



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB

01248681697 Town Clerk: jayne@llanfairfechan.net

**MINUTES FROM WEDNESDAY 13th OCTOBER 2021
MEETING OF THE FULL TOWN COUNCIL**

In attendance: Chair: Mayor Penny Andow; Cllr Laura Fielding; Cllr Carol Gell; Cllr Andrew Hinchliff; Cllr Claire Hughes; Cllr Delohne Merrell; Cllr Iolo Kars Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts; Kirsty Merrell Daily

118. Welcome by Chair of Meeting

119. To receive apologies for absence

Cllr Nia Jones; Deputy Mayor Cllr Christopher Jones; Cllr Gareth Wyn Jones Resolved to receive and take note

120. To receive declaration of interest – Code of Local Government Conduct applies

A late planning matter has been received. Cllr A Hinchliff declared his role on the CCBC Planning Committee but has confirmed he is able to remain in the meeting if he does not comment on the matter.

Cllr C Gell – Library Committee Resolved to receive and take note

121. To receive representations and queries from the public:

1. Vice Chair of Llanfairfechan Foodbank was in attendance – it was reported that the committee had met and considered all aspects of the plan to move into Pen Dalar Hall. A vote was taken, and it was agreed that there is too much financial uncertainty to take on a new venue. The Foodbank will remain at St Mary's and Christ Church where they currently pay no charges for being there. The Church are happy to continue to support the project with a free venue.

Question 1 – Where does this leave Pen Dalar Hall? Clerk will contact CCBC, Cartrefi and CCBC Youth Services to inform them of the situation. As it stands, with no committee or management group, the hall will remain empty. It could be that in the future, the Community Hall Committee could take on Pen Dalar as a satellite venue but there is no capacity at the moment. Point following this conversation, there is a positive outcome for the Church Institute which will in future be developed as a dog training school now that members of BIRD. Have moved into the premises. Town Council will continue to try to find tenants to take over Pen Dalar and liaise with agencies to see what can be done.

2. CCBC still awaiting notification from Welsh Government so very little information available. Officers will now attend next meeting. An email statement has been received with interim information:

Unfortunately CCBC's original appointed contractor wasn't available to do works as originally scheduled, which has caused a delay in getting works done. However, they have appointed a new contractor who has undertaken a site survey today and work has started. The works activities will be to sweep the area clean of loose stone and prep the areas that require the repair. Then following on, the patching works will begin. The timescale of the works will be for a period of a few days with the car park remaining open throughout, all be it at a reduced capacity, due to having to cordon off the sections that they will be working on. CCBC have also included the pothole at the access to the slipway.

The Flood Risk & Infrastructure Manager emailed information: CCBC are still waiting on WG but will have an answer in coming week confirming funding for detailed design of coastal scheme including carpark. It will be allocated as it is on their capital program.

Question 1, Could we put out a Social Media statement to let the residents know this is a temporary fix? Clerk to action

Question 2 Concerns that the temporary work completed last time was dangerous. Is this work going to be fit for purpose even as a temporary fix? It has been reported by CCBC that this work will be of a different standard as the temporary fix will need to last until the large-scale funded project takes place. Therefore we have been assured of its safety.

Town Council were extremely unhappy about the post by MP Robin Millar in the week, as it implied, he would be solving all our cob wall problems with Levelling Up funding. He did not contact the County Councillor or Town Council at all which was a huge source of discontent. It was felt this undermined all the positive partnership working with CCBC that has been created in trying to gain funding to address the problem Resolved to receive and take note

122. To receive and approve minutes 22nd September 2021 & and current action list.

Minutes had been distributed prior to the meeting and there were no matters arising from minutes.

