



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB
Mayor Cllr Nia Jones Deputy Mayor Cllr Sharne-Marie Bellis

AGENDA Wednesday January 14th, 2026

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

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 provide thanks to PCSO Josh Jackson for his contribution to Llanfairfechan and wish him well on his career progression within NWPF
6. To receive and approve minutes December 3rd, 2025, and Action List (LGA1972 Schedule 12)
7. To receive information about developing a mission statement for Cyngor Tref Llanfairfechan Town Council
8. To receive and approve 2026/27 budget and precept request
9. To receive and approve plans for an external funding application for additional play equipment in Llanfairfechan
10. To receive and approve Section 6 Biodiversity Report
11. To receive and approve nominations for Palace Garden Party
12. To receive information regarding Pandy Ward Co-option
13. To receive S137 grant application from Conwy Gwynedd Citizens Advice
14. To receive and approve financial reports and current payments for January 14th, 2025

Payments to be made

1. Staff wages January 2026 £5000
2. Llanfairfechan Town Football Club s137 grant £2000
3. Llanfairfechan Community Hall s19 grant £5000
4. Amazon Greetings card 3.68 / IT Access Point 109.88/
5. Canva design software annual charge £107.88
6. Delwedd annual hosting and maintenance charge £707.90
7. Worldcare skips 027513 £258.00
8. Andisa IT network box INV-21931 extra access point fitting £118.80
9. Andisa IT network box INV-21946 labour and work to set up network £1020.00
10. G Roberts Base for Pendalar bench £560.00/ Refit waymarker post £120.00/ transport lanterns £50/ Supply and fit poppies to cenotaph £100 = £830.00
11. Menter Iaith translations £151.00

15. To receive information about planning matters:
 - **Welsh Government Appeals Reference:** CAS-04497-C7C2W2, **Site Address:** 11 Gorwel, Llanfairfechan, LL33 0DS, **Original Conwy County Borough Council Reference:** 0/51286
16. To receive correspondence
 - Heath – matter to be added to the meeting pack
 - Resident enquiring about the carpark beside Ysgol Babanod always being full.
17. To receive reports from meetings and events
18. To receive compliments, complaints and urgent matters for consideration and to log for future meetings.

Wednesday January 14th, 2025
TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams
MINUTES

In attendance: Chair: Mayor Nia Jones; Deputy Mayor Sharne-Marie Bellis; County Councillor Cllr Penny Andow (online); Cllr Charlotte Davies; Cllr Leena Farhat; Cllr Andrew Hinchliff BEM. Cllr Chris Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts; Cllr Preben Vangberg (online); Town Clerk: Jayne Neal

1. Mayor Nia Jones welcomed all to the meeting and it was agreed the meeting would be recorded for minutes purposes. Resolved to receive and take note

2. To receive apologies for absence (LGA 1972 Schedule 12) Cllr Rhys Griffiths. It was noted that the two Town Councillor Vacancies are shared on the Town Council noticeboard at the hall, on the website and on the Facebook page. It was agreed there would be a recruitment drive in the new year using videos and information about our work Resolved to receive and take note

3. To receive declaration of interest – (Disclosable personal or prejudicial interests)

Personal interests were declared by Cllr A Hinchliff; Cllr Chris Jones and Cllr Christine Roberts regarding Item 6 as Directors of Llanfairfechan Community Hall. Cllr AR Jones and Cllr N Jones declared a personal interest as community members of the Llanfairfechan Community Hall committee. Cllr Christine Roberts; Cllr Sharne-Marie Bellis; Cllr Preben Vangberg declared a personal interests as members of the Town Twinning Committee. These are not prejudicial interests as no financial gain is received by the Councillors for these community grants and all funds for the groups are used for the community project Resolved to receive and take note

4. To receive representations and queries from the public

One member of the public was in attendance to hear information about the Welsh Government Appeals Reference: CAS-04497-C7C2W2 Gorwel. It was agreed that Item 15 would be moved up the agenda. Town Council have resubmitted the planning statement previously stated and this can viewed on the [Town Council website](#).

