



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



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

**WEDNESDAY 19th JULY 2023
TOWN COUNCIL MEETING AGENDA**

1. Welcome all to the meeting
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 information and approve co-option to Pandy Ward.
6. To receive staffing information and Staff Review Document
7. To receive information about the Llanfairfechan Community Listening Campaign
8. To receive information and approve plans for a Llanfest Town Council stall.
9. To receive Food and Artisan Market Data report December 2022 to May 2023
10. To receive information and approve plans for accessible picnic bench at Victoria Gardens
11. To receive and approve Financial Report
12. To receive and approve current payments for July 2023

Payments to be made
1. Staff Wages and Pension payments for July 2023 £4700
2. Menter Iaith Minutes translation June and July £416.21
3. Viking – small toilet rolls and hand towels £119.88
4. Amazon Business – temporary tattoos - £2.25
5. Amazon Business – temporary tattoos – £5.46
6. Amazon Business – temporary tattoos - £8.98
7. One Voice Wales – Councillor Training – Charing Skills Cllr Alun Rhys Jones £38.00
8. SLCC Annual membership 2023 - £222.00
9. Councillors' allowances 2023/24 13 x £156 as per mandatory requirements £2028

13. To discuss planning matters
0/50876 23 Parc Henblas Llanfairfechan Conwy LL33 0RW To remove 1 no. oak and 1 no. lime tree
0/50846 Sunnyholme Bryn Road Llanfairfechan LL33 0DY Garage conversion
14. To receive correspondence
15. To receive reports from meetings
16. To receive urgent matters for discussion

WEDNESDAY 19th JULY 2023
MINUTES OF THE TOWN COUNCIL MEETING

In Attendance: Chair: Mayor Laura Fielding; Deputy Mayor Alun Rhys Jones; Cllr Leena Farhat; Cllr Andrew Hinchliff; Cllr Rob Jewell; Cllr Chris Jones; Cllr Gareth Jones; Cllr Nia Jones (on Zoom); Cllr Elgan Owen; Cllr Christine Roberts; Cllr Preben Vangberg (on Zoom) Town Clerk Jayne Neal

1. Mayor Laura Fielding welcomed all to the meeting
2. To receive apologies for absence (LGA 1972 Schedule 12)

Cllr Penny Andow

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

Cllr Elgan Owen Item 6 – work link as will be involved with grant panel; Item 7 work link to advise the project group

Cllr Christine Roberts Item 5 – personal friend

It was agreed that the meeting could be recorded for the purposes of minute taking

4. To receive representations and queries from the public.

In attendance Egin – supporting communities to tackle climate change

Resident matter raised: petition for a zebra crossing to be installed on Village Road by the pedestrian entrance to the Co-op. It is not acceptable to think that people with mobility issues can walk down to the traffic lights. In addition, the traffic lights don't give enough time to cross safely. The 20 mile an hour limit is already in operation in that area and makes no difference to the risk. There is a large number of people living in Parc Hen Blas and Park Road area because it is close to the Co-op, but they now feel too afraid to cross to the co-op due to the threat from traffic. An informal survey of traffic showed a surprising number of cars using the road every 30 minutes (between 100 and 140) and a regular number of pedestrians (between 6 and 18 individuals). This is not just a problem for older residents with mobility issues as parents of children have reported that they do not allow their children to walk to school alone because of worries about traffic in this area. The entrances around the co-op are particularly risky and a zebra crossing would help to steer pedestrians to the pedestrian entrance safely. Clerk to email Conwy CBC to request a site meeting with residents to discuss the matter. It was noted that the new highway code gives priority to pedestrians who are already crossing a road, but this is not being enacted. Clerk to email PCSO and the manager from the Co-op to invite to site meeting. Resolved to receive and take note

In attendance Gwyneth Jones from Egin – supporting communities to tackle climate change: This is a programme funded by the National Lottery to support community groups take steps to tackle climate change or live more sustainably. Providing facilitators, mentors, and peer guidance for groups to develop climate related projects and gain funding to develop them. A monitoring and evaluation toolkit has been produced to help groups assess potential outcomes and it was noted this is an excellent tool for groups to use. Councillor noted this can have a wide ranging usage. Projects must be shown to benefit the community and so consultation and monitoring is important. There is an online platform open to anyone to join and the programme is funded until 2029 which allows in depth work. The programme is bilingual with most mentors able to use both languages.

