



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB**

**Mayor Cllr Alun Rhys Jones**

**Deputy Mayor Cllr Nia Jones**

**Wednesday October 2nd, 2024**

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

**AGENDA**

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

In attendance: Partnership Manager Open Reach - Full fibre Deployment in Llanfairfechan

5. To receive and approve minutes October 2<sup>nd</sup>, 2024, and current action list (LGA1972 Schedule 12)
6. To receive information about Co-options to Bryn and Lafan Ward – now being advertised.
7. To receive information and approve plan DWP: Wales group pension credit campaign
8. To receive information from Conwy CBC about public toilets in Llanfairfechan
9. To receive information about Beach of Dreams and approve plan and payments
10. To receive information about email security and approve plans for IT backups – Deputy Town Clerk
11. To receive information and approve plans for New Year Llanfairfechan Lantern and Fireworks event
  1. Proposed date Thursday 2<sup>nd</sup> January
  2. Financial and volunteer support for the event
12. To receive information and approve plans for Halloween market October 27<sup>th</sup> 12pm to 4pm
13. To receive final planning and approve Llanfairfechan Remembrance arrangements
14. To receive and approve current payments for October 23rd, 2024

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 334 071 607 970

Passcode: SLALhC

**Payments to be made**

- |   |
|---|
| 1. <b>Menter Iaith translations summer projects 3805 words £296.79</b>                  |
| 2. <b>Menter Iaith translations website text and minutes 3782 words £295.00</b>         |
| 3. <b>Flagpole Express (SPF Funded) 1292.16</b>   |
| 4. <b>Laptops Direct Town Clerk IT peripherals £300.83</b>                              |
| 5. <b>Simply Book Me Ltd Market booking site annual charge £299.52</b>                  |
| 6. <b>Networld Sports Extra Goals (CFF funded) £2472.00</b>                             |
| 7. <b>G Roberts Blacksmith (CFF Funded) £1600.00</b>                                    |
| 8. <b>Laptops Direct Peripherals Deputy Town Clerk £269.91</b>                          |
| 9. <b>Laptops Direct bag and Laptop Hewlett Packard £839.87</b>                         |
| 10. <b>Amazon Business HDMI leads x 4 £28.31</b>  |
| 11. <b>Amazon Business picture hanging strips £11.33</b>                                |
| 12. <b>SLCC ILCA training course (Deputy Clerk) £120.00 +VAT</b>                        |
| 13. <b>EPC Forestry Autumn PROW cut £850.00 (retrospective payment) £850.00</b>         |
| 14. <b>Paul Davis Haswell Morfa Madryn Hides repair (retrospective payment) £350.00</b> |
| 15. <b>Curtis HR Ltd recruitment advice (retrospective payment) £39.00</b>              |

15. To receive information about planning matters: none received
16. To receive correspondence
17. To receive reports from meetings
  1. Environmental committee – Morfa Madryn & Dwr Cymru site meeting
  2. Town & Community Council Forum – Town Clerk
18. To receive compliments and urgent matters for consideration and to log for future meetings

Wednesday October 23rd, 2024

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

### MINUTES

In attendance: Chair: Deputy Mayor Nia Jones; Mayor Alun Rhys Jones; Cllr Sharne-Marie Bellis; Cllr Andrew Hinchliff BEM; Cllr Chris Jones; Cllr Gareth Jones (left at 8:40pm); Cllr Christine Roberts; Cllr Cathryn Taylor; Cllr Preben Vangberg. Town Clerk: Jayne Neal; Deputy Town Clerk: Callum Morrison

1. Mayor Allun Rhys Jones welcomed all to the meeting and gave general housekeeping information
2. To receive apologies for absence (LGA 1972 Schedule 12) County and Town Cllr Penny Andow; Cllr Leena Farhat;
3. To receive declarations of interest – (Disclosable personal or prejudicial interests) No prejudicial interest declared. None declared
4. To receive representations and queries from the public

