



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB

Mayor Cllr Nia Jones

Deputy Mayor Cllr Sharne-Marie Bellis

AGENDA Wednesday December 3rd, 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 November 12<sup>th</sup>, 2025 (LGA1972 Schedule 12)
6. To receive s 137 grant application from Llanfairfechan Community Hall
7. To receive external audit completion and discuss report
8. To receive and approve financial reports and current payments for December 3rd, 2025

**Payments to be made**

1. Staffing payments and pensions for December 2025 - £5000.00
2. Menter Iaith Translations £353.89
3. Amazon bunting for window £9.49
4. i7 Technologies Limited back up IT systems £84.60
5. Worldcare Skips £258.00
6. Graham Cawthray shop window award £45.00

9. To receive information about planning matters:

0/53000 Northfield The Close Llanfairfechan Conwy LL33 0AD

0/52988 39 Parc Henblas Llanfairfechan LL33 0RW

0/52971 Glanarvon Penmaenmawr Road Llanfairfechan Conwy LL33 0PA

0/52972 Efrydfa 15 The Close Llanfairfechan Conwy LL33 0AG

10. To receive correspondence

11. To receive reports from meetings and events

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

Wednesday December 3rd, 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 Andrew Hinchliff BEM. Cllr Chris Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts; Cllr Preben Vangberg; Town Clerk: Jayne Neal

1. 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) County Councillor Cllr Penny Andow; Cllr Charlotte Davies; Cllr Rhys Griffiths. It was noted that the two Town Councillor Vacancies are shared on the Town Council noticeboard at the hall, on the website and on the Facebook page. It was agreed there would be a recruitment drive in the new year using videos and information about our work Resolved to receive and take note

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

Personal interests were declared by Cllr A Hinchliff; Cllr Chris Jones and Cllr Christine Roberts regarding Item 6 as Directors of Llanfairfechan Community Hall. Cllr AR Jones and Cllr N Jones declared a personal interest as community members of the Llanfairfechan Community Hall committee. Cllr Christine Roberts; Cllr Sharne-Marie Bellis; Cllr Preben Vangberg declared a personal interests as members of the Town Twinning Committee. These are not prejudicial interests as no financial gain is received by the Councillors for these community grants and all funds for the groups are used for the community project Resolved to receive and take note

4. To receive representations and queries from the public

None raised

Resolved to receive and take note

5. To receive and approve minutes October 22nd, 2025 (LGA1972 Schedule 12)

These were taken as read and two matters were raised:

Item 14.6 It was noted that the person sleeping rough has now moved to the church and is being supported by help organisations. It is hoped accommodation will be soon found.

Item 14.6 Work is booked for the marker post on the cob and will be completed asap.

Item 14.8 Gullies have been reported, and some have been cleared. Clerk to query when the rest of the gullies will be cleared. It was also reported that the leaves at Cae Ffynnon are improved but it is debatable whether CCBC have been out for this. Clerk to clarify whether the team has been out to Llanfairfechan.

An Action List was presented, and the Town Council were given a progress report on work for November and December. Proposed Cllr C Jones Seconded Cllr C Roberts All unanimously resolved to approve and take note

6. To receive s 137 grant application from Llanfairfechan Community Hall

It was noted that these two grants are included in the precept budget for 2025. Town Twinning application £1500 approved. Llanfairfechan Community Hall application £5000 approved this is more than is usually given but it was agreed that the finance is needed to match fund the Green Energy grant applications that are in development at moment.

Town Twinning s176 grant: Proposed Cllr C Jones Seconded Cllr A Hinchliff All unanimously resolved to approve and take note

Llanfairfechan Community Hall s19 grant: Proposed Cllr C Jones Seconded Cllr A Hinchliff All unanimously resolved to approve and take note

7. To receive external audit completion and discuss report

Clerk reported that, whilst the finance aspect of the audit had been accepted and agreed, a qualified report had been given as we had failed to report on last years report correctly. Clerk to make sure that Audit reports are on public display on the website – website will be updated to show these going forward. Clerk apologised for this oversight and will action this asap.

