

# 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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## Cofnodion Medi 10fed. 2024 / Minutes 10<sup>th</sup> September 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 Bronwyn Griffith

In attendance: Vikki Teasdale (Clerk/RFO) Members of the Public – Four

Public Participation: A member of the public asked the Community Council to formally recognise the group of volunteers who regularly undertake maintenance work around the village. Council accepted the request and would look at ways to formally thank all those that help to maintain the village and its amenities.

	<b>Agenda Item/Discussion - Eitem Agenda/Trafodaeth</b>	<b>Action/Resolution/Update/Acknowledgement</b>
84.	<b>To confirm that a Quorum of elected members is present / I gadarnhau bod cworwm o aelodau etholedig yn bresennol</b>	<b>RESOLUTION</b> A quorum was confirmed by the Chair
85.	<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 written apologies from Cllr Jackie Jewett
86.	<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	Cllr Ellis declared an interest in agenda item no. 90 by reason of being a trustee of the Children's Playing Field Trust. It was accepted that the interest was not prejudicial. Cllr Brownyn Griffith declared a prejudicial interest in agenda item no. 93.1 as the planning application to be discussed related to land within the Councillor's ownership.
87.	<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 9 <sup>th</sup> July 2024	<b>RESOLUTION</b> Council resolved that the minutes of the meeting held on 9 <sup>th</sup> July 2024 be accepted and signed by the Chair as a true record
88.	<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
89.	<b>Chair's Announcements/Cyhoeddiadau y Gadeiryng</b>	None

Cllr Kelly, as Vice-Chair, took over chairing the meeting for the following item given Cllr Ellis' interest declared at item 86 (19:12)

<p><b>90.</b></p>	<p><b>Reinstatement of the Basket Swing, Gower Road Play Park</b>  Cllr Kelly provided a recap of the outcome following the meeting on 9<sup>th</sup> July with Owen Conry resulting in CCBC formally stating that due to the bespoke nature of the current frame and lack of certification the basket swing would no longer meet their insurer’s requirements. Cllr Kelly again confirmed that the Community Council held sufficient monies in reserve to purchase a new basket swing and replace the current safety surface. As most of the MOPs in attendance were also Play Park Trustees, discussion ensued between the Trustees and members focussing mainly on the information that the Trustees had obtained that countered the response from CCBC. There was also concern raised regarding the differing information that had been received from CCBC during earlier meetings, with the trustees wishing to commence a formal complaint to both challenge CCBC regarding the perceived insurance risk and the lack of continuity in terms of the information and responses received. On this basis, the Trustees requested that the Community Council agree to support the submission of a formal complaint to be made jointly by the Trustees and the Community Council. Members proceeded to discuss and vote on the request with those present unanimously agreeing to join in and support the submission of a formal complaint to CCBC</p>	<p><b>RESOLUTION</b> Council resolved to support and join with the Play Park Trustees in lodging a complaint with Conwy CBC to challenge the decision not to allow the reinstatement of the current basket swing</p> <p><b>ACTION</b> Jay Butters, as lead Trustee, to compile and provide a draft of the proposed complaint to both the Community Council and the Trustees for consideration with the Clerk to submit the complaint once the parties had confirmed agreement as to the content of the complaint</p> <p><b>ACTION</b> Agenda item for October</p>
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Cllr Ellis retook the chair for the remaining items (19:45)