Point 1 It was noted there is a threat from the sea rising, but this is being addressed by county council. However, flooding in the upper town is a concern and something should be considered with the river being a particular pressure point.

Point 2 Is the lottery funding available for use with feasibility studies? Yes, the funding could bring in technical advice from a professional in the field for feasibility studies.

Point 3. Groups need to engage with the whole programme before thinking about applying for the grant. There are a lot of ideas and careful consideration must be given to what is the best idea to take forward.

Point 4 Interesting that adaptation has been discussed – this is a topic that needs addressing. We know there are going to be environmental changes and adaptation will be necessary

Point 5 Key groups might be the Community Planning Partnership as the idea of a hydroelectric scheme was included in resident feedback. Another one could be the Community Hall Committee who have received information from an energy audit recommending solar panels and insulation to reduce fuel usage.

Details for the local facilitator will be shared with Town Council and an information event could be a way forward to consider what projects might be taken forward. Resolved to receive and take note

5. To receive information and approve Co-option to Pandy Ward.

Sharne-Marie Bellis had applied for the co-option following an extended period of advertising. CV and covering letter had been distributed prior to the meeting and Sharne was in attendance. Co-option was approved.

Proposed Cllr C Jones Seconded Cllr A Hinchliff Unanimous Resolved to approve and take note

The declaration of Acceptance of Office was signed and read out. Cllr Sharne- Marie Bellis was welcomed to Llanfairfechan Town Council **Resolved to receive and take note**

5a To receive and approve minutes and Action List

In error, this item had been left of the agenda and was added during the meeting.

Item 8 The pre planning consultation for plot East of Gorwel had been received by the developer and he had said he will be pleased to receive any further information that is uncovered.

Item 16.1 It appears that survey work is due to be undertaken regarding the river leak as the road is closed overnight on 27th / 28th July.

Action List:

Cyngor Tref Llanfairfechan Town Council Action List		NFI = no further information	
Date: 19th July 2023			
Item:	Date:	Progress	
1 Potholes in Mill Road	17/04/2023	Under observation by CCBC	
2 Nant y Pandy car park	NFI	with legal awaiting further work on it	
3 Paddling Pool	NFI	work started no details have been sent re; contribution as yet	
4 Promenade car park & flood protection	update	coastal funding has been received Cllr Penny chasing up details	
5 Bus stop damage Y Bont west & east	NFI	email sent for update 5/07/2023	
6 overgrown hedges at Mount Road	email	report about brambles staraching cars - has been sent to ERF	
7 shop flags	update	example flags received	
8 resident concern about flytipping in Station road	NFI	awaiting update	
9 Benches project	update	last plaque has been fitted on The Cob benches	
10 Station Road Garden	update	progress made; the item will be added to next agenda	
11 MUGA West Shore	update	information about possible grant funding to be shared	
12 Petanque court	update	awaiting invoice	
13 Audit	update	external audit will be sent out by Friday 18th August	
14 Kickstarter Community Plan	NFI	email sent for update 5/07/2023	
15 Ward Vacancy Pandy	agenda	on agenda co-option application to be completed	
16 Llanfest	cancelled	to discuss Family Fun Day	
17 Police information	update	PCSO is now working from the hall on a Monday where possible	
18 River leak under railway bridge	NFI	email sent for update 5/07/2023	
19 Pagoda shelter	update	Mayor has bought paint from Mayor's allowance and will be organising a work party	
20 Beach huts	update	Llais y Lle and Carneddau project are interested. Cartrefi community chest may fund	
21 Calan Gaeaf celebrations	on agenda	fireworks provisionally booked for 31st October	
22 Police information	update	PCSO is now working from the hall on a Monday where possible	

