



**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
MINUTES**

In attendance: Chair: Mayor Alun Rhys Jones; Deputy Mayor Nia Jones; Cllr Sharne-Marie Bellis; Cllr Leena Farhat; Cllr Chris Jones; 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 Andrew Hinchliff BEM
 3. To receive declarations of interest – (Disclosable personal or prejudicial interests) No prejudicial interest declared.
 4. To receive representations and queries from the public
1. Item from correspondence was moved up the agenda as a resident was online to discuss the topic of flood protection for the promenade:

An email had been received detailing damage that had occurred during the storm in April and the serious concerns of residents since that time. Clerk had responded with links and information to reassure the resident and was thanked for sending these out. A query was made about why there is a focus on the car park refurbishment and a response had been made as follows: With regard to the car park, the redesign of the flood project and return to Welsh Government for further funding has meant that that the car park project could not wait for the flood project to start, as it had separately secured funding that needed to be used within a strict timeline. This change of emphasis is unfortunate but is not unusual in large scale projects. It can be seen from the minutes of our meeting on September 4th that all concerned would rather have completed the two projects together, but this has been impossible under the necessary redesign for the flood protection work.

Question - The resident thanked the Town Council for focusing on this as priority issue but asked what measures could the Town Council put in place in the interim to protect the houses, particularly from the flooding around the back?

There is evidence to show that Conwy CBC recognise the concerns about the flooding from the back road very seriously following the evidence gathered in April. They do have new plans to protect the side roads as part of the flood protection scheme so it is likely there will be better emergency measures in place if a flood is imminent. It was noted that speed bumps in the side roads may be considered, and it would be expected that sandbags or similar protection may be actioned more effectively.

Some further information from Conwy CBC has been received this week to follow up resident concerns about the broken coping stones that had been left at the east end of the promenade. Town Council reported this as a health and safety concern on 17th July. Apologies were given about the delay, and they have now been reported for repair by the car park contractor as soon as possible. There was also confirmation that the coastal hydraulic modelling for the new flood protection design should be ready this month and the team will then complete the structural design as soon as possible. Reassurance was given that the team will report back any developments and Town Council will report through minutes and through Facebook.

2. Manon Williams from Theatr Prysor was in attendance to present information about Gwyl Merlod Gwylt /Wild Pony Festival 2024/25. On November 3rd, there will be Community Lantern making Workshops, a live feed from the Community Hall to watch the pony gathering, Reality Boffins digital pony activity, Paned a Sgwrs/ Cuppa & Chat; Art/Craft workshops and a guided walk with Rhys Mwyn. Much of the project is funded by Creu Conwy Creative but some costs are requested from Town Council to cover room costs and cake making ingredients. The Pony Festival had been originally due to be linked to the annual fireworks and lantern parade in November but, because of the car park work, this has now been moved to January. A request was made for some extra costs to be considered to provide lantern workshops, drummers and performances during the celebrations in the first week of January. Manon was thanked for attending and assured that these requests will be added to the next agenda and Town Council will report back to confirm what can be funded.

All resolved to receive and take note

5. To receive and approve minutes September 4th 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. There was no Action List available but there was some information that had been received:

Natural Resources Wales – An officer was not able to attend but an in depth email has been sent. NRW confirmed they are the regulator for Dwr Cymru and confirmed that the permits for discharge must be followed. They confirm that inspections had been made at Llanfairfechan sewage treatment works run by DCWW on the 4th of July this year. The inspection found that Llanfairfechan sewage treatment works (STW) is in good structural condition and that the permit conditions were being complied with. It is DCWW's responsibility to ensure that any future developments that would connect to the sewage treatment works do not cause non-compliance with the permit i.e that the sewage treatment works has capacity to treat any increased volume. NRW carry out routine tests for bacterial count i.e E.coli and Intestinal enterococci in the sea in Llanfairfechan during the bathing water season (May-September) to monitor bacteria levels which are the indicator we use for water quality. The bathing water classification for Llanfairfechan is 'excellent' and has been for some time. These tests are carried out regularly from May to September each year with a total of 10 samples being taken annually at Llanfairfechan and the data and sampling location can be found online here [Bathing water profile \(data.gov.uk\)](https://data.gov.uk). It was reported The new storm overflow maps which DCWW host on their website [Storm overflow map | Dŵr Cymru Welsh Water \(dwrcymru.com\)](https://www.dwrcymru.com) is a step forward for transparency on water quality issues and follow on from DCWW's development of better telemetry systems for their assets. Clerk was asked to confirm where the water testing point is located. It was noted there is still a concern about the Parc Crescent storm overflow problems. NRW note that work is still ongoing in this area to address the problems. A site visit to the sewage treatment works is planned for 11th October and any other queries should be sent to the Mayor who will be in attendance with Pandy Ward Councillor. There had been a resident report of sewage in the sea by County Councillor – no photographs had been taken so it was difficult to follow up.