Action and information list for 13th October 2021 Llanfairfechan Town Council Covid-19 Alert Level 0 has been announced				
	Item	Action		Date
1	Playground equipment	CCBC will fit soon. Clerk to organise a photo shoot to celebrate	awaiting	17/09/2021
2	Parking Review	resident email to be read out in correspondance	Email sent	03/08/2021
3	Nant y Pandy Car park	This is now progressing through legal and received update on 23rd August	Email PV	
4	Promenade car park	CCBC officer attending the meeting 13th October	Email sent	31/08/2021
5	Plas Menai health visitors & Family Team	Question Time going ahead face to face 26th October 3x TC reps attending	work comp	05/10/2021
6	LDP and Community Plan	CCBC Engagement plan being developed. Email Shane with details	on hold	on hold
7	Flytipping at Station Road car park	On agenda at meetings item	Email CCBC	05/10/2021
8	A55 junction project	Public enquiry now postponed Project on hold until further notice	on hold	16/09/2021
9	Transforming Towns funding	Awaiting details of meeting	awaiting	05/10/2021
10	Bus Shelter doctors surgery	Clerk has spoken to PTC and we will be contacted when needed	awaiting	05/08/2021
11	Democracy Grant	Awaiting notification	awaiting	24/08/2021
12	Nant y Coed	CCBC Officer in communication with updates	phone	31/08/2021
13	Digital Sign damage	To discuss	Email sent	5/10/2021
14	Firework event	Final decision to be made 13th October	phone	14/10/2021
15	Remembrance Event	Final decision to be made 13th October	email	14/10/2021
16	Llanfairfechan Winter Festival	On Agenda for final decisions 13th October	report	12/10/2021
17	Defib and safety equipment	possible stakeholder meeting 19th October	email sent	08/10/2021
18	Media Trolley	on agenda	email sent	05/10/2021
19	Bus Shelter damage	reported on the 4th to CCBC / CCBC team will report back	Email recvd	05/10/2021

Action List Point 2 An email has been received regarding the planned parking restrictions at Llwyn Ysgaw. County Councillor is in the process of organising a site meeting and town clerk will attend to take notes.

Action list 7 A meeting has taken place and two measures are being planned to try to address the problem of fly tipping. The old signs will be removed, and new signs put up. Town Council will look installing solar security lights for the area to discourage tipping. Clerk to proceed this project in partnership with CCBC. Councillors were reminded to report matters that come up to the appropriate services and to advise residents to do the same. As has previously been said – the more people who report the more priority is given to a matter.

Action list 13 Digital Sign – still awaiting loss adjusters report Clerk to email again to move things forward

Action list 17 Defib and Safety Equipment. Clerk concerned that a meeting has been booked for 19th October and no firm connections have been made. Councillors will contact individuals and report to Clerk.

Action list point 18 Hybrid Meeting Media Trolley – equipment will come into the country on 3rd November Town Council need to ratify payment for delivery to be made before the Town Council meeting 23rd November.

Proposed by Cllr C Gell Seconded by Cllr A Hinchliff Unanimous

Resolve to approve and take note

123. To receive and approve presentation of Community Survey

Cllr Iolo Kars Jones presented the results of his recent community survey. This will soon be available for residents to view. 50 residents returned questionnaires. 8 resident, 4 Town Councillors and 2 County Councillors were interviewed. Some consensus of opinion was found:

Meetings were the most unpopular method of engagement for community planning. Respondents favoured a collaborative space where opinions could be logged; this might be online or physical in the form of a community box. An unexpected result was a consensus that there was more faith in a project led by elected representatives

and Town Council staff than resident led. This does reassure that a working partnership comprising of residents, elected members and staff will be an accepted approach. Respondents also stated that a wide network should be included with reps from schools, NHS and environmental groups attached to the process. More information will be available at the Community Planning drop-in session on Wednesday 20th October at 7pm. Thanks were given to Cllr Jones for all the work that had been undertaken and it is noted that the work will be a positive legacy going forward. Resolved to receive and take note

124. To discuss and approve community event plans

- 1. Halloween Pumpkins – these will be given out on Monday 25th October 10.00am – 12.00pm. We are also hoping Incredible edibles will be joining us with pumpkin soup tasting. This has already been agreed by Town Council previously. We can confirm that North Wales Police will be contributing to the project through their PACT funding. Thanks to Nood Food for helping us to source the pumpkins**
- 2. Fireworks event - 5th November. This was discussed at length and due to the fact that other councils are cancelling their events because of the risks posed by Covid-19, it was decided a Llanfairfechan event would not take place this year.**
- 3. Remembrance Day event 2021. It was agreed that there are significant concerns about the number of people who attend the Remembrance Day service and that the area around the cenotaph is relatively small.**

