



**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 October 22nd, 2025

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 receive and approve minutes October 1st, 2025 (LGA1972 Schedule 12)
6. To receive and approve the Cydraddoldeb/Equality project staffing plans
7. To receive and approve report and next actions on the Bench Project
8. To receive and approve quotes for fixing/securing the network in the Community Hall
9. To receive and approve acquisition of Pendalar BT phone box
10. To receive information and approve about administrative changes
11. To receive information about Markets and events
12. To receive and collect Register of Member Interests
13. To receive S137 Community grant application
14. To receive and approve current payments for October 22nd, 2025

<u>Payments to be made</u>
1. Antur Waenfawr confidential waste £19.20
2. Amazon business Guillotine £49.99 / Push pins £3.08 /Cork Board £12.92
3. EPC Forestry PROW Autumn cut £850.00
4. Llanfairfechan Community Hall Hire Veterans group (annual) £390.00 / Mental health training £200.00
5. Core Highways LTD (Amberon) Road closures Remembrance £982.00/ Festive Fayre £1459.00
6. CCBC Paddling Pool sponsorship May to September 2025 £5211.00
<u>Retrospective payments</u>
1. Networld Sports Tennis Winder for net £98.40

15. To receive information about planning matters:

1. None received

16. To receive correspondence

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 October 22nd, 2025
TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams

MINUTES

In attendance: Chair: Mayor Nia Jones; Deputy Mayor Sharne-Marie Bellis; Cllr Leena Farhat; Cllr Rhys Griffiths; Cllr Chris Jones; Cllr Christine Roberts; Cllr Preben Vangberg; Cllr Andrew Hinchliff BEM (online). Town Clerk: Jayne Neal; Deputy Town Clerk: Callum Morrison; Equality Project Officer: Bethan Williams

1. Mayor Nia Jones welcomed all to the meeting and gave general housekeeping information. 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 Penny Andow (Town & County Councillor); Cllr Charlotte Davies; Cllr Gareth Jones; Cllr Alun Rhys Jones;
Resolved to receive and take note

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

Item 8 – Deputy Town Clerk: Callum Morrison declared a personal interest as one of the quotes was provided by his father who is director of IT Consultancy firm who specialise in Networking. **Resolved to receive and take note**

4. To receive representations and queries from the public

No residents present. **Resolved to receive and take note**

5. To receive and approve minutes October 1st, 2025, (LGA1972 Schedule 12). These were taken as read. Cllr Andrew Hinchliff BEM noted that the Gowel development was noted in the last minutes. He checked earlier today (22/10/2025) if there was an appeal for the Gorwel development and found that no appeal had yet been registered.

Proposed Cllr R Griffiths Seconded Cllr C Roberts **All unanimously resolved to approve and take note**

6. To receive and approve the Cydraddoldeb/Equality project staffing plans Following a recruitment process, the appointment of the Cydraddoldeb/Equality project officer was awarded to Bethan Williams. Bethan was in attendance of the meeting, introduced and welcomed to the team. Bethan has an official start date of 29th October. It was noted that Town Council staff have everything in place to onboard Bethan on the 29th (email/computer/etc.) and staff also have a meeting booked with Manon on 29th (who is helping to lead on our Pony Festival Project this year), so that Bethan will be ready to help at our event on 1st November.

