



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB

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**MINUTES FROM WEDNESDAY 1<sup>st</sup> SEPTEMBER 2021  
MEETING OF THE FULL TOWN COUNCIL**

In attendance: Chair: Mayor Penny Andow; Cllr Laura Fielding; Cllr Andrew Hinchliff; Cllr Claire Hughes; Cllr Delohne Merrell; Deputy Mayor Cllr Christopher Jones; Cllr Nia Jones; Cllr Iolo Kars Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts

87. Welcome by Chair of Meeting

88. To receive apologies for absence –Cllr Rob Jewell; Cllr Carol Gell; Resolved to receive and take note

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

Item 12 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.

Item 10 Cllr C. Roberts, Cllr D Merrell, Cllr C. Jones & Cllr A Hinchliff declared as committee members for Community Hall but no personal gain from this so it was agreed they could remain in the meeting

Resolved to receive and take note

90. To receive representations and queries from the public

No members of the public were present

Resolved to receive and take note

91. To receive and approve minutes 21<sup>st</sup> July 2021 & Extraordinary Meeting 5<sup>th</sup> August 2021

Minutes had been circulated by email previously and they were taken as read.

1<sup>st</sup> July 2021 matters arising: Item 84.8 North Wales Police have been investigating matters based around the cob and have approached the private owner of the area to ask that it is secured effectively to protect against its illegal use as a party venue. British Transport Police are working in partnership to warn of any concerns about large groups of young people travelling into the village and this partnership working does seem to be having an effect as there was no trouble reported last weekend.

5<sup>th</sup> August 2021 matters arising: Item 4 County Councillor had been approached by the bereaved family who would like to contribute to the project as a memorial. Seagrass restaurant have expressed an interest in taking custodianship of the defibrillator. Clerk has been in touch to start the defib purchase process but is still awaiting information about the safety equipment. Clerk to call a meeting of stakeholders in the near future to make further arrangements.

5<sup>th</sup> August 2021 matters arising: Item 5 Work at Nant y Coed is in jeopardy as NRW have not agreed the CCBC concrete rebuilding plans due to concerns about the water course and potential flooding. The work can only take place in certain seasons and the project is now on hold. CCBC are currently replacing some border stones by the riverbed, but they are unable to undertake the main path work. Several meetings have taken place to try and move this forward and it is thought that some equivalent wooden work might be able to be completed to reopen the area in the shorter term. This would include wooden steps and walkways across the river to offer a natural environment for families to use. There is a concern that this would not be as accessible for vulnerable groups, but it was agreed that, as a compromise, this could be workable in the short term. CCBC are looking into this and creating a new plan that could include improvements to the car park. CCBC are releasing a social media post that can be shared.

1. Can we look at provision for parents and children – access for pushchairs
2. Care needs to be taken that funding is not used up on temporary measures when it is needed for long term protection. The CCBC team feel that the temporary measures would offer an enhanced option for the future and further funding would be sought to achieve a longer-term result.
3. MP Robyn Millar mentioned the levelling up fund – could this be considered for a more ambitious project? CCBC are looking at all funding options currently.
- 4 Temporary is a good compromise and timely as the winter approaches and it is more difficult to get children outside.
- 5 Thanks were given to the County Councillor for this liaison with all parties and for sharing the information with Town Council

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

#### 92. To discuss and approve community grant applications

One grant application had been received from Llanfairfechan Crown Green Bowling Group

Application to fit CCTV in the clubhouse to protect against further vandalism. The group would be happy with any contribution especially if it was £500 or above. Following discussion, a proposal was made to award £800 towards the project.

Proposed Cllr D Merrell Seconded Cllr N Jones Unanimous Resolved to approve and take note

#### 93. To discuss and approve report Sustainable Llanfairfechan - distributed prior to the meeting

The report had been produced by the Clerk as a starting point for discussion following the release of the IPCC Report on Climate Change. The report calls for a coordinated approach to reducing CO2 emissions and caring for the environment and this will, inevitably, have an impact on the way that Llanfairfechan Town Council develops its work within the community. Several projects are already concerned with growing and sustainability in Llanfairfechan and this document is designed to promote discussion about the bringing these separate projects together under the umbrella of Sustainable Llanfairfechan to:

- Provide a coordinated and well researched approach to sustainable working practice
- Avoid duplication and promote a more measured approach to the work
- Develop the opportunity to bid for external funding to support work within clear aims and objectives that will benefit the community as a whole. Recommendations are that:

1. Llanfairfechan Town Council uses the name Sustainable Llanfairfechan for their community plan work and develops the brand as an umbrella title for all our community work
2. That an inaugural meeting is called in September 2021 inviting all stakeholders to bring their ideas to the table. We ask that all Town Councillors attend the meeting to help launch the project

The report was received favourably, and the Clerk was thanked for providing the information.

