

# Cyngor Cymuned Trefriw Community Council

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

Angorfa Trefriw Conwy LL27 0JJ

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## Minutes of the Meeting of the Council held on 18<sup>th</sup> January 2022 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 Gill Scheltinga, Cllr Gareth Siddorn and Cllr Stephen White

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>
166.	<b>To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm</b>	<b>RESOLUTION</b> A quorum was confirmed by the Chair
167.	<b>Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20</b> To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb	<b>RESOLUTION</b> Council resolved to receive and accept the apologies from Cllr Rebecca Lloyd and Cllr Lucy White. Cllr Gareth Siddorn, in attendance, offered his retrospective formal apologies to those members present for his non-attendance at the December meeting
168.	<b>Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788</b> 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
169.	<b>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)s</b> To receive, approve and sign as a correct record the minutes of the Council meeting held on 14 <sup>th</sup> December 2021	<b>RESOLUTION</b> The Council resolved that the minutes of the meeting held on 14 <sup>th</sup> December 2021 be accepted and signed by the Chair as a true record
170.	<b>Chair's Announcements/Cyhoeddiadau y Gadeiryn</b>	None made as all items covered by the agenda
171.	<b>Public Access Defibrillators</b> The Clerk appraised members of the formal approach now received on behalf of the Welsh Ambulance Service to take over the quarterly operational checks and subsequent maintenance requirements for four defibrillators sited around the village. The Clerk advised	<b>RESOLUTION</b> Council resolved to agree to formally take over the operational checks and maintenance requirements for the four defibrillators

	<p>that currently the Welsh Ambulance Service held a sufficient stock of the consumables, pads and batteries, which would be replaced free of charge, however, it would be prudent to include a nominal increase within the 2022/23 budget line should the Council be required to purchase such items in the future. The Clerk confirmed that, subject to Council's agreement, they would be the point of contact and conduct the checks as far as possible on the proviso that members would assist if required.</p>	<p><b>ACTION</b> Clerk to confirm the position with the Public Access Officer and progress further</p>
<p><b>172.</b> <b>172.1</b>          <b>172.2</b>  <b>172.3</b>          <b>172.4</b>          <b>172.5</b></p>	<p><b>Finance</b></p> <p>Council to discuss and question as required all financial transactions as detailed within Appendix 1. The Clerk advised members that their salary payments for December and January had fluctuated due to the auto-enrolment within a government pension following on from the temporary uplift in working hours and subsequent increase in monthly salary. The Clerk further advised that they had opted out of the pension hence the lower amount recorded within Appendix 1 in December and then a higher amount in January when the contribution had been refunded through payroll. The amounts actually paid to the Clerk over the two months was as per the bank standing order that had been created with the sum of those payments equalling the two amounts as shown in the relevant Appendices although this would not marry up with the individual payments as shown on the respective bank reconciliations.</p> <p>Council moved to vote and it was unanimously agreed by those members present, that all transactions within Appendix 1 be deemed as approved and the Clerk be authorised to make all payments as detailed.</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated bank statements and corresponding reconciliations for (i) the HSBC Charitable Account for December 2021 (ii) the HSBC Business Manager Account for Quarter 3, October to December 2021; and (iii) PSDF TCC Investment Account for Quarter 3, October to December 2021</p> <p>The Clerk appraised members that, despite the information that was supplied in October, having received the December 2021 bank statements it had become apparent that HSBC would be making a £0.40 charge for each cheque paid from the Charitable Account. The Clerk confirmed that having raising a formal complaint, given the ambiguous information supplied in October 2021 and the general lack of clarity around this issue, HSBC had agreed to credit the HSBC account with £50 to offset the charges that would now apply. The Clerk confirmed that this would allow Council the time to decide whether to remain with HSBC or look to move the two accounts to another provider where such charges would not apply. Following a short discussion, Council moved to agree that a change to a more ethical bank should be considered and the Clerk was instructed to scope out suitable banking providers with assistance, if required, from Cllr Siddorn who has previous experience of such matters</p> <p>The Clerk referred Council to the updated 2022/23 draft budget (version 3.1), Appendix 3, that now incorporated those amendments that had been agreed at the December meeting and invited those members present to scrutinise and question as appropriate. The Clerk advised members of the following, further amendments for consideration:</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 nor the update given regarding the Clerk's recorded anomalies with the salary payments for December and January and the document was accepted</p> <p><b>RESOLUTION</b> Council resolved to approve all transactions within Appendix 1 <b>ACTION</b> Clerk to arrange the payments as detailed within Appendix 1</p> <p><b>RESOLUTION</b> Council accepted the documents as circulated and raised no observations or concerns</p> <p><b>ACTION</b> Clerk to investigate the potential of moving the Council's bank accounts to a more ethical bank. Cllr Siddorn to assist as required</p>

