



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



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

**Mayor Cllr Chris Jones**

**Deputy Mayor Cllr Laura Fielding**

**WEDNESDAY 5<sup>th</sup> APRIL 2023**

**TOWN COUNCIL MEETING AGENDA**

1. Welcome all to the meeting
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 15<sup>th</sup> March 2023 and current action list (LGA1972 Schedule 12)
6. To discuss and approve plans for strategic review of Conwy CBC service provision in Llanfairfechan
  - a. Car Parks
  - b. Paddling Pool
  - c. CCTV
  - d. Chwarae Allan
  - e. Public Toilets
  - f. Christmas Lights
7. To receive information about Pendalar Hall and review progress.
8. To discuss and approve Llanfairfechan Play Group s137 grant application
9. To discuss and approve Audit statement 2021/22
10. To discuss and approve updated Financial Risk assessment for 2023
11. To receive information and discuss Food and Artisan Market Data report 2023
12. To discuss and approve Deputy Mayor and past mayor photo books
13. To discuss and approve shop flags - future plans
14. To receive and approve Finance Reports April 2023
15. To receive and approve current payments for April 2023

<b>Payments to be made</b>
1. Kirsty Merrell Daily TENS licence April £21.00
2. Staff Wages and Pension payments for April 2023 £4700 (note increase as per precept agreement)
3. Community Town Hall venue hire for April market £120.00
4. GyME project Autotop (signs) £320.00
5. North Wales Fencing Victoria Gardens £7068.00
6. Grant for Urdd engagement at Ysgolion £2880
7. Conwy CBC Community Skips £720.00
8. External Audit charge 2022/2023 £200
9. Menter Iaith Minutes translation Feb and March £675.43
10. Village Road car park rates 2023/24 £315.65
11. Amazon – window merch and coronation crowns £40.27
12. Amazon – trolley bag Kirsty Merrell - £63.95
13. CCBC Christmas lighting installation and maintenance £13,743.54
14. Viking - toilet signs £25.00
<b>Retrospective payments</b>
1. Graham Cawthray (bench plaques) £45.00 (families will reimburse for these)

16. To discuss planning matters

None received

17. To receive correspondence

18. To receive reports from meetings



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Mayor Cllr Chris Jones

Deputy Mayor Cllr Laura Fielding

**WEDNESDAY 5<sup>th</sup> April 2023  
TOWN COUNCIL MEETING  
MINUTES**

In Attendance: Chair: Deputy Mayor Laura Fielding; Mayor Chris Jones; Cllr Leena Farhat; Cllr Andrew Hinchliff; Cllr Claire Hughes (on Zoom); Cllr Nia Jones; Cllr Alun Rhys Jones; Cllr Elgan Owen; Cllr Preben Vangberg; Town Clerk Jayne Neal

1. All were welcomed to the meeting
2. To receive apologies for absence (LGA 1972 Schedule 12)  
Cllr Gareth Jones; County Cllr Penny Andow; Cllr Christine Roberts Resolved to receive and take note
3. To receive declaration of interest – (Disclosable personal or prejudicial interests)  
None declared Resolved to receive and take note
4. To receive representations and queries from the public.

One member of the public was in attendance with an interest in Pendalar Hall. It was agreed that Item 7 would be moved up the agenda for discussion.

Item 7 To receive information about Pendalar Hall and review progress.

Town Council has received an email from Conwy CBC legal to say that Pendalar Hall needs to be cleared as soon as possible to meet the requirements of the empty building insurance that is currently in operation. Conwy now have jurisdiction as an empty building in Conwy County. The committee is in transition at the moment as the Chair is unable to continue. The current secretary Haf Jones has agreed to step up as Chair and there is a treasurer in post but there is a need for a secretary for the group to be constituted. CVSC member of staff Elgan Owen is able to act as a temporary trustee whilst recruitment takes place and they could help recruit to the committee. Community Hall might be able to look after the equipment until it is needed at Pendalar Hall. Town Council were reminded that Conwy do have possible storage, but the preferred option would be to keep it in Llanfairfechan. Clerk to forward the Conwy email to the committee and interested parties and also make contact about table tennis tables. Resolved to receive and take note

5. To receive and approve minutes 15<sup>th</sup> March 2023 and current action list (LGA1972 Schedule 12)

Information about bridleway had already been received at a previous meeting. Area belongs to Conwy CBC, and they are aware. Bat survey requested – the person to contact is the tree officer in Conwy CBC

12.5 Conwy have investigated the potholes in Mill Road and have said no action will take place as yet but that the situation will be monitored. Clerk was asked to request a site meeting as it was agreed this is not acceptable and to make sure that the County Councillor for Bryn is aware and asked to attend.

Proposed Cllr L Farhat    Secoded Cllr E Owen    Unanimous    Resolved to approve and take note

5 a Action List

Muga West Shore - The pothole has been fixed at a cost of £250.00 so this means the courts can be reopened for Easter. Thanks to play officer from Conwy for arranging this.

