

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE GENERAL PURPOSES MEETING
Held on the 18 April 2019 in the Council Chamber at 7.00pm

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

19. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS

None

20. TO RECEIVE APOLOGIES FOR ABSENCE Cllr Nia Jones; Dep Mayor Christine Roberts;

RESOLVED to receive and take note

21. 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
Cllr Iolo Kars Jones	Item 14.3	Travel expenses	Travel expenses	Withdraw
Cllr A Hinchliff	Item 15	Planning Committee	Planning matters	Withdraw

RESOLVED to receive and take note

22. TO RECEIVE MINUTES OF THE GENERAL PURPOSES MEETING HELD ON 20 MARCH 2019

These had been previously distributed and were taken as read

Proposed Cllr C Gell Seconded Cllr D Merrell

RESOLVED to approve and take note

23. MATTERS ARISING FROM THE ABOVE MINUTES

35.2 It was noted that a Register of Interests does not have to be on the website but political affiliations do need to be available on the website. Clerk to action

RESOLVED to receive and take note

24. TO REVIEW ACTION LIST 1/3/2018

3 New meeting date Friday 3rd May 10am. Clerk to request regular meetings and clear updates

4 Victoria Gardens Sign – this is now almost ready for translation. Clerk and Mayor to email Town Twinning to ask about French translation. Clerk to send for Welsh translation

12 Confirmed Chwarae Allan should be held at Victoria Gardens - Clerk to notify Conwy Play

15 Clerk to arrange site visit for after Easter

16 The digital information has been in test mode. A resident has complained to the Daily Post about errors and lack of Welsh language. The following statement was prepared for the press:

Llanfairfechan Town Council would like to thank everyone for their interest in the Llanfairfechan digital community noticeboard.

We believe this will provide an opportunity to advertise all the fantastic activities and businesses that are available in our village. The noticeboard, which was only put in place on the 11th April, has been in test mode over the last week and we can assure everyone that all advertising materials will aim to be of the appropriate standard and meet the requirements of Welsh language legislation.

In future, as a standard:

- All general and Town Council information will be bilingual
- All 3rd sector clubs and organisation’s information will be encouraged to be bilingual but this is not a legislative requirement
- The sign will be lit during daylight hours only

It was noted that it is disappointing that there is some negativity, but overall the sign has been well received. Cllr A Jones was thanked for all his hard work and congratulated on leading such a worthwhile project

19 Positive meeting with Cartrefi Conwy, who could be partners in the project. CCBC T&F group have given their support and see the Llanfairfechan project as a possible flagship scheme

20 Land Registry – Cllr Jones and Robinson will now handle this

21 Community Skips list was distributed. Lists are available to the public on the website, in the Community Hall window and on the digital sign

22 Recruitment has begun with several requests for application packs and applications received

25 CCBC have reported that the graveyard footpaths and walls are currently being maintained but it was stressed that the graves are the responsibility of the families

RESOLVED to receive and take note

25. TO DISCUSS PARKING ON BRYN ROAD

Parked vehicles with disabled badges are posing a risk in this area- it is hoped residents will park safely. However, if there is an obstruction, this should be reported to the PCSO or North Wales Police 101 number. With regard to Station Road, it was noted that CCBC are working through the legislation towards changing the waiting times and, in the meantime, Town Council have requested that parking wardens do not visit the area.

RESOLVED to receive and take note

26. TO RECEIVE INFORMATION ABOUT REFURBISHMENT OF WATER FOUNTAINS:

Information from CCBC suggest that this project needs to be progressed with care. To enable safe use of refurbished water fountains, there would need to be a weekly check on equipment and an annual review. Town Council could pay CCBC for an annual review but would need to address the weekly check themselves. Clerk has approached a commercial firm for a quote and will feedback

RESOLVED to receive and take note

27. TO RECEIVE INFORMATION ABOUT LLANFAIRFECHAN COMMUNITY LIBRARY

A letter has been received from the Community Library Committee and this was used as a basis for discussion. Clerk to send email to committee with the following information:

- Town Council are keen to continue to support the planned consultation and will contact CCBC community development service to ask for help with this. Clerk to progress this.
- The Town Council Play Consultation could help identify community need with regards to library
- A Town Council request has been sent to CCBC Libraries service to ask for a partnership meeting to discuss future developments
- There can be further consideration of some admin assistant hours. The committee had suggested a six-month trial and it was agreed this could be more effective once the consultation is completed. In addition, the work would be more effective in the autumn term when schools and colleges have returned
- It was suggested that a clear focus must be to develop a system to encourage and support new volunteers to help run the community hours in the library

RESOLVED to receive and take note

28. TO APPROVE INCREDIBLE EDIBLES LAUNCH PLAN

Clerk reported that a successful meeting had taken place and Rotary Allotment and School garden representatives had attended so there is a chance to work in partnership. Wednesday 22nd May at 5.30pm has been suggested for a Community Planting Launch and this will hopefully take place at the school garden, but this is to be confirmed.

