

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 Tachwedd 12fed. 2024 / Minutes 12th November 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: C. Cllr Liz Roberts and 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> Mae prif benderfyniadau'r Cyngor hefyd wedi'u cofnodi yn Gymraeg
125.	To confirm that a Quorum of elected members is present / I gadarnhau bod cworwm o aelodau etholedig yn bresennol	RESOLUTION A quorum was confirmed by the Chair PENDERFYNIAD Cadarnhawyd cworwm gan y cadeirydd
126.	Apologies/Ymddiheuriadau (LG Act 1972 Sch 12 par 20) To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb	None - all members present
127.	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	Cllr Ellis declared an interest in agenda item no. 131 by reason of being a trustee of the Children's Playing Field Trust. It was accepted that the interest was not prejudicial.
128.	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 8 th October 2024 / I dderbyn, cymeradwyo a llofnodi fel cofnod cywir, cofnodion cyfarfod y Cyngor a gynhaliwyd ar 8 Hydref 2024	RESOLUTION Council resolved that the minutes of the meeting held on 8 th October 2024 be accepted and signed by the Chair as a true record PENDERFYNIAD Derbyniwyd cofnodion y cyfarfod a gynhaliwyd Hydref 10fed. 2024 fel cofnod cywir
129.	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
130.	Chair's Announcements/Cyhoeddiadau'r Gadeirydd	None

Cllr Kelly, as Vice-Chair, took over chairing the meeting for the following item given Cllr Ellis' interest declared at item 107 (19:02)

131.	<p>Reinstatement of the Basket Swing, Gower Road Play Park Cllr Kelly outlined the steps taken to date confirming that the complaint had been submitted after the October meeting. The Clerk advised that there had been no formal response to the complaint, although a request for further information had been received and provided the same day. As a formal response was now some weeks overdue, Cllr Kelly proposed that the Clerk write back to the Corporate Complaints Officer to state that no formal response had been received nor any reason provided as to the cause of the delay. The Clerk should also ask for confirmation as to who is responsible for drafting the response and for details of the escalation route. Following a short discussion, members agreed to proceed on this basis.</p>	<p>RESOLUTION Council resolved to accept Cllr Kelly’s proposal for the Clerk to contact CCBC’s Complaints Department regarding the lack of a formal response to the complaint lodged on 10th October PENDERFYNIAD Derbyniwyd cynnig Cyng. Kelly i’r Clerc gysylltu ag Adran Gwynion CBSC ynglŷn â’r diffyg ymateb ffurfiol i’r gŵyn a gyflwynwyd ar Hydref 10fed.</p> <p>ACTION Agenda item for December</p>
Cllr Ellis retook the chair for the remaining items (19:12)		
<p>132. 132.1 132.2 132.3 132.4</p>	<p>Finance / Cyllid 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. 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. Council to acknowledge scrutiny and acceptance of the previously circulated statement and corresponding reconciliation for the HSBC Charitable Account for October 2024 – the Chair invited members to raise any questions on the documents The Clerk referred members to the draft budget that had been prepared, Appendix 1.1, inviting members to scrutinise and question as appropriate. The Clerk confirmed that the annual insurance renewal had just been received (circa £1,050) and this figure would now be amended. The Clerk emphasised that the budget was in draft stage and would be amended as further information became available with a final version being presented for Council’s consideration at the January 2025 meeting</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted</p> <p>RESOLUTION Council resolved to approve and authorise all transactions as reported by the Clerk within Appendix 1 PENDERFYNIAD Cymeradwywyd ac awdurdodwyd yr holl drafodion a manylwyd gan y Clerc yn Atodiad 1</p> <p>RESOLUTION Council accepted the documents as previously circulated, and no observations or concerns were raised. PENDERFYNIAD Derbyniwyd y dogfennau a ddosbarthwyd yn flaenorol ac ni chodwyd unrhyw sylwadau na phryderon</p> <p>ACTION Clerk to continue to refine the 2025/26 Budget ACTION Agenda item for December</p>
133.1	<p>Correspondence / Gohebiaeth Correspondence for October/November 2024 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted.</p>	<p>RESOLUTION Council raised no observations or concerns, and Appendix 2 was accepted PENDERFYNIAD Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd Atodiad 2</p>