<p><b>91.</b> <b>91.1</b>  <b>91.2</b>  <b>91.3</b></p>	<p><b>Finance</b>  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 the amended Appendix 1.  Council to discuss and question as required all financial transactions as detailed within the amended Appendix 1. The Clerk advised that as the additional cemetery works as detailed on the invoice from Arfon Roberts had not been anticipated when the 2024/25 budget had been agreed, the sum of £1,925 had been moved from reserves within the HSBC Business Manager Account to meet that expenditure. Council moved to vote, and it was unanimously agreed that all transactions within the amended Appendix 1 be deemed as approved and the Clerk was authorised to make the outstanding payments. It was further agreed to ratify the action taken by the Clerk to move £1,925 from general reserves to the cemetery budget line (17).  Council to acknowledge scrutiny and acceptance of the previously circulated statement and corresponding reconciliation for (i) HSBC</p>	<p>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> <p><b>RESOLUTION</b> Council resolved to approve and authorise all transactions as reported by the Clerk within the amended Appendix 1</p> <p><b>RESOLUTION</b> Council resolved to agree and ratify that the sum of £1,925 be taken from general reserves and moved to the cemetery budget line (17)</p> <p><b>RESOLUTION</b> Council accepted the documents as previously circulated, and no observations or concerns were raised.</p>
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<p><b>91.4</b></p>	<p>Charitable Account for July 2024 (ii) HSBC Charitable Account for August 2024 The Clerk advised members that the HSBC account limit for online daily payments of £2,000 was now considered too low, especially given the recent larger invoices that had been presented for payment which could only be settled by cheque incurring additional bank charges. Taking account of the routine monthly payments as well as other ad-hoc payments, the Clerk recommended that the daily limit be increased to £5,000</p>	<p><b>RESOLUTION</b> Council resolved to accept the recommendation and authorised the Clerk to alter the HSBC bank mandate to increase the online daily payment limit to £5,000</p>
<p><b>92.</b></p>	<p><b>Correspondence</b> Correspondence for July/August/September 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><b>RESOLUTION</b> Council raised no observations or concerns, and Appendix 2 was accepted</p>
<p><b>93.</b>  <b>93.1</b>  <b>93.2</b>  <b>93.3</b></p>	<p><b>Planning Applications</b> Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority (SNPA) <b>Application Number:</b> NP4/32/387 <b>Proposal:</b> Installation of a 6.650m high, 10-ton agricultural feed silo <b>Location:</b> Cae Crwn, Crafnant Road, Trefriw LL27 0JZ Cllr Griffith did not participate in the discussion or voting on the application in view of the declaration of interest given at item 86 <b>Application Number:</b> NP4/32/LB39D and NP4/32/LB39E <b>Proposal:</b> Erection of a timber log store (both planning application and separate listed building consent) <b>Location:</b> The Old Rectory, Trefriw LL27 0NJ <b>Application Number:</b> NP4/32/322E <b>Proposal:</b> Variation of Condition No.2 (approved plans) attached to Planning Consent NP4/32/322D dated 30/08/2022 <b>Location:</b> Land adjoining Pandy, Trefriw LL27 0UJ</p>	<p><b>RESOLUTION</b> Council considered application NP4/32/387 and resolved that it had no objection or observation to make upon the proposal</p> <p><b>RESOLUTION</b> Council considered applications NP4/32/LB39D and NP4/32/LB39E and resolved that it had no objection or observation to make upon the proposal</p> <p><b>RESOLUTION</b> Council considered application NP4/32/322E and resolved that although no formal objection would be made, the authority should ensure that all materials used to create the single storey extension were in keeping with the main dwelling and surrounding area. Observations were further made that the proposed extension should not further impinge on the availability of parking or hinder manoeuvrability</p>
<p><b>94.</b> <b>94.1</b></p>	<p><b>Working Group Updates to Council/Diweddariadau Gweithgorau i'r Cyngor</b> <u>Village Hall Working Group (VHWG) update:</u> No updates to provide.</p>	<p><b>ACTION</b> Standing Agenda Item</p>

