



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL30AB
Mayor Cllr Nia Jones Deputy Mayor Cllr Sharne-Marie Bellis

AGENDA Wednesday 29th April 2026

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

1. Welcome all to the meeting and general housekeeping
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: North Wales Police to introduce the new Llanfairfechan - PCSO Aaron Pope
5. To receive and approve minutes April 8th, 2026 & Action List (LGA1972 Schedule 12)
6. To receive approve final decision plans for HR support 2026/27
7. To receive and approve plans for ongoing Paned a Sgwrs project
8. To receive and approve One Voice Wales' Civility and Respect Pledge
9. To review and consider further actions suggested by the Annual Inspection report for Victoria Gardens
10. To receive and approve s137 grant applications:
 - Ysgol Babanod PTA – school playground markings project
11. To receive policy documentation and discuss in readiness for annual meeting
12. To receive and approve current payments for April 29th, 2026

Join: <https://teams.microsoft.com/join/38584574100181?p=pqWpBRwar2hO0fNT48>

Meeting ID: 385 845 741 001 81

Passcode: a5Fp9AH7

1. Petty Cash 2026/27 £250.00
2. Menter Iaith translations April £296.54
3. CCBC Play Inspections 2025/26 £567.58
4. Delwedd 13 Products Microsoft Business Basic (with web apps) (no teams) £793.78
5. G Roberts Repair to skatepark £75.00 & fixings for banner £70.00
6. Scribe Accounting Package monthly payment £88.80
7. (subject to approval) Ysgol Babanod PTA – School markings £500.00
8. Face-painter for Llanfairfechan Celebrates £300.00
9. Worldcare Community Skips £258.00
10. Mayor's Childcare expense claim £115.98
11. Sional Banners (Markets and Llan Celebrates) £150.00
12. British Gas Muga £60.00
13. Town Clerk Audit hours 2025 (previously agreed 21/05/2025 and ratified 02/07/2025) £406.00
Retrospective payments
14. Veterans Hall Hire INV 591 £481.25

13. To receive information about planning matters:
 - 0/53125 - Evangelical Fellowship Mill Road Llanfairfechan LL33 OTG
14. To receive correspondence:
 - Community coffee project
 - Letter of thanks from Community Hall
 - Offer of Community Partnership meeting with Conwy CBC
 - OVW National Conference & Awards Ceremony 2026
 - Letter from resident RE Pandy Bridge Car Park
15. To receive reports from meetings and events:
 1. Pendalar Hall Llais y Llai group meeting

2. Community Energy Group
3. Conwy CBC Sea Defence Workgroup
16. To receive compliments, complaints and urgent matters for consideration and to log for future meetings.

Wednesday April 8th, 2026

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

MINUTES

In attendance: Chair: Mayor Nia Jones; Deputy Mayor Sharne-Marie Bellis, Cllr Rhys Griffiths; Cllr Andrew Hinchliff BEM; Cllr Chris Jones; Cllr Alun Rhys Jones; Cllr Charlotte Murray; Cllr Leena Farhat (online); Cllr Preben Vangberg (Online); County Councillor Cllr Penny Andow (Online); Deputy Town Clerk: Callum Morrison

1. Welcome Mayor Nia Jones welcomed all to the meeting and 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 Christine Roberts.

Resolved to receive and take note

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

Personal interests were declared by Cllr Rhys Griffiths as he has sent in some correspondence to the Town Council personally as a resident. Correspondence is not voted upon and so there is no need for Cllr Rhys Griffiths to leave the room. Mayor Nia Jones also declared an interest in payments as she is claiming childcare costs for time during Town Council meetings. Resolved to receive and take note

