



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB**  
**Mayor Cllr Alun Rhys Jones**                      **Deputy Mayor Cllr Nia Jones**

**Wednesday October 2nd, 2024**

**TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams**  
**AGENDA**

1. Welcome all to the meeting and general housekeeping information
2. To receive apologies for absence (LGA 1972 Schedule 12)
3. To receive declaration of interest – (Disclosable personal or prejudicial interests)
4. To receive representations and queries from the public
5. To receive and approve minutes September 4<sup>th</sup> and current action list (LGA1972 Schedule 12)
6. To receive information and approve payment for 2025/26 CCBC paddling pool costings
7. To receive information and approve plans for Llanfairfechan Pony & Lantern Festival
  1. Financial support for the festival – room hire & cake ingredients for 3<sup>rd</sup> November
  2. Volunteer support for the festival
8. To receive information and approve plans for Llanfairfechan flag project and spider dome.
  1. Costings and new plan
  2. Further information about flags
9. To receive information and approve plans for Christmas lighting in Llanfairfechan 2024
10. To approve the appointment of the Deputy Town Clerk and receive Market Proposal Document
11. To receive Llanfairfechan Town Council website information following recent update
12. To receive and approve External Audit report 2022/23
13. To receive and approve Finance Reports and current payments for October 2nd, 2024

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 Meeting ID: 315 383 912 289  
 Passcode: ihS2cp

Payments to be made
1. <b>Staffing costs September £4000.00</b>
2. <b>EPC Forestry PROW Autumn cut £850</b>
3. <b>Worldcare Skips September £240</b>
4. <b>British Gas MUGA LED floodlights October £28.00</b>
5. <b>Ninos of Rhos ice creams Pendalar Clean-up day £29.30</b>
6. <b>Llanfairfechan Women’s Institute £25.00 for cake ingredients (Pony Festival)</b>
7. <b>Llanfairfechan Community Hall venue hire (Pony festival) TBA</b>
8. <b>G Roberts Blacksmith (retrospective) £499 MUGA funded project installation</b>
9. <b>Menter Iaith translations (TBA)</b>
10. <b>Amazon business (retrospective) £80.94</b>
11. <b>Smart Gates £13200,00 (seen on previous agendas but now paid) MUGA funded project</b>

14. To receive information about planning matters:
  1. Information about tree planning
15. To receive correspondence
  1. Request for 20 mph sign by Gwyllt Road
16. To receive reports from meetings
  1. Staffing Committee
  2. Environmental committee and site visit
17. To receive compliments and urgent matters for consideration and to log for future meetings

**Wednesday September 4th, 2024**  
**TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams**  
**MINUTES**

In attendance: Chair: Deputy Mayor Nia Jones; Mayor Alun Rhys Jones; County and Town Cllr Penny Andow; Cllr Sharne-Marie Bellis; Cllr Andrew Hinchliff BEM; Cllr Rob Jewell (online); Cllr Chris Jones; Cllr Christine Roberts; Cllr Cathryn Taylor (online); Cllr Preben Vangberg (online). Town Clerk: Jayne Neal

1. Welcome all to the meeting and general housekeeping information
  2. To receive apologies for absence (LGA 1972 Schedule 12) **Cllr Leena Farhat**
  3. To receive declaration of interest – (Disclosable personal or prejudicial interests) **None**
  4. To receive representations and queries from the public **No members of the public were present**
- Head of Neighbourhood Services for Conwy CBC attended to give information about the promenade car park refurbishment**

The manager noted that the team had attended a number of times over the years, and it was a pleasure that this time the visit was to give information about the project actually going ahead. The project is going ahead with a complex funding package including UK SPF Key Funding, Electric Vehicle Charging grants and borrowing with the Spend to Save scheme. The Coastal Protection grant is on hold at the moment due to the redesign and so this has affected the car park work. These funding challenges along with the fact that costs are much more due to the difficult access to the promenade. Costs for this type of scheme would normally be around £400/500k but due to the added access issues, lowest tender was over £1m. The team have had to look at essentials for the scheme and so have temporarily taken out the grasscrete area and will be reinstating this if funds allow. This fluidity is not unusual in a large building project, and it is very much hoped the grasscrete idea will go ahead once the ongoing work on funding the project is secure. A loading bay has been agreed for the Beach Pavilion, but this is not a parking space as such and will be for short time use.

**Question 1 – Will there be equity for Seagrass in this?** There are yellow lines outside the café, so this already acts as a loading bay, and this allows 5 minutes loading. The team can look into adjusting the timings if needed.

