

# Cyngor Cymuned Trefriw Community Council

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

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## Cofnodion Hydref 8fed. 2024 / Minutes 8<sup>th</sup> October 2024

### Cyfarfod y Cyngor / Meeting of the Council

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

In attendance: Vikki Teasdale (Clerk/RFO)

Members of the Public – Two with no public participation session taking place ahead of the start of the meeting

	<u>Agenda Item/Discussion - Eitem Agenda/Trafodaeth</u>	<u>Action/Resolution/Update/Acknowledgement</u> <b>Mae prif benderfyniadau'r Cyngor hefyd wedi'u cofnodi yn Gymraeg</b>
105.	<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 <b>PENDERFYNIAD</b> Cadarnhawyd cworwm gan y cadeirydd
106.	<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	All members present – Cllr Bowen left the meeting at 19:10 due to health reasons Apologies for absence from C. Cllr Roberts were noted
107.	<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. 111 by reason of being a trustee of the Children's Playing Field Trust. It was accepted that the interest was not prejudicial.
108.	<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 10 <sup>th</sup> September 2024	<b>RESOLUTION</b> Council resolved that the minutes of the meeting held on 10 <sup>th</sup> September 2024 be accepted and signed by the Chair as a true record <b>PENDERFYNIAD</b> Derbyniwyd cofnodion y cyfarfod a gynhaliwyd Medi 10fed. 2024 fel cofnod cywir
109.	<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
110.	<b>Chair's Announcements/Cyhoeddiadau y Gadeiryyn</b>	None

Cllr Kelly, as Vice-Chair, took over chairing the meeting for the following item given Cllr Ellis' interest declared at item 107 (19:03)

111.	<p><b>Reinstatement of the Basket Swing, Gower Road Play Park</b> Cllr Kelly thanked members and the Play Park Trustees for their input in drafting the joint complaint, as previously agreed to be submitted to Conwy CBC (CCBC). Following a short discussion the content of the complaint was formally agreed on the basis that (a) the detailed timeline of events would form an appendix to ensure the basis of the complaint was clear and (b) an additional item would be include referencing the risk assessment and/or risk policy, fundamental to CCBC's decision not to allow the reinstatement of the current play equipment, as this had not been shared with either the Community Council or the Trustees.</p>	<p><b>RESOLUTION</b> Council resolved to agree the content of the joint complaint with the Play Park Trustees subject to the agreed amendments and for the same to be submitted to CCBC  <b>PENDERFYNIAD</b> Penderfynwyd cytuno ar gynnwys y gŵyn ar y cyd ag Ymddiriedolwyr y Parc Chwarae yn amodol ar y newidiadau a cytunwyd arnynt ac i'w gyflwyno i CBSC.  <b>ACTION</b> Cllr Kelly and Jay Butters, as lead Trustee, to incorporate the agreed amendments within a final version of the complaint  <b>ACTION</b> Clerk to submit the final version on behalf of the Community Council and the Play Park Trustees to CCBC's Complaints Department  <b>ACTION</b> Agenda item for November</p>
Cllr Ellis retook the chair for the remaining items (19:10)		
112. 112.1  112.2   112.3   112.4  112.5	<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 Appendix 1. The Clerk advised that monies would need to be taken from general reserves to meet payment number 2024-25/071. Council moved to vote, and it was unanimously agreed that all transactions within Appendix 1 be deemed as approved and the Clerk was authorised to make the outstanding payments. It was further agreed to move £42 from general reserves to the legal costs budget line (12). Council to acknowledge scrutiny and acceptance of the previously circulated statements and corresponding reconciliations for (i) HSBC Charitable Account for September 2024 (ii) HSBC Business Manager for 2024/25, Quarter 2 (iii) PSDF TCC Investment Account for 2024/25, Quarter 2 – the Chair invited members to raise any questions on the documents Council to acknowledge scrutiny and acceptance of the 2024/25 Current and Deposit Account Cashbooks for Quarter 2 – the Chair invited members to raise any queries on the documents The Clerk referred Council to the 2024/25 Cashbook, Appendix 1.1, and confirmed that payments were currently tracking either on or below budget with those showing above 75% of expenditure being due to seasonality with most of the anticipated payments having now been made for the current year.</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted  <b>RESOLUTION</b> Council resolved to approve and authorise all transactions as reported by the Clerk within Appendix 1  <b>PENDERFYNIAD</b> Cymeradwywyd ac awdurdodwyd yr holl drafodion a manylwyd gan y Clerc yn Atodiad 1  <b>RESOLUTION</b> Council resolved to agree the sum of £42 be taken from general reserves and moved to the legal costs budget line (12)  <b>PENDERFYNIAD</b> Cytunwyd i dynnu'r swm o £42 o'r cronfeydd cyffredinol wrth gefn a'i symud i'r llinell gyllideb costau cyfreithiol (12)  <b>RESOLUTION</b> Council accepted the documents as previously circulated, and no observations or concerns were raised.  <b>PENDERFYNIAD</b> Derbyniwyd y dogfennau a ddisbarthwyd yn flaenorol ac ni chodwyd unrhyw sylwadau na phryderon  <b>RESOLUTION</b> Council accepted the documents and no observations or concerns were raised  <b>PENDERFYNIAD</b> Derbyniwyd y dogfennau ac ni chodwyd unrhyw sylwadau na phryderon</p>