4. To receive representations and queries from the public

In attendance: North Wales Police Force (NWPF) to introduce the new Llanfairfechan PCSO - Aron Pope. Mayor Nia Jones introduced PCSO Aron Pope and asked him to say a few words. PCSO Aron is looking forward to getting started in Llanfairfechan and meeting everyone. Currently PCSO Aron is going through some training and so is partnered with other officers. This training finishes in approx. 4 weeks, at this point he will become independent and be able to spend additional time in Llanfairfechan. It was noted that police resources are focused on Llandudno currently due to anti-social behaviour. Currently there are not a lot of issues being reported in Llanfairfechan and so less police resources are being allocated to our area. While it was noted that this is a good thing, it has been requested that all and any concerns/issues are raised with NWPF so that the data is tracked and appropriate resources can be allocated to Llanfairfechan. This can be done via calling 999 for emergencies, calling 101 for non-emergencies or using the WebChat <https://www.northwales.police.uk/police-forces/north-wales-police/areas/live-chat/>. It was noted that PCSO Josh (Llanfairfechan's previous PCSO) has now been promoted to PC Josh. The current plan is for PC Josh to be posted back in this area once he has completed his training (approx. end of 2026) to help complement and support PCSO Aron. PCSO Aron's information/"business" cards are currently on order. When they arrive, he will deliver some to Town Council. **Deputy Town Clerk to send councillors PCSO Aron's contact information.**

Resolved to receive and take note

5. To receive and approve minutes March 18th 2025, and Action List (LGA1972 Schedule 12)

These had been distributed previously and were taken as read. The following matters from the Action List were discussed: 1) Food and Artisan Market – Next date is 10th May with a theme on 'Local Heroes' to celebrate volunteers big and small. Councillors were asked if they would nominate people from the community that they think would like to get an award. Councillors were asked to help out on the day if possible. 2) Llanfairfechan Celebrates – Saturday 2nd May – is gearing up to be a really big day. Theme is to celebrate the updated paddling pool facilities, due to this event we are the first paddling pool in the county to open. In attendance/activities on the day: Paddling pool grand opening, fire engine & crew, free facepainting and bouncy castles, ice cream van, food van, community stalls, market stalls, free use of the games courts. Councillors were asked if they are able to attend to the grand opening or help on the stalls. 3) MUGA – The 3G court requires maintenance. We have a machine that needs to be used. We now have the user manual for the machine and it requires some PPE (ear protectors, steel capped boots, non-tear clothing etc.), **permission was requested to be able to purchase a small amount of PPE – Town Councillors requested that the PPE be purchased.** 4) Co-option for Town Council – It was raised that we are still needing to fill 2 vacancies on Town Council and councillors were asked to spread the word and let the Clerk know of anyone interested. 5) Provide support for pedestrian crossing outside Ysgol Pant y Rhedyn – letter of support has been sent. 6) Pride in Place Fund – Letter has been sent to Conwy CBC to inform them that we are not going to apply this time and informing them of our feedback. 7) Improving local places report – this report has been sent out to councillors

as requested. 8) Thankyou letter for litter picking – Resident has been sent a thankyou letter for their litter picking efforts as request at last meeting. Resident responded with their thanks and that is was an lovely surprise. 9) Thankyou card for Zax – a thank you/retirement card has been sent to the owner of Zax and presented by the Mayor. 10) Christmas lighting – SETS Ltd have now send in their invoice for the works during December 2025. Once paid, we will be up to day for payments for all previous works. This is raised as SETS has historically not sent us invoices for a couple years and we have been chasing them to send us all their invoices so that they can be paid. 11) Community Training Project – A survey has been completed at the last market to find out training the community is interested in. Themes were Mental health First Aid, physical First Aid, dementia care for relatives and friends, food hygiene, computer skills, Welsh Language. The next stage is to get quotes and then apply to Dwr Anafon for funding. Town Council agreed to proceed with this project.

Proposed Cllr Chris Jones Seconded Cllr Charlotte Murray Unanimous Resolved to approve and take note

6. To receive approve final decision plans for HR support 2026/27

Information about a HR assessment had been distributed previously and were taken as read. The external HR advisor that Town Council has been using has retired from self-employment and so Town Council are needing an alternative provider for HR support. Town Council are facing some challenges as the staff team has grown over the last few years and as of April 2026 there are big changes to employment law. Town Council needs to make sure that we are fully compliant. At the last council meeting it was agreed that we would proceed with either Croner or BrightHR as a provider and that further information was needed. Officers have sent both suppliers the same list of essential needs to find who fits our essential needs best. Their responses were presented to Town Council for review. It was noted that both suppliers are very similar, BrightHR are the cheaper option, and as it is only a 12 month contract we can review after 1 year and change supplier if necessary. **It was proposed to sign a contract with BrightHR.**

Proposed Cllr Rhys Griffiths Seconded Cllr Chris Jones Unanimous Resolved to approve and take note