1. David Linton, Partnership Manager Open Reach - Full fibre deployment in Llanfairfechan was in attendance to discuss the proposed Llanfairfechan project. A presentation was given about a government scheme to roll out full fibre access to rural communities across UK. The following points were made:

1. The project is demand led. Residents have to pledge for the project to go ahead in Llanfairfechan
2. If successful it would raise the internet capability across Llanfairfechan to at least 108mbs
3. It would upgrade the old copper wires to fibre which makes the service faster and more reliant
4. The previous upgrading of service in Llanfairfechan has been piecemeal – this new project gives the capability for equality of access across the community

It is important that anyone who pledges is interested in taking up the service once it is up and running

The scheme covers the local telephone exchange area and there are designated eligible properties. Those who currently do not receive fibre internet and is deemed eligible by the Government. It requires a pledge from at least 107 household to take up the service. If this number is reached the project will go ahead and all residents in Llanfairfechan benefit from the choice to take up Full Fibre Internet. Openreach is a wholesale supplier and wouldn't offer the full fibre package directly to residents. This would happen through a list of possible suppliers as agreed with resident. Once the project goes ahead, the rollout will be in stages - 32 properties at a time. Internal challenges may mean internet speed is affected but the providers can offer extenders to help with this.

Question 1 Do you need to buy a new modem? The Internet Service Providers (ISP) will post a new router and updated equipment if needed.

Question 2 Will the service be more expensive? There is an industry website that's compares all ISPs - residents can have a look and see what prices are best – the starting cost currently is around £25 for a basic service.

Question 3 Will those people who don't pledge be able to join the scheme once it is up and running? They will be able to take advantage of the scheme as this is all about equal access to Full Fibre Internet. It should be noted that if there are not the target number of pledges a much reduced scheme may be considered but this would mean the equality of access would not be guaranteed

Question 4 Are you going to leave leaflets? Leaflets will be left with Town Council, the list of eligible properties, a sample cover letter and the slide show will be shared

Question 5 If there are properties that are not on the eligible list but feel they should be – can we get in touch? Yes, this can be investigated, and properties could be added if they fit the criteria.

A stall will be at the Food and Artisan Market on Sunday 27<sup>th</sup> October with further information.

2. Resident attended to discuss the site meeting with Dwr Cymru 11<sup>th</sup> October. Item 17.1 was moved up the agenda to accommodate an early discussion. It was noted that some questions about discharges had not been properly answered. It was stated clearly that they are legally managing within the remit but its clear the information is incomplete. The company works within the legal compliance, and they are not in breach of consent. The sewerage network is seen to be overloaded but the difference in output from proposed extra housing in the town may lead to a small increase in the levels of contamination. Questions were raised about the quality of sampling. NRW have feedback that they are happy with levels in Llanfairfechan. There is little more that Town Council can do apart from monitoring the situation and encourage residents to share evidential reports to DWR Cymru and NRW, preferably with photographs. There is a concern about waste from farms but, in fact, everyone understands that the combined sewerage systems in place across the country are under pressure. The main problem is lack of funding for improving the infrastructure. Town Council may run another awareness session about resident reporting procedures

All resolved to receive and take note

**5. To receive and approve minutes October 2nd and current action list (LGA1972 Schedule 12)**

Minutes had been distributed prior to the meeting and were taken as read. There were no matters arising.

