

Cyngor Cymuned Trefriw Community Council

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

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Cofnodion Mehefin 11eg 2024 / Minutes 11th June 2024

Cyfarfod y Cyngor / Meeting of the Council

Yn bresennol/Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice Chair), Cllr Idris Bowen, and Cllr Jackie Jewett

In attendance: C. Cllr Liz Roberts and Vikki Teasdale (Clerk/RFO) Members of the Public – None

	<u>Agenda Item/Discussion - Eitem Agenda/Trafodaeth</u>	<u>Action/Resolution/Update/Acknowledgement</u>
		<u>Mae prif benderfyniadau'r Cyngor hefyd wedi'u cofnodi yn Gymraeg</u>
43.	To confirm that a Quorum of elected members is present / I gadarnhau bod cworwm o aelodau etholedig yn bresennol	<u>RESOLUTION</u> A quorum was confirmed by the Chair <u>PENDERFYNIAD</u> Cadarnhawyd cworwm gan y cadeirydd
44.	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	<u>RESOLUTION</u> Council resolved to receive and accept apologies from Cllr Bronwyn Griffith <u>PENDERFYNIAD</u> Derbyniwyd ymddiheuriadau gan Cyng. Bronwyn Griffith
45.	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	None received
46.	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 14 th May 2024	<u>RESOLUTION</u> Council resolved that the minutes of the meeting held on 14 th May 2024 be accepted and signed by the Chair as a true record <u>PENDERFYNIAD</u> Derbyniwyd cofnodion y cyfarfod a gynhaliwyd Mai 14eg. 2024 fel cofnod cywir
47.	Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960	No recommendation received for the exclusion of the press or public during any agenda items
48.	Chair's Announcements/Cyhoeddiadau y Gadeiryyn	The Chair highlighted the use of the Village Hall as a polling station on 4 th July 2024 with councillors agreeing to assist with hire arrangements
49. 49.1	Finance Council to acknowledge scrutiny and acceptance of the financial transactions, and supporting invoices, as either previously made or to be made and formally detailed within Appendix 1.	No objections or concerns were made in respect of the contents or the update from the Clerk regarding Appendix 1 and the document was accepted

<p>49.2</p>	<p>Council to discuss and question as required all financial transactions as detailed within Appendix 1 and to include four additional invoices as subsequently received from One Voice Wales for training, £40; Hunter Garden Services for bench works within the community field, £400; Cleaner Care Limited for the Village Hall monthly clean, £55.50 and OVO Energy for the Village Hall electricity usage, £35.50. Council moved to vote and it was unanimously agreed that all transactions within Appendix 1 and the four additional invoices be deemed as approved and the Clerk was authorised to make the outstanding payments</p>	<p>RESOLUTION Council resolved to approve and authorise all transactions as reported by the Clerk within Appendix 1 together with the four additional payments as itemised PENDERFYNIAD Cymeradwywyd ac awdurdodwyd yr holl drafodion a manylwyd gan y Clerc yn Atodiad 1, ynghyd â'r pedwar taliad ychwanegol a eitemwyd</p>
<p>49.3</p>	<p>Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statements and corresponding reconciliation for the HSBC Charitable account for May 2024</p>	<p>RESOLUTION Council accepted the documents as previously circulated and no observations or concerns were raised. PENDERFYNIAD Derbyniwyd y dogfennau a ddisbarthwyd yn flaenorol ac ni chodwyd unrhyw sylwadau na phryderon</p>
<p>49.4</p>	<p>Council to acknowledge scrutiny and acceptance of the 2023/24 Annual Return and Governance Statement together with supporting documents as circulated to members on 28th May 2024</p>	<p>RESOLUTION Council accepted the documents as previously circulated and no observations or concerns were raised. PENDERFYNIAD Derbyniwyd y dogfennau a ddisbarthwyd yn flaenorol ac ni chodwyd unrhyw sylwadau na phryderon</p>
<p>49.5</p>	<p>The Chair drew attention to the Governance Statement asking members to confirm agreement to the responses as given. The Clerk formally requested permission to submit the Annual Return for the year ended 31st March 2024 to Audit Wales.</p>	<p>RESOLUTION Council resolved to approve the Accounting Statements and all Governance questions within the Annual Return for year ending 31st March 2024 and the Chair was instructed to sign the document to reflect formal approval PENDERFYNIAD Cymeradwywyd y Datganiadau Cyfrifyddu a'r holl gwestiynau Llywodraethu yn y Ffurflen Flynyddol ar gyfer y flwyddyn yn diweddu 31 Mawrth 2024, a chyfarwyddwyd y Cadeirydd i lofnodi'r ddogfen i adlewyrchu cymeradwyaeth ffurfiol. RESOLUTION/ACTION Council resolved for the Clerk to submit the Annual Return for year ending 31st March 2024 to Audit Wales PENDERFYNIAD Y Clerc i gyflwyno'r Ffurflen Flynyddol ar gyfer y flwyddyn yn diweddu 31 Mawrth 2024 i Archwilio Cymru</p>
<p>49.6</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 recommended period would commence on 1st July and end on 26th July 2024</p>	<p>RESOLUTION Council resolved to agree the dates for the exercise of electors' rights from 1st July to 26th July 2024 inclusive and the Clerk was instructed to publish the Notice of Appointment on that basis PENDERFYNIAD Cytunwyd ar y dyddiadau er mwyn i breswylwyr ymarfer eu hawliau etholiadol rhwng 1 Gorffennaf a 26 Gorffennaf 2024 yn gynwysedig, a chyfarwyddwyd y Clerc i gyhoeddi'r Hysbysiad Penodi ar y sail honno. ACTION Clerk to formally publish the Notice of Appointment by 16th June 2024 to comply with the statutory requirements</p>