The Town Council position on this matter is unchanged, and the statement will be considered alongside all other representations for the appeal panel. It was agreed that information about appeal dates should be shared if received by Town Council. It was noted that the RLDP does not include this as a preferred site.

Resolved to receive and take note

5. To provide thanks to PCSO Josh Jackson for his contribution to Llanfairfechan and wish him well on his career progression within NWPF PCSO Josh is moving on to join NWP as a police officer. A card and some Hero chocolates were presented along with thanks for all his work in Llanfairfechan. PCSO reported that a new officer has been identified for Llanfairfechan, but they are not starting until 1st April. As a result, he will remain as the NWP link for Llanfairfechan until that time. Resolved to receive and take note

6. To receive and approve minutes December 3rd, 2025, and Action List (LGA1972 Schedule 12)

Minutes were taken as read with no matters arising and action list update was given as follows:

1. Possession of the phone box at Pendalar has now taken place and the long term plan is to move the defibrillator into it. Signs are notifying about the change of ownership. It was reported that Conwy CBC are no longer considering Pendalar Hall for housing and there had been a query from residents about whether the defib could be moved to the phone box for convenience. It was agreed the defib should be moved sooner rather than later and so this will be put onto the agenda February 25th.

2. Community Skips have been provisionally booked, and the draft list will be available at the next meeting

3. Full Audit Report 2024/25 is now on the website

4. Lights at Cae Ffynnon – Clerk to ask for progress report from CCBC as these lights are not working again.

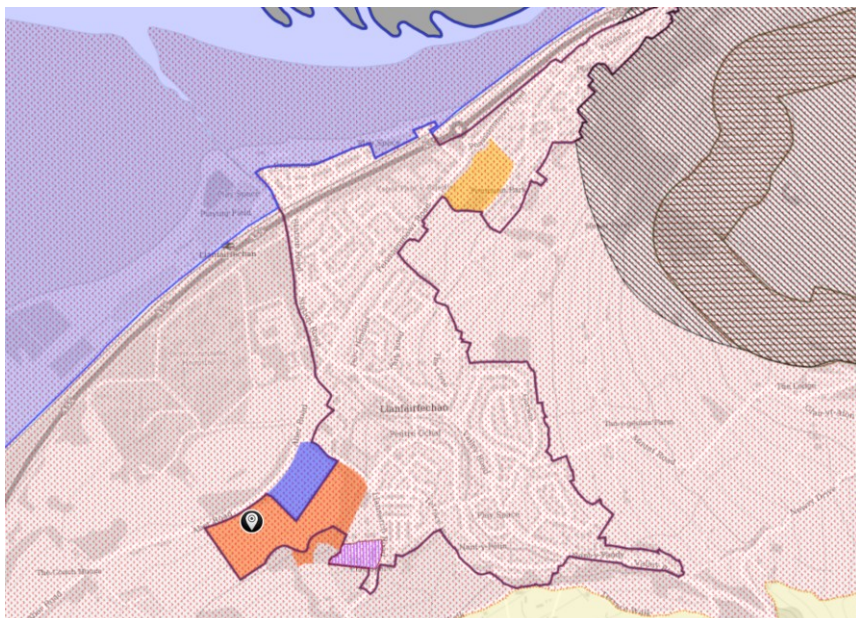
5. The network box has been updated and reconfigured and the work to secure the system has been completed and is compliant with data security requirements. Further updates to the system will need to take place, but this development has given a solid base for any future work.

6. Mayor's buffet was a very successful event with a lot of positive feedback. More work will be completed next year to expand it and streamline the process. It was requested that the awards are publicly shared in the hall – staff team to action this asap. From discussion, it seems there is a question mark over the future of the community website and decisions need to be made about this as it is a significant cost. An email will be sent to Discover Llanfairfechan to ascertain their thoughts on this.