112.6	The Chair confirmed to Council that work would now need to commence on the 2025/26 draft budget ahead of Council's November meeting and proposed that the Clerk and the Chair be authorised to start preparing the draft document.	<b>RESOLUTION</b> Council resolved that the Clerk and Chair would collaborate to work up a draft budget for the November meeting <b>PENDERFYNIAD</b> Y Clerc a'r Cadeirydd I gydweithio i lunio cyllideb ddrafft ar gyfer cyfarfod mis Tachwedd <b>ACTION</b> Agenda item for November
113.	<b>Correspondence</b> Correspondence for September/October 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	<b>RESOLUTION</b> Council raised no observations or concerns, and Appendix 2 was accepted <b>PENDERFYNIAD</b> Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd Atodiad 2
114.	<b>Planning Applications</b> Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority (SNPA)	No applications received
115.	<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	None received - C. Cllr Roberts not in attendance as per apologies noted at item 106
116. 116.1 116.1.1  116.1.2	<b>Working Group Updates to Council/Diweddariadau Gweithgorau i'r Cyngor</b> <u>Village Hall Working Group (VHWG) update:</u> Cllr Ellis referred members to the poor internal wall decoration within the main hall space, especially at low level, with Cllr Jewett confirming that they would investigate further on ways to deal with this Cllr Kelly referred members to the proposal to replace the hall chairs, Appendix 3. Following discussion, it was agreed that an audit take place to ascertain the number of chairs that needed to be replaced. Council could then consider the level of expenditure needed to inform on the best type of replacement. Better storage arrangements for the existing and potential new chairs were discussed with Cllr Ellis advising that a considerable amount of pre-school play equipment was still housed in both the store cupboard and shed despite many requests for this to be removed. Members discussed agreeing for this to be escalated to Mudiad Meithrin. <u>Additional update</u> – Cllr Jewett advised that following the meeting with a local project manager with experience of working with listed buildings, the VHWG had prepared a list of improvements focussing mainly on making the Hall more energy efficient.	<b>ACTION</b> Standing Agenda Item  <b>ACTION</b> Cllr Jewett to make enquiries locally to assess ways in which to repair/repaint the main hall internal walls  <b>ACTION</b> The VHWG to complete an audit of the current Hall chairs to assess their condition for Council's further consideration <b>ACTION</b> Agenda item for November  <b>ACTION</b> Cllr Ellis to write to Mudiad Meithrin to request that the stored play equipment be removed by 30 <sup>th</sup> November  <b>ACTION</b> Agenda item for November