4. Promenade car park & flood protection – it has been confirmed by County Councillor that Conwy CBC have been successful in the bid for coastal funding. Conwy CBC have confirmed that funding has been agreed for electrical car charging points. Clerk to request the Conwy CBC team to attend our meeting on September 6th to provide an official update on the car park development. Email concerns have been raised about the coastal project webpage and Clerk to follow up this email asap. Concerns were raised that the County Councillor for Bryn has not responded to our queries.

6. Overgrown hedges Mount Road – this is causing problems for carers who work in the area and may lead to service being affected. Clerk has reported and is awaiting notification on who owns the hedges. It was confirmed this is Conwy CBC responsibility. Clerk to email Conwy CBC to raise this matter again.

7. Shop flags – a design example has been sent out, but it is single sided and so the lettering does not work. It was agreed that the flags can be replaced as they deteriorate with single sided design with just the crest and no lettering. Clerk to action this as needed.

9 Llanfairfechan Public Benches project – a final plaque has been added to the wooden benches on The Cob. There are still available places on the old metal benches on The Cob and on the new metal benches around the town.

10 Station Road Garden – This has been held up as the Keep Wales Tidy funders require a five year guarantee on the site and Trunk Agency has only offered a 1 year option. Awaiting reply from Trunk Agency about how we can progress this.

11 MUGA West Shore –Llanfairfechan Football Club are still keen to work in partnership to renew the MUGA and liaise with Pen Phoenix for information. Awaiting release of the funding bid. Football club wants to use the piece of land next to the bowling club for youth training. A high fence will be added to our grant application to protect the bowling green. It was agreed that low level usage could go ahead for work with the junior teams in the interim. There is a small hole on the tennis court side. Clerk has emailed Play Officer to check out if this is bad enough to need fixing. It was agreed it could be fixed if needed.

14 Kickstarter Community Plan – there are concerns that its taking a while to get the partnership up and running and we have not shared the draft plan and consultation response as yet. Planning to share the document at the Family Fun Day in August.

17 Police information – PCSO now works from the Lloyd Hughes room on Mondays where possible to make sure more hours are worked in the town.

19 Pagoda shelter – Mayor has now bought the paint and is awaiting better weather to arrange a work party, Email will be sent out

20 Beach Huts – negotiation with Conwy CBC to clean off drug related graffiti. Town Council looking at working in partnership with Llais y Lle, PCSO, Carneddau project, Conwy Youth Services and Cartrefi Community Chest to add a Glan y Mor/ Carneddau nature mural to the beach huts in the long term.

21 Calan Gaeaf celebration – It was agreed celebrations should be planned for 31st October and based around the promenade and the firework display. Clerk to work in partnership with Llais y Lle to develop the project. Query was raised about the use of silent fireworks. This has been debated previously and it was agreed that, if the display is properly advertised in advance, dog owners will have the warning and can make provision to care for nervous pets. The problem is that silent fireworks need music to be played alongside which raises the cost enormously. Other displays have started using drones, but these cost much more than our budget of £1800. For Calan Gaeaf, it would be preferable to have a bonfire, but the risks are too high. It was suggested that maybe a moderately sized wicker animal or person could be burnt in keeping with the festival. Further ideas and options will be considered, and developments will be reported at the next meeting. It was noted that discussions will need to take place with Conwy CBC about car park works to make sure there are no obstructions.