The town clerk had prepared three options and presented these at the recent planning meeting and Town Council meeting. It was agreed that representatives from the community groups who are laying wreaths would be invited to a wreath laying ceremony in the week running up to Remembrance Sunday. Following on from the successful presentation of the Llanfairfechan remembrance video from 2020, a video will be prepared from this year's wreath laying ceremony and shown on 14th November at 11am.

- 4. Llanfairfechan Winter Festival 20th – 23rd November. A report was shared prior to the meeting giving information for the following events:**

1. Local artisan food and craft market - Saturday 20th November

Taking place 2:00-6:00pm in the Community Hall and outside the foyer. The stalls inside will have a variety of local produce and Dragon Roastery will be parked just outside to serve their award-winning coffee and other hot beverages. 16 stalls are already confirmed and a total of 20 will be allowed in the hall.

Proposals to be agreed:

- 1. Fun fair – In view of the current Covid-19 figures, some concerns were raised. The Fairground had been previously booked by the Light Up Llan committee and the operator had already sent through comprehensive risk assessments that showed the fair would be operated with Covid restrictions in force. There was considerable discussion, but it was eventually felt that the area could be strictly monitored and would be the responsibility of the fair operators. Clerk to request family rides suitable for younger children and to stress that no plastic toys stalls will be required.**

- 2. A request was made for Town Council to fund professional festive entertainment. A quote will be provided for ratification at next meeting**

- 3. It was agreed that a TENS license costing £21.00 be purchased for the 20th November market.**

3. Community Fayre Sunday 21st November

This will be held inside the community hall 12:00-4:00pm Up to twenty stalls will be inside raising awareness of the many community groups we have in Llanfairfechan. Rotary Club Santa Grotto will be set up in the foyer and Tammy's face painting will sit alongside to provide festive face art for any children wanting to take part without parents needing to pay.

Proposals to be agreed:

- 1. The face painter will offer free face painting for families who attend at a cost of £160.00 To the Town Council. This was agreed unanimously**

4. Festive toy and gift swap Monday 22nd November

This will take place outside the community hall 11:00-3:00pm. The event will allow residents to bring unwanted toys and gifts to the stall to swap for other items they can use as possible Christmas presents. This is a

continuation of our no-spend ethos for as many community events as possible and to promote the recycling of items within the local area.

Proposals to be agreed:

1. A large scale call out for good condition toys will be arranged. Then parents can come along to choose toys to help with the cost of Christmas.
2. It was agreed that any toys left at the end will be donated to Foodbank for distribution.

5. Winter Light – Golau Gaeaf performance Tuesday 23rd November

This CCBC project will be held on the Promenade with two community performances of 200 tickets. Further details will follow but this promises to be a spectacular event that will be a fitting finale to the Winter Festival. Town Clerk will work closely with CCBC to make sure residents can book tickets and get involved with the performances.

It was noted that the programme is very extensive and a credit to the staff team, in particular the Community Project Worker.

There was a discussion about the cancelling of the fireworks in comparison with continuing with the Winter Festival plans. The positive factor about the proposed Winter Festival events is that they are all easier to contain and we have many partners involved to help us regulate the events. At a time when the pandemic is still at Alert Level 0, it cannot be underestimated how much responsibility is put onto the organising body. Risk assessments must be vigorous to protect the public. Staff have strongly advised Town Council that any event that leads to uncontrolled crowding, even in the outdoors is a potential ‘superspreader’ event and the capacity to protect the public is in question. Winter Festival activities will be carefully controlled with limited numbers moving through the sites at any one time, thus allowing a safe approach to community events.

Proposed Mayor Cllr P Andow Seconded by Cllr C Gell Unanimous Resolved to approve and take note

125. To discuss and approve report Sustainable Llanfairfechan Community Planning Meetings
1. Wednesday 20th October – First planning session to Introduce Transforming Towns
 2. Wednesday 10th November – Community Safety Information event
 3. Wednesday 8th December – Llanfairfechan Celebrates Christmas Town Council Meeting 8pm onwards

These meetings have previously been discussed and more information will follow by email.

