

**CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL**  
**MINUTES OF THE FULL TOWN COUNCIL MEETING**  
Held on the 2 May 2018 in the Council Chamber at 7.00pm

**PRESENT: Councillors: Chair – Mayor Delohne Merrell; Cllr Andrew Hinchliff; Cllr Penny Andow; Cllr Carol Gell; Cllr Alan Jones; Cllr Chris Jones; Cllr Nia Jones; Cllr Gareth Wyn Jones; Cllr Gareth Roberts; Cllr Christine Roberts; Cllr Glenn Robinson**  
**Town Clerk & RFO and Town Clerk Jayne Neal**

43. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS OF THE PUBLIC. 5 minutes per speaker within 20 minutes framework or at the discretion of the Chair.

**NONE**

44. TO RECEIVE APOLOGIES FOR ABSENCE. **Cllr Claire Hughes; Cllr Alison Chadwick**  
**RESOLVED to receive and note apologies from Councillors**

45. TO RECEIVE DECLARATION OF COUNCILLOR’S INTEREST – Code of Local Government Conduct (Members are reminded that they must declare the **existence** and **nature** of their declared personal interest).

Name of Member	Agenda No	Details of Personal interests	Details of the Council business to which it relates	Withdraw /Take Part
<b>Cllr Andrew Hinchliffe</b>	<b>Item 22 &amp; 23</b>	<b>CCBC Planning Committee Member</b>	<b>Planning applications</b>	<b>Withdraw</b>

46. TO RECEIVE A VOTE OF THANKS FOR RETIRING MAYOR CLLR DELOHNE MERRELL  
**Deputy Mayor Andrew Hinchliffe gave the vote of thanks, noting that Delohne had brought a professionalism and commitment to role. Despite suffering significant health problems during the year, Delohne has always been available for advice and support and has been keenly involved with decisions made during the year**

47. TO RECEIVE NOMINATIONS FOR MAYOR AND MAYOR ELECT DECLARATION OF ACCEPTANCE OF OFFICE  
**RESOLVED to receive and note Deputy Mayor Cllr Andrew Hinchliffe was elected Mayor. Cllr Hinchliffe accepted the post and thanked members for the honour.**

48. TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR AND DEPUTY MAYOR ELECT DECLARATION OF ACCEPTANCE OF OFFICE  
**RESOLVED to receive and note Deputy Mayor Cllr Christine Roberts was elected Deputy Mayor. Cllr Roberts accepted the post and thanked members for the honour.**

49. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 4 April 2018.  
**Proposed: Cllr Gareth Wyn Jones Seconded: Cllr Andrew Hinchliffe**  
**RESOLVED to approve and sign as a correct record.**

50. MATTERS ARISING FROM THE ABOVE MINUTES.  
Point 24:1 – **noted that this matter has been a concern to the Town Council since 2014. This is being looked into by CCBC and they will report back. The Town Council agreed they had serious concerns about the property**  
Point 24:4 – **awaiting quote for concrete base. There has been a query about the bench which needs to be resolved before it can be put into position**

**RESOLVED to receive and note**

51. TO APPROVE MINUTES OF THE GENERAL PURPOSES MEETING HELD ON THE 18 April 2018.  
**Proposed: Cllr Nia Jones Seconded: Cllr Carol Gell**  
**RESOLVED to approve and sign as a correct record.**
52. MATTERS ARISING FROM THE ABOVE MINUTES  
 Point 376.10 – **CCBC will be filling all paddling pools ready in the last week of May**  
**RESOLVED to receive and note**
53. TO ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS  
**It was noted that these policies are not legally up for renewal this year but, due to the change of Clerk, Councillors have revisited the documents for consideration going forward. Clerk to contact One Voice Wales for clarification about recording at meetings. Clerk to make a Community Hall ‘Fire Record Book’ to meet Health and Safety regulations and for it to be available at all meetings in the building. Standing Orders will be on the agenda for next meeting.**  
**Financial Regulations were approved**  
**Proposed: Cllr Christine Roberts Seconded: Cllr Nia Jones**  
**RESOLVED to approve and sign as a correct record.**
54. TO RECEIVE INFORMATION FOR THE REGISTER OF MEMBERS’ INTERESTS 2018/19  
**Forms were received and Members to return them before the next Full Town Council meeting**  
**RESOLVED to receive and note**
55. TO REVIEW AND ADOPT COMPLAINTS PROCEDURE POLICY  
**All documents had been sent out prior to the meeting for consideration and it was agreed these could be adopted**  
**Proposed: Cllr Christine Roberts Seconded: Cllr Chris Jones**  
**RESOLVED to approve and take note.**
56. TO RECEIVE INFORMATION ABOUT SOCIAL MEDIA TRAINING AND GDPR ICT AND PERSONAL DATA POLICY  
**Clerk reported that training will be available on 6<sup>th</sup> June at 6pm. It was suggested that updating of these policies should wait until we have completed the training. Information from One Voice Wales notes that under a GDPR rules variation Town Councils will not have a requirement for a Data Controller as a separate individual. However, it was noted that there will be a necessary cost for updating ICT Windows and gaining ICT data protection advice as the computer is currently running Windows 7 and other measures need to be implemented.**  
**RESOLVED to receive and note**
57. TO AGREE SIGNATORIES OF BANK MANDATE AND BUSINESS INTERNET BANKING 2018/19  
**Proposed: Cllr Carol Gell Seconded: Cllr Delohne Merrell**  
**RESOLVED to approve and take note.**
58. TO REVIEW AND AGREE THE LANGUAGE POLICY OF MEETINGS, AGENDAS AND MINUTES  
**This was discussed at length and agreed that meetings will be conducted primarily through the English language but bilingual questions are welcomed and Cymraeg will be used if requested. The new website will be fully bilingual and the Town Council will work towards a policy where all agendas and minutes are bilingual. It was noted there will be a cost for this as more translation fees will be required as it is important that we check the standard of translation. Clerk to develop the policies and add to future agenda.**  
**Proposed: Cllr Delohne Merrell Seconded: Cllr Carol Gell**  
**RESOLVED to approve and take note**
59. TO RECEIVE UPDATE ON VICTORIA GARDENS **Two quotes for the top soil have been received and, as time is moving on and we have already engaged K&C to clear the area, Clerk to approach K&C to complete the top soil job. Clerk to contact CCBC again to push through the skate park work as soon as possible – the Councillors were extremely unhappy that the completion has been pushed back by CCBC contractors. It was noted that whilst this is being project managed by CCBC it is the Town Council who will receive the complaints and this situation is unsatisfactory**  
**RESOLVED to receive and note**