	<ul style="list-style-type: none"> <li>– Anticipated year end salary costs for 2021/22 of £9,392.25 to include the projected 1.75% salary increase effective from 1<sup>st</sup> April 2021, yet to be formally agreed</li> <li>– An increased budget line for stationery (office supplies) costs of £220 to reflect the increased contract for the supply of printer ink</li> <li>– Additional annual income of £1,319.66 from reserves held within the HSBC Business Manager Account to offset the increased salary costs for the financial year as was agreed at the July meeting (minute number 70)</li> </ul> <p>Council considered the final revision of the draft 2022/23 Budget as distributed by the Clerk who was thanked for the work in bringing the document together. Council moved to vote and it was unanimously agreed by those members present that the 2022/23 Budget be deemed as approved.</p> <p>Council considered the recommended precept request to be made to Conwy CBC of £26,344.98 and it was unanimously agreed by those members present to approve the Clerk's recommendation</p>	<p><b>RESOLUTION</b> Council resolved to accept and agree all the Clerk's proposals</p> <p><b>RESOLUTION</b> It was agreed by all members present to accept the 2022/23 budget as proposed by the Clerk</p> <p><b>RESOLUTION</b> It was agreed by all members present to accept the precept request as proposed by the Clerk <b>ACTION</b> Clerk to submit the precept request of £26,344.98 to Conwy CBC</p>
173.	<p><b>Correspondence</b></p> <p>Correspondence for December 2021/January 2022 – items of correspondence for information distributed throughout the period 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.</p>	<p><b>RESOLUTION</b> The Council raised no observations or concerns and Appendix 2 was accepted</p>
174.  174.1.1  174.1.2	<p><b>Planning Applications</b></p> <p>The Chair invited members to raise any observations or concerns regarding the planning applications as received and circulated from SNPA:</p> <p>Application Number: NP4/32/29G Proposal: Removal of Condition 3 (local occupancy) attached to planning decision notice NP4/32/29A dated 14/01/1981 Location: Cysgod y Mynydd, Jubilee Road, Trefriw LL27 0SQ</p> <p>Application Number: NP4/32/368A Proposal: Addition of bay window to front elevation Location: Coed Bach, Trefriw LL27 0NX</p>	<p><b>RESOLUTION</b> Council considered the application and resolved to object to the application on the basis that the removal of the condition could see the property being purchased as a second home and/or holiday let thereby taking what is currently used as a permanent family home out of local housing stock</p> <p><b>RESOLUTION</b> Council considered the application and resolved that it had no objection or observation to make upon the proposal</p> <p><b>ACTION</b> Clerk to formally respond to SNPA regarding both applications</p>
175.	<p><b>County Councillor Report / Adroddiad-y-Cynghorydd Sir</b></p> <p>A brief report from C. Cllr Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p>	<p>C. Cllr Tomos Jones was unable to attend the meeting having provided his prior apologies</p>

