



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB  
Mayor Cllr Chris Jones Deputy Mayor Cllr Laura Fielding

**WEDNESDAY 6<sup>th</sup> JULY 2022 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 Pecuniary Interests Regs 2012)
  4. To receive Declaration of Acceptance by Pat Saunderson – co-opted member of Llanfairfechan Town Council for Lafan Ward
  5. To receive representations and queries from the public.
- In attendance:
- Asst Area Manager for Open Spaces Conwy CBC to discuss Llanfairfechan Town Council Public Benches project*
6. To discuss and approve new benches for Llanfairfechan
  7. To receive and approve minutes 22<sup>nd</sup> June 2022 and action list (LGA1972 Schedule 12)
  8. To receive information about external audit 2020/2021
  9. To discuss and approve further Kickstarter community planning project sessions and plans
  10. To receive and approve Finance Reports July 2022
  11. To receive and approve current payments for July and August 2022
    1. Wages and pensions - Staff Wages and Employer & Employee July pension payments £4600
    2. Wages and pensions - Staff Wages and Employer & Employee August pension payments £4600
    3. Kirsty Merrell Daily REIM TENS July payment £21.00
    4. Boyd Sport & Play LTD basketball and tennis nets £188.40
    5. R Jones Electrician defibrillator installation £226.00
    6. RESAPOL backpack water sprayer £61.90
    7. EPC Forestry PROW Cut May £850.00
    8. Petty Cash Annual budget request £250
    9. Dwr Cymru water supply for Erw Feiriol Cemetery £124.50
    10. British Gas MUGA lights £22.27 (retrospective)
    11. JDH Hughes Internal Audit 445.50 (retrospective)
    12. ABS last colour photocopy payment £9.10 (retrospective)
    13. Viking office and cleaning £229.37 (retrospective)
  12. To discuss planning matters  
None received
  13. To receive correspondence
  14. To receive reports from meetings
  15. To receive urgent concerns & compliments

Join Zoom Meeting  
<https://us02web.zoom.us/j/83173252569?pwd=UNDKy45fQCxtVMYrrITU6NfrSF9KWt.1>  
Meeting ID: 831 7325 2569  
Passcode: 729062



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB

01248681697 Town Clerk: jayne@llanfairfechan.net

**MINUTES FROM WEDNESDAY 6<sup>th</sup> JULY 2022  
MEETING OF THE TOWN COUNCIL**

In attendance: Chair: Deputy Cllr Laura Fielding; Mayor Chris Jones; Cllr Penny Andow; Cllr Leena Farhat; Cllr Claire Hughes (on ZOOM); Cllr Pat Griffiths; Cllr Nia Jones; Cllr Alun Rhys Jones; Cllr Elgan Owen (on ZOOM); Cllr Christine Roberts; Cllr Preben Vangberg

1. Welcome by Chair of Meeting – All were welcomed.
2. To receive apologies for absence: Cllr Gareth Jones; Cllr Andrew Hinchliff;  
Resolved to receive and take note
3. To receive declaration of interest – Code of Local Government Conduct applies  
No declaration of Interest were made Resolved to receive and take note
4. To receive Declaration of Acceptance by Pat Griffiths – co-opted member of Llanfairfechan Town Council for Lafan Ward. Cllr Pat Griffiths was welcomed by the Chair and Town Council Resolved to receive and take note
5. To receive representations and queries from the public. No members of the public were present at the meeting  
Resolved to receive and take note
6. To discuss and approve new benches for Llanfairfechan. A number of options have been considered as follows:
  1. Wooden oak benches – these are considered to be most durable and sensitive to the natural environment. The key is to buy good quality and Clerk has contacted other Town Councils to take advice
  2. Coloured metal covered picnic bench – positive that various shapes are available including a full access on that would accommodate wheelchairs and pushchairs
  3. Natural metal benches provided by local blacksmith – these have been bought previously and are durable. They can be provided with crests etc but cannot be provided in colours.
  4. Recycled plastic benches – we have received information that these warp over time and are not very durable. They are also vulnerable to heat damage. In addition, there is the challenge of disposal at end of life.
 Site visit is set for Tuesday 19<sup>th</sup> July at 10am – Clerk to arrange. This matter will be decided at the next meeting so that the staff team can start to action the project.
7. To receive and approve minutes 22<sup>nd</sup> June 202 and action list (LGA1972 Schedule 12) Minutes had been received previously and were taken as read.
  1. Footbridge – Conwy CBC has been emailed and this is on the list of works. Clerk to email for further information
  2. Playground signs - Conwy CBC has been emailed and this is on the list of reports. Playground Inspector has referred this to the traffic department
  3. Beach huts – to be discussed in meeting with CCBC facilities on 13<sup>th</sup> July
  4. Public toilets - to be discussed in meeting with CCBC facilities on 13<sup>th</sup> July
 Proposed Cllr N Jones Seconded Cllr L Farhat Resolved to approve and take note

