



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB  
01248681697 Town Clerk: jayne@llanfairfechan.net**

**MINUTES FROM TOWN COUNCIL MEETING  
WEDNESDAY 4<sup>th</sup> APRIL 2021 7pm**

**In attendance: Chair: Mayor Delohne Merrell; Cllr Carol Gell; Cllr Laura Fielding; Cllr Andrew Hinchliff; Cllr Claire Hughes; Cllr Rob Jewell; Cllr Christopher Jones; Cllr Nia Jones; Cllr Iolo Kars Jones; Cllr Alun Rhys Jones; Cllr Gareth Wyn Jones; Cllr Christine Roberts.**

1. Welcome by Chair of the Meeting. Mayor Delohne Merrell provided information about updated guidelines for ZOOM meetings:

In response to Covid -19 Welsh Government regulations, online Llanfairfechan Town Council Meetings are now held every three weeks on the ZOOM meeting platform. All meetings will start at 7:00pm unless otherwise stated. Clerk will open the online meeting at 6:45pm to allow participants to ensure their tech is working. You will be notified of any changes in advance of meeting dates

Members of the public are welcome to attend Town Council Meetings by contacting the Clerk on jayne@llanfairfechan.net for meeting ID and password information. We ask that you allow 24 hours' notice for requests to attend and that you come into the meeting before 7pm for this so that business is not disrupted. For full transparency, we politely request that you turn on your video and all attendees are asked to mute their sound unless they have been tabled to speak. If you wish to speak, please raise your hand and this request will be considered by the Chair of the meeting.

There is an opportunity at the beginning of the meeting for members of the public to raise an issue. There are five minutes allowed to present the question and the item is limited to 20 minutes discussion. Any issue may then be taken up by the Town Council for inclusion in the next agenda when further information will have been gathered. This process is restricted by national guidelines primarily due to time constraints, although the Council does where possible use its discretion.

Online meeting dates arranged during the Covid-19 pandemic following Welsh Government guidelines and legislation: <https://www.wlga.wales/coronavirus-covid-19-information-for-councils>  
Legislation states that only urgent business should be discussed at the online meeting. Llanfairfechan Town Council have devolved power to a Crisis Management Team for day-to-day matters and any member of that team can be contacted at any time:

- Mayor Delohne Merrell delohne.merrell@llanfairfechantowncouncil.co.uk
  - Deputy Mayor Penny Andow cllr.penny.andow@conwy.gov.uk
  - Councillor Chris Jones chris.jones@llanfairfechantowncouncil.co.uk
- Administration by: Town Clerk Jayne Neal jayne@llanfairfechan.net

2. To receive apologies for absence – none received

**Resolved to receive and take note**

3. To receive representations and queries from the public.

**In attendance – Llanfairfechan Sailing Club committee members**

**Commodore 2019/2021 Kate Ingham; Secretary Lance Jones**

Project Hwyl was introduced to Town Council. This is an idea was born at the end of 2018 because a group of enthusiastic members from the sailing club saw how an outreach project from the club could involve more people in the community in “on water” and “in water” activities. The group went on to run an open day where people of all ages tried water sports for the first time with the help of willing sailing club members. This was such a success that it was noticed by the harbourmaster and Sports Wales and an opportunity to bid for grants to fund a training boat and a safety boat to support the project which focuses on young people, children and women as these are underrepresented groups. The plans are in early stages, but they include basic training provided by Plas Menai centre and follow-on supervised novice sailing at Llanfairfechan, upgraded facilities at the clubhouse and a need to extend the boat park. All this will be subject to administrative and planning processes and the committee are working closely with CCBC harbourmaster and Sports Wales to make sure plans meet all requirements.

This had come to the notice of Town Council through an email to County Councillors who refer any new information about plans for Llanfairfechan to the Town Council. Two councillors have declared an interest for any future discussion as they are committee members. The opportunity to see an overview of the project is to be commended and there are clearly benefits for the wider Llanfairfechan community.

It was noted that Town Council have a long history of supporting sports activities in Llanfairfechan and, over the years, have been integral to the setting up of golf club, football club, croquet club and, in 1959, the sailing club itself.

Several Town Councillors commented this is a positive development for Llanfairfechan and that it is particularly good to see a project that will provide activities for young people.

The question of people with limited mobility was raised. As much will be done as possible to include this group of people but it was noted that this is a challenge considering the type of sailing that is on offer at Llanfairfechan. Basic training could be available through Plas Menai and accessible facilities will be available at the clubhouse. Project Hwyl is a first step in engaging with the wider community and it is hoped that people with mobility could be included as target group at a later stage.

Town Councillors stated that the Sailing Club should be congratulated for their efforts and wished good luck for the future.