An Action list was distributed in the meeting pack:

	Date: October 23rd		NFI = no further information
	Item:	Date:	Progress
1	Nant y Pandy car park	update	email has been sent to Jason K Jones - need to add to November agenda for decision on progress
2	Promenade car park & flood protection	update	work is progressing well on the car park. No word about flood protection project
3	Bus stop damage Y Bont east	NFI	email sent again 22/10/2024
4	Llanfairfechan Flag Project	update	flags are ordered and Gareth blacksmith on standby for installation. Xmas or regular in Station road ?
5	Benches project	update	confirmation email sent to contractor and in development
6	Station Road Garden	NFI	signs ongoing - to be ordered and fitted
7	SPF WS Recreation project (MUGA)	update	last payments to be made end of project report has been sent to Conwy cbc
8	Kickstarter Community Plan	NFI	update needed form Discover Llanfairfechan
9	Pagoda shelter	NFI	pagoda wood has been restored - could be now painted
10	PROW Clearances and fence at Pen y Bryn	NFI	awaiting information the training for Environmental operative
11	Christmas lights and Tree of Lights	update	order and application has been sent to Shaun. Tree of lights meeting report
12	Food and Artisan Market	Agenda	on Agenda
13	Community Skips	Update	project going well with few resident complaints
14	GP surgery gardening query	NFI	email sent 20/07/2024 awaiting response
15	Winter Sounds	update	looking for volunteers for the performance nights
16	Sub committee meetings	update	date set for Finance group meeting 28/10/2024
17	IT information and email security	Agenda	update report to be given by Deputy Town Clerk
18	Llanfairfechan Remembrance	Agenda	update to be given
19	Fireworks and lantern parade	Agenda	update to be given
20	Festive Fayre	NFI	event Sunday 8th December - please add to diary as it is our biggest event of the year
21	Llanfairfechan TC Gazebo project	update	forms and agreements need updating. Project needs to log number of hirings through the year for analysis
22	Abandoned cars at car parks	update	PCSO is now actively pursuing owners of dumped cars where the MOT is out of date - will report back

1. Nant y Pandy – this plan is being reconsidered due to the pressures on budget from Local Authority service finance requests. This will be put onto the next agenda for a decision.
22. (related matter) Abandoned cars at this site – two cars with MOTs have been reported to PCSO and the owners have been directed to move them within two weeks. One car has already been moved.
2. Work is progressing well, and no formal complaints have come into the office. Some concerns about service lines cut on site but this has been dealt with by the contractors
3. Bus shelter – email has been sent to chase up the repair works for this site
4. It was agreed that the new flags should be put out at all sites Village Road and Station Road
5. Bench project – is progressing and it was agreed that three sets of MUGA bench will be installed by the gates, two back to back and once facing the gates. The existing viewers benches on the bank will be refurbished with timber
7. An end of project for the MUGA project had been distrusted and was taken as read
8. Clerk to contact Sam to progress the community partnership as the constitution and governance is now completed.
9. Pagoda has had some refurb by Conwy so the painting could continue. Clerk to check out the shelter and report to next meeting
11. Lights are needed for the Christmas Tree and two extension leads. Clerk to purchase these in time for tree installation on the 7<sup>th</sup> November. Tree of Lights project will be launched at the 17<sup>th</sup> November market. Residents can sign up to celebrate a loved one's memory and this will be entered into a book of Remembrance which will be displayed in the Lloyd Hughes Christmas window. Clerk to buy decorations for the school children for the indoor trees. We will offer a reception for the children in the Council Chamber to hang their decorations. Clerk to buy sweets and fruit for the children.
13. Community Skips are working well with minimal complaints. People have got into a routine of using the skip regularly and it seems residents are happy there is something available
16. Finance meeting on Monday October 28<sup>th</sup>. Awaiting the Sustainable Services finance letter but the advice is to go ahead and start to set the precept so there is something available at the next meeting.
21. Gazebo project is still going well. The administration needs updating, and the project needs to be logged on Microsoft lists so the work can be reported. In an emergency, it was agreed that the Mayor or Deputy Mayor could agree the loan if Clerk is not available. All unanimously resolved to approve and take note
6. To receive information about Co-options to Bryn and Lafan Ward – now being advertised. Co-option notices have been circulated and residents are directed to get in touch with the Town Clerk for details. Two people are interested, and Clerk will send the details to them. There are two vacancies so it may be that a ballot will not be necessary. The co-option is scheduled to take place on November 13<sup>th</sup>. All unanimously resolved to approve and take note