Point 1. It was noted that Big Green Week is happening 18<sup>th</sup> to 26<sup>th</sup> September and Town Council had already been approached to run some activities. Ideas included a Green Fair with relevant stalls, community litter pick, and a related window display at the hall. Clerk to liaise with Councillors to plan this and link with the Sustainable Llanfairfechan brand.

Point 2. The report could be expanded to include research on policy groups such as the Conwy and Denbighshire PSB environment remit. The report could form a working document for the project that could continue to change as the project develops.

Point 3. Query about the soft plastic recycle scheme at the Co-op. Clerk to enquire if an extra bin could be installed at the hall.

Point 4. The Llanfairfechan Biodiversity group had approached to discuss concerns about the new LED streetlights. Perhaps some information gathering could take place during Big Green Week and this matter referred for discussion with CCBC?

Clerk to progress the project with a first meeting during Big Green Week and linking with partners and councillors to develop activities.

Included in this item was a discussion about public benches. The pathway on the cob is currently very overgrown and benches are damaged. It was noted that this area is due for flood work so any clearances or new equipment should be installed once the work is completed. Other benches in the village are also damaged and in need of repair and whilst this is the responsibility of CCBC, Town Council could decide to fit new and more interesting benches to brighten the village. A number of options were discussed, and it was reported that a lot of families

are approaching to offer memorial benches for loved ones. It was agreed that this should be put on next agenda and councillors and Clerk will collect information and ideas for discussion.

Proposed Cllr A Hinchliff Seconded Cllr D Merrell Unanimous Resolved to approve and take note

**94. To discuss and approve report Byw'n Dda / Living Well project - distributed prior to the meeting**

This report details the health and wellbeing project that is due to start in September 2021. Following the successful bid for Welsh Government funding of £11,000.00, Llanfairfechan Town Council have to provide a number of food and artisan markets and business support sessions in Llanfairfechan before March 2022. This is a tight timescale and, as such, the staffing team have started on developing draft plans for the project:

October	Dates & times
Halloween Pumpkin Trail and Plant & Produce swap	Saturday 30 <sup>th</sup> October
Llanfairfechan Community Plan Session	Evening TBA
November	
Llanfairfechan Firework Display and Artisan Market	Friday 5 <sup>th</sup> November at 6pm
Llanfairfechan Remembrance	Sunday 14 <sup>th</sup> November leaving the hall at 10:30am
Llanfairfechan Community Plan Session	Evening TBA
Llanfairfechan Festive Weekend	
Rotary Club Santa Grotto	Saturday 20 <sup>th</sup> November
Community Christmas Fair at the hall	Saturday 20 <sup>th</sup> November
Festive food and artisan market	Sunday 21 <sup>st</sup> November
<b>Office will be closed for Christmas break from Friday 17<sup>th</sup> December and reopens Monday 3<sup>rd</sup> January 2022</b>	
January	
Community Hall Food and Artisan Market	Last Sunday of the month
Llanfairfechan Community Plan Session	Evening TBA
February	
Community Hall Food and Artisan Market	Last Sunday of the month
Llanfairfechan Business Week	
5 x network and training sessions	TBA
Llanfairfechan Community Plan Session	Evening TBA
March	
Llanfairfechan Celebrates	
Community Groups showcase at the hall	Sunday 28 <sup>th</sup> March
Street Food and Artisan Market	Sunday 28 <sup>th</sup> March
Llanfairfechan Community Plan Session	Evening TBA

The report recommended that:

1. Llanfairfechan Town Council considers the plan of events and approves the timetable for 2021/22
  2. That Town Councillors consider how they might like to be involved and what sessions they can support
- The staff team was thanked for working on the plans. It was suggested that the Older Person's Day on October 3<sup>rd</sup> could be incorporated into the project and the recommendations were agreed. The timetable is subject to change during the planning stage, so dates are not confirmed.