<p>133.2</p> <p>133.3</p> <p>133.4</p>	<p>The Chair invited members to raise any observations or concerns in relation to Appendix 2</p> <p>Council formally acknowledged the Independent Remuneration Panel for Wales Draft Annual Report – February 2025 with the Clerk advising that the mandatory payments remained the same as per the 2024 report.</p> <p>Council formally noted the National Pay Agreement 2023/24 acknowledging the uplift in the Clerk’s hourly rate (SCP 20) to be backdated to 1st April 2024</p> <p>Council considered Conwy CBC’s request to remove the recycling bins on Gower Road as it had been highlighted that these were provided predominantly for the residents of the Glanrafon flats but given the distance it was unlikely that the residents were making use of them. It was further highlighted that there was cross contamination meaning the items being disposed of were having to be classed as general waste rather than recycling. Members agreed to support the request on the basis that the bins were not removed without prior engagement with the residents of Glanrafon to ensure that agreed alternative measures were put in place. Members also highlighted that if the recycling bins were to be removed that Conwy CBC be asked to also remove the metal fencing to free up the two parking spaces.</p>	<p><u>ACKNOWLEDGEMENT</u> Council acknowledged the IRPW Draft Annual Report with no formal response required</p> <p><u>RESOLUTION</u> Council resolved to agree the National Pay Agreement 2023/24 with the Clerk’s hourly rate rising to £16.37 as of 1st April 2024</p> <p><u>PENDERFYNIAD</u> Cytunwyd i dderbyn y Cytundeb Tâl Cenedlaethol 2023/24, gyda chyfradd fesul awr y Clerc yn codi i £16.37 o Ebrill 1af 2024.</p> <p><u>RESOLUTION</u> Council resolved for the Clerk to respond to Conwy CBC to confirm support for the proposed removal of the Gower Road recycling bins SUBJECT TO Conwy CBC engaging fully with the residents of the Glanrafon flats before their removal</p> <p><u>PENDERFYNIAD</u> Y Clerc i ymateb i CBS Conwy i gadarnhau cefnogaeth i'r bwriad i gael gwared ar finiau ailgylchu Ffordd Gower YN AMODOL arnynt ymgysylltu'n llawn gyda thrigolion fflatiau Glanrafon cyn eu symud.</p>
<p>134.</p> <p>134.1</p>	<p>Planning Applications / Ceisiadau Cynllunio</p> <p>Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority (SNPA)</p> <p>Proposal: Variation of condition 4 of planning consent 0/35747 (Variation of condition no. 3 of planning application 16/68/396B to allow an extended operating season from 1st March in any one year to 15th January the following year) to allow for the operating season to extend to 12 months a year</p> <p>Location: Gwydyr View Lodge Park, Gower Road, Trefriw LL27 0RZ</p> <p>Dated received: 8th October 2024</p>	<p><u>RESOLUTION</u> Council considered application 0/51115 and resolved that although no formal objection would be made, comments would be submitted as members could not see any benefit to the community in extending the operating season to allow year-round occupation. If the variation was permitted, it was agreed that this was likely to put an unnecessary strain on public services given the proposed change from the current seasonal holiday homes provision to one that could provide permanent accommodation. Council was further not aware of any local support for the proposal and, if agreed, had serious reservations that this could set an unnecessary precedent</p> <p><u>PENDERFYNIAD</u> Er na fyddai unrhyw wrthwynebiad ffurfiol i gais 0/51115, penderfynwyd cyflwyno sylwadau gan na allai aelodau'r Cyngor gweld unrhyw fudd i'r gymuned o ymestyn y tymor gweithredu i ganiatáu meddiannaeth gydol y flwyddyn. Petai'r amrywiad yn cael ei ganiatáu, cytunwyd y byddai hyn yn debygol o osod straen diangen ar wasanaethau cyhoeddus o ystyried y newid arfaethedig o'r ddarpariaeth tai gwyliau tymhorol presennol i un a allai ddarparu llety parhaol. Ymhellach, nid oedd</p>