All unanimously resolved to approve and take note

7. To receive and approve report and next actions on the Bench Project Cllr C Roberts has taken a lead on this project and conducted a survey of the benches in place along the beach front and lower part of Llanfairfechan. Further volunteers/organisation is needed conduct a survey of the benches in the upper part of the village. She noted that there were 3 benches specifically that had issues: the bench by the bus stop when coming from the cemetery is corroded by rust, the bench by the co-op has 2 rivets missing, the bench by the cenotaph has lost of the red paint. Additionally, there is general wear and tear on the 'natural wood' benches around the cob. The wood is cracking and has some sharp edges. It was noted that the installer of the natural wood benches are expected to crack as this is the nature of natural wood. It was asked that we get Garth (local blacksmith) to look at the metal benches that were noted (above) with damage and provide quotes for fixing or replacing if needed. It was hoped that a metal panel would be able to fix the corroded damage rather than a full replacement. The 'recycled plastic' picnic benches were raised by Cllr R Griffiths as these are known to be damaged. Town Clerk advised that these benches are owned by Conwy County Borough Council (CCBC) and they have a policy to remove damaged benches but not replacing them. Llanfairfechan Town Council would need to replace and have ownership of the bench. It was asked if Town Council has any money in the Bench Project fund. Town Clerk did not have the figures, although believes there is only a small amount of funds in the account as we have recently funded a picnic bench in Victoria Gardens. Town Clerk also noted that we have not had many donations recently. Cllr L Farhat suggested that we run an information campaign about the Bench Project as residents may be unaware of the project. Cllr C Roberts also noted that there was damage to the 'Welcome to Llanfairfechan' sign and has asked that we get Gareth to quote for fixing this while he is also quoting for fixing the benches.

Proposed Cllr C Jones Seconded Cllr R Griffiths **All unanimously resolved to approve and take note**

8. To receive and approve quotes for fixing/securing the network in the Community Hall Deputy Town Clerk gave a brief history of the network setup and infrastructure to explain the issue and need to increased security. 3 quotes

have been provided. 1 quote which would cover the fixing of the network using the current hardware that we have in place. 2 quotes would fix the network using new equipment. The latter 2 quotes were multiple thousands of pounds. The first quote was set at £850+VAT. This is provided at ½ price as a community benefit project to help Town Council and Community Hall. Deputy Clerk advised that the current hardware is aging, and new hardware would bring better speeds, security and reliability. However, the costs involved would mean that we would have to do a joint grant funded project with the Community Hall. This would take time, but we need security patching urgently. Cllr P Vangberg noted that the larger quotes also included an on-going service maintenance charge which is a large yearly ongoing cost. It was noted that when we do look for an upgrade, we need to look at ongoing running costs as well as up-front costs to find the best/most cost-effective solution. It was agreed that the first quote at the smaller sum be covered by Town Council so that we can secure the network. Town Council will be on the look out for suitable grants so that an 'upgrade' to the network system can take place in the future.

Proposed Cllr C Jones Seconded Cllr R Griffiths

All unanimously resolved to approve and take note

9. To receive and approve acquisition of Pendalar BT phone box

At a previous meeting it was agreed that Town Council should investigate acquiring the kiosk at Pendalar to fit a defibrillator. BT have provided a contract to the Town Council for adoption of the kiosk. It was noted that if the adoption did not go ahead then the kiosk would be removed and so there would not be an opportunity to adopt it in the future. Key points from the contract with BT are: 1) Payment of the £1.00 adoption fee 2) BT have confirmed that no planning permission is needed for this kiosk 3) If BT are informed a defibrillator has been fitted, BT will retain responsibility and costs for the electrical power supply for a period of 7 years, which is essentially the life of a defibrillator. 3.1) BT's responsibility is for the underground cable up to the R.E.C fuse box in the kiosk service chamber. 3.2) Any future faults beyond this point will be the responsibility of the kiosk owner (including bulb replacement). 3.3) BT reserves the right to disconnect the electricity supply at some point in the future; however, BT will contact the kiosk owner should this become necessary. 3.4) BT does not monitor the electricity supply – Town Council will need to check that the defibrillator is being charged. Town Council already regularly check our defibs to make sure that the electric is working. Cllr L Farhat asked about signage for the defib. The BT contract states that Town Council are responsible for signage and need to erect clear and correct signage. We can also use the Kiosk for other signage such as events that are happening, and crisis support etc. It was noted that the location of the Kiosk is more prominent than at the Community Hall and so would likely make residents more aware of the availability of a defibrillator. Town Council agreed to acquire the kiosk for the purpose of moving the defib from the Pendalar Hall to the kiosk.

