Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
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Minutes of the Meeting of the Council held on 8th September 2026

Present: Cllr Kim Ellis (Chair) Cllr Jasmine Kelly, 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 – four

Public participation – a resident raised concerns about poor visibility when leaving their driveway, due to the property's position on the brow of a hill and asked whether Council would support the installation of a safety mirror fitted to the adjacent lamp post to improve visibility. The Chair advised that this would fall within the remit of the local Highways Department, with C. Cllr Roberts confirming they would raise the matter with Highways on the resident's behalf. The resident also agreed to speak to the neighbouring property owner about cutting back hedging that was contributing to the issue.

	Agenda Item/Discussion - Eitem Agenda/Trafodaeth	**Action/Resolution/Update/Acknowledgement** **Mae prif benderfyniadau'r Cyngor hefyd yn cael eu rhoi yn Gymraeg**
89.	**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
90.	**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 in attendance
91.	**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 Ellis and Kelly declared an interest in agenda item 96 as members of an informal community group working to secure the future of the public toilets. The Clerk noted the disclosures with the interests being non-prejudicial
92.	**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 14th July 2026	**RESOLUTION** Council resolved that the minutes of the meeting held on 14th July 2026 be accepted and signed by the Chair as a true record **PENDERFYNIAD** Derbyniwyd cofnodion y cyfarfod a gynhaliwyd Gorffennaf 14fed. 2026 fel cofnod cywir
93.	**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
94.	**Chair's Announcements/Cyhoeddiadau'r Gadeirydd** The Chair confirmed the Clerk would be on annual leave w/c 21st September	**ACTION** Cllrs Ellis and Kelly to act as the points of contact during the Clerk's period of leave

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95.	**Co-option of New Councillor**	
95.1	The Chair invited members to discuss and then move to vote on the application received for co-option to one of the casual vacancies within the Trefriw ward. Council moved to vote and the application was unanimously agreed.	**RESOLUTION** Council resolved to appoint Andrew Bradshaw as Councillor to the Trefriw ward and acknowledged the signed Acceptance and Declaration of Office
95.2	The Chair requested that the newly appointed Councillor sign the Declaration of Acceptance of Office in their presence with all members confirming sight of this and Cllr Bradshaw formally joined the meeting.	**PENDERFYNIAD** Penderfynwyd penodi Andrew Bradshaw yn Gynghorydd i ward Trefriw a chydnabuwyd y Derbyniad a'r Datganiad Swydd a arwyddwyd.
96.	**Trefriw Public Toilets** Cllr Kelly reported that a local business owner had approached Conwy CBC about leasing the public toilets, with discussions ongoing.	
97.	**Finance / Cyllid**	
97.1	Council to acknowledge scrutiny and acceptance of all financial information, transactions and supporting invoices, as either previously made or to be made and detailed within Appendix 1.	No objections or concerns were made in respect of the contents of Appendix 1 or the supporting invoices and the document was accepted.
97.2	Council to discuss and question all financial transactions as detailed within Appendix 1 to also include two further invoices from Rob Duncalf for the main cemetery and extension field cutting in August (£650). The monthly bill from OVO Energy was awaited and would need to be settled ahead of the next meeting. Council moved to vote, and it was unanimously agreed that all transactions within Appendix 1 and the two additional payments be deemed as approved with the Clerk authorised to make the outstanding payments.	**RESOLUTION** Council resolved to approve and authorise all transactions as reported by the Clerk within Appendix 1 together with the additional payments (£650), as itemised. **PENDERFYNIAD** Cymeradwywyd ac awdurdodwyd yr holl drafodion a manylwyd gan y Clerc yn Atodiad 1, ynghyd â'r ddau thaliad ychwanegol (£650), a eitemwyd.
97.3	Council to acknowledge scrutiny and acceptance of the previously circulated statements and corresponding reconciliations for (i) HSBC Charitable Account for July 2026 and (ii) HSBC Charitable Account for August 2026 – no queries were raised.	**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
98.	**Correspondence /Gohebiaeth** Correspondence for July/August/September 2026 – items of correspondence for information distributed throughout the period 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	**RESOLUTION** Council raised no observations or concerns, and Appendix 2 was accepted **PENDERFYNIAD** Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd Atodiad 2
99.	**Planning Applications / Ceisiadau Cynllunio** Council to consider any applications received from Conwy County Borough Council or Eryri National Park Authority (ENPA)	

