

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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Minutes of the Meeting of the Council held on 14th October 2025

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), Mr J Butters (Play Park Trustee)

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> <u>Mae prif benderfyniadau'r Cyngor hefyd yn cael eu rhoi yn Gymraeg</u> |
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| 106. | 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 |
| 107. | 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 received – all members present Apologies for absence received from C. Cllr Liz Roberts were noted |
| 108. | 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 | Cllrs Bowen and Kelly all declared an interest in agenda item number 112 by reason of being trustees of the Children's Playing Field, Trefriw trust. The Clerk noted the disclosures with the interests being non-prejudicial |
| 109. | 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 9 th September 2025 | <u>RESOLUTION</u> Council resolved that the minutes of the meeting held on 9 th September 2025 be accepted and signed by the Chair as a true record <u>PENDERFYNIAD</u> Derbyniwyd cofnodion y cyfarfod a gynhaliwyd Medi 9fed, 2025 fel cofnod cywir |
| 110. | 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 |
| 111. | Chair's Announcements/Cyhoeddiadau'r Gadeirydd | The Chair announced their intention to resign as a community council-appointed trustee of the Children's Play Park, noting that with Cllrs Bowen, Kelly, and three community trustees now serving, there are sufficient trustees in place |

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| 112. | Reinstatement of the Basket Swing, Gower Road Play Park Mr Butters reported that all necessary replacement components had been received and are prepared ready for installation. A date for installation will be arranged to fit with the play inspector's site visit to issue the required safety certification. It was confirmed that the cost of obtaining the safety certification would be met by the Community Council (minute no. 92, 9 th September 2025) | <u>ACTION</u> Agenda item for November |
| The Chair advised members that the next item would be the update on the Remembrance Day Ceremony, previously item 122.3. The numbering of the minutes of the meeting would reflect this change, differing from the numbering within the meeting agenda | | |
| 113 | Community Engagement – Remembrance Day Ceremony, 9th November 2025 It was confirmed that Fred Dillien would lead the ceremony at the war memorial, with Cllr Bowen and another resident providing Welsh translation. The ceremony would start just before the 11 am two-minute silence, with an additional church service at the Peniel Chapel at 11:15 am. The Chair confirmed the Clerk has ordered the community wreath | |
| 114. 114.1 114.2 114.3 114.4 114.5 | 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 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 statements and corresponding reconciliations for (i) HSBC Charitable Account for September 2025 (ii) HSBC Business Manager for 2025/26, Quarter 2 (iii) PSDF TCC Investment Account for 2025/26, Quarter 2 – the Chair invited members to raise any questions on the documents Council to acknowledge scrutiny and acceptance of the 2025/25 Current and Deposit Account Cashbooks for Quarter 2 – the Chair invited members to raise any queries on the documents The Clerk referred members to the 2025/26 Cashbook, Appendix 1.1, confirming that payments were currently tracking as expected. The one budget line (10) showing above 75% of expenditure was due to | 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 <u>RESOLUTION</u> Council resolved to approve and authorise all transactions as reported by the Clerk within Appendix 1 <u>PENDERFYNIAD</u> Cymeradwywyd ac awdurdodwyd yr holl drafodion a manylwyd gan y Clerc yn Atodiad 1 <u>RESOLUTION</u> Council accepted the documents as previously circulated, and no observations or concerns were raised. <u>PENDERFYNIAD</u> Derbyniwyd y dogfennau a ddosbarthwyd yn flaenorol ac ni chodwyd unrhyw sylwadau na phryderon <u>RESOLUTION</u> Council accepted the documents and no observations or concerns were raised <u>PENDERFYNIAD</u> Derbyniwyd y dogfennau ac ni chodwyd unrhyw sylwadau na phryderon |

