

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
Angorfa Trefriw Conwy LL27 0JJ
Ffôn / Tel: 07305 316095 Ebst /Email clerk@trefriwcommunitycouncil.co.uk

8th May 2024

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held at Trefriw Village Hall on Tuesday, 14th May 2024 at 7:00 pm for the purpose of transacting the below business.

Yours faithfully
Vikki Teasdale
Clerk to the Council

The council meeting will commence at 7pm with members of the public being allowed to speak within a fifteen-minute period at the beginning of the meeting, with individual members of the public speaking for no longer than 3 minutes on one item only and with no duplicated topics unless with a different view point. Anyone wishing to submit questions for consideration and/or response during the public element ahead of the meeting please contact the Clerk as per the above details

Annual Meeting of the Council - Agenda 14th May 2024

21. To confirm that a quorum of elected members is present

A quorum is to be confirmed by the current Chair

22. Apologies LGA 1972 Sch. 12 par 40

To note and/or formally accept apologies subject to Council's approval as to the reason for absence

23. Declarations of Interest LGA 2000 Sch. 50 Local Authorities (Wales) Order 2008/788

To disclose personal and financial interest in items of business listed below

24. Election of Chair and Vice-Chair of the Council

24.1.1 The current Chair to invite nominations for the post of Chair for the council year 2024/25

24.1.2 Council to move to elect a Chair of the Council

24.1.3 Council to witness and receive the signing of the Declaration of Acceptance of Office from the newly appointed Chair of the Council

24.2.1 The Chair to invite nominations for the post of Vice-Chair for the Council year 2024/25

24.2.2 Council to move to elect a Vice-Chair of the Council

24.2.3 Council to witness and receive the signing of the Declaration of Acceptance of Office from the newly appointed Vice-Chair of the Council

25. Council's Committee/Working Groups

Council to review the Terms of Reference and appoint Council members to each of the following committees or working groups:

- (a) Staffing Committee
- (b) Ash Dieback Working Group
- (c) Cemetery Extension and Maintenance Working Group
- (d) Services at Risk/Asset Transfer Working Group
- (e) Village Hall Community Group
- (f) Village Hall Working Group

26. Other Business

Council to consider the following items of business, as detailed in Standing Order 5(j):

26.1 to receive, review and move to adopt the Code of Conduct for 2024/25

26.2 to receive, review and move to adopt Council's Form of Standing Orders for 2024/25

26.3 to receive, review and move to adopt Council's Financial Regulations for 2024/25 to include a review of all bank mandates for fixed payments during the council year

26.4 to review and agree the appointment of members as trustees to both the Children's Play Park Trust and the Henry Higgins Trust

- 26.5 to review and confirm renewal of the Council and/or staff subscriptions to other bodies
 26.6 to note that the following policies have been reviewed and adopted for 2024/25 (i) Complaints Procedure; and (ii) Data Protection
 26.7 to receive formal notice of the meeting dates for the council year 2024/25, Appendix A

Meeting of the Council - Agenda for 14th May 2024

27. Minutes LGA 1972 Sch. 12 par 41(1)

To receive, approve and sign as a correct record the minutes of the Council meeting held on 16th April 2024

28. Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

Council to receive and consider any recommendation received to resolve that members of the press and the public in attendance, either in person or remotely, be excluded from the meeting during consideration of any of the below agenda items by reason of the confidential nature of the item of business to be transacted in accordance with the provisions of the Act

29. Chair's Announcements

30. Finance

- 30.1 Council to question as required any financial transactions - Appendix 1
 30.2 Council to formally approve and authorise those payments as detailed within Appendix 1
 30.3 Council to acknowledge scrutiny and acceptance of the previously circulated HSBC current account bank statement and corresponding reconciliation for April 2023
 30.4 Clerk to update Council on the 2022/23 Annual Return

31. Correspondence for April/May 2024

To acknowledge correspondence received and circulated to Councillors, as not otherwise referenced on the agenda, either for general consideration or to be highlighted by the Clerk or Councillors if further discussion and or action is deemed necessary, Appendix 2

32. Planning Applications

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

32.1	NP4/32/136A	Retrospective application for landscaping works and external finishes to dwelling	Isallt, Trefriw LL27 0JJ
32.2	NP4/32/370A	Demolition of existing single storey garage and erection of replacement two storey garage with garden/store room over	Melin Blwm, Llanrwst LL26 0PW
32.3	NP4/32/380A	Demolition of existing gable offshoots and removal of chimney, erection of two gable end extensions, change of use of storage outbuilding to home office and storage facility, change of use of outbuilding to bat roost and erection of freestanding swallow roost and installation of ground mounted 12kW photovoltaic array	Blaen-y-Wern, Trefriw LL27 0QA

33. County Councillor Report / Adroddiad-y-Cynghorydd Sir

A brief report from the C. Cllr. Elizabeth Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn

34. Working Group Updates to Council - to receive and consider any update and/or recommendation as proposed and move to agree next steps

- 34.1 Village Hall Working Group and/or Clerk
 34.2 Cemetery Working Group and/or Clerk to include:
 34.2.1 Details of the indicative quote for works to (a) replenish slate chippings and (b) undertake remedial works to the main gates
 34.2.2 Eryri National Park Authority's Yew Tree Project – a proposal to take part in the project to plant yew trees in both the existing cemetery and the extension ground
 34.3 Village Hall Community Group

35. Health and Safety

35.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in April 2024 where consideration and agreement by full Council is required to undertake remedial action

35.2 Council to receive an update on progress made to reinstate the basket swing at the Gower Road Play Park

35.3 Council to receive updates and consider next steps regarding the all-abilities footpath in respect of :-

35.3.1 the legal position given the 2018 Deed of Grant made between NRW and the Community Council;

35.3.2 options to improve the surface of the footpath to minimise flood damage

35.4 Council to receive updates from members regarding any other issues of health and safety that have been identified within the wards and to consider and move to agree any remedial action and/or works that are required

36. Village Improvements

36.1 Council to receive updates from members regarding any necessary remedial action and/or improvements that have been identified and to consider and move to agree a schedule of work

36.2 Cllr Kelly to provide an update on progress made to replace the Places of Interest sign

37. Councillor/Clerk Training

Council to note any training undertaken since the previous Council meeting and to consider and move to agree any further requirements

38. External Meetings/Webinars

38.1 Council to receive an overview from the Clerk and/or those members who have attended external meetings/webinars/training sessions during the preceding month and move to agree any actions and/or processes that subsequently need to be considered or implemented

38.2 Council to discuss any forthcoming meetings and webinars and, where appropriate, agree attendance and representation on behalf of the Community Council

39. Community Engagement

39.1 Council to receive an update/overview of any community engagement undertaken since the previous meeting

39.2 Council to note the next Community Coffee Morning to be held on 13th June 2024

40. Governance

40.1 Council to receive and consider the updated Action Plan for 2024/25 – Appendix 3

40.2 Council to receive and consider the updated Biodiversity Plan and move to agree the changes to enable the Plan to be formally adopted for 2024/25 – Appendix 4

40.3 Council to receive and consider the updated Training Plan and move to agree the changes to enable the Plan to be formally adopted for 2024/25 – Appendix 5

41. Next month's Agenda

Councillors to present items to be considered for inclusion within the agenda of the next meeting. Any subsequent items to be presented for consideration or ancillary papers in support of agenda items are to be received by the Clerk no later than Friday, 31st May 2024

42. To confirm the date of the next meeting of the Council to be held would be at 7:00 pm on Tuesday, 11th June 2024