Proposed Cllr A Hinchliff Seconded Cllr L Fielding Unanimous Resolved to approve and take note

**95. To discuss and approve report Staffing Review - distributed prior to the meeting**

The report had been prepared in readiness for the Staffing Committee meeting on 9<sup>th</sup> September, but Clerk wanted to ensure that all councillors were aware of proposals and in agreement for matters to go forward. In July 2021, Town Council received news of new funding of £11,000 to kick start our projects to develop a community plan and food and regular food and artisan markets. The money will allow us to increase working hours for the Project Officer and Environmental Operative to support this development. This good news prompts the need for a review of staff workloads and the report has been written to assist the Llanfairfechan

Town Council Staffing Committee in developing their plans for 2021/2022. The role of Project Officer has evolved over time and a significant aspect that has emerged is the value of having a communications and marketing professional on the team. As a result, it could be suggested that a more accurate title for the role would be Communications and Project Officer, and this is something that the Staffing Committee may wish to consider going forward. Proposed plan:

- Increase Environmental Operative hours to 30 hours per week
- Offer extra 5 hours to Communications & Community Projects Officer = 15 hours Town Council £ 5 hours Community Town Hall marketing

Proposed Cllr A Hincliff Seconded Cllr C Hughes Unanimous Resolved to approve and take note  
 96. To discuss and approve hybrid meetings and media equipment

Community Hall have been considering the purchase of hybrid meeting equipment for the hall and Clerk gave an update on progress. Further discussion took place, and it was proposed that Town Council may be in a better position to purchase and manage the equipment. It has been very difficult to gain three quotes for the work due to current supplier issues. One quote for the following equipment has been received:

- Newline Atlas 75" Interactive Display
- Loxit Hi-Lo Screen Lift 750 Electric Height Adjustable
- Powercool Rack mount UPS
- Loxit Hi-Lo Screen Lift 750 Electric Height Adjustable Trolley
- Newline Intel i5 OPS Module - 8GB Ram, 256GB SSD

Subtotal £4,501.00
VAT £900.20
Total £5,401.20

The quote gathered from Amazon by the clerk came to over £5000 without installation so this is equitable. A proposal was made that the Town Council buy the equipment and draw up appropriate paperwork to allow for groups to use the equipment at a cost either by deposit or rental charge. Clerk to progress and report back by email.

Proposed Cllr N Jones Seconded Cllr D Merrell Unanimous Resolved to approve and take note  
 97. To receive September finance reports and approve payments 2021

Finance Report and Petty Cash report

Proposed Cllr C Jones Seconded Cllr D Merrell Unanimous Resolved to approve and take note

1. Staff Payments September wages, employer & employee pension contributions to date – £3800
2. ZOOM reimbursement (paid 25<sup>th</sup> March) Town Clerk – 143.88
3. Conwy County Borough Council Paddling Pool charge - £1883.25
4. Conwy County Borough Council Community Skips - £552.00
5. Siemans Photocopier September to December – 302.40
6. Menter laith translations - £209.69
7. Cawthreys Scarecrow awards - £270.00 retrospective
8. British Gas Pendalar Hall - £1000 retrospective
9. Funky Octopus play day entertainment - £650.00 retrospective

Payments were taken as one and agreed

Proposed Cllr A Hincliff Seconded Cllr C Hughes Unanimous Resolved to approve and take note  
 Finance and Petty Cash Report – had been previously distributed and was taken as read

Proposed Cllr C Jones Seconded Cllr D Merrell Unanimous Resolved to approve and take note  
 98. Action List was discussed as added agenda item 11a

Item 4 Promenade Car Park – emails have been received from the team but there is no current progress with regard either temporary remedial work or the main plan. It was suggested that the CCBC team are invited to attend our next meeting to discuss progress. Our understanding is that CCBC may have heard something about the flood monies by then and councillors would like to discuss a resident consultation exercise for the car park plans, in particular the grassed area. It was suggested that the grassed area should not be included in the car park as it is well used as a family picnic area. Indeed, it was felt that some effort should be made to cordon off the area to prevent the current parking problem. It was strongly argued that residents should have a say in the final car park plan. This would also, perhaps, solve the Town Council quandary over whether to introduce sponsorship for the area or resident parking permits. Clerk to email CCBC.