7. To receive information and approve plan DWP: Wales group pension credit campaign. Councillor has distributed links and paperwork about the current DWP campaign to sign up eligible people for Pension Credits. Town Councillors were asked to share and encourage engagement. Resolved to receive and take note

8. To receive information from Conwy CBC about public toilets in Llanfairfechan

Clerk had met with Conwy CBC Facilities Manager to discuss the future of public toilets in Llanfairfechan. The following was noted:

Village Road Toilets have been maintained by Town Council for many years, but no service level agreement is available, and Town Council have requested this in order to be able to progress the discussions. These toilets will remain open due to the Town Council commitment, especially because there was strong support in the resident's survey.

Station Road Toilets are not fit for purpose as the building needs serious refurbishment and there is no budget. These are likely to remain closed with other options discussed for use going forward. If it is going to be closed all information needs to be removed from all websites

Promenade Toilets will be closed from October up to Easter 2025 as there is no budget to keep them open. It is hoped they will be reopened for Summer 2025 dependent on Conwy budget. Town Council can agree to an asset transfer and to run the toilets, but the paperwork will need to be drawn up and a suitable agreement negotiated. Town Council are awaiting a formal letter from Conwy CBC that will detail the public toilets offer and will then consider the options at a future meeting. The concern is the affect on Town Council precept and rising costs for residents. The simple choice is that these services might have to close. Another option might be to set up a building trust as a charity to cover these new assets. The Llanfairfechan Community Hall is already set up as a charitable trust and might be able to take on other assets. All decisions will need to take account of the information from Conwy CBC. Resolved to receive and take note

9. To receive information about Beach of Dreams and approve plan and payments

A national outdoor and digital creative programme exploring and activating the UK's coastlines, across England, Northern Ireland, Scotland and Wales. May 1st to June 1st, 2025. A proposal document had been circulated and was taken as read. It was agreed that Town Council join the project and order two pennants – one history based, and one nature based. A walk will take place in May along Glan y Mor Elias, beach walking east and ending at Victoria Gardens where Llanfairfechan Celebrates could be held to welcome the walkers. This is a large scale project, and volunteers will be invited to get involved. Unanimously resolved to approve and take note

10. To receive information about email security and approve plans for IT backups – Deputy Town Clerk

1. The current updates to our IT systems are leading to some ongoing costs to protect our work from fire or cyber-attack. The plan is to buy in a back-up system with an external provider. This will protect and give easier access to shared data for efficient work practice.
2. Tablet devices for Councillors – the long term aim is to provide work devices for all Town Councillors, but we can achieve this through a staged process. The first step would be to provide a tablet device for the Mayor and Deputy Mayor this year. This will help transparency between Councillors and staff and there needs to be a reliable communication system. It was noted that the Clerk, as part of our transparency and partnership staff is in contact with the Chief Officers on a daily basis. A separation between work and personal devices will increase our professionalism and make sure that work completed by staff is accountable and open to Chief Officers. It was agreed that back up and 2 x tablets with peripherals should be purchased within the budget.
3. Email security – the Deputy Town Clerk has produced a presentation about email security. Happy to run through after the meeting or the presentation will be sent out to all councillors and a short training meeting booked for the near future if there is interest.