**Question 2 – How many electric charging points will there be?** There will be 4 charging points, and they are required due to the funding criteria.

It was stated that Conwy CBC want to maximise spaces and will continue to work up the design to be the best for all. There will be more work on the budget to try and reinstate the grasscrete plan if budget allows and this would extend the number of spaces.

**Question 3 – Will the red road be used during the building work period?** This will not be needed as the car park will open completed in two phases with some limited parking available. There has been access agreed with the Sailing Club for the access road to the jetty.

**Question 4 – Will the pay and display be 9am to 4pm?** The decision over charging times has not been confirmed but it has been confirmed as a Tariff A car park (current rates: 80p for 1 hour / £5.00 for over 4 hours/ £6.20 for 24 hours/ overnight £1.20). Overnight vehicle size is based on vehicle category and motorhomes will not be allowed in the car park. Restrictions can be brought in to stop certain vehicle types from parking on the road. However, this is not planned in this scheme.

**Item 8 To receive information and approve plans for Llanfairfechan Fireworks and Lantern Festival**

This item was moved up the agenda to discuss with officer. It was agreed that, due to the car park refurbishments, the annual firework display and lantern parade will take place in the first week of January. This will also be an opportunity to celebrate the new car park facilities.

**Unanimously resolved to receive, approve and take note**

5. To receive and approve minutes July 31<sup>st</sup> and current action list (LGA1972 Schedule 12)  
**Minutes had been circulated previously and were taken as read. No matters arising.**

**Clerk reported from the action list as follows:**

Date: September 4th		NFI = no further information
Item:	Date:	Progress
1 Nant y Pandy car park	update	email and information received and passed onto environmental committee
2 Promenade car park & flood protection	update	work starts 9th September through to end of November
3 Bus stop damage Y Bont east	NFI	Officer is chasing about this job and reports we have enough money in the pot to cover any repairs
4 Llanfairfechan Flag Project	NFI	Clerk negotiating with suppliers
5 Resident concern about fly tipping in Station road	update	new mobile CCTV on site now - CCBC will be reviewing and issue seems better
6 Benches project	update	confirmation email sent to contractor and in development
7 Station Road Garden	update	On Agenda
8 SPFW5 Recreation project (MUGA)	update	review of launch and operational process
9 Audit	NFI	external audit submitted online NFI about 2022/23 audit or new audit
10 Kickstart Community Plan	NFI	ratification of plan agreed Clerk has emailed group to pick up on their process
11 Pagoda shelter	NFI	pagoda wood has now deteriorated more so cannot be painted /
12 Beach huts	NFI	report has been closed ERF have assessed that there is no current concern. Under observation
13 PROW Clearances and fence at Pen y Bryn	update	positive site visit with Peter Barton Price re: training and partnership
14 Christmas lights and Tree of Lights	update	meeting with Shaun from SETS LTD update about new lights
15 Pen dalar sign and fun day	update	review of day and query about an annual event
16 Food and Artisan Market	on agenda	staffing changes
17 Community Skips	NFI	calendar has been shared
18 GP surgery gardening query	NFI	email sent 20/07/2024 awaiting response
19 Winter Sounds	update	looking for interested councillors to set up a working group
20 Sub committee meetings	update	date to be set for Environmental group meeting
21 SPFEvents project - Spider Dome	update	on hold will be ordering in the next couple of weeks
22 Website refresh and IT information	update	Callum has streamlined the website to make it more accessible - please check
23 Llanfairfechan Remembrance	update	development meeting on Monday 9th at 7pm / event on Sunday 10th Nov
24 Fireworks and lantern parade	update	consider new date due to car park work
23 Festive Fayre	NFI	event Sunday 8th December - please add to diary as it is our biggest event of the year

**1 Nant y Pandy – in conversation with Conwy legal to get an idea of costs involved. It is now difficult as Town Council has so many competing budget needs. The reason this project started was because of the problem with misuse of the area. So much time has passed, it is important to reconsider this project within our priority lists. Clerk to gather further information and report back to Town Council**

**5 Station Road Car Park – a mobile CCTV is now in operation in the area and appears to have helped the problem with fly tipping. This has been funded by SPFW5 Key fund as part of Conwy CBC mobile CCTV scheme**

**6 Benches project – these have been ordered and are on their way**

**8 MUGA project – TC staff are calling on a daily basis to check for lost balls and rubbish and users can contact the hall to ask for the balls to be returned. It was noted that the launch event was extremely successful and well attended. Thanks given to all councillors who attended.**