<b>Cyngor Tref Llanfairfechan Town Council Action List</b>			
<b>Date: 6th July 2022</b>			

	Item:	Date:	Progress
1	Nant y Pandy car park	04/07/2022	has now progressed to planning
2	Promenade car park & flood protection	21/06/2022	email sent no response

3	Nant y Coed damage	05/07/2022	email sent awaiting response
4	Benches project	on agenda	
5	Speedwatch project	06/07/2022	plan for launch in September
6	Cenotaph	27/06/2022	received email awaiting quote
7	MUGA West Shore	05/07/2022	tennis net received require help to fit
8	petanque court	to discuss	
9	Debrillator		installation complete- plaque ongoing
10	Paddling Pool	05/07/2022	report of paint problem
11	Audit	completed	sent 28th June special delivery
12	Office & GDPR IT	to discuss	
13	Clerk's & Staff Training	05/07/2022	bursary form to be completed
14	Football Club electrical box		ongoing awaiting more info
15	Boat pond shelter benches		in stock and ready to be fitted
16	Kickstarter Community Plan	on agenda	item 15
17	Food & Artisan Markets	to discuss	all as part of item 15 agenda
18	Llanfest August 6th	to discuss	all as part of item 15 agenda
19	Fireworks event	to discuss	all as part of item 15 agenda
20	Remembrance event	to discuss	all as part of item 15 agenda
21	Winter festival and xmas lights	to discuss	all as part of item 15 agenda

8 Town Twinning have shown an interest in helping to update the Pentanque court. Clerk to approach the group to discuss a way forward and report back at next meeting.

12 The fibre line at the Community Town Hall has been a great success. It advice is that there is no need for two internet accounts and that the old broadband should be closed. Clerk had spoken to BT and the contract is out of time so there is no charge if it is terminated. The matter will be put onto the agenda for next meeting to agree a Town Council contribution rate for the community hall fibre line. Clerk to action the process.

17 – 21 Public consultation will take place on 18<sup>th</sup> July community planning meeting day

Resolved to receive and take note

8. To receive information about external audit 2020/2021

Town Council received and approved the Internal Audit and annual return at last meeting and the Clerk & RFO reported that the external audit pack was posted on 28<sup>th</sup> June to arrive on 29<sup>th</sup> June.

Resolved to receive and take note

9. To discuss and approve further Kickstarter community planning project sessions and plans

Plan for the next proposed session on Monday 18<sup>th</sup> July 2022:

- 3pm to 4:30pm parents and children invited to come along. Clerk to arrange bouncy castle and refreshments
- 5pm Town Councillor meeting with James Davies Planning Aid Wales. Story so far.
- 6pm to 8pm Planning Aid Wales next steps session with James Davies

It was suggested that a stall at the Co-op would be a good idea, but Town Councillor volunteers would be needed – clerk to contact Co-op. Remembrance and Fireworks A stall will gather opinions and help for the event

Winter Festival – A stall at the community planning day and survey on Facebook to gather opinions on lights and events. It was noted that work on the youth survey is taking place with the help of the Duke of Edinburgh volunteer who may be able to help with the co-op stall.