All items unanimously resolved to approve and take note

11. To receive information and approve plans for New Year Llanfairfechan Lantern and Fireworks event

- a. Proposed date Thursday 2nd January
- b. Financial and volunteer support for the event

Harbourmaster has confirmed tides for the date and time. It was noted that Rotary will help with marshalling and a query was made about volunteers from Llanfairfechan Town FC It was agreed this should go ahead and Clerk to gather quotes from Manon for the Lantern workshops and drumming and return it to Town Council for final agreements. There will be several lantern workshops for the Pony Festival that can be used so it is hoped there will be enough. There have been residents comments that they would like to return the fireworks to Halloween if

possible. The only barrier would be the tides but this can be considered and see how things go In January. Conwy staff teams have been invited to celebrate the refurbishment of the car park. The TC team will start to advertise the event with the finalised date

Unanimously resolved to approve and take note

**12. To receive information and approve plans for Halloween market October 27th 12pm to 4pm**

There are a number of activities planned for the market – stall holders will be in fancy dress and stalls will be decorated. There is a stall holder fancy dress competition and one for members of the public as well. Reality Boffins are providing a spooky backdrop to the stage and there will be a mass dance onstage.

Unanimously resolved to approve and take note

**13. To receive final planning and approve Llanfairfechan Remembrance arrangements**

The running order for Llanfairfechan Remembrance is going to be similar to last year. The paperwork will be produced over the next week and wreaths are arriving ready for pick up from Monday next week. There will be a reception upstairs in the Council chamber for anyone who is participating in the event from 9:30am. It was noted how lucky we are in Llanfairfechan that the community are so supportive, and it is often noted by British Legion that Llanfairfechan has the biggest wreath order in the local area.

Unanimously resolved to approve and take note

**14. To receive and approve current payments for October 23rd, 2024**

All payments were approved, and no queries were raised

Unanimously resolved to approve and take note

**15. To receive information about planning matters: no new matters received.**

Resolved to receive and take note

**16. To receive correspondence**

1. Clerk had received correspondence to confirm that documents for East of Gorwel case 0/51286 have been amended and so Councillors were directed to view the new information. Some had viewed this information already and were keen to resubmit the original Town Council response as there was a feeling that the amendments did not go far enough. A recent letter from the Conwy CBC LDP Team states *'the site is situated outside the settlement boundary on greenfield land. Other speculative applications have been granted in previous years under the provisions on TAN1 and the 'considerable weight' argument, however, it is the view of the SPPS that the weight attributed to increasing the delivery of housing is unlikely to outweigh LDP policy in relation to settlement boundaries.'* In addition, the LDP Team note the 100 % exception site figure and the 50% affordable housing figure in the Ministerial letter of 2019, that writes that LDP plans must be considering sites that provide 50% affordable housing. The applicant in this case has advised that anything above 30% would not be financially viable. Clerk was asked to send an email to the Conwy Planning Officer restating the Town Council position
2. A resident has a collection of photos of local people and character sketches that could provide an opportunity for an exhibition wall at the Community Hall. It was agreed that more information was needed, and that Town Council would need an assurance that data protection guidelines have been followed.
3. Positive reports on James' work and there is consideration for an award with Keep Wales Tidy. In addition, it is a ten year anniversary in January. Deputy Mayor and Mayor will look into this and report back.

Resolved to receive and take note

**17. To receive reports from meetings**

1. Environmental committee – Morfa Madryn & Dwr Cymru site meeting – Marfa Madryn hides are refurbished, and it is a good job done. Dwr Cymru meeting was moved up the agenda
2. Discover Llanfairfechan calendars have arrived – please spread the word about them. There will be a stall at the markets in November and December
3. Town & Community Council Forum – Town Clerk reported the main message is that there is an expected shortfall in the Conwy budget 2025/26 of around 22million. There were dire warnings about service provision and Town & Community Councils will be asked to take on more services. Letters will be sent out soon.

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

1. There is an old smartphone available for use if needed for the Food and Artisan Markets
2. Councillor reported how much they were enjoying their Town Councillor role and expressed an interest in standing as Deputy Mayor 2025/26. Clerk reminded that a proposer and seconder from the Councillor group was required and then the decision will be made at the Annual Meeting in May.
3. Clerk to write to Play Officer to ask about the progress with regards to the skatepark
4. Clerk to purchase the tree lights and extension leads so that they will be available for 7<sup>th</sup> November.

Meeting Closed at 9:40pm