		y Cyngor yn ymwybol o unrhyw gefnogaeth lleol i'r cynnig ac, os cytunwyd, roedd ganddynt amheuon y gallai hyn creu cynsail diangen
135.	<p>County Councillor Report / Adroddiad y Cynghorydd Sir</p> <p>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>Conwy Valley Flood Partnership: C. Cllr Roberts to attend the upcoming meeting with members invited to raise any concerns ahead of this</p> <p>Flood Alleviation Works: work towards designing the next phase to be carried out on the B5106 is now being progressed with a further drop in event to take place at the Village Hall. Cllr Kelly had already raised the importance of ensuring that all residents had an opportunity to have their say, with the drop in event or social media posts not reaching everyone. Conwy CBC (CCBC) had now agreed to provide leaflets on the basis that the Community Council would be able to facilitate a leaflet drop. Members raised concerns over the validity of the proposed works as it was understood that they were likely to be significantly more disruptive than the culvert work. C. Cllr Roberts proposed that a representative from CCBC attend Council's December meeting to discuss further with members</p> <p>Fly tipping, Trefriw Terrace: following reports of fly tipping, it had been agreed for a CCBC regulatory officer to undertake a site visit</p> <p>Drains: Following reports of blocked drains, CCBC had now cleared those with clearing of further drains within the village to be undertaken in due course</p> <p>CCBC financial requests for non-statutory services: requests would be presented to town and community councils at the earliest opportunity for consideration ahead of the budget/precept setting</p>	
136.	<p>Working Group Updates to Council/Diweddariadau Gweithgorau i'r Cyngor</p> <p><u>Village Hall Working Group (VHWG) update:</u></p> <p>Hall Chairs: Cllr Ellis confirmed that an initial assessment of the hall chairs had taken place with around half of the chairs requiring attention or full replacement. Further investigations would be undertaken to enable a recommendation to be made at the December meeting</p> <p>Internal Decoration: Cllr Jewett confirmed that work had commenced to deal with the low-level internal decoration within the</p>	<p><u>ACTION</u> Standing Agenda Item</p> <p><u>ACTION</u> Cllr Ellis to provide recommendations following a further assessment of the Village Hall chairs - Agenda item for December</p>
136.1		
136.1.1		
136.1.2		

<p>136.1.3</p>	<p>main hall space, with further remedial work schedule for later in the week</p> <p>Replacement Pavement Sign: Cllr Ellis referred members to the proposal to acquire a replacement pavement sign to advertise events within the Village Hall, as detailed within Appendix 3. Following discussion, members agreed the acquisition in principle with further enquiries to be made as the board would need to be bilingual on both sides.</p> <p><u>Additional update</u> – Cllr Jewett advised that contact had now been made with CCBC’s Listing Officer, although there would be a charge made for the officer to attend a site meeting at the Hall. It had been agreed that initial enquiries as to what improvements could potentially be made would take place via email</p>	<p><u>ACTION</u> Cllr Ellis to provide further recommendations for the acquisition of a replacement pavement sign - Agenda item for December</p>
<p>136.2 136.2.1</p>	<p><u>Cemetery Working Group (CWG) update:</u></p> <p>Eryri Project: Hedgerow Planting - Cllr Kelly advised members of the proposed planting programme and costs to Council, as more fully detailed within Appendix 4. Given the maximum cost of £220 being offset by the 480 free saplings and the volunteer groups undertaking the planting, members agreed that the cost was minimal and authorised Cllr Kelly to firm up arrangements with Llew Jones for the required coach travel, once firm dates had been agreed</p>	<p><u>RESOLUTION</u> Council resolved to agree the Action Plan for the cemetery extension perimeter hedge planting and accept the associated costs up to a maximum limit of £220</p> <p><u>PENDERFYNIAD</u> Cytunwyd ar y Cynllun Gweithredu ar gyfer plannu gwrychoedd o amgylch estyniad y fynwent a derbyn y costau cysylltiedig hyd at uchafswm o £220.</p>
<p>136.2.2</p>	<p>2025-2028 Maintenance Contracts: Cllr Kelly advised that although invitations to tender were issued to five contractors for both contracts, only two tenders were received for the main cemetery contract and one for the new cemetery extension field. The contractor who had tendered just for the main cemetery contract was overall cheaper, however, it was not seen as viable to split the two contracts. On this basis, the CWG’s recommendation to Council would be to accept the tenders submitted from the same contractor to undertake both the main cemetery and the cemetery extension field maintenance and award the contracts accordingly</p>	<p><u>RESOLUTION</u> Council resolved to accept the CWG’s recommendation and award the 2025-2028 Maintenance Contracts for the Main Cemetery and the Cemetery Extension Field to Rob Duncalf</p> <p><u>PENDERFYNIAD</u> Derbyniwyd argymhelliad Gweithgor y Fynwent (GyF) ar gyfer gwaith cynnal a chadw'r Brif Fynwent a'r Cae Estyniad am y cyfnod 2025-2028. Y cytundebau i'w gosod gyda Rob Duncalf</p>
<p>136.2.3</p>	<p>Keep Wales Tidy Top-up Packages: Cllr Kelly advised that having already benefitted from a package to create the butterfly garden, KWT had now offered a free Plasticowood bench and 100 bulbs for the cemetery. The CWG would recommend that Council accepts the offer on the basis that it would arrange the planting of the bulbs around the accessway into the extension. It was suggested that the bench be initially placed on the existing main cemetery path until such time as it can be sited within the extension.</p>	<p><u>RESOLUTION</u> Council resolved to agree the CWG’s recommendation to accept the free Plasticowood bench and bulbs for the cemetery extension field and arrange for the bulbs to be planted</p> <p><u>PENDERFYNIAD</u> Cytunwyd ar argymhelliad GyF i dderbyn y rhodd o fainc “Plasticowood” a'r bylbiau ar gyfer cae estyniad y fynwent a threfnu i'r bylbiau gael eu plannu.</p>