<p><b>116.2</b> <b>116.2.1</b></p> <p><b>116.2.2</b></p> <p><b>116.3</b> <b>116.3.1</b></p>	<p>A meeting with CCBC’s Listing Officer would now be requested to discuss the list to see what improvements could be viable taking account of the building’s listed status.</p> <p><u>Cemetery Working Group (CWG) update:</u> Eryri Project: Hedgerow Planting - Cllr Kelly confirmed that the proposed April 2025 planting timescale had been agreed with Eryri NPA with Cllr Kelly now drawing up a Plan of Action for approval by Council. This would cover the transport arrangements for the school children with transportation costs awaited from Llew Jones. Light refreshments would also need to be provided. All costs would be paid by the Community Council but offset by the 480 free saplings that would be provided as part of the Project.</p> <p>Council formally received and reviewed the draft tender for the cemetery extension field, Appendix 4</p> <p><u>Village Hall Community Group (VHCG):</u> Day to day management of the Hall: item deferred as Cllr Bowen had left the meeting</p>	<p><b><u>ACTION</u></b> Cllr Kelly to draw up a Plan of Action for the Cemetery Extension Hedgerow planting for consideration by Council at the November meeting</p> <p><b><u>ACTION</u></b> Agenda item for November</p> <p><b><u>RESOLUTION</u></b> Council resolved for the Clerk to invite quotes based on the draft tender with no amendment considered necessary</p> <p><b><u>PENDERFYNIAD</u></b> Y Clerc i wahodd dyfynbrisiau yn seiliedig ar y tendr drafft a chyflwynwyd</p> <p><b><u>ACTION</u></b> Item deferred to the November meeting</p>
<p><b>117.</b> <b>117.1</b></p> <p><b>117.2</b></p> <p><b>117.3</b></p> <p><b>117.4</b></p> <p><b>117.5</b></p>	<p><b>Health and Safety/lechyd a Diogelwch</b></p> <p>Monthly Inspections: 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.</p> <p>All Accessibility Footpath: The Clerk confirmed that in addition to providing the manpower and machinery, NRW would also be able to source the required materials on behalf of the Community Council. The Clerk was awaiting a further update regarding the procurement of the materials and payment details together with a timescale as to when the work could be undertaken.</p> <p>Community Field Boundary: The Clerk confirmed that having obtained Land Registry documents to evidence the extent of the land owned by the Community Council, and having conducted a site visit, the rear boundary fence did not accord with the Land Registry Plan. The Clerk had written to NRW, being the previous owners of this and the adjacent land, to highlight the discrepancy with the enquiry being investigated by NRW’s Legal Department</p> <p>Council formally received the draft 2024 Village Hall Risk Assessment, Appendix 5</p> <p>Cllr Ellis highlighted to members the weeds and moss on the Village Hall paths being both unsightly but more importantly a</p>	<p><b><u>ACTION</u></b> Standing Agenda item</p> <p>No new issues identified</p> <p><b><u>RESOLUTION</u></b> Council raised no observations or concerns, and the 2024 Village Hall Risk Assessment was accepted as drawn</p> <p><b><u>PENDERFYNIAD</u></b> Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd</p> <p><b><u>ACTION</u></b> Aseiad Risg Neuadd y Pentref 2024 fel y’i lluniwyd</p>