<p><b>94.2</b> <b>94.2.1</b></p> <p><b>94.2.2</b></p> <p><b>94.3</b></p>	<p><u>Cemetery Working Group (CWG) update:</u> Cemetery Extension - Cllr Bowen confirmed that the outstanding work to fit the handrail had been completed and the other queries, as highlighted at the July meeting, clarified. The Chair, on behalf of full Council, thanked the CWG for successfully managing the project. Cllr Bowen advised that the next step would be to consider how the additional area would be used although as there were still plots available within the main cemetery the CWG would work up a proposal for consideration by full Council in the new year.</p> <p>Eryri Project: Hedgerow Planting - Cllr Kelly confirmed that now the volunteer groups from the local beaver group and Ysgol Dyffryn yr Enfys were in place they were waiting for the proposed April 2025 planting timescale to be agreed by Elin Smith of Eryri NPA.</p> <p><u>Village Hall Community Group (VHCG):</u> Cllr Bowen advised that due to personal circumstances within the group, a meeting to work up proposals as to the future day-to-day management of the Hall had not taken place with the action to be carried over</p>	<p><b><u>ACTION</u></b> Agenda item for 2025</p> <p><b><u>ACTION</u></b> Agenda item for October</p> <p><b><u>ACTION</u></b> Cllrs Bowen and Ellis to seek a meeting with the Village Hall Trustees to obtain proposals as to the future management of the Hall <b><u>ACTION</u></b> Agenda item for October</p>
<p><b>95.</b> <b>95.1</b></p>	<p><b>Health and Safety/Iechyd a Diogelwch</b> Updates following the routine health and safety inspections: (a) Cllr Bowen advised that the pitch field recreation ground was currently not fit for purpose, having been made worse by the tractor tyre ruts on the pitch area, indicating that the tractor being used may not be suitable, with the Clerk being asked to raise this with the contractor. (b) Cllr Kelly stated that people with dogs had been seen in the lower (wet) side of the playpark crossing into the pitch field which is prohibited and although there are 'no dogs' signs by all pedestrian gates, there is no sign on the vehicle entrance at the bottom of the lower side. Cllr Ellis confirmed that they would contact Conwy CBC to request the additional signage. (c) The Clerk had been advised that the wooden bench at the bottom of Trefriw Trail 1, on the Gower Road side, needed attention as the timbers were rotting. Members discussed and agreed that given the longevity and lack of future maintenance, it would be preferable to replace the wooden timbers with plastic planks. Cllr Ellis confirmed that they would make enquiries and obtain a quote for both the materials and installation costs.</p>	<p><b><u>ACTION</u></b> Standing Agenda item <b><u>ACTION</u></b> Clerk to speak to the pitch field maintenance contractor to discuss the tyre ruts on the pitch area</p> <p><b><u>ACTION</u></b> Cllr Ellis to contact CCBC to request additional 'no dogs' signage for the vehicular entrance leading into the lower side of the play park</p> <p><b><u>ACTION</u></b> Cllr Ellis to make enquiries to obtain a quote for materials and installation costs to replace the current rotting timbers of the Gower Road path wooden bench with plastic planks</p>

95.2	<p>Cllr Bowen advised that the cost of materials to concrete the section of the all-abilities footpath, between the two farm entrances (approximately 70 metres) would be in the region of £2,500 to £3,000 with scalping being used for the remaining area. It was considered that laying concrete along the 70-metre stretch would be sufficiently robust to withstand future occurrences of flooding. Members discussed and agreed to proceed as outlined with the expenditure to be taken from the allocated reserves held. As NRW had again confirmed its offer of assistance with manpower and machinery, the Clerk was instructed to ask whether NRW could also source the materials on behalf of Council as this could prove more cost effective. No other issues of health and safety were highlighted.</p>	<p><b>RESOLUTION</b> Council resolved to agree the cost of the materials needed to improve the 70-metre section of the all-abilities footpath with concrete</p> <p><b>ACTION</b> Clerk to liaise with NRW re sourcing suitable materials</p> <p><b>ACTION</b> Agenda item for October</p>
95.3	<p><b>Village Improvements/Gwelliannau Pentrefol</b></p> <p>No new remedial action and/or improvements were identified by members</p> <p>Places of Interest Sign - Cllr Kelly advised that following further communication, Momo Signs had provided assurances that the deadline of 31<sup>st</sup> October would be met, and the work had now been formally commissioned.</p> <p>Accessible Roundabout - the Clerk confirmed that the claim form for reimbursement had now been submitted with a response already received to confirm that the claim was being progressed</p>	<p><b>ACTION</b> Standing Agenda item</p> <p><b>ACTION</b> Agenda item for October</p> <p><b>ACTION</b> Agenda item for October</p>
96.1	<p><b>Councillor/Clerk Training/Hyfforddiant Cynghorwyr/Y Clerc</b></p> <p>The Clerk advised that no training had been undertaken by either councillors or clerk during the preceding month.</p>	<p><b>ACTION</b> Standing Agenda Item</p>
96.2	<p><b>External Meetings/Webinars/Cyfarfodydd Allanol/Weminarau</b></p> <p>None attended during the preceding month.</p> <p>The Clerk confirmed that they would be attending the SLCC Clerk Forum later in the month and that both the Clerk and Chair would be attending the CCBC Town and Community Form in early October</p>	<p><b>ACTION</b> Standing Agenda Item</p>
96.3	<p><b>Community Engagement/Ymgysylltiad Cymunedol</b></p> <p>Council noted the Community Coffee Morning to be held on 12<sup>th</sup> September</p>	<p><b>ACTION</b> Standing Agenda Item</p>
97.	<p><b>Community Skips</b></p> <p>The Clerk recapped that the costs of providing a 16yd skip would be £495 plus VAT with an additional sum of £59 payable to Conwy CBC for a skip licence. The 16yd skip was approximately half of the size of the one previously supplied by CCBC and there were several items that would no longer be accepted to include TVs, fridges, freezers,</p>	<p><b>RESOLUTION</b> Council resolved that that the community skip would not be reinstated as it was considered no longer viable given the conditions that would need to be adhered to in order to commission a commercial skip supplier</p>

