

# 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 E-bost /Email [clerk@trefriwcommunitycouncil.co.uk](mailto:clerk@trefriwcommunitycouncil.co.uk)

## Minutes of the Meeting of the Council held remotely on 17<sup>th</sup> January 2023 at 7.00pm as permitted by The Local Government and Elections (Wales) Act 2021

Present: Cllr Kim Ellis (Chair), Cllr Idris Bowen, Cllr Fred Dillien, Cllr Bronwyn Griffith and Cllr Stephen White

In attendance: Vikki Teasdale (Clerk/RFO) - No members of the public in attendance

### 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>
146.	<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
147.	<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 Cllrs Jasmine Kelly, Gareth Siddorn and Lucy Williams
148.	<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	Cllr Griffith declared a personal interest in agenda item no. 154.2 due to a commercial relationship with the applicant making the planning application
149.	<b>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)</b> To receive, approve and sign as a correct record the minutes of the Council meeting held on 13 <sup>th</sup> December 2022	<b>RESOLUTION</b> Council resolved to accept the minutes of the meeting held on 13 <sup>th</sup> December 2022 and agree that these be signed as a true record
150.	<b>Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b>	No recommendation received for the exclusion of the press or public during any agenda items
151.	<b>Chair's Announcements/Cyhoeddiadau y Gadeiry</b> The Chair confirmed that both they and Cllr Kelly would be unavailable from 25 <sup>th</sup> February until 4 <sup>th</sup> March and requested that another councillor agree to be the first point of contact for the Clerk during this period. Cllr Bowen confirmed that they would assist the Clerk with any urgent matters.	<b>ACTION</b> Cllr Bowen to assist the Clerk, as necessary, during the absence of the Chair and Vice-Chair
152. 152.1 152.2	<b>Finance / Cyllid</b> Council to acknowledge scrutiny and acceptance of the financial transactions, and supporting invoices, as previously made and detailed within Appendix 1 Council to discuss and question as required all financial transactions as detailed within Appendix 1. The Clerk advised members that a further invoice had been received following	No objections or concerns were made in respect of the contents of Appendix 1