176.	<b>Working Group Updates to Council</b>	<b><u>ACTION</u></b> Standing Agenda Item
176.1	<u>Village Hall Working Group (VHWG):</u>	
	Cllr Scheltinga advised that the anticipated lifting of restrictions should enable the Village Hall to proceed with the birthday party enquiry that had been received for February, further advising that prior to the reopening a tidying and cleaning up session would be required.	
176.2	<u>Cemetery Working Group (CWG):</u>	
	The Clerk updated members that despite a further approach being made to a local contractor no additional tender had been obtained and currently the two formal tenders received did not accord with Council's own Financial Regulations that required a minimum of three to be obtained given the level of expenditure. The Clerk further appraised members on the first stage of the DEFRA consultation that had ended in December which, if the proposals were implemented in September 2022 as planned, would result in individual grave plot sizes increasing substantial and greatly impacting on the number of plots that could be made available within the additional parcel of land that would form the cemetery extension. Council moved to discuss the situation agreeing that, in the first instance, the Cemetery Working Group should look to establish the number of plots that would be available given the proposals and report back to full Council at the next meeting in February.	<b><u>ACTION</u></b> The Cemetery Working Group to investigate the effect that the proposed new DEFRA regulations would make to the number of available burial plots within the cemetery extension and report back to full Council at the February meeting (Agenda item)
	Council also accepted that at least one further tender submission for the Cemetery Extension works would be required to comply with its Financial Regulations and instructed the Clerk and Cllr Bowen to urgently scope other opportunities where Council could look to secure the required third tender for further discussion at Council's February meeting	<b><u>ACTION</u></b> The Clerk and Cllr Bowen to scope other opportunities, either locally or via the Welsh Government Contract Finding website, to seek further tender submissions for further discussion at Council's February meeting (Agenda item)
176.3	<u>Village Hall Community Group (VHCG):</u>	
	Cllr Bowen confirmed that a meeting had taken place on 16 <sup>th</sup> January. David Stoba was unable to attend but provided a detailed report on the information that had been gleaned from enquiries made both with the Charity Commission and CVSC in Colwyn Bay. The suggested options to progress were as follows: <ul style="list-style-type: none"> <li>– Wind up the existing charity</li> <li>– Look at the possibility of drawing up a new governing document to sit within the existing charity</li> <li>– Look at the possibility of starting up a new "Friends of Trefriw Village Hall" type of body.</li> <li>– Look at the possibility of starting up a CIO (Charitable Incorporated Organisation</li> </ul> Cllr Bowen confirmed that further investigative work would be undertaken by both Richard Dean and David Stoba with the next formal update being received at Council's meeting on 8 <sup>th</sup> March	<b><u>ACTION</u></b> Clerk to circulate the notes of the most recent Village Hall Community Group meeting for information  <b><u>ACTION</u></b> Agenda item for Council's March meeting
177.	<b>Health and Safety</b>	<b><u>ACTION</u></b> Standing Agenda item
177.1	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. The Clerk confirmed that all monthly inspection sheets had been received. Cllr Scheltinga appraised members that an approach by Jay Butters had been made to NRW following the washing	

177.2	<p>away of sections of the Trefriw Trail 1 footpath during the recent flooding. Confirmation has been received that remedial works would be commenced this week (17/01), however, this would be an ongoing situation to address unless NRW were to lay a permanent surface that would not wash away every time there is flooding.</p> <p>No further issues of health and safety were raised for Council to consider.</p>	
<p>178. 178.1 178.2</p>	<p><b>Village Improvements</b></p> <p>No general issues were raised for Council to consider.</p> <p>Cllr Kelly appraised members that the litter situation along Gower Road has noticeably worsened in recent weeks and would like to propose that the Community Council and Llanrwst Town Council make a joint request to CCBC to swap out some of the dog waste bins for all purpose litter bins rather than asking for more bins to be placed. The number of litter bins is not currently sufficient and it is hoped that if some of the dog waste only bins were swapped for general waste bins people may be more inclined to use them for both litter and dog waste. The bins either side of the suspension bridge and one of the bins by the parking bays would be best placed to become all-purpose bins as these areas have become real litter hotspots. Cllr Kelly further advised that if CCBC were amenable but did not have funds to swap the bins it should be possible to place stickers over the 'Dog Waste Only' markings to change the wording to 'Litter and Dog Waste', being something that had been noted in other areas. As all the litter and dog waste bins appear to be emptied at the same rate with the contents both being sent to landfill the proposal should not result in any additional costs. Members moved to consider the proposal and agreed that such a request should be made of CCBC with a prior approach being made to Llanrwst TC who would hopefully agree to join in with the proposal.</p>	<p><b><u>ACTION</u></b> Standing Agenda item</p> <p><b><u>ACTION</u></b> Clerk to approach Llanrwst Town Council to ask whether they would collaborate and join in with the request to change Gowers Road bins to all-purpose</p> <p><b><u>ACTION</u></b> Cllr Kelly to formulate the letter proposal to CCBC to then be sent on behalf of the Council by the Clerk</p>
179.	<p><b>Councillor/Clerk Training</b></p> <p>The Clerk confirmed that there had been no councillor training completed during the preceding month. The Clerk had, however, attended the SLCC's Powers and Duties Webinar and confirmed that they would circulate, for information, the post webinar training material to members once received</p> <p>The Clerk also confirmed that they had now received joining instructions for the SLCC, ILCA to CiLCA qualification and would look to complete one module each month taking into account anticipated workloads</p>	<p><b><u>ACTION</u></b> Standing Agenda Item</p> <p><b><u>ACTION</u></b> Clerk to circulate the Powers and Duties post training material when received</p>
180.	<p><b>External Meetings/Webinars</b></p> <p>The Clerk confirmed their attendance with the Chair at the Conwy Town and Community Council virtual forum meeting on 11<sup>th</sup> January 2022 highlighting the following for members to note:</p> <ul style="list-style-type: none"> <li>– CCBC had reported that although it was anticipating a higher-than-expected settlement for the coming financial year, this would still leave a projected funding gap of £7.3m with service delivery cuts made to fund the shortfall in addition to a council tax increase. It was further suggested that town and community councils could take on other services that it was perceived could be delivered more economically at local level, such as street cleansing</li> </ul>	<p><b><u>ACTION</u></b> Standing Agenda Item</p>