**13 PROW and verges – Conwy CBC have agreed that James will join the level 1 ERF training to make sure H&S is being followed. Staff are now aware of how much cutting can be done during the closed cutting season. Environmental legislation states clearances cannot happen between March and October. Staff have been assured that we are able to cut back overgrowth that impedes the highway. Conwy CBC will be now conducting their work as part of winter business during October, once a year. This will include some targeted spraying only where necessary. Councillors were asked to keep an eye on weed growth and report to staff so that it can be addressed. Town Council cannot work on any private property areas and any private overgrown areas will be reported to Conwy CBC for enforcement. Town Council will cut the designated Public Rights of Way twice a year – October with a big cut back and May with a small cut back to keep the paths clear. There is potential for a Town Council volunteer's project to help keep PROW routes and highways clear. Pen y Bryn fence, councillors have been in touch and the owner of the field is aware and attending to it.**

**14 Christmas lighting – Colwyn Bay have agreed to allow our Town Council to take on some large motifs that will be perfect for the main Penmaenmawr Road and the crossroads. These are much bigger and brighter than the ones that are currently owned. There are also garlands available for Village Road so**

this will have a new look. As agreed last year, the lights will be added to the large tree on the crossroads so this will also become a new feature for the town. There is a new cost from Conwy CBC for the application to apply for lighting on the highway - £396. SETS Ltd can do the installation at the same price. Station Road has been discussed and there are considerable difficulties with putting Christmas lights in that road due to the lack of lampposts. The Sets officer has said it could be developed as a project, but it would require a lot of investment and would double our costs for this year. Clerk to ask if the new garlands might work at the top and bottom of the space. Town Council have no access to a Christmas tree this year due to operational mix up last year. Clerk to send an apology email to the farm – it was noted that there were considerable staff issues last Christmas and a thank you was overlooked due to pressure of work. In the meantime, there will be a other sourcing of a tree for this year as back up.

15 Pen Dalar event – this was very positive with a lot of resident engagement and positive feedback. Thank you to all that helped. It was suggested that this would be welcomed on an annual basis but, from evidence this year, maybe only two skips would be needed.

19 Winter Sounds – this is a week of events and gigs during November. If anyone is interested in volunteering at the events please contact. This is a partnership project with Conwy CBC Culture so quite an important showcase.

20 Website – the website accessibility is much improved, but this has resulted in some extra translation costs.

It is now fit for purpose under the new legislation.

23 Festive Fayre 8<sup>th</sup> December – date for the diary. All Councillors welcome to volunteer and attend. It was noted this is the biggest event of the year and it is a good showcase for the work of the Town Council.

Extra matter: Paddling Pool – Financial ask for 2025/26 will be around £3600 to cover all operational costs. Conwy will continue to cover management and repair costs. Town Council survey results showed strong resident support for the paddling pool so it would be difficult not to agree this cost. Clerk to ask if this level will be locked in for 3 years or is it going to be a 2% year on year and for a breakdown of figures for the Llanfairfechan pool for audit.

All unanimously resolved to approve minutes

and take note

6. To receive information and approve plans for Morfa Madryn Hides

£350 quote has been received for interim repairs and it was circulated. This will repair the windows with wooden shutters and fix the broken door.

All unanimously resolved to approve and take

note

7. To receive information and approve plans for skateboard repairs

A quote for £14,995.00 has been received to replace the skate lite panels on the ramps. There are two holes in the panels and significant rotting on all wooden areas. An emergency meeting of Councillors had taken place to discuss options, and this helped the discussion move forward to consider the following:

- Pay the £14,500 out of reserves with the understanding it will be a fairly temporary fix. We will then consider external funding to redevelop the site with a concrete skatepark.
- Put this out to survey with residents with the options. A GoFundMe page could be set up to help raise funds for the redevelopment.

Clerk to contact Conwy CBC to further discuss and the environmental committee will meet to action the survey.

All unanimously resolved to approve and take note

8. To receive information and approve plans for Llanfairfechan Fireworks and Lantern Festival

**This was dealt with at Item 4**

9. To receive information and approve plans for Llanfairfechan flag project and spider dome.

**This will be discussed at the next meeting**

10. To review and approve decision to award s 137 grant funding for Llanfairfechan Town Football Club

This had been previously discussed and provisionally agreed it was noted this grant is for 2022/23 and 2024/25 as the Football Club had work outstanding in 2023 and couldn't apply until it was completed.