Balance bars and Fencing have now been fitted and completed in Victoria Gardens (cost £8000 total) Feedback has been good and the playground area is now safer for children and families.

Petanque Court – Town Twinning have taken this on and are progressing it to be finished before May

Resolved to receive and take note

**6. To discuss and approve plans for strategic review of Conwy CBC service provision in Llanfairfechan**

This matter follows on from a working group meeting held on 20<sup>th</sup> March to discuss the promenade car park. It was agreed there that the matter cannot be considered in isolation as the financial ask from Town Council for contributions to Conwy services is now around £47,000 per annum. It was noted this represents around a third of the total budget and is impossible to meet. The precept has already been raised in 2023/24 to provide just over £5000 of contribution to Conwy CBC for CCTV, Chwarae Allan, Library and Paddling Pools. Town Council have already raised the precept to include £3000 contribution to libraries. It was agreed that the matter should be put to review and resident consultation as a priority list will need to be developed. Noted that there is some room for discussion about car park tariffs – clerk to enquire about the 20 minutes rule. Community skips was queried, but it was agreed that the level of skips meets the need as they are always well used. It was noted that Penmaenmawr Town Council have reduced skips to every other month. It was agreed that Chwarae Allan is important and good value for the price. CCTV has allowed the jetty to remain open in the winter when weather allows.

Christmas Lighting needs to be included in the discussions going forward as £6800 is a considerable sum to meet every year. It may be that the community will need to raise funds towards Christmas lighting going forward.

It was agreed that a task and finish group should be formed consisting of: Deputy Mayor Laura Fielding; Cllr L Farhat; Cllr Andrew Hinchliff; Cllr Nia Jones; Cllr Preben Vangberg. Clerk to send out a meeting date for the first meeting.

Resolved to receive and take note

**8. To discuss and approve Llanfairfechan Play Group s137 grant application**

Grant requesting £500 to buy sand for a large new walk in sand pit. The area is easy access and covered so it can be used in all weathers. The group would also like to replace broken and rusty equipment for sand play. Group has 52 children registered with them and all will benefit from the sand. They have previously received grant and actioned the grants appropriately. It was unanimously agreed this grant should be provided. Clerk to action the process.

Proposed Cllr N Jones; Seconded Cllr P Vangberg Unanimous Resolved to approve and take note

**9. To discuss and approve Audit statement 2021/22**

This information has been previously shared and as the audit has been unconditionally approved, no concerns were raised and no further discussion took place. The external audit cost is £200.00 for 2021/22.

Proposed Cllr C Jones Seconded Cllr N Jones Unanimous Resolved to approve and take note

**10. To discuss and approve updated Financial Risk assessment for 2023**

The document had been distributed previously and was displayed on screen. It was agreed the document was fit for purpose.

Proposed Cllr N Jones Seconded Cllr L Farhat Unanimous Resolved to approve and take note

**11. To receive information and discuss Food and Artisan Market Data report 2023**

This item was moved to the next meeting

Resolved to receive and take note

**12. To discuss and approve Deputy Mayor and past mayor photo books**

A reminder that the role of Deputy Mayor becomes vacant in May and that anyone who would like to stand should seek a proposer and seconder before the next meeting. It was also suggested that we provide a keepsake photo book from retiring Mayors instead of the past mayor badge which is now considered to be an unnecessary high expense. The photo book is a low priced memento of the year in post.

Proposed Cllr N Jones Seconded Cllr L Farhat Unanimous Resolved to approve and take note

**13. To discuss and approve shop flags - future plans**

There are concerns about the quality of the current flags as they are cracking quite quickly due to the winds. Clerk to gather more information and keep in file but the current flags should be left up until it is felt they should be changed to polyester material. It was agreed that the design should be without text so a single skin polyester flag could be used. This matter can be brought back to Town Council for a decision when needed.

Resolved to receive and take note

**14. To receive and approve Finance Reports March 2023**

It was noted that £850 has been received in donations for benches from the families who have memorials on The Cob and several places across town need a new bench. Clerk to gather information and add to the agenda for next meeting for decision.

£20,000 has been transferred to cover the projects spend this year – benches, fences and balance bars at Victoria Gardens and Christmas lighting.

Proposed Cllr N Jones Seconded Cllr A Hinchliff Unanimous Resolved to approve and take note

**15. To receive and approve current payments for January 2023**

It was noted that the TENS payment was paid by Town Clerk this time so reimbursement is changed.