49.7	<p>In accordance with Council's Donation policy, the requests received during the previous six-month period were considered with Council agreeing a donation to Eisteddfod Gadeiriol Dyffryn Conwy in view of the cultural importance of the event to children in the locality, Conwy Mind given the current financial climate and the effect of this on those struggling with issues of mental health that could include residents of the two wards. Members also agreed the request for a contribution towards the village planting from Trefriw Gardening Club, although it was approved that this would be taken from the Village Maintenance budget rather than the donations budget. The remaining four requests were considered but it was agreed that these fell outside of the scope of the policy and no payments would be made</p>	<p><u>RESOLUTION</u> Council resolved to agree three donations of £150 each to Eisteddfod Gadeiriol Dyffryn Conwy, Conwy Mind and Trefriw Gardening Club <u>PENDERFYNIAD</u> Cytunwyd rhoddion o £150 yr un i Eisteddfod Gadeiriol Dyffryn Conwy, Mind Conwy a Chlwb Garddio Trefriw <u>ACTION</u> Clerk to action the agreed donations</p>
50.	<p>Correspondence Correspondence for May/June 2024 – 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 in relation to Appendix 2</p>	<p><u>RESOLUTION</u> Council raised no observations or concerns and Appendix 2 was accepted <u>PENDERFYNIAD</u> Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd Atodiad 2</p>
51. 51.1	<p>Planning Applications Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority (SNPA) Application Number: NP4/32/L268B Proposal: Erection of a garage Location: Arosfa, Trefriw LL27 OJP</p>	<p><u>RESOLUTION</u> Council considered application NP4/32/L268B and resolved that it had no objection or observation to make upon the proposal <u>PENDERFYNIAD</u> Dim wrthwynebiad na sylwadau ar ôl ystyried cais NP4/32/L268B</p>
52.	<p>County Councillor Report / Adroddiad-y-Cynghorydd Sir A brief report was provided by C. Cllr. Elizabeth Roberts to include the following updates: Reinstatement of the Basket Swing at the Playpark - a formal response was awaited from Conwy CBC following the meeting on 20 May to look at ways to reinstate the basket swing All Abilities Footpath - a response/opinion from CCBC on ways to improve the surface was awaited Parking Issues – Wood Bank (Top Road) – Highways were still looking at options to alleviate parking issues - in particular, at the junction of Crafnant Road with Wood Bank Trefriw Quay - following concern by residents, the structure erected at the quay had been inspected by CCBC's Planning Department with all work to be stopped and advice given that a pre-planning application should be submitted</p>	