All resolved to receive and take note

6. To receive information and approve payment for 2025/26 CCBC paddling pool costings

A finalised financial request for 2025/26 had been received from Conwy CBC of £5211 per year. An agreement has been brokered that this will be a fixed sum for three years. The resident survey gave a clear indication that the paddling pool should remain open. The Conwy CBC Town and Community Council Forum met earlier in the evening and the reports for budget 2025/26 are dire with further deep cuts in services planned. Clerk has asked for clarity in what type of services are going to be affected, reminding Conwy that Town Council have been directed by the research to focus on place based services. Conwy CBC have said a letter detailing the financial asks will be sent out by the end of October

to allow precept setting. If Conwy CBC are expecting Town Council to take on services, this will inevitably mean a rise in Town Council precept again. Town Council agreed that a new residents' survey should be sent out to make sure there is transparency in working practice and decision making. Concerns were raised about the recent Conwy CBC toilet strategy and the fact that residents feel the focus is on visitors rather than resident need. There are various options for the future that Town Council might need to consider for the future. The Community Toilet Strategy could be something to think of for the Promenade, perhaps work with the cafes to make them aware of the financial advantages. Request for an emergency meeting of the finance committee as soon as the letter from Conwy CBC arrives. Discussions about Station Road toilet block recognised that this building is too damaged to be ever brought back into action. The outside of the building could be used as an information point. Concerns were voiced about the winter closure of the promenade toilets and options were discussed. A motion to pay £5211 per year for three years was made. It was noted this will be added to the precept from 2024/25

All unanimously resolved to approve and take note

7. To receive information and approve plans for Llanfairfechan Pony & Lantern Festival

It was agreed that Town Council would pay for room hire of £150 on November 3rd and £25 funding for WI cake ingredients. It was noted the event in 2023 was a really good one and very well worth attending – all volunteers will be welcome. Mayor requested further time to consider the extra costs so that will be added to the next agenda.

All unanimously resolved to approve and take note

8. To receive information and approve plans for Llanfairfechan flag project and spider dome.

A change request has been sent to the Conwy Key fund to ask for 20 small flags and 20 large flags so that the large flags can be used to advertise the Town Council funded projects. It was agreed there will be no purchase for the spider dome as the gazebos and marquee are proving to meet our needs for events. Clerk to purchase the 20 small flags and organise the 3 flagpoles for community hall and MUGA pitch

All unanimously resolved to approve and take note

9. To receive information and approve plans for Christmas lighting in Llanfairfechan 2024

The Environmental Committee task and finish group reported on their site meeting with proposals for 2024.

1. Christmas lighting along Penmaenmawr road using the new motifs from Colwyn Bay Town Council
2. Christmas lighting along Village Road using the new garlands from Colwyn Bay Town Council
3. Christmas Tree lighting on the big tree at the crossroads
4. Shop window competition in Station road and flags

An Environmental Committee site meeting had been completed with Sets Ltd who has confirmed the problems with infrastructure in Station Road. There are only three lampposts – one is covered with signs and the other two are old and not suitable for use. As a result, the effect would be patchy and not be effective. Adding infrastructure will be too expensive. As compromise, string lights could be given to shops, and they could hang them up themselves. There is a new idea to add red lights to the cenotaph tree. These are to be investigated as a possibility for 2025. It is expected that the cost for 2024 will be around £6000.

All unanimously resolved to approve and take note

10. To approve the appointment of the Deputy Town Clerk and receive Market Proposal Document

The new Deputy Town Clerk Callum Morrison was welcomed into the position. The role is for 15 hours a week with 3 hours a week initially dedicated to completing the ILCA training. It is a one year contract with options to renew at the end of period. A full recruitment process had been undertaken and two good candidates were interviewed and provided a presentation to the staffing committee interview panel. The Deputy Town Clerk has agreed to take on the market development responsibility at 25 hours per market and there is a requirement to attend on market day to lead the project. It was agreed that new IT equipment is required, especially as there is a plan to upgrade systems and further professionalise the office operations. The complete workstation package will cost £1000 ex VAT. It was agreed that peripherals to match will be purchased for the Town Clerk to provide a more effective working space at less than £300 ex. VAT.