It was noted that the beds in Victoria Gardens are in need of turning over and so there could be a gardening session before the June 1st launch. The Keep Llanfairfechan Tidy representative has suggested the green area by the railway bridge as a possible planting area. Rotary have already donated some seeds and there has been the offer of an apple tree from a resident who has an allotment. It was agreed that the tree could be planted in the recently cleared bed in Victoria Gardens

RESOLVED to receive and take note

29. TO APPROVE BIKE LOCKS ON THE WALL OF THE COMMUNITY HALL

There are some bike stands that have not been used and so it was agreed that these should be attached to the wall of the Community Hall. Clerks to contact contractor to undertake this work

RESOLVED to receive and take note

30. TO DISCUSS PAYMENT INFORMATION

Clerk has investigated other Town Councils and found there is a range of reporting systems. A discussion took place and it was agreed that all payments should be explicit on the agenda and that salary will be reported on in a block to maintain integrity with regards to personal information such as wage payments

Proposed Cllr D Merrell Seconded Cllr A Hinchliff

RESOLVED to approve and take note

31. TO RECEIVE INFORMATION ON MODEL STANDING ORDERS

Clerk had previously sent these out by email and will be working on them to prepare for the Annual Meeting. Councillors' were asked to look at the copies and feedback any comments in readiness. Clerk pointed out some items that have changed and that Town Council will need to follow if the new Orders are adopted.

RESOLVED to receive and take note

32. TO DISCUSS AND APPROVE PAYROLL SERVICES

To encourage diversity in Town Councils, Welsh Government have made Councillor allowances mandatory. It is good practice for all allowances to be paid out to ensure equality of information. Allowances must be reported to HMRC and so this will mean that the free HMRC will no longer accommodate our needs as there is a limit of 9 employees. Two decisions will need to be made at the Annual Meeting and information will be distributed beforehand:

- Will we adopt a policy of paying out all allowances as standard?
- If so, which payroll company should we engage?

RESOLVED to receive and take note

33. TO APPROVE PAYMENT TO

- | | |
|--|----------|
| 1) CVSC membership - £15.00 | Approved |
| 2) CCBC Community Skips - £666.00 | Approved |
| 3) Cllr I Jones travel reimbursement for One Voice Wales training – £28.80 | Approved |
| 4) Wages and pension payments April – £2790.17 | Approved |
| i. Town Clerk April | |
| ii. Wages Environmental Operative April | |
| iii. Pension employer and employee contributions March | |

There was a query about the percentage rates of pension payments. Clerk reassured that this had been checked and it is the standard rate for public pension with Gwynedd Pension services. Further information can be sought if required but our practice is in line with other Town Councils in Conwy

All RESOLVED to approve and take note

34. TO DISCUSS AND APPROVE PLANNING MATTERS

0/46076 38 Pen y Bryn Llanfairfechan – extension

No Observations

RESOLVED to receive and take note

35. TO RECEIVE CORRESPONDENCE

1. Seafarers Red ensign query

Clerk to get quotes for flag and check if other Town Councils are getting involved and report back. Window could be dressed and a flag could be flown on the digital sign

2. Letter from resident

Thank you letter was received for the basketball hoops in the MUGA. It noted that 'It is nice for the children of Llanfairfechan to have something new and fun to do'

3. Understanding Welsh Places

Clerk and Mayor to prepare a response

4. Amendments to Public Audit

Clerk to complete the survey

RESOLVED to receive and take note

36. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

1. Request that the Town Council buy two sets of Petanque balls for events at the court. Clerk to progress this.

It was agreed that Town Twinning could prepare the dedication plaque – a request it be tri-lingual

2. The funeral of Dr Gareth Bellis was reported with regret and it was noted what a valuable contribution he had made to the village during his many years at the GP practice. Mayor and Cllr C Jones will attend the funeral to represent the Town Council

3. Victoria Gardens beds need barrier plants to protect the front of the beds from the sea breezes. Clerk to find a contractor to do the work before the launch day if needed.

4. ICT system review went well. The public and events wi fi has been limited due to the number of people accessing the system. Statistics show it is being well used by the public which is good news

5. Beach car park – request item for next agenda

6. Notice that concrete lampposts in the village are being changed to metal. Clerk to request a plug for the post by the cenotaph to help with the remembrance service. Councillors were reminded that we still need to find a bugler as Sacheus is on his travels and so it would be good if everyone could ask around.

7. Report on a smashed back window of a car. Clerk to check that PCSO is aware of the incident

All RESOLVED to receive and take note

MEETING CLOSE – 9:15pm

Signed (Chair) _____ Date _____