	<p>– Electoral boundaries have been changed with the village now designated “Betws and Trefriw” rather than “Trefriw and Dolgarrog”. CCBC will provide a leaflet drop to formally advise the community.</p> <p>– Funding has been secured by CCBC to provide training for the newly-required Training Plan, Annual Report and Community Plan. Further details are expected to be provided shortly given that the Annual Report and Community Plan were required to be published in April and June 2022 respectively.</p>	
<b>181.</b>	<p><b>Community Engagement</b> Council formally received and considered the draft “Meet your Councillor” Surgeries framework as drawn up by Cllr Kelly, Appendix 4. Following a short discussion, it was suggested and accepted that some training might be necessary before commencing any sessions with Cllr Kelly confirming an approach to One Voice Wales would be made to seek further guidance on any recommended training.</p>	<p><b><u>ACTION</u></b> Standing Agenda item</p> <p><b><u>ACTION</u></b> Cllr Kelly to seek advice from One Voice Wales on training required and/or available to proceed with the proposed Councillor Surgeries (February Agenda item)</p>
<b>182.</b>	<p><b>Next Month’s Agenda</b> The following additional items were proposed and accepted for Council’s next meeting: No further items were proposed at the meeting as all covered by the agreed actions</p>	<p><b><u>ACTION</u></b> 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 <b><u>Monday, 31st January 2022</u></b></p>
<b>183</b>	<p><b>Next Meeting of the Community Council</b></p>	<p><b><u>RESOLUTION</u></b> Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on <b>Tuesday, 8<sup>th</sup> February 2022</b> remotely via Skype</p>

## Crynodeb o gyfarfod CCT cynhaliwyd ar y 18fed o Ionawr, 2021

### Penderfyniadau'r Cyngor llawn

- Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar 14 Rhagfyr 2021 fel cofnod cywir
- Derbyniwyd ymddiheuriadau gan Cynghorwyr Williams a Lloyd
- Cytunodd y Cyngor i gymryd cyfrifoldeb am y gwiriadau gweithredol a'r gofynion cynnal a chadw ar gyfer pedwar diffibriliwr yn y pentref gyda chefnogaeth Swyddog Mynediad Lleol Gwasanaeth Ambiwlans Cymru.
- Cymeradwywyd trafodion ariannol o natur arferol, a chyfarwyddwyd y Clerc i wneud y taliadau gofynnol.
- Cydnabuwyd a dderbyniwyd archwiliad y Cyngor o'r materion canlynol:
  - \* Cyfriflenni banc a chysoniad HSBC ar gyfer mis Rhagfyr.
  - \* Cyfriflenni banc HSBC a chysoniad ar gyfer Ch3 (Hydref i Ragfyr).
  - \* Cyfrif Buddsoddi PSDF ar gyfer Ch3.
- Ar ôl ystyried y taliadau banc a gyflwynwyd gan HSBC, cyfarwyddwyd y Clerc i ymchwilio'r posibilrwydd o symud cyfrifon banc y Cyngor i fanc mwy moesegol. Oherwydd ei brofiad o faterion tebyg, bydd Cyng. Siddorn yn cynorthwyo.