Proposed Cllr E Owen Seconded Cllr L Farhat Unanimous Resolved to approve and take note

6. To receive staffing information and Staff Review Document

A document had been distributed prior to the meeting and was taken as read. It had been produced to provide supporting evidence for the Community Town Hall project development proposal to bring in a new member of staff to administer the venue. The Town Clerk role is becoming increasingly busy due to extra work required by external funding projects and the sustainable services/asset transfer agenda in Conwy CBC. At the same time, the Community Hall is hosting more high profile entertainment events and needs further development to bring in more revenue. These aims cannot be achieved with the current reliance on Town Council staff, and it is hoped that external funding will be accessed to bring in a dedicated centre administrator for the hall. The staffing committee had met to consider the document and had agreed that plans should be progressed, and the staffing situation will be monitored. The Community Hall Committee have agreed to a short term solution to help provide backup cover for hall bookings as needed.

Resolved to receive and take note

7. To receive information about the Llanfairfechan Community Listening Campaign

Llanfairfechan has been chosen as a survey site for this project that looks into resident views on dementia services in the local area. It can be completed on paper or [online](#). Clerk has distributed the online link widely and councillors have started to give the surveys out to residents. The group hope to survey at least 10% of the population by the end of October. Clerk can provide paper copies if needed and also, they are in the hall foyer and at the library. Responses are sought from all ages and so Conwy youth services have also taken some sheets. Clerk to send out survey to the Street Support database participants where possible.

Resolved to receive and take note

8. To receive information and approve plans for a Llanfest Town Council stall.

It was noted that everyone is sad that Llanfest cannot go ahead, and it would be nice to have something for families during the summer holidays. Proposal to run a Family Fun Day Saturday 26th August 10am to 2pm. Community stalls with fun activities and Discover Llanfairfechan with calendars, Town Council funded bouncy castle, Town Council Sustainable Services consultation stall, Town Council fake tattoos activity, book swap, toy swap, school uniform stall if possible. Town Council to fund bouncy castle and refreshment snacks. Possibility to advertise as a Family Fun Weekend as there is a Welsh Folk Night in the evening and Discover Llanfairfechan children's entertainment in Split Willow on the Sunday. Clerk to talk to partner groups and progress the planning and development of the project. Dates were provided for the following proposed events:

Calan Gaeaf – 31st October lantern parade, firework display and dress up competition (in partnership with Llais y Lle) / **Llanfairfechan Remembrance – 12th November** – Clerk is hoping more veterans might attend and is in discussion with the Veterans Breakfast Club / **Llanfairfechan Festive Fayre – 10th December** – Entertainment, fun fair, food and artisan market, Santa Claus grotto, community market / **Llanfairfechan Kite Festival – late April** – early May date TBC. Mayor Laura Fielding's finale event for 2023/2024. To help the staff team, councillors were asked to attend the events. They are a good opportunity to meet residents as elected members. The draft Town Council sustainable services survey will be launched on 26th August and updates were discussed and agreed. Preparation work will continue, and the consultation period will finish at the end of October.

Proposed Cllr C Jones Seconded Cllr A Hinchliff Unanimous Resolved to approve and take note

9. To receive Food and Artisan Market Data report December 2022 to May 2023

This document had been distributed prior to the meeting. Figures from the report show that over the 5 markets from December to April 1851 customers had attended and over 190 stalls during the period. There is now a directory of over 80 different suppliers and over £1600 has been made from the stall charges with £660 paid to the Community Hall for venue hire. It was noted that there is a need for more food providers and work is being undertaken to source these. However, Covid has moved many food producers online and they have not come back to market trading. The Events & Community Engagement Officer must be congratulated on the outcomes achieved for this project as it is a great result, especially against the backdrop of recovery from a global pandemic and a cost of living crisis.