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99.1 **99.2**	**Application Number**: NP4/32/388B **Proposal**: Side Extension and alterations **Location**: Glan Geirionydd, Llanrhychwyn LL27 0YX **Application Number**: NP4/32/388C **Proposal**: Change of use from Use Class C5 (Second Home) to mixed Use Class C5/C6 (Second home and short-term holiday let) **Location**: Glan Geirionydd, Llanrhychwyn LL27 0YX	**RESOLUTION** Council considered application NP4/32/388B and resolved that it had no objection or observation to make upon the proposal **PENDERFYNIAD** Ystyriwyd cais cynllunio NP4/32/388B a phenderfynwyd nad oedd gan y Cyngor unrhyw wrthwynebiadau na sylwadau i'w gwneud **RESOLUTION** Council considered application NP4/32/388C and resolved that although no objection would be raised it was agreed to submit comments highlighting concerns regarding access and parking pressures, the sensitivity of the surrounding woodland environment, and the cumulative impact of additional visitor activity in an area already experiencing high levels of tourism. **PENDERFYNIAD** Ystyriwyd cais cynllunio NP4/32/388C a phenderfynwyd er na fyddai unrhyw wrthwynebiad yn cael ei godi, I gyflwyno sylwadau yn tynnu sylw at bryderon ynghylch mynediad a phwysau parcio, sensitifrwydd yr amgylchedd coetir cyfagos, ac effaith gronnus gweithgaredd ychwanegol gan ymwelwyr mewn ardal sydd eisoes yn profi lefelau uchel o dwristiaeth.
100.	**County Councillor Report / Adroddiad-y-Cynghorydd Sir** A brief report by C. Cllr. Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn Wall repairs at Maes yr Haf, B5106 – CCBC Highways had been contacted and confirmed it would carry out the necessary repairs. Ongoing Road Issues – Crafnant Road: the site meeting with Dŵr Cymru and CCBC Highways had not taken place due to diary conflicts, but it had now been agreed that the meeting would be held online. A date was still to be confirmed although it was hoped the meeting would take place before the end of September. The meeting would allow discussion around CCBC's road resurfacing programme and any further works planned by Dŵr Cymru that could impact upon this. Overhanging Tree / Hedge on Crafnant Road and Wood Bank: the hedging had been cut back with the tree work postponed until visitor numbers had reduced. This should be completed in September. All other ongoing work related to residents who had requested support.	**ACTION** Standing Agenda Item
101. **101.1** **101.1.1**	**Working Group Updates to Council / Diweddariadau'r Gweithgorau i'r Cyngor** Village Hall Working Group (VHWG) Audit Report and Efficiency Improvements: Cllr Ellis reported that the formal response to the Egin energy audit, including clarification of	**ACTION** Standing Agenda Item **ACTION** Agenda Item for October