7. Festive Fair event was successful with around 1150 in attendance. Questions about the fair going forward – a report will be produced for next meeting, and this matter will be on the agenda for next meeting.

8. MUGA tennis net is to be replaced as the current system is not fit for purpose.

9. RLDP email has been received and all documents for the deposit consultation is online. The Llanfairfechan map is as follows:



The Conwy CBC RLDP map shows the only preferred development site at Caeffynnon in orange with the proposed new school in purple. The mustard coloured site at Penmaenmawr Park is a pipeline site and not a preferred one. The small pink site is a protected industrial area in Llanerch Road that will not be considered for housing.

The full deposit consultation for the Conwy RLDP is available online. A session will be held in Llanfairfechan Community Hall on Wednesday February 25th 10am to 7pm and the team will be available to discuss the process and answer any queries. Town Council agreed to contact Discover Llanfairfechan to discuss holding a joint information session for residents prior to the Conwy CBC session to make sure everyone is aware of the RLDP.

10 The waymarker post has been replaced. Thanks were given to Cllr Hinchliff BEM for keeping the item secure until it was fixed.

11 Biodiversity Report has been produced and will be up for ratification at the next meeting.

Proposed Cllr C Davies Seconder Cllr L Farhat Unanimous Resolved to approve and take note

7. To receive information about developing a mission statement for Cyngor Tref Llanfairfechan Town Council

A draft statement was presented, and it will be on the agenda for adoption at the meeting on February 25th.

Resolved to receive and take note

8. To receive and approve 2026/27 budget and precept request

A Precept Planning Document had previously been distributed and was taken as read. Information about the Finance and Staffing subcommittee was shared and the Clerk was thanked for the new style report as it noted this is useful to help decision making and sharing on the website for transparency. The meeting reported on their discussions as follows:

1. **Staffing arrangements** – due to the impending retirement of the clerk, there are some changes planned for 2026/27. It was agreed that the recruitment process should start early in August and there will be one month where the current Town Clerk will work alongside the new Town Clerk to help with handover. This does have a cost implication, but it is important there is a smooth handover. It was also agreed that the bilingual administrative assistant would be taken into the staffing budget to help keep the current level of front line access.

2. **There have been changes to cost area codes in readiness for the implementation of Scribe accounting programme.** The system will be more streamlined, and the budget pots will be easier to monitor.

3. **Two precept options had emerged from research following the November meeting** Option 1 gives a precept figure of £175,000 and Option 2 gives a precept figure of £185,000. Both have implications for the Band D charge, but it was agreed that it is very important to maintain the current level service so there needs to be a raise in the precept request. It was noted a key driver for these increases is the sponsorship in place that maintains Conwy CBC services such as the paddling pool, community library, play provision, CCTV and public toilets. The total Town Council payment for this in 2026/27 will be just under £26,000. A 7% rise is evident in this year's ask from Conwy CBC and there is no indication that these figures will reduce future years. There was a full discussion about the importance of incremental precept rises to meet the challenges that are on the horizon. It was noted this has been an effective process through the years as reserves have stayed around £70,000 and this meets the advised level of half the annual precept figure. It was noted that the £175,000 precept request would result in a smaller expected reserve use than last year and would be a lower burden on residents for 2026/27. Bench Project figures

were shared and discussed, and it was shown that there is no reserve budget left in this project. This project will be on the agenda for February 25th. Tennis posts will be replaced with a mobile structure, and it is hoped this will improve the processes at the MUGA pitch. Clerk will report back and they are needed for spring to start the new season. It was proposed that a precept figure of £175,000 be requested and this would result in a Band D calculation of £115.54.

Proposed Cllr P Vangberg Seconder Cllr C. Jones Unanimous Resolved to approve and take note

9.To receive and approve plans for an external funding application for additional play equipment in Llanfairfechan

1. Correspondence has been received from a company who can work in partnership with Town Council to gain funding for play equipment.