<p><b>152.3</b></p> <p><b>152.4</b></p> <p><b>152.5</b></p> <p><b>152.6</b></p>	<p>the circulation of Appendix 1, relating to the monthly electricity usage from OVO Energy for the Village Hall with the Clerk recommending to members that the additional invoice also be with the Clerk formally reporting the payment within the next financial record. This would increase the total payments to £2,106.85.</p> <p>Council moved to vote and it was unanimously agreed that all transactions within Appendix 1, and the additional payment to OVO Energy, be deemed as approved and the Clerk be authorised to make the payments via the payment method as detailed.</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated statements and corresponding reconciliations for (i) HSBC Charitable Account for December 2022 (ii) HSBC Business Manager for 2022/23, Quarter 3 (iii) PSDF TCC Investment Account for 2022/23, Quarter 3 – the Chair invited members to raise any questions on the documents as previously circulated.</p> <p>The Clerk recommended to members that an application be made to HSBC to increase the daily bill payment limit to £2,000 to enable all payments to be made as swiftly as possible, and ideally all in one session, following each council meeting.</p> <p>The Clerk referred Council to the updated 2023/24 draft budget (version 3), 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.</p> <p>The Clerk advised members that in the absence of Cllrs Kelly and Williams, the Clerk had been asked to make a proposal that an additional £200 be set aside within the budget to cover the cost of hall hire for community events where these would not already be covered by any form of discretionary relief. Following discussion, the members present agreed that where an event was deemed by the Council to be purely for the benefit of the community and there was no element of profit making, the usual hire fee could be waived. Council would also contribute towards the cost of any electricity usage should the event organisers not receive sufficient donations to cover this. Each event would be assessed on an individual basis to ensure that agreement to the waive the usual hire fee was appropriate.</p> <p>Council considered the final revision of the draft 2023/24 Budget before moving to vote and it was unanimously agreed by those members present that the 2023/24 Budget be deemed as approved.</p> <p>Council considered the recommended precept request to be made to Conwy CBC of £25,353.13 and it was unanimously agreed by those members present to approve the Clerk's recommendation.</p> <p>The Clerk highlighted to members the projected 2022/23 overspends as specifically detailed within the 2023/24 budget and requested approval to transfer sufficient funds from the general reserves held within the HSBC Business Manager Account to meet these.</p> <p>The Clerk advised that they had contacted Audit Wales and had been advised that the initial work to audit the 2021/22 accounts has been undertaken and now required only the final checks to be done before the formal Notice of Conclusion of Audit could be issued.</p>	<p><b>RESOLUTION</b> Council resolved to approve all transactions within Appendix 1 and the additional payment to OVO Energy as detailed by the Clerk</p> <p><b>ACTION</b> Clerk to arrange the payments as detailed within Appendix 1 and the one additional payment</p> <p><b>RESOLUTION</b> Council accepted the documents as circulated and raised no observations or concerns</p> <p><b>RESOLUTION</b> Council resolved to accept the Clerk's recommendation and authorised the requested increase in the daily bill payment limit</p> <p><b>ACTION</b> Clerk to submit the relevant application form to HSBC Bank</p> <p><b>RESOLUTION</b> Council resolved that no further budget line was required and further resolved to waive the Village Hall hire fee for community events where this was deemed appropriate</p> <p><b>RESOLUTION</b> It was agreed by all members present to accept the 2023/24 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</p> <p><b>ACTION</b> Clerk to submit the precept request of £25,353.13 to Conwy CBC</p> <p><b>RESOLUTION</b> Council resolved to authorise the transfer of funds from general reserves to meet the projected overspends to the budget lines for Salary, Office Supplies and Cemetery Maintenance</p>
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153.	<p><b>Correspondence / Gohebiaeth</b> Correspondence for December/January 2022 – 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><b>RESOLUTION</b> Council raised no observations or concerns and Appendix 2 was accepted</p>
<p>154.</p> <p>154.1</p> <p>154.2</p> <p>154.3</p>	<p><b>Planning Applications</b> Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority as either detailed below or circulated by the Clerk prior to the date of this meeting</p> <p>Application Number: NP4/32/275C Proposal: Replacement single storey extension, construction of 2 dormers, installation of solar panels and construction of detached hobby workshop/bike store Location: Llecyn Coediog, Nant Bwlch Yr Haiarn, Trefriw LL27 0JB</p> <p>Application Number: NP4/32/329G Proposal: Installation of 20 panel ground 8KW mounted photovoltaic array and associated infrastructure Location: Gelli Newydd, Trefriw LL27 0QA</p> <p>Application Number: NP4/32/295A Proposal: Installation of 3500 litre oil tank and external domestic heating boiler Location: Cysgod y Mynydd, Jubilee Road, Trefriw LL27 0SQ</p>	<p><b>ACTION</b> Standing Agenda item</p> <p><b>RESOLUTION</b> Council considered application NP4/32/275C and resolved that it had no objection or observation to make upon the proposal</p> <p><b>RESOLUTION</b> Council considered application NP4/32/329G and resolved that it had no objection or observation to make upon the proposal</p> <p><b>RESOLUTION</b> Council considered application NP4/32/295A and resolved that it had no objection or observation to make upon the proposal</p> <p><b>ACTION</b> Clerk to respond to the three applications</p>
155.	<p><b>County Councillor Report / Adroddiad-y-Cynghorydd Sir</b> A brief report to be provided by C. Cllr. Elizabeth Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn.</p>	<p><b>ACKNOWLEDGEMENT</b> Due to technical issues, C. Cllr Roberts was unable to join the meeting</p> <p><b>ACTION</b> Clerk to contact C. Cllr Roberts to request an electronic report for circulation to members</p>
<p>156.</p> <p>156.1</p> <p>156.1.1</p> <p>156.1.2</p> <p>156.2</p> <p>156.2.1</p>	<p><b>Working Group Updates to Council</b> <u>Village Hall Working Group (VHWG) update:</u> The Clerk confirmed to members that notification had been received from OVO Energy as to the increase in the Village Hall electricity unit tariff as at 1<sup>st</sup> January 2023. The members present considered the nominal increase, however, agreed that this would not be passed onto hirers at this time</p> <p>The Clerk highlighted to members that there could be both a time saving and financial benefit in reviewing the current payment method to OVO Energy and moving to a formal direct debit recommending that enquiries be made with the energy supplier.</p> <p><u>Cemetery Working Group (CWG) update:</u> Cllr Ellis updated members on behalf of Cllr Kelly in that there was still no update from DEFRA or the office of Robin Millar MP regarding the consultation to amend the Environmental Permitting (England and Wales) 2016 Regulations. In relation to the replacement cemetery car park fencing, the Clerk confirmed that four invitations to quote for the work had been sent with a deadline for quotes to be received of 31<sup>st</sup> January 2023. All quotes received would be passed to the CWG to review and look to table a further recommendation for full Council's consideration at the February meeting.</p>	<p><b>ACTION</b> Standing Agenda Item</p> <p><b>RESOLUTION</b> Council resolved not to pass on the electricity unit increase to hirers but would keep the situation under review</p> <p><b>RESOLUTION</b> Council resolved to accept the Clerk's recommendation to investigate with OVO Energy a potential change to the payment method</p> <p><b>ACTION</b> Clerk to make enquiries with OVO Energy re the setting up of a direct debit mandate and report back to Council for further consideration</p> <p><b>ACTION</b> Agenda item for February</p>