60. TO DISCUSS FLOWER BASKETS AND WINDOW BOXES IN THE VILLAGE 17 baskets were given out last year and it was agreed that the Clerk should speak to shops to gauge interest. It was noted that shops would need to commit to looking after the baskets once they were in situ.

**RESOLVED to receive and take note**

61. TO DISCUSS KINGDOM AND THEIR WORK IN LLANFAIRFECHAN Email from regulatory services was read out to clarify the situation. The Councillors were not happy and stated that they believe that Kingdom should not cover Llanfairfechan at all as there are many positive solutions to litter and dog control occurring in the village through the work of the Town Council, Keep Llanfairfechan Tidy and other groups. Clerk to feedback to CCBC

**RESOLVED to receive and take note**

62. TO RECEIVE FINANCIAL REPORT 1 2018/2019

**RESOLVED to receive and take note**

63. TO RECEIVE PETTY CASH REPORT 1 2018/19

**RESOLVED to receive and take note**

64. TO RECEIVE INCOME

**Precept payment 1<sup>st</sup> quarter**

**RESOLVED to receive and take note**

65. TO APPROVE PAYMENT

1) Llanfairfechan Foodbank £1000

**RESOLVED to approve and take note**

2) Petty Cash 1<sup>st</sup> half of year £100

**RESOLVED to approve and take note**

3) CCBC bus Shelters (this has previously been approved)

**RESOLVED to receive and take note**

4) CCBC Annual lease for Llannerch Road £1

**RESOLVED to approve and take note**

5) CCBC rates for Station Road Car Park (TBC)

**RESOLVED to receive and take note**

6) Zurich Insurance Policy £1,150.31

**RESOLVED to approve and take note**

66. PLANNING – Ref 0/45062

Site Address Puffin View Penmaen Park LL33 0RL

Application Type Full

Development Type: Household

Proposal Replacement: Decking to front of dwelling, gabion retaining walls

(Below decking and at road level) and permeable surfacing to driveway. (Part retrospective)

It was noted this was part retrospective and no other observations were recorded

**RESOLVED to receive and take note**

67. TO RECEIVE FEEDBACK REPORTS ON MEETINGS ATTENDED BY REPRESENTATIVES ON OUTSIDE BODIES ON BEHALF OF TOWN COUNCIL (ONLY):

1) Cllr Alan Jones reported on the Website meeting – progress is being made within the partnership group and design ideas will be shared with Delwedd in the next few weeks.

2) Cllr Penny Andow and Clerk reported from the Plas Menai Project Group 2T1 meeting Clerk distributed meeting report and it was noted that Cllr Andrew Hinchliffe has also been asked to join one of the technical groups

3) Cllr Christine Roberts reported from Carnival. This year's carnival is to be held at the football ground. Clerk to arrange payment of grant as soon as possible

4) Cllr Chris Jones reported from Town Twinning – the group are going on their annual visit to France on 30<sup>th</sup> May. A wide range of adults and children from the village are going along.

5) Cllr Andrew Hinchliffe and Cllr Carol Gell reported from the Library committee. CCBC are putting pressure on the group with regard to reducing library hours. There are serious concerns about sustainability and the group are keen to address this. CCBC are in the process of arranging out of hours IT use and providing training to the group.

6) Clerk circulated the External Meeting Report May 2018

**All RESOLVED to receive and take note**

68. TO RECEIVE CORRESPONDENCE FROM:

- 1) **Lisa Shepherd – receipt of letter of thanks for the support from the Community Hall. Trailing the sessions at the hall has allowed Active Llan to build their business and open a spinning studio in Llanfairfechan Industrial estate**
- 2) **National Eisteddfodd – Councillors keen to be involved with a fundraising event. Further information will be sought to see how best we can support**
- 3) **CCBC MOU – child burials – Clerk to confirm our involvement in this scheme**
- 4) **New Chair for Wales Health Watchdog – Information circulated**

**RESOLVED to receive and note**

69. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

- 1) **Report from resident about hedge – residential hedge at the top of Tai Twr is overgrowing the public footpath - to be reported to ERF**
- 2) **Dog bite – report that a resident has been bitten by a dog in the village – notice to be aware**
- 3) **Facebook post – concerned raised about a Facebook post and confidentiality of vulnerable residents – further advice will be sought at the Social media training session**
- 4) **Hole in road by entrance to Golf Club – this has now been filled and it was reported that a good job has been done by CCBC**

**All RESOLVED to receive and take note**

70. DATE OF NEXT MEETING – **General Purposes Meeting 18 April 2018 at 7:00pm**

71. CLOSE – **The meeting closed at 9.45 pm**

Signed: (Chair) \_\_\_\_\_