<p>136.3 136.3.1</p>	<p><u>Village Hall Community Group (VHCG):</u> Cllr Bowen confirmed that the existing charity was still in the process of being wound up, however, the current trustees had expressed no interest in taking over the day-to-day management or maintenance of the Hall. Members discussed the implications of not having any alternative charitable model in place with a suggestion that a community interest group could be formed. It was agreed to garner support from residents, but Council would need to be able to clearly define what the purpose of the group would be and the role of a prospective trustee before inviting expressions of interest. Cllr Kelly confirmed that they would draw up a specification for consideration at the December meeting</p>	<p><u>ACTION</u> Cllr Kelly to further investigate the creation of a community group and to draw up a trustee specification for the December meeting</p>
<p>137. 137.1 137.2 137.3 137.4</p>	<p>Health and Safety / Iechyd a Diogelwch 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. All Accessibility Footpath: The Clerk confirmed that NRW had committed to complete the work to improve the footpath surface during the spring or early summer 2025 as this would provide better weather and minimise the risk of flooding. Community Field Boundary: The Clerk referred members to the response from NRW that agreed with Council's interpretation that the rear boundary fence did not accord with the Land Registry Plan and advising that the Council needed to take steps to reinstate the correct boundary. It was noted that the response did not address the inner fence that had been erected by a third party on land owned by the Council and the suggestion that the Council corresponds with that third party was not accepted. Members instructed the Clerk to revert to NRW regarding the removal and potential re-siting of the fencing to delineate the correct legal boundary. No further issues raised</p>	<p><u>ACTION</u> Standing Agenda item No new issues identified</p> <p><u>ACTION</u> Clerk to revert to NRW regarding the removal/re-siting of the fencing to rectify the situation and correctly delineate the boundary of the recreation field</p>
<p>138. 138.1</p>	<p>Village Improvements / Gwelliannau Pentrefol Central Bus Stop: Cllr Kelly advised members that the Clerk had written to Conwy CBC to report the damage/graffiti to the bus shelter with CCBC confirming that they could undertake the remedial work, however, the associated costs would need to be paid by the Council. Cllr Kelly, therefore, proposed that Council try and remedy the situation by gently removing the graffiti with a sander before exploring options to replace the panels.</p>	<p><u>ACTION</u> Standing Agenda item <u>RESOLUTION</u> Council resolved to accept Cllr Kelly's proposal for the Community Council to look to remove the bus stop graffiti in the first instance before exploring options to replace the marked panels <u>PENDERFYNIAD</u> Cytunwyd ar gynnig Cyng Kelly i'r Cyngor trefnu glanhau'r graffiti oddiar y safle bws cyn archwilio opsiynau i adnewyddu'r paneli</p>