<p>53.</p>	<p>Working Group Updates to Council/Diweddariadau Gweithgorau i'r Cyngor</p>	<p><u>ACTION</u> Standing Agenda Item</p>
<p>53.1</p>	<p><u>Village Hall Working Group (VHWG) update:</u> The Clerk asked members to reconsider the current Hall hire fees for parties when hirers are non-resident as, at present, residents and non-residents are charged the same fee. Following further consideration, it was agreed that the standing charge for non-residents would immediately rise to £50 with the annual review of all fees to take place in December.</p>	<p><u>RESOLUTION</u> Council resolved to increase the Village Hall hire fees for non-resident party bookings to £50 to take effect immediately <u>PENDERFYNIAD</u> Penderfynwyd cynyddu ffioedd llogi Neuadd y Pentref ar gyfer archebion parti dibreswyl i £50 i ddod i rym ar unwaith</p>
<p>53.2 53.2.1</p>	<p><u>Cemetery Working Group (CWG) update:</u> Cllr Bowen advised that works to complete the cemetery extension and fix the cemetery gates were still ongoing and that he would seek an update from the contractor as to when these were estimated to be completed. Cllr Kelly highlighted that the planting of yew trees and the hedging as part of the Eryri Project would be taking place in late autumn and the required groundworks could not be started until the contractor had fully completed the current works</p>	<p><u>ACTION</u> Cllr Bowen to liaise with the contractor to provide a detailed update at the July meeting <u>ACTION</u> Agenda item for July</p>
<p>53.2.2</p>	<p>Cllr Kelly advised that to obtain the free hedgerow as part of the Eryri Project, Council would need to coordinate a volunteer group to assist with the planting with Cllr Kelly recommending that approaches be made to the local scouts/beaver groups, Dyffryn yr Enfys head and the village volunteer group headed up by Jay Butters. If members were agreeable to this Cllr Kelly would make contact before the summer break</p>	<p><u>RESOLUTION</u> Council resolved to agree Cllr Kelly's recommendation to make contact and coordinate a volunteer group to assist with the hedgerow planting in late autumn <u>PENDERFYNIAD</u> Cytunwyd ar argymhelliad y Cyngorydd Kelly i gysylltu a chydlynu grŵp gwirfoddol i gynorthwyo gyda phlannu gwrychoedd yn yr hydref <u>ACTION</u> Agenda item for July</p>
<p>53.3</p>	<p><u>Village Hall Community Group (VHCG):</u> The Clerk advised that contact had been made with CVSC and a template lease had been provided although legal advice would still be needed to ensure that this was fit for purpose. The Clerk raised concern as to who would take over the day to day running of the Hall once the lease was entered into as until there was clarity on this the lease could not be progressed. Cllrs Bowen and Ellis agreed to call a meeting with the trustees to seek clarification.</p>	<p><u>ACTION</u> Cllrs Bowen and Ellis to arrange a meeting with the Village Hall Trustees to obtain their proposals as to the future day-to-day management of the Hall <u>ACTION</u> Agenda item for July</p>
<p>54. 54.1 54.2</p>	<p>Health and Safety/Iechyd a Diogelwch 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. C. Cllr Roberts referred to the update at item 52 where a formal response was awaited from Owen Conry, Conwy CBC, regarding the preferred option to refurbish, rather than replace, the basket swing</p>	<p><u>ACTION</u> Standing Agenda item <u>ACTION</u> Council to write to CCBC to request an urgent response as to the preferred option to refurbish the basket swing and extend and overlay the current safety surface to bring the equipment back into use</p>