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	anomalies in the report, was on hold until the volunteer project managers were in place.	
101.1.2	Village Hall Project Role: Cllr Kelly confirmed that a meeting would be held with the two project managers, one being the newly appointed Cllr Bradshaw, to discuss viable improvements and to formally review the Egin report.	**ACTION** Agenda Item for October
101.2	Cemetery Working Group (CWG)	
101.2.1	Extension field works specification: Cllr Kelly advised that, due to limited progress with site meetings and the unavailability of most landscapers approached because of existing commitments, the CWG recommended making fresh approaches in December. This would give contractors time to consider the work to then be commenced in Spring 2027. The documentation previously approved by Council would be reused, with the aim of securing a stronger response and providing Council with a more substantive update in early 2027.	**RESOLUTION** Council resolved to support the CWG's recommendation to re-approach landscapers in December, using the documentation previously approved, to allow contractors time to consider the extension field works for Spring 2027. **PENDERFYNDIAD** Cefnogwyd argymhelliad Gweithgor y Fynwent i ailgysylltu â chontractwyr tirlunio ym mis Rhagfyr, gan ddefnyddio'r ddogfennaeth a gymeradwywyd eisioes, er mwyn rhoi amser i gontractwyr ystyried y gwaith ar yr estyniad ar gyfer Gwanwyn 2027.
101.3	Services at Risk / Asset Transfer Working Group No update necessary at present	
102.	**Health and Safety / Iechyd a Diogelwch**	
102.1	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.	
102.2	Overhanging Tree / Hedge on Crafnant Road and Wood Bank: update already provided (minute 100)	
102.3	Street lighting, Trefriw Terrace: Cllr Bowen reported a positive outcome following the installation of shades to direct the light downwards. Amber bulbs would further soften the lighting; however, due to the cost, they are unlikely to be installed in the near future. The current modification was considered sufficient.	
102.4	Heras fencing along Fairy Falls: as it had been established that the fencing was on private land, no further action would be taken.	
102.5	No further health and safety issues were reported, however, Cllr Bowen requested Council's support for sending a letter to NRW commending the Gwydir Forest wardens for their diligence, vigilance and ongoing public engagement, which had contributed significantly to no local forest fires being recorded during the recent period of very hot weather.	**RESOLUTION** Council resolved to send a letter to NRW commending the Gwydir Forest wardens for their work in helping prevent local forest fires during the recent hot weather. **PENDERFYNDIAD** Penderfynwyd anfon llythyr i CNC yn canmol wardeniaid Coedwig Gwydir am eu gwaith i sicrhau atal tanau coedwig lleol yn ystod y tywydd poeth diweddar. **ACTION** Clerk to draft the letter and submit it to Cllr Bowen for approval before forwarding to NRW

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103.	**Village Improvements / Gwelliannau Pentrefol** No new remedial action and/or improvements were identified by members.	**ACTION** Standing Agenda item
104.	**Councillor/Clerk Training /Hyfforddiant Cynghorwyr/Y Clerc** The Clerk advised that no training had been undertaken during the period since the last meeting. Cllr Bradshaw would be required to complete new councillor training, with the Clerk to provide the relevant details. The Clerk also noted that CCBC had recently delivered an online Code of Conduct session and they had been supplied with the training materials, which could be used both for Cllr Bradshaw's induction and as a refresher for existing members.	**ACTION** Standing Agenda Item **ACTION** Clerk to provide information to Cllr Bradshaw regarding Council's required training for new councillors **ACTION** All Councillors to undertake Code of Conduct refresher training using the CCBC training materials
105. **105.1** **105.2**	**External Meetings/Webinars / Cyfarfodydd Allanol/Weminarau** Attended: None Upcoming: Cllr Ellis to attend CCBC's Town and Community Forum on 21st September (Clerk on annual leave)	**ACTION** Standing Agenda Item
106. **106.1** **106.2** **106.3** **106.4**	**Community Engagement / Ymrwymiad Cymunedol** No formal engagement undertaken by Council. Council noted the next Community Coffee Morning (incorporating Meet your Councillor) on 10th September Christmas Tree lighting-up event: Cllr Ellis advised that the event was scheduled for Sunday, 29th November, as the first Sunday of Advent. The church service would be followed by the tree lighting, with Trefriw Outdoors providing refreshments in the Village Hall and the Community Council reimbursing all costs. It was hoped that the Christmas tree would again be donated by a local resident, with the Clerk to liaise regarding arrangements. Additional Christmas festivities: members noted that a local business owner intended to apply for grant funding to support additional festivities for residents. No further discussion was required at this stage.	**ACTION** Standing Agenda Item **ACTION** Clerk to liaise with the local resident regarding the provision of the community Christmas tree
107.	**Governance / Llywodraethiad** **Employment Policy Review** Council formally received and reviewed the draft Employment Policies in Appendix 3, prepared by Cllr Kelly to reflect the current requirements of the Employment Rights Act 2025, while retaining the Council's previous variation where it continued to offer more than the statutory minimum bereavement leave not covered by the legislation.	**RESOLUTION** Council resolved to adopt all policies as tabled with no amendments considered necessary. **PENDERFYNIAD** Penderfynwyd mabwysiadu'r holl bolisïau fel y'u cyflwynwyd, gan ystyried nad oedd angen unrhyw ddiwygiadau.