Proposed Cllr P Vangberg Seconded Cllr L Farhat

All unanimously resolved to approve and take note

8. To receive and approve financial reports and current payments for December 3rd, 2025

These were taken as read and all no matters arising

Proposed Cllr A Hinchliff Seconded Cllr P Vangberg

All unanimously resolved to approve and take note

9. To receive information about planning matters:

0/53000 Northfield The Close LL33 0AD - No observations on this matter

For the following three items, the environmental subcommittee had good news. Conwy CBC now have a new tree officer in post and so Town Council observations about trees can be passed on directly. This is a positive step for Town Council as protection of the environment, and the rich tree canopy is a key aim.

0/52988 39 Parc Henblas Llanfairfechan LL33 0RW - recommending that tree officer visits the site.

0/52971 Glanarvon Penmaenmawr Road LL33 0PA - recommending that tree officer visits the site.

**10. To receive correspondence**

1. Town Council have followed up on a query from Llanfairfechan Football Club about protecting against parking across their emergency exit point. Conwy CBC have responded to say they will provide Access Protection Markings to prevent parking at this point to try and solve the issue. However, it was noted that, for this to work, co-operation will be needed from drivers, and it is hoped that the emergency exit is kept clear in future.

2. An email had been received from a resident about camper van parking on Terrace Walk. The query has been sent to Conwy CCBC and information received and sent to the resident. There are no parking controls in the area. To progress any, clear evidence of obstruction is needed – photographs and detailed reports from residents. The parking team had previously visited the area and not witnessed any problem and also noted that most properties in the area have their own off road parking spaces.

3 An email was received from a resident who was concerned about the overgrown state of the cemeteries and overflowing bins. The Cemeteries Officer was contacted, and the work was done promptly – the resident send a note of thank you for this.

4. Information was shared by email to a resident who was enquiring about outdoor nature clubs in the town. The resident suggested they may be interested in leading such a club and some advice was given about this process. Nant y Coed could be an appropriate site, and this is already in the Kickstarter Plan

5. Information received Conwy CCBC regarding streetlighting at Cae Ffynnon. The reports have gone into Scottish Power who are currently working to resolve the problem. This could be long standing problem as further investigation is needed before a solution can be found.

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

1. Town Twinning – 36 people are booked for the trip next year so there are still 15 places available. Football Club are still considering going along. Lots of fundraising activities are planned for the next few months.

2. Discover Llanfairfechan – Calendars 220 sold and other merchandising are going well. Place plan work is being developed, and the survey is on hold until after the RLDP Deposit Consultation. The group have agreed to put in an application to Dŵr Anafon or ARC for work to improve the lapwing's nesting site and repair the hides at Morfa Madryn – information being gathered and the application needs to be in by January. Town Council agreed to support with a letter and will help with the application if needed.

3. Community Library – A new CCBC Community Library liaison officer is now in place, and this will help the partnership work considerably. The beam that has been causing a problem may now be treated rather than removed – this could be good news. The SLA is still in negotiation. The Library committee have agreed to loan the ramp for the Christmas Market on Sunday – thanks were given for this.

4. Llanfairfechan Community Hall – End of year room hire figures have improved and this has been boosted by the in house events that have been developed by the Business Support Officer. An excellent volunteer group has been developed with 27 volunteers on the books, and this is helping to support the in house events.

5. Deputy Mayor attended the Conwy civic reception and torchlight parade, and this was reported as a lovely occasion apart from the heavy rain. A good networking event.

6. The Mayor held a charity bingo event in aid of Llanfairfechan Community Hall and £542 was raised. Feedback was excellent and another one will be held around Eastertime.

7. Finance and Staffing Committee joint precept meeting – The meeting was mostly attended by staffing committee members, so the focus was on staffing matters. Consideration needs to be taken for the recruitment processes going forward, and also for the roles themselves once the current Town Clerk retired. Clerk has been tasked to produce a staffing review for the precept meeting with the different options discussed for role going forward. A key request from the staffing team is that recruitment for a new Deputy Clerk begins in August to allow for a wide search, possibly through a recruitment agency, and that the role should be ready to start 1<sup>st</sup> January 2027. A main consideration is which role should include the market management. A full discussion took place on this subject, and it was agreed that a further finance meeting will be called for the first week of January so that all information is ready for the precept item on January 14<sup>th</sup> Town Council meeting. The staffing review document will be distributed ahead of the meeting to enable all members to consider the options.

All resolved to receive and take note

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

None reported and meeting closed at 8:45pm

Nadolig Llawen a Blwyddyn Newydd Dda