- Derbyniwyd a chymeradwywyd cyllideb ddrafft 2022/23 v3 gan gynnwys y cyfrifiad ar gyfer y cais praesept ar gyfer 2022/23 i'w gyflwyno i CBSC.
- Cymeradwywyd unrhyw eitemau o ohebiaeth a gylchredwyd yn barod.
- It was resolved to express Council's opposition to removal of condition No.3 (local occupancy) from planning application NP4/32/29G citing concerns about probable loss of a further family home from local housing stock.
- Penderfynwyd mynegi gwrthwynebiad y Cyngor i'r cais i ddileu amod Rhif 3 (meddiannaeth leol) yng nghais cynllunio NP4/32/29G gan ddyfynnu pryderon ynglŷn â'r posibilrwydd o golli cartref teuluol arall o'r stoc tai lleol.
- Ni chodwyd unrhyw wrthwynebiadau na sylwadau mewn perthynas â chais cynllunio NP4/32/368A
- Mae angen trydydd tendr o leiaf ar gyfer y contract i ymestyn y fynwent er mwyn cydymffurfio â thelerau Rheoliadau Ariannol y Cyngor. Y Clerc a'r Cyng. Bowen i geisio sicrhau hyn
- Bydd rheoliadau newydd DEFRA sy'n ymwneud â mesurau lleiniau claddu, a gyflwynir yn ddiweddarach yn 2022, yn effeithio ar nifer y lleiniau sydd ar gael yn y Fynwent bresennol a'r estyniad arfaethedig. Gweithgor Mynwentydd i ymchwilio ymhellach.
- Penderfynwyd gofyn i CBSC newid y biniau cŵn presennol ar hyd Ffordd Gower am finiau amlbwrpas er mwyn atal sbwriel. Clerc i ymgynghori â CT Llanrwst ynglŷn â'r posibilrwydd o gyd-gysyllti â CBSC
- Nodwyd bod y Clerc wedi mynychu gweminar "Pwerau a Dyletswyddau".
- Mynychodd y Clerc a'r Cadeirydd gyfarfod Cynghorau Tref a Chymuned Conwy ar 11.1.2022 a nodwyd y canlynol:
  - \* Er gwaethaf setliad gwell na disgwyliwyd ar gyfer y flwyddyn i ddod, mae CBSC yn dal i ddisgwyl bwlch ariannu o £7.3m. Bydd hyn yn arwain at doriad gwasanaethau yn ogystal â chynnydd yn y dreth gyngor. Awgrymwyd ymhellach y gallai Cynghorau Tref a Chymuned ymgymryd â gwasanaethau eraill megis glanhau strydoedd
  - \* Mae newidiadau i ffiniau etholiadol yn golygu bod y pentref bellach wedi'i ddynodi'n "Betws y Coed a Threfriw" yn hytrach na "Trefriw a Dolgarrog". Bydd CBSC yn dosbarthu taflen i bob cartref i hysbysu'r gymuned o'r newid
  - \* Mae CBSC wedi sicrhau cyllid i ddarparu'r hyfforddiant sy'n angenrheidiol er mwyn cyflawni'r Cynllun Hyfforddiant, yr Adroddiad Blynyddol a'r Cynllun Cymunedol newydd. Manylion pellach yn fuan.
- Ystyriodd y Cyngor y cynnig drafft ar gyfer cymorthfeydd "Cwrdd â'ch Cynghorydd", ond cytunwyd â'r awgrym i bawb ymgymeryd â hyfforddiant cyn cychwyn unrhyw sesiynau.
- Cynhelir cyfarfod nesaf y Cyngor trwy gyfrwng Skype ar ddydd Mawrth, yr 8fed o Chwefror, 2021 am 7.y.h

### **Camau gweithredu nesaf**

- Clerc i drefnu'r taliadau fel y'u nodir yn Atodiad 1
- Clerc i gysylltu â'r Swyddog Mynediad Lleol ynglŷn â'r gwiriadau chwarterol gofynnol, a'r trefniadau cynnal a chadw'r diffibrilwyr
- Clerc i ymchwilio'r opsiynau i symud cyfrifon banc y Cyngor oddi wrth HSBC.
- Clerc i gyflwyno cais praesept y Cyngor ar gyfer 2022/23 i CBSC erbyn y dyddiad cau, sef 21 Ionawr 2022.
- Clerc i rhoi gwybod i Awdurdod Cynllunio PCE o wrthwynebiad y Cyngor i ddileu amod Rhif 3 yng nghais cynllunio NP4/32/29G.
- Y Clerc a Cyng. Bowen i geisio cael tendrau ychwanegol ar gyfer y contract i ymestyn y fynwent
- Gweithgor y Fynwent i ymchwilio i effaith rheoliadau newydd DEFRA ar nifer y lleiniau claddu yn estyniad y fynwent a chynghori'r Cyngor llawn yng nghyfarfod mis Chwefror
- Clerc i ddsbarthu cofnodion cyfarfod diweddaraf Grŵp Cymunedol Neuadd y Pentref er gwybodaeth.
- Clerc i ymgynghori â Chyngor Tref Llanrwst ynglŷn â chyd-drafod gyda CBSC ynglŷn â newid biniau gwastraff cŵn i finiau bob pwrpas
- Clerc i ddsbarthu cyflwyniad "Pwerau a Dyletswyddau" pan fydd wedi'i dderbyn
- Cyng. Kelly i ofyn cyngor Un Llais Cymru am unrhyw hyfforddiant sydd ar gael a/neu sydd ei angen er mwyn rhedeg y cymorthfeydd "Cwrdd â'ch Cynghorydd"
  - Eitemau i'r agenda ac unrhyw bapurau ategol i'w hystyried yng nghyfarfod nesaf y Cyngor i'w cyflwyno i'r Clerc erbyn dydd Llun 31 Ionawr 2022 fan bellaf.