The staff team will continue to put the plans together and report back by email and at the next meeting

Resolved to receive and take note

126. To discuss and approve hybrid meetings and media equipment progress

Discussed at Action list point 18

Resolved to receive and take note

127. To receive October Finance Reports

Proposed Cllr D Merrell Seconded by Cllr C Roberts Unanimous

Resolved to approve and take note

128. To receive and approve payments for October 2021

1. Staff Payments September wages, employer & employee pension contributions to date

Staffing Finance Report was not provided but will be presented at next meeting. Wages change this month due to Byw’n Dda funding

2. Elementary Technology pro forma invoice Media Trolley – £4501.00 + £900.20 VAT
3. Viking Cleansing products and paper £62.58
4. CCBC Skips £276.00
5. CCBC play area repairs at Victoria Gardens £276.00
6. Cllr P Andow Mayor’s Allowance Prizes for Croquet £18.80 (retrospective)
7. Llanfairfechan Bowling Club s137 grant 2021 £800.00 (retrospective)
8. EPC Forestry PROW cut September £800.00 (retrospective)

Late invoice had come in from CCBC regarding contribution to Nant y Coed works – Clerk to email CCBC for report on the work before this can be paid.

129. To discuss planning matters

It was requested that the applicant follows the requirements of CCBC planning officers in this matter

Resolved to receive and take note

130. To receive correspondence

1. Parking at Llwyn Ysgaw - This had been discussed at Action List point 2.
2. Active travel routes consultation – it was agreed a meeting would be called to compile a Town Council response
3. Jubilee Beacons – Clerk to investigate if other Town Councils are getting involved and feedback
4. Notice of resignation – town clerk reported correspondence had been received from Councillor Rob Jewell stating his intention to resign. Clerk to progress this matter and feedback.

131. To receive reports from meetings

1. Community Library – A meeting report had been circulated prior to the meeting. Staff team to move the project forward and report at next meeting. Town Council aim to help by providing the following staffing:
 1. Community Project Worker could be based at the library on a Wednesday morning to meet with community groups and individuals who might be interested in renting the library and providing services to the community.
 2. Community Project Worker could take bookings and provide key holder responsibilities within her twenty hours contract
 3. The bookings would be included in the Community Hall weekly planner to help advertise what is going on at the library.
2. Station Road Car Park meeting - This had been discussed at Action List point 2.

132. To receive urgent concerns & compliments

1. Concerns that older patients are struggling to wait outside the chemist under current Covid-19 restrictions. Clerk to email to ask if a chair could be put outside to help with this situation
2. It was noted that, as Governors have left the schools, Town Council need further information about Governor representatives for the schools. Awaiting clarification from CCBC and this will be an agenda item in the future.
3. Llanfairfechan is to be included in a CCBC pilot study on empty properties and all landlords in Pandy Ward have been contacted. Only one landlord has not responded, and all others are in discussion with the CCBC housing project. It is hoped this can also be rolled out in Bryn ward and CCBC have been contacted
4. Due to a change in the plans for work on the cob, it would now be possible for Town Council to arrange to cut the brambles etc along the pathway. Clerk to email PROW contractors to help with this
5. Concerns about the shelter by the promenade footbridge as no progress has been made. Clerk to email CCBC to ask about working in partnership to address the issue
6. Thanks were given to Iolo Kars Jones for his work on the Town Council and best wishes were given for his future career in Norfolk County Council. The councillor will be submitting his resignation as he will be moving out of the area. It was noted that working with the Town Council had been a positive experience with lots of valuable experience and learning gained.

**133. Close and next meeting: Town Council Meeting Wednesday 3rd November 2021 at 7pm on ZOOM
Covid -19 regulations will be in place.**

Clerk & RFO Jayne Neal is available to take queries Monday Tuesday Wednesday
9am to 12 on 01248681697 or email jayne@llanfairfechan.net