In terms of the bank charges that would now apply for 2021-22 that had not been anticipated when the budget was set, these would be covered from the monies held in the HSBC deposit account with an additional budget line to be added to the 2022-23 budget to cover those charges that it was considered would apply, anticipated at an overall annual cost of £60.</p> <p>The Clerk further recommended to Council that an application be made to obtain an HSBC Debit Card for the new Charitable Bank Account to avoid the Clerk having to make purchases from their own personal account and then claim back reimbursement as this was not considered best practice.</p>	<p>RESOLUTION Council resolved to accept the Clerk's proposal and the virement of £400 was authorised</p> <p>RESOLUTION Council resolved to accept the Clerk's proposal and the virement of £130 was authorised</p> <p>RESOLUTION Council accepted the documents as circulated and raised no observations or concerns</p> <p>RESOLUTION Council resolved to remain with HSBC Bank plc and accept the monthly service charge</p> <p>ACTION Clerk to add a further budget line to the 2022-23 budget to cover the HSBC bank account charges that would be applied</p> <p>RESOLUTION Council resolved to accept the Clerk's recommendation and authorised the Clerk to make application to HSBC Bank plc for a debit card for future purchases ACTION Clerk to complete the relevant Debit Card Application Form for signature by two bank signatories</p>
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<p>129.5</p>	<p>The Clerk referred Council to the draft budget that had been prepared, Appendix 3, and invited those members present to scrutinise and question as appropriate. Cllr Williams proposed that Council agree to increase the budgeted donations amount for 2022/23 to mirror the 2019/20 level of £500 given that more local organisations and clubs would hopefully be looking to resume the level of activities and events to benefit the community with the strict pandemic restrictions having been lifted. Cllr Williams also queried the budgeted amount for the relatively low contribution towards any asset transfer of the Playparks to the Community Council by Conwy CBC - the Clerk confirmed that this amount was building on the reserves already held which stood at £7,900 as at the end of 2020/21 with the £1,500 from the current budget still to be added. The Clerk advised Council that the last communication with CCBC in relation to the provision of the playparks was not necessarily an imminent asset transfer but to pay for any equipment that was not fit for purpose and it was, therefore, vital that a healthy reserve was maintained given the cost of purchasing new equipment. The Clerk highlighted that the budget was still very much in draft stage with further information and figures to be added and reviewed with an updated version of the budget being presented for Council's final consideration at the January 2022 meeting ahead of the precept request being submitted to Conwy CBC by 22nd January 2022.</p>	<p>RESOLUTION Council resolved to agree to the member's proposal to increase the budget for Donations (line 25) to £500 ACTION Clerk to incorporate the agreed amendment and continue to update the draft Budget for Council's further consideration at the December meeting (Agenda item)</p>
<p>129.6</p>	<p>The Clerk advised Council that there had still been no further communication from Audit Wales in relation to the 2020/21 Annual Return submitted on 22nd June 2021. The Clerk had been in contact with the SLCC local branch secretary to gauge whether other town and community councils in the region had received their Audit Certificate and report but it would appear that most, if not all, were still awaiting a formal response from Audit Wales.</p>	
<p>130.</p>	<p>Correspondence Correspondence for October/November 2021 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted. The Chair highlighted to members the correspondence received from Howard Huws (item 25) - after a short discussion members agreed that Council were already contributing to and engaging with other forums regarding the issues of tourism further agreeing that it was not considered appropriate to write to Snowdonia National Park Authority as requested. Those members present also agreed that it was not the best use of the Clerk's time to be engaging in any further communications from this source. The Chair invited members to raise any other observations or concerns regarding any items of correspondence as referred to in Appendix.</p>	<p>RESOLUTION The Council raised no observations or concerns and Appendix 2 was accepted</p>
<p>131. 131.1.1</p>	<p>Planning Applications Application Number: 0/49031 Proposal: Variation of condition no. 2 (Approved Plans) of planning approval 0/47016 (Erection of additional guest accommodation on garden land, to extend the existing Bed and Breakfast at Yr Hafod Country House, Trefriw with associated parking and landscaping) Location: Yr Hafod Country House, Trefriw to Coed Gwydir, Trefriw LL27 0RQ</p>	<p>RESOLUTION Council considered the application and resolved that it had no objection or observation to make upon the proposal ACTION Clerk to formally respond to CCBC regarding the application</p>