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| 114.6 | <p>seasonality with all anticipated payments having now been made for the current year</p> <p>The Chair informed Council that preparation of the 2026/27 draft budget must commence prior to the November meeting. It was proposed that authority be granted to the Clerk and the Chair to begin drafting the document</p> | <p>RESOLUTION Council resolved for the Clerk and Chair to collaborate on preparing a draft budget for the November meeting</p> <p>PENDERFYNIAD Y Clerc a'r Cadeirydd I gydweithio i lunio cyllideb ddrafft ar gyfer cyfarfod mis Tachwedd</p> <p>ACTION Agenda item for November</p> |
| 115. 115.1 115.2 | <p>Correspondence /Gohebiaeth</p> <p>Correspondence for September / October 2025 – 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 regarding any items of correspondence as referred to in Appendix 2</p> <p>Members considered and confirmed that there would be no formal response to the Democracy and Boundary Commission Cymru Draft Annual Remuneration Report 2026/2027. The Clerk advised that the mandatory payments remained the same as per the 2025 IRPW report</p> <p>Members considered CCBC's review of the 20mph speed limit for the northern section of the village, unanimously agreeing that 20mph was the appropriate speed limit for the area. Cllr Kelly confirmed that Council's own survey results echoed this, with the majority of those responding (68%) supporting a 20mph limit for the B5106 through Trefriw</p> | <p>RESOLUTION Council raised no observations or concerns, and Appendix 2 was accepted</p> <p>PENDERFYNIAD Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd Atodiad 2</p> <p>RESOLUTION Council resolved that the appropriate speed limit for the B5106, northern section, should remain at 20mph</p> <p>PENDERFYNIAD Penderfynwyd y dylai'r terfyn cyflymder priodol ar gyfer rhan ogleddol y ffordd B5106 yn Nhrefriw aros yn 20mya.</p> <p>ACTION Clerk to respond to CCBC's review and include the written outcome of Council's own survey given the significance to all residents not just those within the review area</p> |
| 116. | <p>Planning Applications / Ceisiadau Cynllunio</p> <p>Council to consider any applications received from Conwy County Borough Council or Eryri National Park Authority as either detailed below or circulated by the Clerk prior to the date of this meeting</p> <p>Application Number: NP4/32/LB112C</p> <p>Proposal: Replacement septic tank within the curtilage of a Listed Building Location: Gwydr Uchaf, Llanrwst LL26 0PN</p> | <p>RESOLUTION Council ratified the Clerk's formal response, as submitted on 2nd October 2025, confirming that Council had no comment to make given the application sought only to replace the existing septic tank</p> <p>PENDERFYNIAD Cadarnhawyd ymateb ffurfiol y Clerc a gyflwynwyd ar 2 Hydref 2025. Nid oedd gan y Cyngor unrhyw sylwadau, gan mai dim ond ceisio disodli'r tanc septic presennol oedd y cais</p> |
| 117. | <p>County Councillor Report / Adroddiad-y-Cynghorydd Sir</p> <p>A brief report by C. Cllr. Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p> | <p>None received - C. Cllr Roberts not in attendance as per apologies noted at item 107</p> |
| 118. 118.1 | <p>Working Group Updates to Council / Diweddariadau'r Gweithgorau i'r Cyngor</p> <p><u>Village Hall Working Group (VHWG)</u></p> <p>OVO Energy payments: The Clerk recommended to members that consideration now be given to moving the monthly payment to a direct</p> | <p>ACTION Standing Agenda Item</p> <p>RESOLUTION Council resolved to accept the Clerk's recommendation that payment to OVO Energy be transitioned to a monthly direct debit arrangement.</p> |