Deputy Clerk was directed to look into the opportunity and report back. It was noted that the first step must be to liaise with the Conwy CBC play officers to check credentials and permissions. Going forward the plan would be to consult with residents to see where this equipment would be best placed in Llanfairfechan. It was agreed work to look into this opportunity and report back.

2. It was also noted that funding is available from an underspend pot and this has been offered to Town Council for heaters for the Lloyd Hughes Room, extended Paned a Scwrs and a Cymraeg event for Dydd Gŵyl Dewi Sant. The idea is to link with Ysgol Babanod and Ysgol Pant y Rhedyn. It was agreed this could be developed and this will be worked up in partnership with the Mayor.

**Proposed Cllr C Davies Seconder Cllr C Roberts
Unanimous Resolved to approve and take note**

AN OPPORTUNITY FOR YOUR VILLAGE TO GET FULLY FUNDED PLAY EQUIPMENT

Every small council (pop. under 4,000) has an opportunity to apply for lottery funding to improve their facilities.

But it may take a lot of time and effort to wade through the application process **AND** you may not be successful.

Let us guide you through the process, enabling your community to have a **CLIMBING TRACK** that they'll love.



Here's how...

- 1) Post this or something similar (along with the photo attached to the email) on any local Facebook pages that you have (or other social media sites).

'[Insert name of your council] wishes to improve its facilities by installing a Climbing Track onto [insert name of your park]. We need to generate as much community support for it as possible to help us to get the funding. Please like this post if it's something you and your family would like to use.'

10.To receive and approve Section 6 Biodiversity Report

There is a legal requirement to report on this matter, and a report had been distributed previously and taken as read. The Deputy Clerk was thanked for his work on this, and the document was ratified with some small inclusions:

- Caradog Place biodiversity patch – this is tended by Town Council and Conwy CBC do not cut
- Station Road Garden and Biodiversity area – tended by Incredible Edibles and Town Council
- Valley Road green space – tended by local residents and supported by Town Council on Big Green Week
- New process of closer tree monitoring – Town Council Environmental Committee
- Reporting and maintaining the Litter Picking Hub at Llanfairfechan Community Hall
- A commitment to green cleaning products was requested and the staff team will look into this for 2026/27
- Llanfairfechan Community Hall – protection of the colony of bats in the roof space

Proposed Cllr A Hinchliff BEM Seconder Cllr C. Davies Unanimous Resolved to approve and take note

11.To receive and approve nominations for Palace Garden Party

Elected members agreed to nominate Rena Griffith from Llanfairfechan, Aber and Bangor Branch - NORTH WEST Cancer Research for the ticket lottery. Rena and her team of volunteers have raised many thousands of pounds for cancer research. North West Cancer Research fund cancer research across a range of specialties. They fund research into understanding and stopping cancers that are most important and significant to the needs of the people of the North West of England and North Wales.

Proposed Cllr P Andow Seconder Cllr A Hinchliff BEM Unanimous Resolved to approve and take note
12.To receive information regarding Pandy Ward Co-option

It was noted there are still two co-option ward vacancies in Cyngor Tref Llanfairfechan Town Council. More work will be done to advertise what we do and how important it is for elected representatives to be part of the decision making process. It was suggested that short videos of Councillors may be used to show what we do and this will be developed over the next few months. It was noted that Town and Community Council elections will take place in May 2027 and it is really important that a full Town Council is returned at that time to enable [General Power of Competence](#) . This would open up new external funding opportunities and greater power for town council to advocate for residents and develop projects in the town. **Resolved to receive and take note**

13.To receive S137 grant application from Conwy Gwynedd Citizens Advice

Two councillors declared an Cllr A Jones as volunteer for Foodbank stayed in the room without making comment. Cllr P Andow declared as Chair of Foodbank and left the room. This application was considered but was not agreed. There were some concerns raised by members about possible duplication with the good works already happening at the Foodbank and other partnership agencies. The total pot for s137 grant funding is £10000 so this application would constitute 27% of our s137 grants pot. Elected members felt the need for more evidence that this project would add value and focus only on residents of Llanfairfechan. It was also noted that there are many other free ways to gain access to financial information and support, for one example, the [Advicelink Cymru](#) on 0800 702 2020 with the [Claim What's Yours](#) campaign – it would be useful to know how the proposed service differs. An email is to be sent out requesting this information **All resolved to receive and take note**

14.To receive and approve financial reports and current payments for January 14th, 2025

The reports were distributed and were approved without matters arising.