<p>134. 134.1</p> <p>134.2</p>	<p>Health and Safety</p> <p>As per the Agenda, it was agreed that Council would only receive verbal updates from members or the Clerk where issues needed to be highlighted and/or discussed. There were no issues raised by the members present, however, the Clerk advised that not all of the monthly inspection sheets had been returned. The Clerk further highlighted the continued reference to an inability to test the emergency lights from the Village Hall Health & Safety Inspection. Cllr Ellis, who conducted the Safety Inspection, requested assistance from Cllr Bowen who confirmed that they would arrange to meet at the Hall and look to resolve this. The Clerk further updated Council following on from matters of health and safety as highlighted by Cllr Scheltinga at the September meeting regarding the possibility that further tree works along Trefriw Trail 1 were required. The Clerk confirmed that they had met with Jay Butters to conduct a visual inspection and there were a number of trees, several willow and at least four ash trees, that would need attention. In order to obtain an indicative price for the works, the Clerk proposed asking a local tree surgeon to inspect and provide a quote as this would result in additional expenditure that would need to be built into the budget for 2022/23. The Clerk further advised that there were two very mature and large ash trees at the end of trail, in addition to those already referenced, that it had been confirmed did have an element of ash dieback although this was not considered critical. Due to the proximity of the overhead power lines, the Clerk had written to Scottish Power to ascertain whether they would look to commission the works themselves using their own specialist team but, following an inspection, had advised the Clerk that they were not, at this stage, looking to undertake any type of remedial work but would re-evaluate the situation next spring once the trees were back in leaf.</p> <p>Cllr Scheltinga advised Council that one of the public benches along Gower Road had suffered some damage and, in parts, was back to the raw wood. Cllr Ellis confirmed that there was still a small amount of bench paint which could be used to re-treat the wood but this could only be done when the weather allowed but was something that Cllr Ellis could attend to.</p>	<p>ACTION Any outstanding Health & Safety Monthly Inspection Sheets to be forwarded to the Clerk at the earliest opportunity</p> <p>ACTION Cllrs Ellis and Bowen to arrange to meet at the Village Hall to test the emergency lights</p> <p>RESOLUTION Council resolved to accept the Clerk's proposal that a local tree surgeon be asked to provide an indicative quote for the tree works along Trefriw Trail 1 to assist in budgeting for 2022/23 ACTION Clerk to liaise with local tree surgeon to obtain an indicative quote</p> <p>ACTION Cllr Ellis to arrange to re-paint the damaged bench when weather conditions would allow</p>
<p>135. 135.1 135.2</p>	<p>Village Improvements</p> <p>No specific improvements for Council to consider were raised.</p> <p>The Clerk updated Council that having completed a visual inspection of the hedges surrounding the two recreational fields, the Clerk would recommend to Council that no further hedge cutting work was required during this financial year and that the contractor be advised accordingly.</p>	<p>ACTION Standing Agenda item</p> <p>RESOLUTION Council resolved to accept the Clerk's recommendation that no further hedge cutting be undertaken during this financial year.</p> <p>ACTION Clerk to advise the contractor of Council's decision</p>
<p>136.</p>	<p>Councillor/Clerk Training</p> <p>The Clerk confirmed that no training had been completed during the preceding month. The Clerk did raise with members their request to enrol on the next stage of the SLCC training modules, ILCA to CiLCA, which would build on and enhance the Clerk's current knowledge of local authority administration. This would also be an intermediary step to being able to consider the full CiLCA qualification as was recommended that all clerks should strive to obtain by the recent changes to the Welsh Government legislation.</p>	<p>ACTION Standing Agenda Item</p> <p>RESOLUTION Council resolved to accept the Clerk's proposal and agreed to the Clerk enrolling on the SLCC's ILCA to CiLCA course with the relevant course fee coming from the Community Council's training budget for 2021/22</p>