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| <p>118.2</p> <p>118.3</p> <p>118.4</p> | <p>debit as this would save £50 per year and further avoid the possibility of late payment fees. Based on the latest annual consumption data, a monthly payment of £55 should be sufficient, although the amount of electricity used would fluctuate depending on hall use</p> <p>Efficiency Improvements: Cllr Bowen reported that a meeting with the local architect had not yet occurred but remained planned. A site visit with a local builder, experienced in working with listed buildings, was taking place on 20th October, to scope options but with particular emphasis on the roof space. Further updates to be provided at the November meeting</p> <p><u>Cemetery Working Group (CWG)</u></p> <p>Use of extension field: Cllr Kelly advised that it had now been agreed with Ysgol Dyffryn yr Enfys that the design ideas would be worked up and submitted by pupils during the January 2026 school term for judging in the spring</p> <p>Sheep ingress: Cllr Bowen confirmed the side gate to the extension field had now been secured</p> <p><u>Services at Risk/Asset Transfer Group</u></p> <p>Gower Road Toilets: Following attendance at the CCBC quarterly meeting, the Clerk was able to update members regarding the difference in the 2025/26 financial request compared to the Gwydir Park facility, explaining that it stems from the recent capital investment made at Gwydir Park, which is now helping to reduce revenue costs. Additionally, Gwydir Park had automated opening and closing features that will lower staffing expenses.</p> <p>It was also clarified at the meeting that the requested amounts only represent the actual operational costs for each location, relying on past costings, as the current year's figures are not yet finalised due to pending utility bills. This could mean a balancing payment may be needed once bills are received.</p> <p>The employee costs of £11,000 reflected the standard rate and did not include back-office staff expenses. CCBC declined to hire local cleaners due to concerns about maintaining cleaning standards, even though this approach could have reduced costs.</p> <p>There was an expectation that the financial requests for 2026/27 would be distributed by the end of October</p> <p>Cllr Ellis stated that a meeting with Mike Priestley from ERF is set for 30th October, during which they will further discuss the possibility of</p> | <p><u>PENDERFYNIAID</u> Derbyniwyd argymhelliad y Clerc i drosglwyddo taliadau i OVO Energy i drefniant debyd uniongyrchol misol</p> <p><u>ACTION</u> Clerk to set up a direct debit mandate with OVO Energy</p> <p><u>ACTION</u> Agenda Item for November</p> <p><u>ACTION</u> Agenda item for November</p> |
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| | placing a portable toilet on Gower Road as an alternative to the existing toilet block. | |
| 119. | Health and Safety / Iechyd a Diogelwch | ACTION Standing Agenda item |
| 119.1 | 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. | None identified |
| 119.2 | Community Field Boundary: Members reviewed all recent correspondence from NRW. The latest suggested two options: keeping the current stockproof fence, which had been placed inside the legal rear boundary by NRW to better withstand damage from flood waters, with NRW the accepting responsibility for future maintenance as long as they require the fence; or removing it with NRW then erecting a new fence in the correct rear boundary location, with the community council then responsible for maintenance. NRW had also highlighted that part of the community field to the north is not legally owned by the community council, but it would allow continued use by the community council until further notice. Since this arrangement had not been recorded in the original 2016 transfer deed, a supplementary agreement would be made to formalise the terms. After discussion, members agreed to keep the current stockproof fence in place, with NRW to be liable for its maintenance, and to enter into a supplementary agreement covering the use of the additional land still owned by NRW | RESOLUTION Council resolved to accept NRW's proposal to keep in place the current stockproof fence and FURTHER to enter into a supplementary agreement covering the continued use of the additional land to the north of the field, as still owned by NRW PENDERFYNIAD Penderfynwyd derbyn cynnig CNC i gadw'r ffens atal stoc bresennol yn ei lle ac YMHELLACH i ymrwymo i gytundeb atodol er mwyn medru parhau i ddefnyddio'r tir ychwanegol i'r gogledd o'r cae, sydd dal yn eiddo iddynt. ACTION Clerk to liaise with NRW to accept the proposal to keep in place the current fencing and progress the supplementary agreement to formalise the continued use of the additional land that forms the community field |
| 119.3 | Resurfacing of All-Abilities Trail: Cllr Bowen confirmed that the expansion joints to the concrete path were now in place although these had not been added at regular intervals. After recent flooding, it was observed that the path had begun to erode underneath, indicating a need to explore solutions to prevent further damage | ACTION Cllr Bowen to explore solutions to prevent further undermining of the all-abilities concrete path following periods of flooding |
| 119.4 | Additional Flooding Signage: The Clerk reported that CCBC's Traffic Section will assess Gower Road for extra signage and develop a design that addresses the concern as raised, without unnecessarily implying that the area suffers from frequent flooding. Cllr Kelly confirmed that the resident who had raised the concern had been advised of the response | |
| 119.5 | Public Bench, near B5106 north bus stop: Cllr Bowen confirmed that the bench requires refurbishment but noted it would be better utilised if relocated. Members discussed, agreeing to the proposal to move the bench to the cemetery and refurbish it with Cllr Bowen to assess practicalities | ACTION Cllr Bowen to assess the practicalities of refurbishing and relocating the bench to the northern end of the village (Agenda Item for November) |