Proposed Cllr C Jones Seconded Cllr C Roberts

All unanimously resolved to approve and take note

10. To receive information and approve about administrative changes

Town Clerk and Deputy Clerk have been discussing ways to change the processes of the Clerk Office so that staff time can be made more efficient and resilient. 1) Communications – new shared mailboxes have been setup for emails swyddfa@llanfairfechan.net & markets@llanfairfechan.net (these email addresses have been setup previously but been aliases attached to a personal account). The shared mailbox allows multiple staff members to have access to one main email address to receive and send as. The benefit is so that if one staff member is off, then other staff members can pickup work/projects. This is not currently possible as the email history will be in a personal mailbox which the other staff members will not have access to. The new mailboxes will be used for the majority of external communications. It also enables any staff member to pick up a new enquiry. Personal email mailboxes will remain. This new system is in place and addresses have been changed in email signatures, websites, and on social media. Information about this change will be posted about on social media. Discussion took place and Town Council agreed that the changes made were positive and public promotion should now commence. 2) High Vis vests – Town Clerk and Deputy noted that although Councillors have their own high vis vests at home, often they are not being brought to events. It was asked if councillors would like to keep the high vis vests at home or if they would prefer the Clerk to keep them in the office and bring to events. It was noted that councillors started to keep them at home so that they were available of an emergency (e.g. emergency traffic control or to help with flooding events). Town Council discussed and agreed that they would prefer to keep the vests at home. 3) Opening hours – At Covid we changed our office open hours an extra hour to 9am-1pm. We are wanting to shorten the open hours back to 9 – 12 or even change them so that they show 9:30am – 12:30 so that they reflect CCBC starting times. Most enquiries take place between 10 and 11:30. The point of reverting opening times back is so that it allows the Town Clerk and Deputy to manage their time and focus on legislative tasks and project work rather than enquiries at any time of day. Actual staffing time in the office is likely to remain consistent throughout the week as there is better IT equipment in the office rather than 'at home' and workload requirements demands it. Discussion was

held and it was suggested that a survey should go out to residents to find out the times they would prefer the office to be open. Town Clerk to arrange a survey shall be held on social media and at the Markets and report back at next Town Council meeting.

All unanimously resolved to approve and take note

11. To receive information about Markets and events

Deputy Town Clerk and Town Clerk ran through the upcoming events and what is currently planned. 26th October – Halloween market, 1st November Pony Festival, 8th November Fireworks night, 9th November Llanfairfechan Remembrance Sunday, 16th November Stir up for Xmas market, 4th December Volunteer's Buffet, 7th December Xmas Market. All events up to Llanfairfechan Remembrance are fully prepped and promoted. Xmas Market is also fully booked. Deputy Town Clerk made request for councillors to volunteer at events and help with marshalling etc. An email will be re-sent with all event details and asking for councillors to submit their availability. It was requested that Facebook 'Events' are setup for each event. Deputy Town Clerk noted that the Events can't have posts scheduled. The 'Event' will have 1 post from setup and no further updates. It was noted that Shaun came to visit Jayne today (22/10/2025) to discuss the Christmas lights. All work will be completed by 16th November ready for lighting up the Christmas tree at the 'Stirup for Xmas' market. Shaun also was offered some hanging lights that could go up in station road. There is a lot of work for station road (stress testing pressure points, providing electric points etc.). These lights are coming in at a '2nd hand price'. Town Clerk suggested purchasing the lights (if pricing is suitable) to have them for stock for expansion in future years as 2nd hand lights are not for sale often. Town Clerk to investigate pricing.

Resolved to receive and take note

12. To receive and collect Register of Member Interests Town Clerk gave thanks to all councillors who have filled out and returned their form but noted that there are still some councillors who have not filled out and returned their form and wanted to raise the issue again. All forms that have been handed in are being processed and put on the Town Council website.