In addition to this, a community flag project is suggested. There are 13 flagpole mounts in Station that are usable, and it is proposed that these are used to hold community flags. Ideas include: Llanfairfechan Crest; Llanfest; Ukraine; Charity logos Winter Festival. Staff team to action and feedback at next meeting for final purchase decision. Proposed Cllr C Jones Seconded Cllr P Griffiths Resolved to approve and take note

10. To receive and approve Finance Reports July 2022

It was noted that Finance Committee has now been set up and a first meeting needs to be arranged. This will be Wednesday 27<sup>th</sup> July at 6pm. The terms of reference for the committee will be set and the group will meet quarterly.

Proposed Cllr L Farhat Seconded Cllr P Vangberg Resolved to approve and take note

11. To receive and approve current payments for July and August 2022

- a. Wages and pensions - Staff Wages and Employer & Employee July pension payments £4600
- b. Wages and pensions - Staff Wages and Employer & Employee August pension payments £4600
- c. Kirsty Merrell Daily REIM TENS July payment £21.00
- d. Boyd Sport & Play LTD basketball and tennis nets £188.40
- e. R Jones Electrician defibrillator installation £226.00
- f. RESAPOL backpack water sprayer £61.90
- g. EPC Forestry PROW Cut May £850.00
- h. Petty Cash Annual budget request £250
- i. Dwr Cymru water supply for Erw Feiriol Cemetery £124.50
- j. British Gas MUGA lights £22.27 (retrospective)
- k. JDH Hughes Internal Audit 445.50 (retrospective)
- l. ABS last colour photocopy payment £9.10 (retrospective)
- m. Viking office and cleaning £229.37 (retrospective)

All payments were taken together. It was agreed that Clerk/RFO could claim the petty cash for 2022/23 rather than quarterly.

Proposed Cllr L Farhat Seconded Cllr P Vangberg

Resolved to approve and take note

## 12. To discuss planning matters

None received. However, it was noted that the matter of the Nant y Pandy is now online at Conwy Planning and this will be discussed at next meeting.

## 13. To receive correspondence

1. An email has been received from Flood Protection team regarding the Promenade Car Park in responses to queries from Clerk. Detailing the following:

1. Emergency repairs – temporary work has been completed to shore up the splash deck while the Council waits for planning permission to construct a more permanent solution. These permanent works extend onto the beach beyond the existing defence footprint, and are in the proximity to an SSSI, which is why they require planning permission. This process can take several months but is now nearing completion. The planned permanent works include:
  - Installing the stockpiles of rock armour onto the foreshore in front of the revetment
  - Constructing a permanent footway behind the revetment
  - Reinstating the farmland behind the defence
2. The other permanent works, raising the flood defences along the promenade, are being designed in partnership with an external designer, HR Wallingford. They are also responsible for the design work of the car park improvements. At the moment I do not have any drawings I can share with you, but I will share plans with you when I can.
3. In terms of activities other than the repairs, a team is coming to survey the car park's drainage, we are just waiting to agree a date. This is non-intrusive and should not cause any disruption. They should only be operating late in the day during the week, when the car park is quieter.

Other matters are to be discussed and Clerk was directed to request the team to attend the next meeting and strongly state the Town Council position. Elected members are extremely disappointed in the level of communication and the progress of this project. At a meeting in December, several promises were made that have been broken. Town Council seek proper clarification on this matter and request a firm timeline for the project going forward as the one previously shared has not been honoured. Clerk to request that CCBC put out a statement or update on the sea defence web page explaining the delay so that Town Council can share.

2. An email has been received from CCBC Countryside Officer:

Planned work at Nant Y Coed, Llanfairfechan.

The original proposals to reinstate the existing riverside path were not acceptable to Natural Resources Wales. With limited options, we are installing a stepped timber access path. This will cross up and over the steep wooded bank and then re-join the existing riverside path, avoiding the eroded section.

From the Newry Drive entrance. Leaving the main path - the route up the steep bank will avoid the overhang with exposed tree roots and avoids the area where bluebells thrive.