Resolved to receive and take note

10. To receive information and approve plans for accessible picnic bench at Victoria Gardens

It was agreed this project could be postponed until the Autumn

Resolved to receive and take note

11. To receive and approve Financial Report – no matters arising

Proposed Cllr A Hinchliff Seconded Cllr C Roberts Unanimous

Resolved to approve and take note

12. To receive and approve current payments for July 2023

Payments to be made
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18. Councillors’ allowances 2023/24 13 x £156 as per mandatory requirements £2028

No matters arising

Proposed Cllr A Hinchliff Seconded Cllr R Jewell Unanimous

Resolved to approve and take note

13. To discuss planning matters

0/50876 23 Parc Henblas Llanfairfechan Conwy LL33 0RW To remove 1 no. oak and 1 no. lime tree

0/50846 Sunnyholme Bryn Road Llanfairfechan LL33 0DY Garage conversion

No observations for either application

Resolved to receive and take note

14. To receive correspondence

1. Glyphosate spraying by Conwy CBC - Spraying at Victoria Gardens and on Station road whilst school children were passing by - resident concerns that all areas are still being sprayed. Town Council recognise the concerns and requested that Clerk to email Conwy CBC to discuss this matter and reiterate that we do not want spraying in Victoria Gardens and that we would prefer them to look for an alternative for the spraying in the town. Also requested that clerk enquires with other town councils.

2. Rhandir Hedd cemetery – Resident sent in thanks for Conwy CBC addressing her concerns about Rhandir Hedd cemetery. Work has been completed to tidy the area and the undergrowth has now been cut back. Clerk to email cemetery officer.

3. Station Road Car park fly tipping comments from resident: Extremely concerned about flytipping at the car park and very disappointed that nothing has been done to implement CCTV and the action plan to mitigate the problem. Clerk has emailed Conwy CBC and will send a further email asking for information. It was noted that Town Council have agreed to part fund CCTV for the area and put up anti fly tipping signs, but this can't be done until Conwy complete their piece of work. It was confirmed that Clerk had included County Councillor for Bryn into the correspondence about this matter. Clerk to speak to County Councillor for Pandy who had said there may be some news about this, once information is shared, Clerk to chase up the email for Conwy CBC.

4. Trees in field adjoining Llwyn y Gog bungalows: Phone call from a concerned resident at Llwyn y Gog Llanfairfechan about trees that are over 12ft high in the adjoining field and roots that are coming into the gardens along the row of bungalows. The roots are visible on the surface of the gardens and are causing a trip hazard. The residents are also concerned that the roots are going under their buildings. The understanding is that the fields surrounding are owned by Conwy CBC and Cartrefi Conwy, so the trees are the responsibility of either or both of these organisations and report has been sent to Conwy and Clerk is awaiting a response. Clerk has advised resident to contact county Councillor for Bryn.

5. Email from Conwy CBC Play Officer - urgent work required for skate park.

David has found a quote of £1540 to repair panels at skate park as its part of other work being done for Conwy. This is lower than another quote (Ace Play £1655.50) and considerably lower than a previous one received from the original installers: (Fearless Ramps £2250). It was agreed the quote of £1540 should be accepted – Clerk to action this by email.

15. To receive reports from meetings

Cllr Leena Farhat - Ysgol Babanod School Governors meeting. Two Welsh Government ministers had attended the school recently. Following the Estyn inspection, the School Development Plan has been rewritten to better meet the requirements and this is a positive move forward. The head teacher is still very hopeful there will be a new school building and all reports have been sent in to support this process.

Cllr Chris Jones - Plas Menai Patient Engagement Group – Shingles jab for 70 years +. One jab needed if taken in August, two jabs needed if left to the winter. Pneumonia jab for over 65s will be offered soon. IT problems had caused a loss of two days' work – concern raised that back up systems were not effective.

Mayor Laura Fielding – Conwy CBC Cabinet Meeting severe shortage 1 bedroom and 4+ bedroom houses across Conwy. An email has been received from Cllr Emily Owen with the breakdown of figures for Llanfairfechan. Clerk to share with full Town Council.

Cllr Elgan Owen - Launch of the Trussell Trust report on food poverty in Wales – will be shared to all Town Council. Findings are extremely worrying

16. To receive urgent matters for discussion

1. Concerns about the footbridge across river by the Bank car park. Clerk to email again as the walkway has deteriorated further.

Meeting closed at 9:30pm

Next meeting is on Wednesday 6th September 2023