156.3	<p>Cllr Bowen confirmed to members there had been no opportunity to speak directly with Seven Architects regarding the costs for producing amended plans for the cemetery extension. Cllr Bowen would continue to try and make contact in order to provide a detailed update to Council at the February meeting.</p> <p><u>Village Hall Community Group (VHCG) update:</u> Cllr Bowen advised that there was no further update to provide at this time.</p>	<p><b><u>ACTION</u></b> Cllr Bowen to continue to seek costs from Seven Architecture for producing amended plans for the cemetery extension and associated advice for Council's consideration at the February meeting</p>
157.1	<p><b>Health and Safety</b></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. The Clerk confirmed that all monthly inspection sheets had been received with the only issue being raised in relation to Trefriw Trail 1 and the extensive damage that continued to affect the footpath following periods of flooding. It was agreed that the Clerk be instructed to contact Natural Resources Wales (NRW) to request that suitable repairs are undertaken.</p>	<p><b><u>ACTION</u></b> Standing Agenda item</p> <p><b><u>ACTION</u></b> Clerk to contact NRW regarding the required works to Trefriw Trail 1</p>
158.3	<p><b>Village Improvements</b></p> <p>No new remedial action and/or improvements were identified by members.</p> <p>The Clerk confirmed that the claim for reimbursement under the Rural Development Grant had been submitted and the exact figures for reimbursement agreed – this accorded with the figure as provided to members at the December meeting.</p> <p>The Chair highlighted to members that as both Cllrs Kelly and Williams were unable to attend the meeting, it be proposed that the item regarding the potential purchase of new play equipment be deferred to the next meeting.</p>	<p><b><u>ACTION</u></b> Standing Agenda item</p> <p><b><u>RESOLVED</u></b> Council agreed to defer agenda item 158.3 <b><u>ACTION</u></b> Item to be re-tabled at the February meeting</p>
159.	<p><b>Councillor/Clerk Training</b></p> <p>The Clerk advised that no training had been undertaken during the preceding month.</p>	<p><b><u>ACTION</u></b> Standing Agenda Item</p>
160.2	<p><b>External Meetings/Webinars</b></p> <p>The Clerk advised that there had been no attendance at any external meetings or webinars by either councillors or the clerk during the preceding month.</p> <p>The Clerk confirmed to members the following, upcoming events where it was recommended that Council should formally agree representation:</p> <ul style="list-style-type: none"> <li>▪ Conwy &amp; Denbighshire Area Committee Meeting, 24<sup>th</sup> January 2023</li> <li>▪ Llyn Geirionydd / Llyn Crafnant Multi Agency Working Group, 1<sup>st</sup> February 2023</li> </ul>	<p><b><u>ACTION</u></b> Standing Agenda Item</p> <p><b><u>ACTION</u></b> Clerk to attend</p> <p><b><u>ACTION</u></b> Cllr Griffith to attend</p>
161.3	<p><b>Community Engagement</b></p> <p>The Chair advised members that responses to the survey launched on 6<sup>th</sup> November were still being received. A final social media post to encourage any further feedback would be made ahead of the closing date of 17<sup>th</sup> February 2023 with all feedback then being collated for reporting back to full Council at the March meeting.</p> <p>Council noted the next Community Coffee morning would take place on 9<sup>th</sup> February with the session reverting back to the morning (10:30 start) following feedback from the community.</p> <p>The Chair referred members to Appendix 6, which detailed the councillor pairings for the four Meet your Councillor sessions to take place in 2023, requesting that each pairing agree the specific dates and times and feedback to the Clerk to enable publication to the community.</p>	<p><b><u>ACTION</u></b> Standing Agenda Item</p> <p><b><u>ACTION</u></b> Agenda item for March</p> <p><b><u>ACTION</u></b> Paired Councillors to advise the Clerk of the specific dates and times of their allocated surgery session to enable the Clerk to publicise via noticeboards, social media and the TCC website</p>