7. To receive and approve plans for ongoing Paned a Sgwrs project

A Paned a Sgwrs project report had been distributed previously and were taken as read. Thanks were given to the Equalities Officer for creating a Paned a Sgwrs project report. Councillors have in the past indicated their support for this project and the wish to continue. The report showed that there is an estimated cost of £264 (£12 per session for room rent and refreshments) to provide the sessions until the end of the current financial year (end of March 2027). There are over a dozen regular members, volunteers are stepping up to help run some of the session without the need of the Equalities Officer to be present, and there are additional activities being introduced (e.g. the group are looking to attend a Welsh music gig in Penmaenmawr all together). It was asked what the long term aspect of the project is – it was raised that there are a number of Welsh speaking people moving to the village, councillors thoughts are that the community is thankful that this project is happening, and that we could look at using a grant to make the sessions more self-sufficient. **It was proposed that Town Council continue support for this project and provide funding for the current financial year.**

Proposed Cllr Rhys Griffiths Seconded Cllr Charlotte Murray Unanimous Resolved to approve and take note

8. To receive and approve One Voice Wales' Civility and Respect Pledge

One Voice Wales' Civility and Respect Pledge had been distributed previously and were taken as read. One Voice Wales (OVW) have released an updated Civility and Respect Pledge. Town Council has signed it in the past. The new pledge has the following points: 1) Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role. 2) Our council has put in place a training programme for councillors and staff. 3) Our council has provided councillors with the Code of Conduct. 4) Our council has good governance arrangements in place including staff contracts and a dignity at work policy. 5) Our council will commit to seeking professional help in the early stages should civility and respect issues arise. 6) Our council will commit to calling out bullying and harassment if and when it happens. 7) Our council will continue to learn from best practice in the sector and aspire to being a role model. 8) Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales. – It was noted that Town Council already follows these points and they are best practice to follow. It was proposed that Town Council approves and signs the Civility and Respect Pledge.

Proposed Cllr Alun Rhys Jones Seconded Cllr Andrew Hinchliff BEM Unanimous Resolved to approve and take note

9. To review and consider further actions suggested by the Annual Inspection report for Victoria Gardens

Llanfairfechan Town Council have undertaken an annual review of Victoria Gardens to assess for damage, wear and tear, and potential risks. A thorough assessment reviewed the play area, skate park, open space areas at Victoria Gardens and created a 64 page report. The assessment is that Victoria Gardens is a low-risk area however

there is wear and tear that needs fixing. Without this maintenance Conwy CBC could class the play park as unsafe and close the park until the repairs are made. The Play Officer at Conwy CBC has contacts for us to get suitable quotes for. Town Clerk is chasing this up with a plan to get this work completed by start of the summer holidays. Additionally, there is additional risk to the skatepark. There was recent damage that has been caused to one of the ramps. This was patched and initiated further inspections. This inspection found that the ramp boards that were not refurbished last year all need refurbishing this year. We have a quote for this work already but require a further 2 quotes to follow processes. **Town Clerk to get quotes for the play park and the skate park and report back to Town Council.**

Proposed Cllr Rhys Griffith Seconded Cllr Chris Jones Unanimous Resolved to approve and take note
10. To receive and approve s137 grant: Ysgol Babanod PTA – school playground markings project

Ysgol Babanod PTA are applying for £500 towards a project, with a total cost of £6958.80, to refurbish the Ysgol Babanod playground and garden area. The project is to improve the area and making it more engaging space for pupils and the wider community (events and summer activities). Work includes cleaning off the old paint on the playground surface and preparing it for new markings at a later date. It was noted that Ysgol Babanod PTA have undertaken a lot of work, are a very active group who do a lot of good and are well respected. They are now a constituted group with a bank account which makes applying for grants much easier. It was proposed that the grant is awarded.