**Resolved to receive and take note**

4. To receive any declarations of interest from Members

**Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).**

Name	Nature of Interest	Withdraw
Cllr Delohne Merrell	Item 7 To review and approve plans for recruitment of Community Projects Officer	Withdrew to the ZOOM waiting room
Cllr Andrew Hinchliff	Item 14 Planning Matters	Cllr has sought advice from CCBC legal team that states members of the CCBC planning committee can remain in Town Council planning discussions providing Cllr does not make recommendations.

**Resolved to receive and take note**

5. To approve the minutes of the meeting held on 17th March 2021

**Minutes had been circulated by email. There was one matter arising:**

**484 Pen y Bryn - the stretch of road was measured and reported to CCBC as 8 metres.**

**Proposed Cllr C Jones Seconded Cllr C Roberts**

**Unanimous**

**Resolved to approve and take note**

6. To receive current action list from Crisis Management Team

<b>Action and information list for 7<sup>th</sup> April 2021 Llanfairfechan Town Council and Crisis Management Team</b> (Urgent matters marked in red)			
	Coach parked in Station Road	ongoing	Town clerk to send a letter to the coach operator to see if this helps the situation.
	Nant Pandy Car park	ongoing	Ongoing legal process
	Llanfairfechan Parking review	ongoing	Measurements have been taken and Will has been contacted
	Promenade car park	ongoing	Email sent to Andrew Wilkinson and Greg Robbins 24/3 no reply as yet. CC is chasing this
	Cemetery water	Ongoing	Further email sent to Dwr Cymru – escalating to management
	Storm board potholes		All matters are now on work lists – storm board has been removed
	Play Grant	Ongoing	We have been able to spend £1246.00 ex VAT Park equipment and street play equipment
	Plas Menai Digital First & vaccines	Ongoing	Engagement meeting due on 6 <sup>th</sup> April. Mayor attended the meeting and will report back
	Ysgol IT project	Ongoing	Four computers have been upgraded by the skill share group and are ready. Awaiting handover
	Town Centre Regen Fund	Ongoing	Information and paperwork have been sent through and the payment has been made. Village Inn have requested use of the marquee gazebos
	Incredible Edibles & planters	Ongoing	Plant and seed swap planned for May 22 <sup>nd</sup> Sessions have started and Co-op work will be included
	Website translation	Due for completion 7 days	Translation completed and Delwedd working on this as arranged
	LDP and House builds query	Ongoing	Email received from CCBC 18/02/2021 – still awaiting formal notification
	ERF reporting App	TBC	Joint CCBC / TC ZOOM training for Councillors planned
	Streetlamps on promenade	Completed	Work completed. Awaiting digital sign to be reset by CCBC
	A55 junction project	Ongoing	Window display up at the hall. All folders available for Town Councillor if required but info is available on the WG website and has been sent by email.
	Future Llanfairfechan plans	Ongoing	Now moved to May – more details on agenda
	Report from resident about chlorinated water and the change in the taste in Llanfairfechan drinking water	Ongoing	Clerk to report back to resident
	Easter event		Positive event. Great window display and over 80 children involved in the project

**Further matters arising from Crisis Management Team:**

- Promenade Car Park - County Councillor has also been chasing this matter
- Storm boards have been removed and some potholes filled – all on work list
- Spend for grant is under the £2000 target so Clerk has contacted CCBC to discuss
- County Councillor has made contact with CCBC IT services, but no information is available as yet
- First enquiry about loan of marquee has come from Village Inn and this has now been agreed in principle, but paperwork needs to be drawn up. Town Council staff must be present to assist with erection of gazebos and full details about insurance cover will be sought.
- Work on streetlamps has not been completed. Clerk to contact CCBC/ Scottish Power with details
- A55 Junction project – Town Council will call a Task & Finish group together to discuss a Town Council standpoint. Clerk has received emails from residents, and these will be collated into a report for the agenda on 28<sup>th</sup> April. There are concerns about a proposed 20 mile an hour speed limit on all built up areas.
- Street Support project - prescriptions are now only picked up on Wednesday and Fridays, but residents can still phone the hall Monday to Friday 9am to 12 with any queries or calls for help.

Resolved to receive and take note

7. To discuss and approve proposal to recruit a Community Projects Officer

Mayor Delohne Merrell moved into the ZOOM waiting area.

Following the agreement of Town Councillors at the last meeting, the recruitment has begun, and information will have been available for two weeks by the application deadline on Friday 9<sup>th</sup> April. As only a small number of application packs have been requested, it was agreed that all candidates would be interviewed so there will be no shortlisting. Clerk to liaise with staffing committee to progress the stages and feedback to Town Council any relevant information.