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| 119.6 | 2025 Village Hall Risk Assessment, Appendix 6: Council formally received the risk assessment, approving the same subject to a slight alteration to the Slips, trips and fall section, item 2 as the stair treads are highlighted with non-slip stair nosing | <u>RESOLUTION</u> Council resolved to accept the 2025 Village Hall Risk Assessment, subject to the amendment on page 3 <u>PENDERFYNIAD</u> I dderbyn Asesiad Risg Neuadd y Pentref 2025, yn amodol ar y gwelliant ar dudalen 3 |
| 119.7 | <p>Other issues:</p> <p>Gower Road Trees: Following concerns raised by a resident in July, the Clerk advised that they had tried to determine legal responsibility for the affected trees but had received no clear answer from CCBC. Due to safety risks, members agreed urgent felling was now necessary. The Clerk had obtained an indicative quote, as shared with members and was instructed to seek another for comparison, however, due to the specialist equipment that would be required, members to proceed based only on the one quote, given the duty of care to protect those using the path and roadway and the recommendation of a member of the Tree Maintenance Working Group that the quote was extremely competitive. The Clerk was also instructed to correspond with CCBC, confirming that the community council would undertake the required works for safety reasons; however, agreeing this action would not imply any legal responsibility for future maintenance</p> <p>Storm Drain Obstruction: Cllr Griffith raised concern regarding the storm drains adjacent to the Fairy Falls PH car park as the continuing overgrowth of foliage would prevent the drain covers from opening. Clerk to contact NRW/CCBC to request that the foliage be removed</p> | <p><u>RESOLUTION</u> Council resolved to commission a contractor to undertake the tree works, due to safety risks with the Clerk to endeavour to obtain a second quote for comparison but to progress based on only the one quote if required</p> <p><u>PENDERFYNIAD</u> I gyflogi contractwr i ymgymryd â'r gwaith coed, oherwydd risgiau diogelwch. Y Clerc i ymdrechu i gael dau ddyfynbris, ond i symud ymlaen yn seiliedig ar un yn unig os oes angen.</p> <p><u>ACTION</u> Clerk to inform CCBC that the community council will undertake the tree safety work, but does not accept any legal responsibility for future maintenance</p> <p><u>ACTION</u> Clerk to contact NRW/CCBC to establish responsibility for the storm drain covers and request that the overgrown foliage be removed</p> |
| 120. | Village Improvements / Gwelliannau Pentrefol Members did not identify any remedial actions or improvements | <u>ACTION</u> Standing Agenda item |
| 121. | Councillor/Clerk Training /Hyfforddiant Cyngorwyr/Y Clerc Training Undertaken: Clerk - SLCC Principles of Internal Auditing Local Councils (PIALC) and HMRC webinar: Expenses and benefits for your employees (phones, internet and homeworking) | <u>ACTION</u> Standing Agenda Item |
| 122. 122.1 | External Meetings/Webinars / Cyfarfodydd Allanol/Weminarau Attended: Cllr Jewett confirmed attendance at the Community Flood Plan meeting with NRW looking for communities to have up to date flood plans and volunteer flood wardens in place. To help enable this, NRW have agreed to hold a public session in Trefriw to gain resident views The Clerk attended the CCBC Public Toilets quarterly meeting, as referred to at item 118.3 | <p><u>ACTION</u> Standing Agenda Item</p> <p><u>ACTION</u> Cllr Jewett to circulate the Asbestos Awareness training presentation slides once received</p> |