Proposed Cllr Charlotte Murray Seconded Cllr A R Jones Unanimous Resolved to approve and take note
11. To receive policy documentation and discuss in readiness for annual meeting

The next Town Council meeting is the Annual Meeting. This is where Town Council reviews the governing documents. There are lots of documents to go through and so its important that councillors have read the documents and are prepared for the meetings as there is not enough time in the meeting to read every document. Councillors should consider the documents and send any updates or adjustments through to the Town Clerk prior to the meeting if possible. **Officers will collate the relevant documents and send them out to councillors.** A question was raised as to whether Town Council should we change documents as they need to follow the legislation on Local Town Councils. It was advised that the Town Council has some documents/policies that can be adjusted (such as the standing orders) to change the way we apply the laws. An example was given that in the previous year Town Council re-introduced the need for a proposer and seconder to help the flow to meetings. Additionally, **risk assessment documents need updating rather than changing to make sure that any new issues are covered. It was requested that Town Clerk is to create a summary of points for councillors to review and consider when looking over the documents.**

Resolved to receive and take note

12. To receive and approve current payments for April 29th, 2026

Current payments had been distributed previously and were taken as read. Deputy Town Clerk raised that there is a payment for additional hours that the Town Clerk undertook to be able to complete the audit in 2025. This was previously agreed on 21/05/2025 and ratified on 02/06/2025. Unfortunately, these were not paid due to an administration error. Town Clerk has provided a full set of accounts to the staffing committee as evidence that this payment has not been made. The committee has confirmed this and reported that the payment should be made.

Proposed Cllr Andrew Hinchliff BEM Seconded Cllr Chris Jones Unanimous Resolved to approve and take note

13. To receive information about planning matters

0/53292 - Evangelical Fellowship Mill Road Llanfairfechan LL33 0TG – This is pre-planning application. There has been an update to the proposed drawings following a consultation, this is the opportunity to provide further comment on the updated plans. Unfortunately, Conwy CBC required a 2-week repose time not the usual 3 weeks and so we have missed the official response time. Deputy Town Clerk is willing to still pass on any comments if the Town Council wishes. The following comments were raised: Town Council agrees with the report from Kate Surry (CCBC ecologist), that it would be good to put swift bricks in the houses, as they are a struggling species, and , if there is room, to plant more native tree/shrub species along the eastern boundary (next to the river). Town Council also noted a report in the planning documents from Steve Cutmore, the arboriculturist who wrote the landscaping plan, argued for a mix of native and nonnative trees, to allow for resilience to global warming. Town Council would still favour native trees and shrubs in the general planting here rather than nonnatives/cultivars.

Resolved to receive and take note

14. To receive correspondence

- Community coffee project

Town Council has received a letter from Cllr Rhys who is looking to start a coffee shop with a strong community focus. He is asking for feedback on the proposal, support in principle for the development, any guidance regarding local considerations, permissions, or community alignment. Town Council showed their support for the venture and provided some guidance when speaking to planning.

- Letter of thanks from Community Hall

Community Hall sent a letter of thanks to Town Council for approving the annual grant application. Money will go towards the final instalment of our latest solar panel array instalment and final stages of the roof refurbishment.

- Offer of Community Partnership meeting with Conwy CBC

Conwy CBC has sent a letter to all Town Councils offering a 1-2-1 meeting to discuss any Council concerns or opportunities with their officers: Cllr Dilwyn Roberts, *Cabinet Member for Engagement with Town and Community Councils*; Elen Edwards, *Section Head – Economic Development*; and Melissa Davies, *Single Point of Contact between CCBC and Town and Community Councils*. There were several issues raised, but it was noted that this was only what councillors could think of off the top of their heads and they were sure additional points could be raised. It was proposed that councillors send additional points to raise to Town Clerk. Councillors requested that the meeting be in-person rather than remote, councillors were very keen to attend the meeting themselves rather than just relying on officers. **Town Clerk to liaise with CCBC and setup the meeting.**

- OVW National Conference & Awards Ceremony 2026

One Voice Wales (OVW) have their annual conference and awards ceremony and have invited Town Council as we are a member. It was noted that we have not applied for any awards this year. Councillors noted that the cost was large at £99pp plus travel and accommodation in lower mid Wales. It was requested that if any councillor did want to attend that they inform the Town Clerk.