Proposed Cllr C Jones Seconded Cllr C Hughes

Unanimous

Resolved to approve and take note

8. To receive and approve Community Development Review discuss plans for community activities and the proposed Future Llanfairfechan community planning week – now postponed until May

**A 2020/21 Community Development Review had been previously shared and there were no matters arising from the document. Clerk gave details of a proposed Llanfairfechan Community Week from Saturday May 22<sup>nd</sup> to Friday May 28<sup>th</sup> 2021. There will be a range of online activities based around the following programme ideas:**

**Monday 24th May @6pm**

- 1. Online introduction session explaining the project and detailing the week ahead**
- 2. Online focus group to share ideas, issues and possible outcomes for developing Llanfairfechan business action plan**
- 3. Online arena to explore views on how the groups can work together & gain further support from local council and residents of the local community**

**Staff team to proceed with development of the project and feedback to next meeting**

**Proposed Cllr C Jones**

**Seconded Cllr C Hughes**

**Unanimous**

**Resolved to approve and take note**

9. To discuss staffing committee and proposal for PROW/Environmental Committee

**Staffing Committee – Due to the previous resignation of Cllr Alan Jones, there is a vacant seat on this committee.**

**Following the last meeting, a point had been raised that, historically, councillors would not normally sit on the staffing committee for Llanfairfechan Town Council until they had completed their training period of 6 months.**

**As there was some disagreement over this, a vote was taken whether Town Council should keep this rule in place.**

**Town Council approved the upholding of this approach by 7 votes to 6. It was agreed the staffing committee would comprise:**

- Chair - Cllr Andrew Hinchliff**
- Cllr Carol Gell**
- Cllr Christine Roberts**
- Cllr Nia Jones**
- Cllr Delohne Merrell**

**This will be considered again once the new councillors have completed their first six months in post. Clerk to email staffing committee with details about the planned job interviews and a panel will be set up.**

**Public Rights of Way (PROW) committee – The Clerk advised that with environmental and climate change challenges, it may be wise for the Town Council to put together a committee with a wider remit, for example an Environmental Action Committee. This could incorporate the general growing beds and Incredible Edibles link and sustainability. Town Councillors to express an interest by email and this will be reported back at next meeting.**

**Proposed Cllr D Merrell**

**Seconded Cllr Gareth Wyn Jones**

**Unanimous**

**Resolved to approve and take note**

10. To receive information about fly tipping

**This matter was brought by Bryn Ward Town Councillor as a matter of concern. There has been a particular case of fly tipping by a resident in the Pen y Bryn area. Identifiable items were found within the rubbish, CCBC was informed, and they liaised with the Town Councillors and resident. However, no further information has been received about this despite emails and phone calls to CCBC. The resident in question appears to have moved from the area and so there are concerns that this may be a missed opportunity and a green light to anyone who is thinking of fly tipping their rubbish. It was noted that this a very disappointing response from regulatory services. Clerk to send follow up email to investigate.**

**Resolved to receive and take note**

11. To discuss and approve submission of Morfa Madryn grant application and the progress of a Wellbeing Walks grant application

**Darganfyddiad Prosiect Morfa Madryn Discovery Project - The proposed grant application had been distributed for Town Councillors prior to the meeting. It was clarified that that Morfa Madryn is an area that mostly sits in Gwynedd and used to be managed by the Traeth Lafan Group. Due to their funding constraints, Gwynedd County Council and Conwy County Council have pulled out of this area and so there is no formal management of the area currently. Concerned residents had approached the Town Council for help as the hides are in a dangerous state of repair. It**

was confirmed that no Town Council money will be spent directly on this project. The proposals are for in kind staff and equipment support and help to pull together a volunteer group. Many letters of support had been received and it was agreed that Clerk should finalise the application for Dwr Anafon funding and submit.

**Wellbeing Walks** – This is a partnership project with Conwy Community Wellbeing Team. It is in very early development phase and the draft idea is to link up Glan y Mor Elias with Morfa Madryn with an historical and natural history trail and a programme of Wellbeing Walks with walk leader training. Carneddau community funding will be sought, and a first draft is being drawn up. Clerk to progress this process and share information at a future meeting

Proposed Cllr D Merrell Seconded Cllr Iolo Kars Jones Unanimous

Resolved to approve and take note

12. To receive and approve end of year Financial and Precept reports

All reports had been shared prior to meeting for councillor's information. The reports are draft year end reports, and all paperwork will be prepared for the annual Internal Audit which is due in June 2021. It was reported that, due to Covid-19, Welsh Government Audits have not returned the 2019/20 external audit as yet, but we are not alone as a Town Council in this position. Clerk has checked if we need to send any further information and it has been confirmed that the delay is at Welsh Audits. The 2019/20 Internal Audit with JDH Hughes was completed in July and was ratified by Town Council (22<sup>nd</sup> July).