<p>138.2</p> <p>138.3</p> <p>138.4</p>	<p>Memorial Plate – Cllr Kelly advised that a longstanding member of the Trefriw Gardening Club (TGC) had recently passed away with that person having helped to create the current memorial garden and provide planters around the village for the benefit of residents. Cllr Kelly suggested that a memorial plaque or plate be commissioned with the cost be taken from the Chair’s Discretionary fund</p> <p>Additional Play Park Equipment (UKSPF Grant Funding): Cllr Kelly confirmed that the MagPost has been collected by the Play Inspector and was scheduled to be installed this week. The bike stand had also now been commissioned and would be installed by Hunter Garden Services once delivered</p> <p>Places of Interest Sign: Cllr Kelly confirmed that the new sign had been installed and the relevant paperwork submitted to CVSC to finalise the project</p> <p>Cllr Ellis confirmed that the quote to repair the Gower Road bench with plastic planks had been received with the total costs estimated to be £330. Following discussion, it was agreed for Cllr Ellis to revert to the contractor to see whether a thinner profile plastic plank could be obtained that would reduce the materials cost</p> <p>Cllr Ellis also updated as to the quote to replace the timber on the benches at the memorial garden and Singrig with plastic planks with the amount estimated to be £1,895. Members agreed that although useful to have an indicative price, as the wood on these benches was still in good condition this would perhaps be something for the future. Cllr Ellis advised that the benches all needed repainting which was one of the reasons to replace the timber with plastic planks to reduce any future maintenance. Members agreed that, in the first instance, the contractor be asked to provide a quote for repainting all benches so that a more informed decision could then be made</p>	<p>RESOLUTION Council resolved to accept Cllr Kelly’s proposal to commission a memorial plaque or plate to commemorate the TGC member PENDERFYNIAD Derbyniwyd cynnig Cyng. Kelly i gomisiynu plac neu blât ar gyfer aelod o’r clwb garddio.</p> <p>ACTION Agenda item for December</p> <p>ACTION Cllr Ellis to revert to the contractor to obtain further quotes to (i) repair the Gower Road bench with a thinner profile plastic plank (ii) repaint the benches at the memorial garden and Singrig for Council’s further consideration</p>
<p>139.</p>	<p>Councillor/Clerk Training / Hyfforddiant Cynghorwyr/Y Clerc The Clerk advised that no training had been undertaken by either councillors or clerk during the preceding month.</p>	<p>ACTION Standing Agenda Item</p>
<p>140. 140.1 140.2</p>	<p>External Meetings/Webinars / Cyfarfodydd Allanol/Weminarau None attended during the preceding month. The Clerk advised that there were no imminent external meetings/webinars to consider</p>	<p>ACTION Standing Agenda Item</p>

	Cllr Kelly advised that Plastic Free Betws and District had been shortlisted in the Go North Wales Tourism Awards 2024 with an opportunity for a representative of the Council to attend the ceremony. No member would be available to attend.	
141. 141.1 141.2 141.3	Community Engagement / Ymgysylltiad Cymunedol Recent Community Engagement: None reported. Council noted the next Community Coffee Morning would be held on 14 th November Christmas festivities: Cllr Ellis confirmed the church service/tree lighting event would take place on Sunday, 8 th December starting at 5pm. Arrangements were in place for the decorating of the Village Hall and the installation of the Christmas tree within the Church grounds, both taking place on 7 th December	ACTION Standing Agenda Item
142.	Review of Fee Scales The Chair invited the Clerk to comment on the fee scales, Appendix 6, with the Clerk advising that the current cemetery fees are still be considered appropriate. In terms of the Village Hall hire fees, these had been reviewed in the last six months and, again, were deemed appropriate.	RESOLUTION Council resolved to accept the Clerk's recommendation for both the Cemetery Fee Scale and the Village Hall hire fees remaining unchanged at this time PENDERFYNIAD Derbyniwyd argymhelliad y Clerc i Ffioedd y Fynwent a ffioedd llogi Neuadd y Pentref i aros heb eu newid ar hyn o bryd
143.	Staffing Committee Update – Clerk's Annual Review Cllr Kelly confirmed that the Staffing Committee had recently met with the Clerk to complete the annual review with the Committee now recommending that Council provides the Clerk with an ergonomic office chair on health and safety grounds. Indicative costs would be £150.	RESOLUTION Council resolved to accept and agree the Staffing Committee's recommendation and the Clerk was instructed to purchase an ergonomic office chair up to a limit of £150 PENDERFYNIAD Derbyniwyd a chytunwyd argymhelliad y Pwyllgor Staffio a chyfarwyddwyd y Clerc i brynu cadair swyddfa ergonomig hyd at uchafswm o £150.
144.	Next Month's Agenda / Agenda Mis Nesaf The following additional items were proposed and accepted for Council's next meeting: No items proposed as all presently covered by the actions agreed	ACTION 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 Friday, 29th November 2024
145.	Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned	RESOLUTION Council resolved that the next meeting would be held at 7pm on Tuesday, 10th December 2024 at Trefriw Village Hall PENDERFYNIAD Cynhelir cyfarfod nesaf y Cyngor ar Ddydd Mawrth, 10fed. o Ragfyr 2024 am 7yh yn Neuadd y Pentref, Trefriw

(The meeting closed at 20.58)