- Letter from resident RE Pandy Bridge Car Park

Town Council has received a letter from a resident raising issues with Pandy Bridge Car Park. The issues raised were that large campervans are taking up lots of space, there are abandoned cars and a boat. Deputy Town Clerk has been liaising with the resident and the police to help report the issue to the relevant authorities. It was noted that County Councillor Penny Andow did a lot of proactive work to help manage the car park previously and is happy to help with further management issues. **Deputy Town Clerk to work with County Cllr to help improve the car park.**

15. To receive reports from meetings and events

Pendalar Hall Llais y Lle group meeting – Llais y Lle community group has had a meeting to confirm the way forwards for Pendalar Hall. Conwy CBC have confirmed that the hall is not for sale or ownership transferred. However, it is available for lease. It is going on the market for a few weeks to see if there is any interest for a commercial rental. If there is no interest, then it is likely that the community group will be offered a lease on the building. However, the hall will have constant costs and these need to be planned for before the lease is offered. The group are researching whether they would be able to get grant funding if the hall is on a lease rather than in their ownership. There is further information to be gained but the project is looking positive.

Community Energy Group – There was a recent project meeting open to all for this group. At the meeting it was agreed that the group needed to become a Community Interest Company, membership will be free and open to all members of the community. Members will vote for the board/committee and members set the vision for the company. The board/committee will have the day-to-day running and decision making for the company, guided by the vision. There are 3 projects currently running: Solar, Wind, Hydro. Each project needs a pre-feasibility study (about £1000 each). A positive report shows that its worth doing a feasibility study (approx. £10,000 each) to see if the whole project is viable. Solar is seen as a possible short term project. Wind and Hydro require more infrastructure and planning permission and so are seen as long-term projects. The idea is to sell power to create profits to put into a community wealth fund for Llanfairfechan. Power can be sold to the grid, to businesses, or even to residents.

Conwy CBC Sea Defence Workgroup – The monthly meetings are still taking place. These are proving to be a positive communication channel and an ongoing push to keep the project moving. It means that there is a timeframe where the Conwy CBC team must show some development and so are more likely to take action. The main update is that Glanmor road foundations have been build, the boards have been measured and are on order. The project for the flap valve on the drain causing flooding under the bridge has been quoted for and approved by Conwy CBC. We are waiting for contractor's timeframes to get fixed. We have been told to expect the barriers and flap valve to be completed by early June.

Community Hall – Community Hall committee meeting was held to discuss if they need to be a Charity or a community interest company. Further discussions are on-going.

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

Welsh Government decision on the Gorwel planning appeal Welsh government has released their decision to overturn Conwy CBC's decision to revoke permission and has now granted planning permission for the housing development above Gorwel. Town Council agreed it was important to provide a unified response to residents and

discussed options. The Town Council consultation document is available [on the website](#) but it was agreed a further statement is needed. Councillors asked to send their comments into the Town Clerk who can compose a statement to go onto online media that Town Council can consider and approve at the next meeting.

Picnic Benches – it was raised that a member of the public has had an injury caused by some park benches placed up on the promenade. The member of the public is complaining to Conwy CBC and Conwy CBC are currently dealing with the issue.

Pendalar bus barriers - The bus barrier at the A55 bus exit are broken. Residents are concerned that they are going to lose the bus service if it is not resolved. It has been in this state for about 1 month now. From discussion it seemed that the ownership is with Conwy CBC ERF team. Town Clerk to reach out to ERF and find out what plans are in place.

Scaffolding around an unsafe building – There is a building that has been deemed unsafe by Conwy CBC and so they have setup some scaffolding. However, it is unclear what the long term plan is. **County Cllr Penny offered to ask the relevant department and find out some information and will report back.**

Surf Life Saving need storage space – It was raised that Surf Life Saving group need storage space. It was noted that the beach hut on the slip way would be an ideal location and it is owned by Conwy CBC. This has been raised in the past. **Town Clerk to continue the conversation with Conwy CBC.**

Patient engagement meeting – 11th May Cllr Chris Jones has a patient engagement meeting with the GP surgery. If anyone has any concerns or questions to raise, please contact Cllr Chris Jones.

Bus not stopping at the bus stop outside the cemetery – Residents have raised that the bus is not stopping for them outside the cemetery. Some have reported that the drivers say that they have been told the stop is now not in service. However, it is showing on the bus stop map. **Town Clerk to contact the bus operator and clarify if the bus stop is active, and if it is report the issue residents have faced.**

Discover Llan – AGM is set for 12th May.

100 Year Birthday – Mayor Nia Jones has been to a 100-year birthday party to hand over a card/certificate from Town Council. This is the 3rd 100-year birthday party she has attended this year.

Resolved to receive and take note

Meeting Closed 21:03