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| 122.2 | <p><u>Upcoming:</u> Cllr Ellis and the Clerk to attend CCBC's Town and Community Council Forum on 15th October</p> <p>Cllr Kelly to attend OVW/KWT Local Environmental Quality Webinar on 5th November</p> | |
| <p>123.</p> <p>123.1</p> <p>123.2</p> <p>123.3</p> <p>123.4</p> | <p>Community Engagement</p> <p>Recent community engagement: None</p> <p>Council noted the next Community Coffee Morning Council (incorporating Meet your Councillor) would be held on 13th November</p> <p>Remembrance Day Ceremony on 10th November – as per item 113</p> <p>Christmas festivities: Cllr Ellis advised that the tree would again be donated by a local resident and located within the churchyard with the church service taking place on Sunday, 7th December. This would be followed by the tree lighting up and Trefriw Outdoors hosting mulled wine and mince pies in the Village Hall with the Community Council reimbursing all costs</p> | |
| 124. | <p>Staffing Committee</p> <p>Cllr Kelly confirmed that the Staffing Committee had met with the Clerk to complete the annual review - this had given an opportunity to highlight the Clerk's key achievements over the past year and for the committee to thank the Clerk for their dedication and professionalism. In turn, the Clerk expressed gratitude for the continued support received from councillors.</p> <p>Cllr Kelly provided an overview of the discussion in particular highlighting (i) that the current hours worked by the Clerk were considered to still be appropriate (ii) the Clerk had declined the 2025/26 LGS pay award (iii) the importance of councillors responding promptly to emails/messages (iv) the timely submission of the routine health and safety reports for insurance / liability purposes with a proposal that responsibility for the monthly check of the land on Wood Bank (Top Road) be moved to a councillor</p> <p>The Committee made further recommendations regarding the reduction in the frequency of meetings and the acquisition of a replacement mobile phone given the outdated model that the Clerk was currently using which would lose full functionality once the 3G network ceased</p> | <p><u>RESOLUTION</u> Council resolved that in 2026/27, as a trial, there would be no meeting in November to help reduce the frequency of meetings</p> <p><u>PENDERFYNIAD</u> Ni fydd y Cyngor yn cynnal cyfarfod ym mis Tachwedd 2026 er mwyn helpu i leihau amlder cyfarfodydd</p> <p><u>RESOLUTION</u> Council resolved to purchase a replacement mobile phone further agreeing to the setting up of a direct debit mandate for the monthly contract payments</p> <p><u>PENDERFYNIAD</u> Y Cyngor i brynu ffôn symudol newydd gan gytuno ymhellach i sefydlu mandad debyd uniongyrchol ar gyfer taliadau misol y contract.</p> <p><u>ACTION</u> Cllr Jewett to take over responsibility for the monthly check of the land on Wood Bank</p> |

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| 125. | <p>Recreation Field Grass Cutting Tender Process</p> <p>Cllr Bowen stated that the tender should cover grass cutting from March to October, eight monthly cuts for the football pitch and four bi-monthly cuts for the community field. A separate quote should be requested for additional cuts, if needed. Using a standard template previously approved by Council, Cllr Bowen suggested working with the clerk to finalise the document, then issuing it out to local contractors and placing on the website, with completed tenders to be reviewed and a potential contract awarded in December</p> | <p>RESOLUTION Council resolved to agree Cllr Bowen's recommendation, providing delegated authority for he and the Clerk to produce the final tender document for circulation to local contractors and placed on the website for transparency with a view to awarding the contract in December</p> <p>PENDERFYNIAD Penderfynwyd cytuno ag argymhelliad y Cyngorydd Bowen, gan roi awdurdod dirprwyedig iddo ef a'r Clerc i gynhyrchu'r ddogfen dendr derfynol i'w dosbarthu i gontractwyr lleol, a'i osod ar y wefan er mwyn tryloywder, gyda'r bwriad o ddyfarnu'r contract ym mis Rhagfyr.</p> <p>ACTION Agenda item for December</p> |
| 126. | <p>B5106 Flood Alleviation Works</p> <p>Cllr Kelly reported that CCBC had confirmed the postponement of the road raising works until January 2026 due to external circumstances. The community council's official feedback, reflecting comments from residents at the July public event, had now received a response from CCBC although several issues raised could not be fully addressed as discussions with third parties remain ongoing. Members maintained that the photographs depicting flooding, which were displayed at the public event, did not correspond to the proposed location for the road raising with Cllr Kelly to follow this up with CCBC</p> | <p>ACTION Agenda item for November</p> <p>ACTION Cllr Kelly to contact CCBC regarding the photographic evidence being used to support the proposed road raising</p> |
| 127. | <p>Next Month's Agenda</p> <p>The following additional items were proposed and accepted for Council's next meeting: Section 6 Environment (Wales) Act 2016 Biodiversity Plan</p> | <p>ACTION Any further items to be presented for consideration and/or ancillary papers in support to be received by the Clerk no later than Thursday, 30th October 2025</p> |
| 128. | <p>Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned</p> | <p>RESOLUTION Council resolved that the next meeting would be held at 7pm on Tuesday, 11th November 2025 remotely via Teams</p> <p>PENDERFYNIAD Cynhelir cyfarfod nesaf y Cyngor ar Ddydd Mawrth, 11eg. o Dachwedd 2025 am 7yh trwy gyfrwng Teams</p> |

(The meeting closed at 20.54)