All unanimously resolved to approve and take note

11. To receive further information and approve decision for staffing changes.

1. Recruitment of temporary Llanfairfechan Food & Artisan Market Officer - see below information
2. Recruitment of Deputy Town Clerk - this was agreed at last meeting and has been advertised since Saturday 31<sup>st</sup> August
3. Environmental Operative - training plan discussed at Item 4 Action List 13

**Recruitment of temporary Llanfairfechan Food & Artisan Market Officer**

At the meeting Monday 3<sup>rd</sup> September 2024, the following was discussed:

**The value of the markets for health and wellbeing in Llanfairfechan** It was agreed there was great benefit to residents for meeting up and mixing at the market. Many people now have coffee with the WI or NWCR coffee shop and Town Council can raise their profiles and offer support at the markets

**The challenge of summer market footfall** The suppliers are hard to book, and the footfall loses about a third of customers at the summer markets

**The challenge to bring in new food stalls** There is a low number of food stalls, and this is an issue across North Wales

Following extensive discussion, it was proposed that:

1. The Markets Officer role would be advertised as a 25 hour per market payment with a costing £3084 per annum. In the first place, this will be offered to the new Deputy Mayor role once recruitment is completed.
2. The stall charge will be increased to £15 per stall from January 2025 and from the Festive Fayre 2025 the festive market will be £20.00
3. The markets will run between September to April each year with a payment of 25 hours for the Markets Officer

All unanimously resolved to approve and take note

12. To receive information and approve PACT grant application for signage at Incredible Edible sites

A PACT funding application has been submitted for £400 and the panel have approved £200 if there is match funding. A councillor offered to pay this but wishes to remain anonymous. Clerk to contact PACT to inform them and move the project forward.

All unanimously resolved to approve and take note

**take note**

13. To receive and approve Finance Reports and current payments for September 4th, 2024

Payments to be made
12. Staffing costs August £4000.00
13. Llanfairfechan Town Football Club s137 grant 2022/23 & 2023/24 £3000.00
14. One Voice Wales Biodiversity - Module 25 Cllr Bellis £40.00
15. One Voice Wales Module 1 & 2 Cllr C Taylor £80.00
16. Worldcare Skips August £240
17. Llanfairfechan Community Hall market venue Sept, Oct, Nov, Dec £480.00
18. British Gas MUGA standing charge £27.10
19. MUGA site painting £3600 (grant funded)
20. Raven Eve signs for Incredible Edibles site £400
21. Menter Iaith translations (to be added at meeting) Translation costs include website work
22. Conwy County Council Paddling Pool contribution £1883.00
23. Audit Wales 2021/22 £200
24. Smart Gates – carried over from last agenda to be paid asap

All unanimously resolved to approve and take note

14. To receive information about planning matters: 0/51794 agricultural shed

**No observations were made – applicant to follow the advice of the planning officers.**

**All unanimously resolved to receive and take note**

15. To receive correspondence

**Libraries – Library Services have sent a thank you letter for the temporary accommodation at the Community Hall during the refurbishment. Rotary have discussed developing an information leaflet for residents, targeting older people and giving information about Library Services. Further information will follow**

16. To receive reports from meetings

- 1. Discover Llanfairfechan – governance work will be completed by 30th September and the Kickstarter Community Plan will be accepted and a merger with the community planning partnership will take place. Two children’s community events took place in the summer, and they were well supported. Merchandise is going well with the new fridge magnets doing particularly well.**
- 2. County Councillor Pandy:**
  - i. Conwy Cabinet – It has been decided that the Heath will be sold – further details will be shared soon**
  - ii. Cartrefi Conwy and Pen Dalar friends – Partnership work in the area is taking place to make sure that the community are served well if the area is redeveloped for housing. A partnership meeting is planned to talk to residents about possible plans for the future.**
  - iii. Budget Concerns – There are continuing challenges for the local authority budgets and all services are under great strain. As a Town Council, the financial asks will not go away and are likely to increase.**

17. To receive compliments and urgent matters for consideration and to log for future meetings

- 1. Town Council stall will be run at each market and councillors are invited to attend as it is a good showcase for our work**
- 2. Hedges have been cut around the recreation ground. This will happen once a year**
- 3. Some residents are still asking about Pendalar Hall. Confirmed by Conwy CBC, that after many years of wrangling, the hall is not accessible now and will be used otherwise, hopefully, for small scale housing. The Friends of Pendalar are trying to push through a positive message to residents and develop community activities in the park and across the area.**

**The meeting was closed at 9:15pm**