<p>54.3 54.3.1</p> <p>54.3.2</p> <p>54.4</p>	<p>and to extend and overlay the current safety surface with new wet-pour. As three weeks had passed since the meeting took place, it was agreed that Council would write to Owen Conry, on behalf of both the Council and the Park Trustees, and request an urgent response to enable an action plan to be agreed between all three parties. Members discussed the funding for the proposed refurbishment works with the Clerk confirming that there was approximately £11,000 held in allocated reserves to offset the cost.</p> <p>The Clerk advised that a formal response was still awaited from Howell Jones regarding the implications of the 2018 Deed of Grant although it had been confirmed that the archived file had been received and was with a director of the firm. The Clerk had advised Howell Jones that a response must be received by 2nd July so that a full update could be provide at Council's July meeting.</p> <p>As per item 52, a response/opinion was still awaited although there did seem to be some scope for Conwy CBC to help with the works to lay an improved surface. The Clerk referred members to the previous offer from NRW to supply labour and machinery if suitable materials were provided and that to understand the cost implication to Council a specification needed to be formulated. Cllr Bowen confirmed that he would look at progressing this.</p> <p>Cllr Kelly advised that two issues had been highlighted by residents – overgrown hedgerow along the footpath running between Victoria Terrace and Wood Bank (Top Road) and the footpath (Trefriw Trail 4) adjacent to Capel Ebeneser where part of the temporary barrier had failed. C Cllr Roberts confirmed that they would report both issues to Conwy CBC for attention</p>	<p><u>ACTION</u> Agenda item for July</p> <p><u>ACTION</u> Agenda item for July</p> <p><u>ACTION</u> Cllr Bowen to work up a specification of the materials needed to improve the surface of the all-abilities footpath in order that this could be costed</p> <p><u>ACTION</u> Agenda item for July</p>
<p>55.</p>	<p>Village Improvements/Gwelliannau Pentrefol No new remedial action and/or improvements were identified by members</p>	<p><u>ACTION</u> Standing Agenda item</p>
<p>56.</p>	<p>Councillor/Clerk Training/Hyfforddiant Cynghorwyr/Y Clerc Cllr Jewett confirmed their attendance at the OVW New Councillor Induction training recommending to Council that it would benefit new councillors to attend this training prior to completing the online training modules. The Clerk confirmed that they would implement this change</p>	<p><u>ACTION</u> Standing Agenda Item</p> <p><u>ACTION</u> Clerk to ensure that all new councillors undertake the OVW Induction Training prior to completing the online training modules</p>
<p>57. 57.1</p>	<p>External Meetings/Webinars/Cyfarfodydd Allanol/Weminarau None attended during the preceding month.</p>	<p><u>ACTION</u> Standing Agenda Item</p>

57.2	The Clerk advised that there were no imminent external meetings/webinars to consider	
58. 58.1 58.2 58.3	<p>Community Engagement/Ymgysylltiad Cymunedol</p> <p>Cllr Kelly advised that the paper and online survey being run in conjunction with the May Community Engagement Event would remain open until 14th June. The responses would be collated and an initial overview provided at the July meeting</p> <p>Council noted the next Community Coffee Morning on 13th June</p> <p>Members considered and agreed the content for the Summer Newsletter with Cllr Kelly to progress ready for circulation</p>	<p><u>ACTION</u> Standing Agenda Item</p> <p><u>ACTION</u> Agenda item for July</p>
59. 59.1/ 59.2 59.3	<p>Governance</p> <p>Council considered the 2023/24 Statement of Control and the 2021 Local Resolution Protocol</p> <p>Council considered the proposed Terms of Reference for the Tree Maintenance Working Group</p>	<p><u>RESOLUTION</u> Council resolved to re-adopt the Statement of Control for 2024/25 and the Local Resolution Protocol for the next three-year cycle</p> <p><u>PENDERFYNIAD</u> Penderfynwyd i ail-fabwysiadu'r Datganiad o Reolaeth Fewnol ar gyfer 2024/25 a'r Protocol Datrysiad Lleol ar gyfer y cylch tair blyneddol nesaf</p> <p><u>RESOLUTION</u> Council resolved to adopt the Tree Maintenance Working Group Terms of Reference with no amendments considered necessary</p> <p><u>PENDERFYNIAD</u> Penderfynwyd mabwysiadu Cylch Gorchwyl y Gweithgor Cynnal a Chadw Coed heb unrhyw newidiadau</p>
60.	<p>Community Skips</p> <p>C. Cllr Roberts advised members that a meeting is being scheduled between Conwy CBC's Waste Manager and local clerks to discuss options on how those Councils could work together to provide a community skip for residents</p>	<p><u>ACTION</u> Agenda item for July</p>
61.	<p>Next Month's Agenda</p> <p>The following additional items were proposed and accepted for Council's next meeting: No items proposed as all presently covered by the actions agreed</p>	<p><u>ACTION</u> 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 <u>Friday, 28th June 2024</u></p>
62.	<p>Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned</p>	<p><u>RESOLUTION</u> Council resolved that the next meeting would be held at 7 pm on Tuesday, 9th July 2024 at Trefriw Village Hall</p> <p><u>PENDERFYNIAD</u> Cynhelir cyfarfod nesaf y Cyngor ar Ddydd Mawrth, 9fed. o Orffennaf 2024 am 7yh yn Neuadd y Pentref, Trefriw</p>

(The meeting closed at 20.25)