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108.	**Conwy Pride in Place Impact Fund – Village Benches Refurbishment** Cllr Kelly confirmed that refurbishment work had begun, with new plastic slats already fitted to the benches by the war memorial and toilet block. The work undertaken so far had been completed to a very high standard with the contractors moving on to the outer village benches once the central ones were finished.	
109.	**Henry Higgins Trust / Ymddiriedolaeth Henry Higgins** Cllr Kelly advised that the trustees' meeting to confirm the Charity Commission's requirements for formally closing the trust had not yet taken place. All parties continue to work towards resolving the matter so the trust can be wound up and the remaining funds distributed.	**ACTION** Agenda item for December
110.	**B5106 Flood Alleviation Works** Council received an update from the Clerk as provided by CCBC which advised that final negotiations for the land to create the temporary access road are nearly completed, with Dŵr Cymru remaining the main factor in CCBC being able to confirm the revised programme timescale. Subject to all matters being finalised, the work to construct the temporary road is expected to start in late October or early November, with the alleviation works anticipated from January 2027; however, these dates remain subject to change.	
111.	**Gower Road Community Field** Members reviewed further correspondence from NRW seeking final confirmation of the Council's requirements in relation to the boundary anomaly. Having considered the options presented, members reaffirmed the decision made in October 2025 to accept the proposal that the existing stock-proof fence remain in place, with NRW responsible for its future maintenance for as long as NRW requires the fence to remain. Despite the true boundary not being clearly marked it was further agreed that no further fencing would be added. Regarding the additional land that currently forms part of the recreation field but is outside the Council's ownership, members agreed that Council would maintain public liability insurance with minimum cover of £10 million. The Clerk confirmed that Zurich would provide cover under the current policy, subject to completion of a formal agreement.	**RESOLUTION** Council resolved to reaffirm the October 2025 decision that the existing stock-proof fence remains in place, with NRW responsible for its maintenance while required. No further fencing is to be installed. **PENDERFYNIAD** Penderfynwyd cadarnhau'r penderfyniad a wnaed ym mis Hydref 2025 i adael y ffens bresennol yn ei lle, gyda CNC yn gyfrifol am ei chynnal a'i chadw pan fo angen. Ni fydd unrhyw ffensio ychwanegol yn cael ei osod. **RESOLUTION** Council further resolved to maintain the required level of public liability insurance cover for the NRW land that currently forms part of the recreation field, subject to completion of a formal agreement. **PENDERFYNIAD** Penderfynwyd ymhellach gynnal y lefel ofynnol o yswiriant atebolrwydd cyhoeddus ar gyfer tir CNC sydd ar hyn o bryd yn rhan o'r cae hamdden, yn amodol ar gwblhau cytundeb ffurfiol.

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112.	**Next Month's Agenda** 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 to be received by the Clerk no later than **Tuesday, 29th September 2026**
113.	**Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned** C. Cllr Roberts provided advanced apologies for the October meeting	**RESOLUTION** Council resolved that the next meeting would be held at 7pm on **Tuesday, 13th October 2026** both in person at Trefriw Village Hall and online **PENDERFYNIAD** Cynhelir cyfarfod nesaf y Cyngor ar **Ddydd Mawrth, 13fed. o Hydref 2026** am 7yh yn bersonol yn Neuadd y Pentref Trefriw ac ar-lein

(The meeting closed at 20:13)

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