There are diseased ash trees in the vicinity of the route. Work, in accordance with our Ash Dieback Action Plan, will be carried out in due course. The effects will unfortunately be dramatic.

At the top of the bank, a small section of fencing will be installed where there is a steep drop.

The route down the slope to re-join the main path will be left as natural as possible.

**Work starts: 18 July 2022**

**We expect this work to be completed in October 2022.**

**During construction, there will be no access permitted through the nature reserve and very limited availability for parking on Newry Drive.**

**There is continued work to look for solutions to replace the steppingstones further upstream, without a path suitable to allow access for machinery to deliver and embed the intended heavier stones.**

**CCBC have updated our website for public information: Nant y Coed Local Nature Reserve - Conwy County Borough Council. Thank you given to Llanfairfechan Town Council for financial support received.**

**Resolved to receive and take note**

**14. To receive reports from meetings**

- 1. Cllr L Fielding reported on the Llanfairfechan Community Events Committee – the committee has now completed the process of set up and has bank account, insurance and constitution. Preparations for Llanfest are at an advanced stage. Cllr Laura Fielding (Secretary) and Cllr Christine Roberts are a part of the committee. A question had been raised about the Christmas Lights. Clerk reasserted that anyone who is putting up lights has to hold the appropriate certificate, and this is causing great difficulties for all Town Councils. Clerk is in conversation with other councils to see if a joint project can be set up. Currently it is not possible for volunteers to help with this until the situation is clarified. Christmas lights will be included in the public consultation.**
- 2. Cllr Penny Andow reported on Llanfairfechan Football Club AGM. They have a strong team of people developing the facilities and work is being undertaken to complete a lease on the ground with CCBC. Women's football team is going very well, and the feeling is very positive going forward**
- 3. Cllr Penny Andow reported on a Conwy CBC meeting about the Conwy CBC replacement Local Development Plan. This plan includes possible new housing on Cae Ffynnon field and a new school. Cllr Andow raised the question of The Heath and reported that the school might be better placed in this building rather than a new build be used. It would be able to take advantage of the rich history of The Heath and use an existing building effectively. This option is being considered by Conwy CBC and they will report back. It was reported that builders are already interested in taking the house project forward and more resident consultation will take place in the Autumn. Residents can add their feedback on the website, and this will be up and running by the end of next week. Town Council will share on social media once it is ready.**
- 4. Cllr Leena Farhat reported from the Ysgolion Governors meeting. Ysgol Babanod has just completed Estyn inspection and they are awaiting the report. It was noted this was a very positive process and the school and staff should be congratulated for their hard work to meet standards at the school. Ysgol Pant y Rhedyn are due to be inspected before Christmas 2022 and so it is hoped that also goes smoothly. Following the changes to the new curriculum, the school are keen for more community activities and would like to work closely with the Town Council. Recruitment of staff has been a challenge recently and a recent advert did not lead to anything. If people are interested in applying for a teaching assistant role at the school, they should be encouraged to send in an expression of interest.**
- 5. Cllr Christine Roberts and Cllr Nia Jones reported from the Staffing Committee. This was the first one for 2022/23 and it was agreed that the committee will meet quarterly. No issues were raised except that the Town Clerk will now book holidays ahead to ensure that they are used regularly. In addition, there will be quarterly supervision for the Clerk to help keep all work on track. If there is no cover available for the office, it will close at these times.**

**Resolved to receive and take note**

**15. To receive urgent concerns & compliments**

- 1. It was noted that the GP surgery is suffering from considerable capacity issues. The Econsult has been turned off until normal service can be resumed. It was noted that it had been assured that capacity was not a problem if the surgery took on the extra surgeries. This is great concern to the Town Council, and it is hoped it improves soon.**
- 2. Deputy Mayor Laura Fielding was congratulated for her first Chairing of a meeting and new Town Councillor Pat Griffiths was welcomed to Llanfairfechan Town Council.**

**The meeting closed at 8:45pm.**

**Next Meeting : Llanfairfechan Town Council Annual Meeting Wednesday 27th July 2022 at 7pm**