	health and safety risk with a local contractor having verbally quoted no more than £100 to remove the vegetation. Given the urgency, Cllr Ellis requested authority to authorise the contractor to proceed. No other issues of health and safety were highlighted	<b>RESOLUTION</b> Council resolved to agree Cllr Ellis' recommendation to instruct the removal of the vegetation from the Village Hall's pathways subject to a £100 limit <b>PENDERFYNIAD</b> Cytunwyd ag argymhelliad Cyng. Ellis i gyfarwyddo symud y llystyfiant oddi ar lwybrau Neuadd y Pentref yn amodol ar gyfyngiad o £100
<b>118.</b> <b>118.1</b>	<b>Village Improvements/Gwelliannau Pentrefol</b> Cllr Kelly referred to the bus stop opposite the Woollen Mill and in particular the graffiti to the shelter which was very unsightly. Members discussed, agreeing that the Clerk should write to Conwy CBC to report the damage. Cllr Ellis reported back on the repairs to the Gower Road bench, as highlighted at the September meeting, advising that the suggested plastic planks would need to be made to measure and, therefore, wood would be more cost-effective. To replace the benches at the war memorial and the Singrig with plastic planks would be very expensive, however, this would minimise any future maintenance. Cllr Ellis was instructed to obtain quotes for further consideration.	<b>ACTION</b> Standing Agenda item  <b>ACTION</b> Cllr Ellis to obtain an indicative quote to (i) repair the Gower Road bench and (ii) replace the existing wood planks to the benches at the war memorial and singrig with plastic planks and provide details to members for further consideration
<b>118.2</b>	Places of Interest Sign: Cllr Kelly had received confirmation from Momo Signs that the new sign was in production and that the deadline of 31 <sup>st</sup> October would be met.	<b>ACTION</b> Agenda item for November
<b>118.3</b>	Renaming of Llanrwst Station: Cllr Kelly confirmed that TfW had committed to re-name and fund the signage to include reference to Trefriw, with the work taking place in this financial year.	
<b>118.4</b>	Accessible Roundabout: Cllr Kelly confirmed that the grant funding to reimburse had now been released by CCBC. It had further been advised that there was an overall grant underspend of approximately £890 and not the £250 which had led to the purchase of the MagPost (payment no. 2024-25/070) as agreed with both the grant funder and CCBC's Play Park Inspector. Following discussion, Cllr Kelly was asked to look at suitable bike stands, or a cycle repair stand, as improvements to the play park that would also fit the grant funding criteria.	<b>ACTION</b> Cllr Kelly to scope suitable bike stands or a cycle repair stand to form part of the SPF Claim and provide details to members for further consideration <b>ACTION</b> Agenda item for November
<b>119.</b>	<b>Councillor/Clerk Training/Hyfforddiant Cynghorwyr/Y Clerc</b> The Clerk advised that no training had been undertaken by either councillors or clerk during the preceding month.	<b>ACTION</b> Standing Agenda Item
<b>120.</b> <b>120.1</b>	<b>External Meetings/Webinars/Cyfarfodydd Allanol/Weminarau</b> The Chair confirmed their attendance at the One Voice Wales Consultation on the role, governance and accountability of the community and town council sector with the general feeling being	<b>ACTION</b> Standing Agenda Item

120.2	<p>that there were a lot of changes taking place with unrealistic expectations on small councils. More detailed written observations having already been circulated to members.</p> <p>The Clerk and Chair also confirmed their attendance at the CCBC Town and Community Forum where CCBC provided a bleak financial update that could see further non-statutory services reduced or even ceased with Town and Community Councils (T&amp;CCs) asked to again contribute or take over these services. It was hoped that any financial asks would be presented to the T&amp;CCs by the end of October so that decisions could be taken before the 2025/26 precept budgets were set</p>	
121. 121.1 121.2 121.3 121.4	<p><b>Community Engagement/Ymgysylltiad Cymunedol</b></p> <p>Recent Community Engagement: None reported.</p> <p>Council noted the next Community Coffee Morning would be held on 10<sup>th</sup> October</p> <p>Council noted the Remembrance Day Ceremony on 10<sup>th</sup> November – the Chair advised that Fred Dillien would lead the ceremony</p> <p>Christmas festivities: Cllr Ellis confirmed that the tree would again be located within the churchyard with a church service taking place on Sunday, 8<sup>th</sup> December at 5pm. This would be followed by the tree lighting up and Trefriw Outdoors hosting mulled wine and mince pies in the Village Hall.</p>	<b>ACTION</b> Standing Agenda Item
122.	<p><b>2024/25 Action Plans</b></p> <p>Council formally received and reviewed the updated Action Plan for 2024/25 agreeing the same as a live document for regular oversight and updates</p>	<p><b>RESOLUTION</b> Council agreed the content of the updated Action Plan for 2024/25</p> <p><b>PENDERFYNIAD</b> Cytunwyd ar ddiweddariad y Cynllun Gweithredu ar gyfer 2024/25</p>
123.	<p><b>Next Month's Agenda</b></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>	<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>Friday, 1<sup>st</sup> November 2024</b>
124.	<p><b>Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned</b></p>	<p><b>RESOLUTION</b> Council resolved that the next meeting would be held at 7pm on <b>Tuesday, 12<sup>th</sup> November 2024</b> remotely via Skype</p> <p><b>PENDERFYNIAD</b> Cynhelir cyfarfod nesaf y Cyngor ar <b>Ddydd Mawrth, 12fed. o Dachwedd 2024</b> am 7yh trwy gyfrwng Skype</p>

(The meeting closed at 20.28)