140.	<p>Henry Higgins Trust</p> <p>Cllr Williams updated Council that as the funds held within the Trust had largely been untouched for a number of years, the charity regulator had asked that the trustees look to either revitalise the trust or alternatively close it and donate the funds to another charity. Members were advised that the trustees had chosen to revitalise the purposes of the trust, with the proposed remit to be exclusively only for the benefit of the community and the residents of Trefriw and Llanrhychwyn. Once the changes to the Trust had been agreed, Cllr Williams advised that the trustees would look to distribute the money to applicants and were requesting Council's approval for applications to be submitted in the first instance to the Clerk and then passed on to the trustees for formal evaluation. It would further assist if Council were able to use their platform in the community to help promote the fund and its new purpose and how to apply. Cllr Williams stated that ultimately, the changes being proposed for the Trust should not make significant extra work for Council as the Trustees we would retain responsibility for administering the fund</p>	<p>RESOLUTION Council resolved that the Clerk be the initial point of contact for applications for grants from the Henry Higgins Trust with the Trustees conducting the formal evaluation/administering of the Trust</p>
141.	<p>Governance</p> <p>Council formally received and reviewed the One Voice Wales Model Resolution Protocol with members being supportive of the ability to deal with low level complaints by way of local resolution. The members present unanimously agreed to add the protocol to the Councils own Complaints Procedure</p>	<p>RESOLUTION Council resolved to adopt the One Voice Wales Local Resolution Protocol for Town and Community Councils as part of its own Complaints Procedure</p>
142.	<p>Next Month's Agenda</p> <p>The following additional items were proposed and accepted for Council's next meeting:</p> <ul style="list-style-type: none"> – Village Hall Trust Deed - Council to receive and consider the draft governing document that will identify the objectives and purposes of the revitalised Trust 	<p>ACTION Any further items to be presented for consideration and/or ancillary papers in support of agenda items are to be received by the Clerk no later than Thursday, 2nd December 2021</p>
143.	<p>Next Meeting of the Community Council</p>	<p>RESOLUTION Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on Tuesday, 14th December 2021 remotely via Skype</p>

Crynodeb o gyfarfod CCT cynhaliwyd ar y 9fed o Dachwedd, 2021

Penderfyniadau'r Cyngor llawn

- Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar y 12fed. o Hydref fel cofnod cywir
- Cymeradwywyd trafodion ariannol o natur arferol, a chyfarwyddwyd y Clerc i wneud y taliadau gofynnol. Derbyniwyd cyngor y Clerc ar gyfer drosglwyddiadau o £400 a £130.
- Cydnabuwyd archwiliad cynghorwyr o'r datganiadau banc a'r cysoniadau ar gyfer mis Hydref.
- Cytunwyd i barhau â banc HSBC gan bod pob banc wedi dechrau gosod taliadau banc, neu yn bwriadu gwneud hynny yn y dyfodol agos.