Resolved to receive and take note

13. To receive S137 Community grant application This grant application has been applied for by the schools in Llanfairfechan to cover the cost of Urdd membership for all school pupils. £1500 applied for Babanod and £1500 applied for Pant y Rhedyn. Urdd membership promotes the Welsh language and allows pupils to take part in a variety of activities such as having Silent Welsh discos in the schools, access sporting competitions and to hold school eisteddfodau and to compete against other schools. Town Council have historically provided this grant as it provides equality so that any pupil may take part in events if they wish. A report from the previous grant noted 'Having both schools achieve the Cymraeg Campus awards was also a feature of the grant success'. Town Council has previously asked for the figure of current participation in the program, the schools provided the following figures: "Current participant figures are 115 Pant Y Rhedyn and 108 in Babanod." Town Council agreed to provide the grant this year. It was noted that last year the schools applied for additional funds but have not applied this year. It was noted that we should be encouraging applicants to apply for the whole project rather than just part of the project, even if it has been rejected in the past. Town Council is not confirming grant approval, but we don't want to promote a situation where applicants are not applying because they have not been successful in the past. Town Clerk to invite the school to re-apply for additional funds if required.

Proposed Cllr P Vangberg Seconded Cllr R Griffiths

All unanimously resolved to approve and take note

14. To receive and approve current payments for October 22nd, 2025

All payments approved.

Proposed Cllr A Hinchliff BEM Seconded Cllr P Vangberg

All unanimously resolved to approve and take note

15. To receive information about planning matters:

No new planning matters arising.

Resolved to receive and take note

16. To receive correspondence

16.1. Emails had been received from residents regarding poo bin at Tyddyn Drycin which has rusted through.

We have asked Gareth (blacksmith) to investigate and quote for a fix. CCBC policy is to remove any bins that are broken and not replace them. Councillors agreed that they did not want the bin to be lost. Councillors agreed that if the bin can be fixed then we should get it fixed. Town Clerk to request quote from Gareth.

16.2. Complaint received from resident RE parking issue on Parc Crescent.

After some investigation the issue is being caused by a resident that taking multiple spaces and causing obstruction to the entrance to Parc crescent. The main issue is that one of the vehicles is broken down and depositing oil over the road. It was also noted that the parked vehicles have reportedly stopped bin lorries from getting down the road and so some collections are being missed. Councillors believe that this was cleaned up but

has recently deposited oil again. The person in question has vehicles registered in Gwynedd and so we are struggling with cross-border boundaries as there are limited actions that either Gwynedd or Conwy County councils can take. After investigation, the vehicles that are licensed as taxis are meant to be kept off road while not in use. Town Clerk has reported to Conwy and Gwynedd licensing that the vehicles are being kept on-road. Town Clerk asked for some councillors to keep an eye out on the situation and take photos of when the vehicles are blocking access. These can then be passed to NW Police who can then act. One vehicle was marked as SCORN and has been reported to NW Police.

16.3. Complaint received from resident RE fly tipping and domestic bins in Station Road car park. The resident reported There is an ongoing issue with unauthorised members of the public using the bins to fly-tip rubbish in, as well as the continuous fly tipping around the clothing bank recycling bins area. The unauthorised use of these bins results in overflowing of black bags containing food waste as the residents are not provided food waste bins and must place any food waste in black bins. When the bins are overflowing the lids can't be closed and the sea gulls and other birds rip open the bins causing litter and food waste to be spread across the car park, also resulting in rats scavenging there for food. Town Council also noted that this has been an on-going issue for a long period of time. A few actions have been taken place. Bins have been moved once previously to a new location within the car park. CCTV has also been introduced, the resident reported that CCTV has reduced the issue but not eradicated it. Locks have been attached to the bins but broken off on multiple occasions. Signs have also been put in place. The resident noted that one sign was hidden behind the bins and was overgrown with vegetation. The 2nd sign is most notable when then you leave the car park, supposedly after the fly tipping has taken place. Town Council agreed to trim back the over growing vegetation by the bins and signage. Additionally, Town Council will make sure that the sign by the roadside is double sided so that signage is visible from the road. Town Council ask the resident to continually report any issues using the Report It app to Conwy. It was decided that Town Council should not raise the issue with CCBC at this time (who own the bins) as it has been brought up before and no further action was taken. Deputy Town Clerk to reply to resident, get the vegetation cut back, and make sure signage is suitably placed.

16.4. Receive request from Flood Team Lead at CCBC The Flood Team have an update that they would like to share with Town Council about interim works before the large-scale protection works take place. Owen has asked to be present at the next Town Council meeting to provide the update in person. Town Clerk to add to meeting agenda.