Overspent precept budget headings were queried as follows:

Rates/Lease	£16.80	This just due to an increase. Next year's precept in this would be increased to allow for this
Office & GDPR IT	£1103.45	This cost has increased due to the administration of the digital sign and the implementation of Office 365 IT systems. It had been envisaged that a business charging system would be put in place, but this has not been possible due to C-19. All Llanfairfechan businesses have the option to advertise for free currently.
Photocopier	£19.60	Clerk to look into this increase
Wages	£2528.00	Clerk to look into this increase
Phones & Broadband	£477.51	Changes to the BT contract to include cloud phone technology, this should even out over the next year S137 grants to community groups £3800 – some budget has been vired over as other grant streams have not been used due to pandemic
Miscellaneous	£25053.17	By final audit some of this figure will have moved to other headings. In addition this includes £4804.00 spend for Community Hall Covid-19 equipment that has been reimbursed and will show in income and £6055.00 in grants received that will also show in income.

Clerk will complete the 2020/21 financial year and report back through internal audit.

Resolved to receive and take note

13. To receive and approve payments

1. Staff Payments February – wages and employer & employee pension contributions to date – £3194.46 ( will be paid 22nd February 2021)
2. Fizzy Pickle Projects – contract payment to £900.00
3. Viking PPE bin for Elections – £68.02  
PPE equipment bin has been purchased for the Community Hall. This was a request from CCBC Electoral Services so it should be in order for Town Council to purchase this item
4. Viking stationery and toilet rolls – £84.48
5. Vesa Mount – annual sim card fee - £432.00
6. Menter Iaith Conwy – translation for website - £885.96
7. CCBC Bryn ward uncontested election - £148.09  
Note that the uncontested election did not incur much cost. This approach is better for democracy than using a co-option process
8. CCBC Rates on lease for Village Road car park – £256.80
9. Flowers by the Sea – celebration flowers - £20.00
10. Town Clerk retrospective – reimbursement 127 Easter Eggs for project - £127.00

Note of thanks to Tesco Community Champion who funded 20 Easter Eggs so the total donated to the community (through the Easter Egg picture project and to Llanfairfechan Foodbank) was 147 eggs

11. HMRC retrospective - employers contributions Jan Feb Mar – £1370.67

12. Llanfairfechan Croquet Club retrospective s137 grant payment - £500.00

Proposed Cllr A Hinchliff Seconded Cllr C Gell Unanimous Resolved to approve and take note

14. To discuss planning matters

0/48314 land adjacent to Crud Y Gwynt Tyddyn Drycin

Llanfairfechan LL33 0RH - no direct observations

Construction of a dwelling

0/48315 Trewen 14 The Close Llanfairfechan Conwy LL33 0AG

Proposed extension of existing parking area – no direct observations

0/48355 Fern Hill Mount Road Llanfairfechan LL33 0DW

Replace existing garage – no direct observations

A query was raised about CCBC planning applications as it seems there is less information available at the present time. Concerns about whether neighbour views are still considered. Although there is an understanding that Covid-19 might be having an impact, clerk to send email to the planning team Resolved to receive and take note

15. To receive urgent correspondence – during Covid-19 regulations general correspondence is shared with Town Council by email

Some emails have been received from residents about the A55 junction project and these will be collated and shared as part of the Town Council Task and Finish Group work as discussed at Item 6 Resolved to receive and take note

16. To receive reports from meetings

There has been a GP Surgery meeting, but this information will be shared at a later date as the meeting was on the 6<sup>th</sup> April. Resolved to receive and take note

17. To receive urgent concerns & compliments

1. Thanks and congratulations were given to Town Council and Fizzy Pickle project staff for their work on the Easter project. There was a lot of positive feedback from residents and children enjoyed picking up their Easter eggs and seeing their pictures in the Community hall window

2. Report that streetlamps are still not working by the Pavilion and along to the allotments. Clerk to report again

3. Compliments to CCBC for the work at the playground as the witch's hat equipment has now been restored.

4. Compliments to the CCBC gardening team who have done a great job of grass cutting and gardening this year. Their performance is a great improvement on the work that took place in 2020.

5. Report about a sighting of rats on Station Road that may be caused by rubbish in the backyard of a property. Clerk to email through information about vermin control and reporting to CCBC ERF about rubbish.

6. Query about planning for shop signs. County Councillor will investigate and feedback

7. Query about community skips. Clerk has emailed CCBC to ask that we are notified as soon as the service returns so that we can book our diary dates. Clerk to put out a community skips post to inform residents of the situation

8. A request has been made to plant two trees in memory of a Llanfairfechan resident. There is some concern about where this might be possible, but the County Councillor is liaising on this matter. It was suggested that perhaps a memorial garden could be set up for people to plant. Clerk to look into this and report back

Resolved to receive and take note

18. Close at 9:29pm. Next meeting: Full Town Council Meeting Wednesday 28th April 2021 at 7pm online