161.4	The Chair highlighted to members that, as Cllr Kelly was unable to attend the meeting, it be proposed that the item regarding the possible hosting of an Artisan Market be deferred until the April meeting in order that a final decision could be made as to feasibility.	<b>RESOLVED</b> Council agreed to defer agenda item 161.4 <b>ACTION</b> Item to be re-tabled at the April meeting
162. 162.1 162.2	<b>Governance</b> Council formally received and reviewed the 2022/23 form of Financial Regulations agreeing to the variations proposed by the Clerk at clauses 2.2; 4.4 and 6.22 following the Clerk's verbal rationale as to each variation. Council formally received and reviewed the draft Employment Policies, Appendix 7, as developed by Cllr Kelly following the OVW Finance and Government Toolkit review. The Chair confirmed that the draft policies had been pre-approved by the Staffing Committee. The Clerk recommended that the policies be reviewed again in 2026 and every three years thereafter, or sooner should legislation dictate, to coincide with Council's normal cyclical review as undertaken in respect of similar policies.	<b>RESOLUTION</b> Council resolved to agree the variations to Clauses 2.2; 4.4 and 6.22 to the 2022/23 Financial Regulations, as proposed <b>RESOLUTION</b> Council resolved to adopt the full suite (x15) of Employment Policies with no amendments considered necessary. Council also resolved to agree the review cycle as recommended <b>ACTION</b> Clerk to publish the full suite of policies
163.	<b>Next Month's Agenda</b> The following additional items were proposed and accepted for Council's next meeting: None proposed as all covered by standing agenda items	<b>ACTION</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>Monday, 6<sup>th</sup> February 2023</b>
164.	<b>Next Meeting of the Community Council</b>	<b>RESOLUTION</b> The Council resolved that the next meeting would be held at 7pm on <b>Tuesday, 14<sup>th</sup> February 2023</b> remotely via Skype

(The meeting closed at 19:55)

## Cyfarfod CCT a gynhaliwyd ar y 17eg o Ionawr 2023

### Penderfyniadau a chydnyddiaethau'r Cyngor llawn

- Derbyniwyd a chymeradwywyd ymddiheuriadau am absenoldeb oddi wrth Cynghorwyr Kelly, Siddorn a Williams.
- Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar 13 Rhagfyr 2022 fel cofnod cywir.
- Nodwyd y byddai Cyng. Ellis a Kelly i ffwrdd am yr wythnos yn dechrau 25 Chwefror. Bydd Cyng. Bowen yn cynorthwyo'r Clerc gydag unrhyw faterion brys yn ystod y cyfnod hwn.
- Cymeradwywyd trafodion ariannol, i gynnwys 1 taliad hwyr nas manylir yn Atodiad 1, felly cyfanswm o £2,106.85. Cyfarwyddwyd y Clerc i wneud y taliadau.
- Cydnabuwyd a derbyniwyd y cysoniad banc ar gyfer Rhagfyr 2022, yn ogystal â chysoniadau cyfrifon HSBC a PSDF ar gyfer Ch3.
- Cymeradwywyd codi terfyn gwariant dyddiol HSBC i £2,000 er mwyn galluogi gwneud taliadau misol mewn un sesiwn.
- Nodwyd y gorwariant ar rhai eitemau yn gyllideb 2022/23 a chymeradwywyd trosglwyddo arian o'r gronfa wrth gefn i ddelio â hyn
- Nodwyd a chymeradwywyd y Gyllideb ddrafft derfynol ar gyfer 2023/24, yn ogystal â'r gostyngiad bychan yn y praesept. Cyfarwyddwyd y Clerc i gyflwyno'r cais praesept fel y cytunwyd arno
- Nodwyd bod y gwaith rhagarweiniol yn ymwneud â chyfrifon 2021/22 wedi'i cwblhau gan Archwilio Cymru a bellach dim ond gwiriadau derfynol sydd eu hangen cyn cael eu cymeradwyo.
- Derbyniwyd eitemau o ohebiaeth a ddosbarthwyd yn flaenorol.