Market information – The complexity of the booking system is a barrier to full marketing and development of the market as there is currently a lot of duplication. The proposal is to sign up to an online booking programme to cut down the time used in booking and dealing with cancellations. The booking system is £250 for an annual subscription but this would be recouped in a short time with cancellation booking charges. This system would free up officer time for a much more proactive approach to marketing and promotions to suppliers. This would give a full year at optimum level of development to secure the future of the markets. If the annual review sees growth and success, this could continue, or it may be that the markets have run their course. It was noted they represent high social value as many people meet and have coffee and chats on the day – the concept was never to make money but to provide local food and artisan produce to Llanfairfechan residents and it certainly meets this needs currently. Stall charges are paid directly into the Town Council project account and put back into the future security of the market. The aim is to reduce the loss which is currently around £187/market so the proposed booking system changes will reduce this to £65/market. It was agreed that the booking system should be purchased and that the developments should start to be actioned from January.

All unanimously resolved to approve and take note

11. To receive Llanfairfechan Town Council website information following recent update

The contracted Events Project Officer role has allowed time to be put into updating the website. The aim was to make it much more user friendly and to add some clearer information pages. There is a new Community Alert page that will be useful for sharing news and links about current issues in the town. A discussion took place discussing some of the other pieces of community information that could be added either there or on the Community Hub website. It was agreed the changes had made a positive difference and offers the opportunity for greater use. **All unanimously resolved to receive and take note**

12. To receive and approve External Audit report 2022/23

Wales Audit have returned a Qualified Audit for 2022/23 due to two factors:

- Assertion 3 – Whilst the Councillors Allowance information was uploaded onto the website so it could be seen publicly, the details had not been submitted to the IRPW by email by September
- Staff information – some information had been sent late and possibly not seen by the Auditor.

There had been a lot of pressure on the Clerk’s role around audit time due to the ongoing pressures in the team with staff sickness and the fact that the MUGA project was at its height. A learning point has been noted and the new office systems will include a clerk’s annual timetable to include all legal requirements. Town Council were happy to accept the qualified audit providing these issues are addressed going forward.

All unanimously resolved to receive and take note

13. To receive and approve Finance Reports and current payments for October 2nd, 2024

Payments to be made
1. Staffing costs September £4000.00
2. EPC Forestry PROW Autumn cut £850
3. Worldcare Skips September £240
4. British Gas MUGA LED floodlights October £28.00
5. Ninos of Rhos ice creams Pendalar Clean-up day £29.30
6. Llanfairfechan Women’s Institute £25.00 for cake ingredients (Pony Festival)
7. Llanfairfechan Community Hall venue hire (Pony festival) £150
8. Councillor Annual Allowances (£156 per Councillor) £1560 (0)
9. Councillor Care allowances June July September £142.00
10. G Roberts Blacksmith (retrospective) £499 MUGA funded project installation
11. Menter Iaith translations (TBA) will be shared with signatories on arrival
12. Amazon business (retrospective) £80.94 A board, masonry paint and marker pens

13. Smart Gates £13200,00 (seen on previous agendas but now paid) MUGA funded project

Item 4 May be more as the floodlights are now in use. Clerk will present the figures ready for review in December in readiness for the start of charging going forward

Item 8 – it was noted that there is an extra 0 on the agenda and that the amount should read £1560

All unanimously resolved to receive and take note

14. To receive information about planning matters

1. For interest, it was noted that a lot of tree matters are being refused by the tree officer
2. It was suggested a statement on the website could be added to clarify that Town Council can only give observations and not block applications
3. It was noted that the Gorwel 0/51286 has been withdrawn from the Conwy CBC planning meeting in October

All unanimously resolved to receive and take note

4. To receive correspondence

5. Request for 20 mph sign by Gwyllt Road – there is evidence this is a dangerous area for pedestrian and bike owners due to lack of clarity with speed limit signs. Clerk to send the query onto Conwy CBC

All unanimously resolved to receive and take note

15. To receive reports from meetings

1. Staffing Committee – The committee had met to investigate a claim made by a Town Councillor who has since resigned. All agreed that the claim was unfounded and that there was nothing to answer. The role of the Clerk and RFO was discussed, and it was confirmed that the specifications of the role included advice and guidance, particularly about budget restrictions and that the Town Council were happy with working practice at meetings.
2. Environmental committee and site visit – this had been dealt with at Item 9.

All unanimously resolved to receive and take note

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

1. Councillor has been able to negotiate a Christmas tree from Natural Resources Wales. It will be an end of life tree which is more sustainable but there won't be a choice about which one we have. Arrangements have been made for transport and it will be erected as usual at the end of November. Clerk to contact Rotary about Tree of Lights project.

Meeting ended at 9:45pm