- | Proposed | Cllr A Hinchliff  | Seconded Cllr N Jones | Unanimous | Resolved to approve and take note |
|----------|---|-----------------------|-----------|-----------------------------------|
| 16.      | To discuss planning matters –   | no matters received   |           | Resolved to receive and take note |
| 17.      | <u>To receive correspondence</u>  |                       |           |                                   |
| 1.       | A photograph has been received of a World War 1 regiment training on the west shore park. This photograph was previously known, and it was noted that these regiments came in from other areas to train so they do not necessarily include local residents. The idea to put the photograph up at the cenotaph was not accepted because the full detail of the photograph is not confirmed. However, it was noted that, if a photo of the Llanfairfechan Home Guard could be found, this could be considered. Clerk to respond to email with thanks for the suggestion and an explanation of the decision.   |                       |           |                                   |
| 2.       | Report that bus stop outside a property on Penmaenmawr Road is causing issues. Young people and children are running around the bus stop and into the driveway. Resident is unhappy about blocked in when buses and coaches are picking up. Request that the bus stop is moved. Clerk to investigate and feedback.  |                       |           |                                   |
| 3.       | Email received from Royal Yachting Association to inform that the Ffin a Ffoil event has been cancelled in order to take the time to review activities and ensure that they remain in alignment with organisational priorities. This information was received with disappointment and Clerk will investigate further. It was noted that Llanfairfechan Sailing Club are going to organise their Around Puffin Race for that weekend now and so they would like to still have an artisan market down there on the Sunday.  |                       |           |                                   |
| 4.       | Information shared about Conwy land ownership had been shared at a previous meeting. It was noted its not a Town Council matter to pursue currently.  |                       |           |                                   |
| 18.      | <u>To receive reports from meetings</u>   |                       |           |                                   |
| 1.       | <u>Ysgol Pant y Rhedyn Governors</u> It was reported that car parking at The Heath is causing some difficulty as ERF is expecting the opening and closing of heavy gates during the school day. Concerning matter about the future of the project to move the school to a purpose built new building. It seems this is now a competitive process, and the school must justify the reasons for the move. It was noted that previously Llanfairfechan was second on the list behind Awel y Mynedd school that has now been built. However, the whole 21 <sup>st</sup> Century Schools project has been paused and changed due to the funding challenges. Clerk to contact the headteacher to ask what support the Town Council can offer and report back at next meeting where Town Council will consider a formal response. There is currently a shortage of Parent/Teacher Governors so anyone interested in standing is urged to get in touch with the school. |                       |           |                                   |
| 2.       | <u>Discover Llanfairfechan</u> The committee are looking at updating their collection of merchandise and have agreed that 400 calendars will be produced for 2024.  |                       |           |                                   |
| 3.       | <u>Arts project coming to Llanfairfechan and Penmaenmawr</u> Project being launched soon – community artist Manon Hughes is interested in working with groups in the town. The project will be launched at the market in April.   |                       |           |                                   |
| 4.       | <u>CCBC Finance and Scrutiny committee</u> Clerk has observed the meeting to gain more information about the UK Prosperity Fund. It was stated clearly that Stage 2 funding will be used to reach the whole locality as a whole and this is something we should state in our application.   |                       |           |                                   |
| 19.      | <u>To receive urgent compliments and complaints</u>   |                       |           |                                   |
| 1.       | Dog waste is particularly bad around Ysgol Babanod – Clerk will arrange for dog bags to be put up on the fences.  |                       |           |                                   |
| 2.       | A new sign asked that cars around the school area should make sure they do not idle their engines.  |                       |           |                                   |
| 3.       | Residents in Pendalar have asked for a permanent bus stop to be installed with a shelter. It was noted that Conwy CBC will not erect a shelter, and this would have to come from Town Council precept. Clerk to email contact at Conwy CBC for advice.  |                       |           |                                   |
| 4.       | STAND are organising an accessibility audit for Conwy County playgrounds in our area. Agreed that we will help with this.   |                       |           |                                   |
| 5.       | Further concerns about the Parc Crescent junction have been raised. It was reasserted that Conwy CBC will not agree to mirrors and that other residents in the area seem unconcerned. Suggestion that the resident contact Conwy CBC directly   |                       |           |                                   |
| 6.       | Shelter by the footbridge on the Promenade – Aware that this is part of the possible redevelopment through the flood protection scheme, but could we paint it up as a temporary measure?  |                       |           |                                   |
| 7.       | Lafan Ward Vacancy – there are three people interested and we are currently in the election period so the matter is with Conwy until 18 <sup>th</sup> April. After that point, if no one has called an election, Town Council can go to co-option and all interested will be invited to a Town Council for a decision.  |                       |           |                                   |
| 8.       | Democracy – concerns raised about the new rules about identification at election stations. It was suggested that a session could be held to support people to register for a postal vote.   |                       |           |                                   |

9. **Reminder that Town Council will provide crowns for decorating to children in readiness for the coronation. They can hand their crowns in for a coronation biscuit. It was agreed that Clerk could order 100 coronation biscuits for the project. A vote was taken**

**Proposed Cllr C Jones Seconded Cllr N Jones Majority decision with 4 abstentions Resolved to approve and take note**

10. **It was confirmed that the Football Club are planning events for the coronation and there will be a road closure in the upper village. Resolved to receive and take note**

**Meeting closed at 9:15pm. Next meeting will be on Wednesday 26th April 2023 at 7pm in the Council Chamber and online**