- Ni nodwyd unrhyw sylwadau ar gyfer tri chais cynllunio a gyflwynwyd yn ddiweddar.
- Nodwyd y cynnydd yng nghostau trydan yn neuadd y pentref o 36.99c i 38.25c yr uned, ond cytunwyd i beidio â throsglwyddo'r cynnydd hwn i logwyr
- Nodwyd bod y Clerc wedi gwahodd dyfynbrisiau am y gwaith o newid ffens maes parcio'r fynwent gan 4 contractwr. Dyfynbrisiau i'w cyflwyno am ystyriaeth erbyn 31 Ionawr
- Unwaith eto mae Trywydd Trefriw 1 wedi'i ddifrodi gan lifddwr. Cyfarwyddwyd y Clerc i gysylltu â CNC i drefnu atgyweiriadau.
- Nodwyd bod y Clerc wedi cyflwyno cais am 80% o'r gwariant ar y fainc bicnic a'r raciau beic newydd o'r Grant Datblygu Gwledig.
- Cytunwyd i ohirio trafodaeth am offer chwarae i agenda mis Chwefror.
- Nodwyd 2 gyfarfod wedi'u hamserlennu - gweithgor Llynoedd Crafnant a Geirionydd i'w fynychu gan Cyng Griffith, a chyfarfod Un Llais Cymru i'w fynychu gan y Clerc.
- Nodwyd y byddai'r holiadur ar-lein "Ymgysylltu Cymunedol" yn cau ar 17 Chwefror.
- Cytunwyd i ddychwelyd i foreau coffi cymunedol gan eu bod yn fwy poblogaidd gyda'r gymuned. Cynhelir y sesiwn nesaf ar 9 Chwefror am 10.30 a.m.
- Cytunwyd i ohirio ystyried rhedeg Marchnad Crefftwyr tan agenda mis Ebrill.
- Cymeradwywyd y newidiadau arfaethedig i'r Rheoliadau Ariannol.
- Cymeradwywyd a mabwysiadwyd y Polisiâu Cyflogaeth drafft. Fe'u hadolygur bob 3 blynedd, neu yng nghynt pe bai newidiadau yn y gyfraith.
- Cynhelir y cyfarfod nesaf drwy gyfrwng Skype ar ddydd Mawrth 14 Chwefror 2023 am 7.p.m.

### **Camau gweithredu nesaf**

- Cyng Bowen i fod yn bwynt cyswllt â'r Clerc ar gyfer materion brys yn ystod yr wythnos yn dechrau ar 25 Chwefror.
- Clerc i drefnu'r taliadau a manylir yn Atodiad 1, ynghyd ag 1 taliad ychwanegol.
- Y Clerc i gyflwyno cais Praesept o £25,353.13 i CBSC
- Y Clerc i wneud ymholiadau gyda'r cyflenwr trydan ynglŷn â symud i daliadau debyd uniongyrchol misol.
- Clerc i gysylltu â CNC i drefnu atgyweiriadau i Drywydd Trefriw 1.
- Cynghorwyr i amserlennu'r Cymorthfeydd Cyfarfod Eich Cynghorwyr, a hysbysu'r Clerc er mwyn eu gyhoeddi ar ddyddiadur gwefan CCT.
- Eitemau ar gyfer yr agenda ac unrhyw bapurau ategol i'w hystyried yng nghyfarfod nesaf y Cyngor i'w cyflwyno i'r Clerc erbyn dydd Llun 6 Chwefror 2023 fan bellaf.