Proposed Cllr A Hinchliff BEM Seconder Cllr C Roberts Unanimous Resolved to approve and take note

15. To receive information about planning matters

A late application had been sent in with a deadline date of 4/02/2025 and the Town Council agreed to consider. 0/53125 Application for Reserved Matters Evangelical Fellowship Mill Road Llanfairfechan LL33 0TG. Elected members recognise the need for extra smaller housing in Llanfairfechan. The proposed housing plans were viewed, and this small scale build of two bedroom houses on an infill site was welcomed with no further observations. **All resolved to receive and take note**

16 To receive correspondence

1. An email had been received from Cllr Mostyn Jones requesting a meeting date for the new owner of The Heath to discuss future plans for the building. It was reported that there are no plans to demolish the current building and any meeting would be to discuss possible community options. It was confirmed that housing is not being considered for this site. Clerk to send an invite for February and to plan for this to take place.

2. [Bank Car Park](#) Resident concern this car park is often full. It was noted that, in comparison to other similar size towns, there is a considerable amount of parking. Town Council worked hard to change Village Road and Station Road from 45 minutes to two hours, and this has appeared to meet resident need. It was agreed there is no justification for monitoring of the use of the bank car park. It was felt that Town Council have done all they can to help with parking. If residents are unhappy the will need to report to [Conwy CBC](#).

17 To receive reports from meetings and events

1. Llanfairfechan Community Hall Directors Committee There have been more grants received and the sustainable energy project is forging ahead, and scaffolding will be going up very soon to undertake the roof and guttering repair works.

2.Llanfairfechan Discover Community Planning group Morfa Madryn grant application has been postponed. Work to develop the new Place and Community Plan is underway and work this will take account of the RLDP. consultation.

3. Ysgol Pant y Rhedyn Governors Budget is healthy here but spread thinly – Pennaeth is going split his time 60% from Babanod and 40% from Pant y Rhedyn in the coming year. Pennaeth is starting to have conversations with staff to see if there are options for voluntary reduction of hours in readiness for harder times next year.

4. Ysgol Babanod Governors Volunteers from the PTA and parents will be painting class rooms in the half term

18 To receive compliments, complaints and urgent matters for consideration and to log for future meetings

1. Shop Window Competition went very well and feedback has been excellent

2. Congratulations were given to the Town Council and staffing team as a whole and to the Mayor and Deputy Mayor for an excellent year. It was noted that there is continued praise for the level of work undertaken.

3. Resident query about a bus shelter at Pen Dalar. This has been discussed previously and it is something that could be part of the Town Council bench project and an external funding bid could be made. To be considered at the future meeting within the bigger Environmental Committee remit.
4. [Claim What's Yours](#) campaign is happening at the moment to make sure that residents now how to claim their due benefits. This has gone out on social media and is being shared.
5. Broken bench on the promenade. Clerk will contact the harbourmaster to check responsibility.
6. Report about the fixings for the Christmas lights A meeting with SETS LTD is planned and it can be reported then. It was noted the lights were very well received this year and more work is due for next year.
7. Fly tipping at Station Road Car Park This is an ongoing problem, and work has taken place to try and address the problem. A recent stint of tipping happened over Christmas that has now been cleared. CCTV is in the area and Regulatory Services do use it investigate the rubbish and prosecute offenders.

Meeting closed at 9:40pm