- Derbyniwyd cyngor y Clerc i wneud cais i'r banc am gerdyn debyd er ddefnydd y Cyngor yn y dyfodol.
- Derbyniwyd cyllideb ddrafft 2022/23 yn amodol ar swm uwch ar gyfer rhoddion o £500, yn gyson â chyllideb 2019/20. Fe'i hadolygir ymhellach yng nghyfarfod mis Rhagfyr.
- Cymeradwywyd unrhyw eitemau o ohebiaeth a gylchredwyd yn barod
- Ystyriwyd cais cynllunio 0/49031a phenderfynwyd nad oedd unrhyw wrthwynebiadau na sylwadau yn angenrheidiol
- Cytunwyd i addurno coeden Nadolig yn neuadd y pentref os byddai unrhyw archebwyr yn gofyn am hynny
- Cytunwyd y byddai costau trin coed ar Drywydd Trefriw 1 na nodwyd fel materion iechyd a diogelwch frys yn cael ei hystyried yn ail fersiwn gyllideb ddrafft 2022/23.
- Cytunwyd na fyddai angen torri gwrychoedd yn y ddau gae cymunedol yn 2021/22.
- Cytunwyd y gallai'r Clerc gofrestru ar gyfer y cwrs "ILCA i CiLCA".
- Cytunwyd y dylai'r Clerc wahodd tendrau am gontractau newydd ar gyfer cynnal a chadw (a) y Fynwent, a (b) llwybrau cyhoeddus.
- Cytunwyd y dylai'r Clerc fod yn bwynt cyswllt rhagarweiniol ar gyfer ceisiadau am grantiau gan Ymddiriedolaeth Henry Higgins. Yn dilyn hynny byddai'r ceisiadau'n cael eu hystyried gan yr Ymddiriedolwyr.
- Cytunwyd i fabwysiadu Protocol Datrysiaid Lleol ULC, i'w ymgorffori yng ngweithdrefn gwynion presennol y Cyngor.
- Cynhelir cyfarfod nesaf y Cyngor trwy gyfrwng Skype ar ddydd Mawrth, y 14eg o Rhagfyr 2021 am 7.y.h

Camau gweithredu nesaf

- Clerc i drefnu'r taliadau fel eu manylir yn Atodiad 1
- Clerc i ychwanegu llinell at gyllideb 2022/23 er mwyn cynnwys costau cyfrif banc HSBC
- Clerc i gwblhau'r Ffurflen Gais briodol am Gerdyn Debyd HSBC i'w llofnodi gan ddau lofnodwr
- Clerc i gynyddu'r gyllideb rhoddion i £500 ar gyfer 2022/23
- Adolygir y ceisiadau am waith estyniad y fynwent gan y Cyngor yng nghyfarfod Rhagfyr 2021
- Cyng. Bowen ac Ellis i ymchwilio'r modd i brofi'r goleuadau argyfwng yn Neuadd y Pentref
- Unrhyw adroddiadau misol I&D sy'n weddill i'w cyflwyno i'r clerch cyn gynted â phosib.
- Clerc i ofyn am ddyfynbris ar gyfer y gwaith trin coed ychwanegol ar Drywydd Trefriw 1 gan arbenigwr coed lleol
- Cyng. Ellis i drefnu ail-baentio'r mainc cyhoeddus ar Ffordd Gower a ddifrodwyd pan fydd y tywydd yn caniatáu
- Clerc i gadarnhau i'r contractwr perthnasol na fydd angen torri gwrychoedd ar hyn o bryd
- Clerc i gysylltu â C.S. Tomos Jones ynglŷn ag unrhyw nodiadau ffurfiol a / neu ddiweddiariad o'r Gyfarfod Amlasiantaethiol ym mis Hydref
- Clerc i wahodd tendrau am y gwaith ar gyfer cynnal a chadw'r fynwent a'r llwybrau troed cyhoeddus
- Cyng. Scheltinga a mudiad Croeso i Gerddwyr Trefriw i ystyried y posibilrwydd o gynnig diodydd a mins peis i'r cyhoedd mewn ffordd ddiogel ar adeg goleuo coeden Nadolig y pentref ar y 5ed. o Rhagfyr
- Cynghorwyr i gyflwyno i'r Clerc unrhyw eitemau agenda a phapurau ategol eraill i'w hystyried yng nghyfarfod nesaf y Cyngor erbyn dydd Iau, 2il Rhagfyr 2021