Resolved to receive and take note

17. To receive reports from meetings and events

17.1. Llanfairfechan Community Hall Meeting – A survey was done of the attic/roof space. Only 7 bats comprising of 2 different breeds have been found. Insulation has been ordered to be fitted into the roof at every section except for where the bats are. Special insulation needs to be fitted to this part of the roof. In the last 18 months £194,000 has been raised through grant funds. It was noted that community hall and Town Council should work together to promote the amount of money raised for the Llanfairfechan Community. Solar Panels have been very effective, along with changing the energy contract. Previous monthly electric bill was only £150 last year it was about £1500. Community Hall is well on the way to being self-sufficient. Recent band night (Beatles Complete) was a massive success, and we hope they will spread the word of our venue to other artists. Already we have multiple bookings for throughout next year. Community Hall has also been awarded grant funding for Winter Sounds this year – dates 21st to 23rd November.

17.2. Discover Llan Meeting 500 Calendars are ordered and on sale from this Sunday. Place plan is coming on, with lots of people filling out the survey. Arts week is being promoted for summer 2026. This is gearing up to be a large weeklong series of events.

17.3. Penmaenmawr Civic Service – Deputy Mayor Sharne-Marie Bellis attended and reported it was a good event. She was able to make new contacts and networking connections.

17.4. First Aid Mental Health Training 15 people attended. All passed exams on the day, although this needs ratifying by the awarding body. This means that we now have 31 mental health first aiders in the Llanfairfechan community. We used the Ray Jones Hwb on the first day and the Council Chambers on the 2nd day. Feedback was that the Ray Jones Hwb was workable but cramped. We should look at using only the Council Chamber next time. This brings this round of The Dŵr Anafon funding to a close. We can apply for more funding in February next year. It was suggested that we should reach out to the schools to see if we can get teachers on the training. Training should also be focused on weekend/half-term.

17.5. Meeting with Conwy Clerks and CCBC Town Clerk attended the meeting and brought forward the idea that CCBC should provide training to Local Councils who are taking on the responsibilities that CCBC used to undertake

(paddling pools/toilets/gardening). This idea was received positively and a timeline had been given to local council about their training needs.

17.6. Older Person's People in Wales & Ministerial Advice Meeting – Cllr Andrew Hinchliff BEM attended and stressed (along with OVW) how they needed to be focusing the grants available to local councils to get elder people included in the community. We may hear more about this in the future.

Resolved to receive and take note

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

1. Public concerned about streetlights out at the bottom of Caeffynnon road. They have been out for 2 weeks now. They are reported on the Report It app. The lamp posts effected are along Aber Road by the bottom of Caeffynnon road and up the bottom of Caeffynnon road. There is also a light out by the cemetery. Last time this happened Conwy had an issue finding out who owned the lamppost as some are owned by Scottish Power etc. Town Clerk to send an email to ERF asking for an update

2. MP Claire Hughes has received she has breast cancer. It was suggested that we send her a 'get well soon' card from Town Council. Town Clerk to arrange.

3. Public have reported that Dragon Roofing vehicles are parking on the pavement /in the road outside their office at the traffic lights. This is causing danger on the road or restricting the use of the footpath. Deputy Clerk to report issue to Conwy. Councillors asked to take photos and sent to Town Clerk/Deputy if they spot dangerous parking.

4. Post by boating/duck pond directing people to the cob has been knocked over. Town Clerk arranging for it to be re-erected. Cllr Leena Farhat noted that the post was removed temporarily by someone before it was returned. Cllr Andrew Hinchliff BEM agreed that the post could be stored temporarily in his garden for safety before it gets re-elected. Deputy Town Clerk to ask James to move post to Cllr Andrew Hinchliff BEM's garden.

5. Thanks was given to Environmental Officer James who have been doing a great job at clearing autumnal leaves/debris. Town Council agreed to nominate him for a certificate of appreciation.

6. Cllr Rhys Griffiths noted that they have found the MUGA gate lock was broken by football coach who was struggling with an injury in the pitch and could not get out via the main gate. LLFC now have a key to the larger gates.

Resolved to receive and take note

Meeting closed at 9:25pm