	<p>mattresses, liquids of any kind e.g., tins of paint and tyres, such items were considered the type that the community would want to use the skip for. The Clerk further advised that the skip would have to be always manned to ensure that only permitted items were disposed of and that this would fall to the Community Council, as the official hirers of the skip. Members considered all information and unanimously agreed that it would not be viable to reinstate the community skip given the conditions that would be attached.</p>	<p><b><u>ACTION</u></b> Residents to be made aware of Council's decision via social media and the next Newsletter</p>
101.	<p><b>Governance</b> Council considered the draft Reserves Protocol</p>	<p><b><u>RESOLUTION</u></b> Council resolved to adopt the Reserves Protocol with no amendment considered necessary</p>
102.	<p><b>Footpath and Cemetery Maintenance Contracts</b> The Clerk confirmed that although the current contracts expire on 31<sup>st</sup> March 2025 there was scope to extend both for a two further year period with the incumbent contractor. Having spoken to Rob Duncalf he had confirmed that he could agree the same terms for the footpath maintenance until March 2027 but given how costs had escalated, an uplift would be needed to the cost for maintaining the cemetery with the Clerk recommending to Council that fresh tenders should be obtained. Members discussed and agreed to extend the current footpath contract until March 2027 with the Clerk seeking new tenders for the cemetery contract. Members also discussed the maintenance of the cemetery extension field agreeing that a separate contract would be needed as this would not mirror the contract for the existing cemetery area with the Clerk and the Cemetery Working Group (CWG) to liaise and prepare a draft ready for the October meeting</p>	<p><b><u>RESOLUTION</u></b> Council resolved to agree an extension to the current Footpath Maintenance Contract with Rob Duncalf to run until 31<sup>st</sup> March 2027 on the same terms</p> <p><b><u>RESOLUTION</u></b> Council resolved that the Clerk would move to invite tenders for a new Cemetery maintenance contract to commence on 1<sup>st</sup> April 2025</p> <p><b><u>ACTION</u></b> Clerk and the CWG to prepare a suitable tender for the periodic maintenance of the cemetery extension field</p> <p><b><u>ACTION</u></b> Agenda item for October</p>
103.	<p><b>Next Month's Agenda</b> 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><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>Friday, 27<sup>th</sup> September 2024</u></b></p>
104.	<p><b>Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned</b></p>	<p><b><u>RESOLUTION</u></b> Council resolved that the next meeting would be held at 7 pm on <b>Tuesday, 8<sup>th</sup> October 2024</b> at Trefriw Village Hall</p>

(The meeting closed at 20.35)