Proposed Cllr D Merrell Seconded Cllr N Jones Unanimous Resolved to approve and take note

**Item 11 Flytipping at Station Road. Clerk to organise the site meeting asap to start the process towards fitting equipment and signs**

**Item 12 A55 Enquiry – start of this is Tuesday 21<sup>st</sup> September. Objectors are preparing their statements for the enquiry and several issues have been raised which contributed to the Town Council statement of objections.**

**Item 25 Fireworks have been provisionally booked for 5<sup>th</sup> November, but this may be affected by any new Covid-19 regulations. Silent fireworks are being sourced and if this goes ahead, we will need music to accompany them**

**Item 25 Wreaths have been ordered ready for Remembrance. It is hoped that groups will be able to contribute to payment this year, but Town Council are committed to helping any groups who have been affected by Covid-19 through their s137 community grants pot. A decision will need to be made soon about whether a service will go ahead within Covid-19 guidelines and prep will need to start soon.**

**99. To discuss planning matters:**

**0/48824 Bryn Ffawydd Bryn Ffawydd, The Close Llanfairfechan LL33 0AG**

**No observations to be recorded - Councillors would expect the process to follow the tree officer's recommendations**

**0/48786 Grey Gables The Close Llanfairfechan Conwy LL33 0AG**

**No observations – Councillors were impressed with the level of information and detail. Councillors would expect the process to follow the conservation officer's recommendations**

**100. To receive correspondence**

**During pandemic, correspondence is sent directly to Town Councillors due to the pressure of the online meetings. Any matters can be added to the agenda.**

**Item 1 letter from residents regarding long service recognition at Llys y Coed. Town Clerk has taken note and will report further when appropriate**

**101. To receive reports from meetings and events**

**1 Book Swap event – was a great success with a lot of interest. Residents commented it was nice to see the gazebo outside the hall and the concept surprised a lot of people who thought they would have to pay. The Project Officer was commended for her work in preparing for this and on the day.**

**2 Llanfairfechan Play Day went extremely well with over 80 children counted at the event in Victoria Gardens. The Toy Swap on the day also went well although was fairly quiet. The children who attended were very happy with their new toys. It was noted that Funky Octopus were a great addition to the day and worked hard throughout the day to offer entertainment. Thanks were also given to Conwy Youth Service and the young people who helped with judging and running the parachute game. The scarecrow trail still did not have too many entries and it was suggested that maybe next year the event could be based around a teddy bear's picnic theme. Clerk to investigate and report back**

**3 Mayor and Deputy Mayor's attendance at events – The Mayor attended the Air Ambulance fundraiser and Dr Kath's leaving event and has conducted a Blessing for a couple who have recently been married. The Deputy Mayor visited Cylch Chwarae Llanfairfechan Playgroup to view their new entrance and outside play areas.**

**102. To receive urgent concerns & compliments**

**1 Query about some overgrown verges clarified that these are Conwy responsibility areas as our Autumn PROW cut has taken place.**

**2 Report from County Councillor that CCBC are considering further works in the Station Road area to divert water towards some Victorian culverts that are currently unused. This will further protect against flooding.**

**3 The first consultation report towards the community plan is due to be released soon. This will give us the information we need to ensure that we approach the process in the fairest way to include all resident opinion**

**4 Concerns from residents living on the Penmaenmawr Road stretch towards Pen Dalar about speeding cars. Clerk to report to CCBC. It was noted that Town Council tried to start a Speedwatch volunteer group in 2019 but we were unable to recruit the required 9 community volunteers. This may be something that would be resurrected as an idea if residents in this area would be interested.**

**103. The meeting was declared closed at 9:15pm.**

<p><b>Next meeting: Town Council Meeting Wednesday 22nd September 2021 at 7pm at Llanfairfechan Community Town Hall – Council Chamber. Covid -19 regulations will be in place, Covid-19 pandemic permitting</b></p>
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