



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



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

**WEDNESDAY 7th DECEMBER 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 personal or prejudicial interests)
4. To receive representations and queries from the public.
5. To receive and approve minutes 16th November 2022 and current action list (LGA1972 Schedule 12)
6. To receive and discuss grant applications:
 1. Llanfairfechan Football Club
 2. Llanfairfechan Foodbank
 3. Active Llan Santa Dash Medals
7. To receive information and discuss Llanfairfechan Community Projects celebration project – Cllr Penny Andow
8. To receive information and discuss warning signs about dog mess
9. To receive finance information and approve plans for Llanfairfechan Festive Fayre
10. To receive information about Kickstarter Community Planning Project
11. To receive information and discuss Station Road Green Space
12. To receive and approve Finance Reports December 2022
13. To receive and approve current payments for December 2022

Payments to be made	
Llanfairfechan Festive Fayre	
1. Amberon Traffic Management Festive Fayre	£1362.00
2. Facepainting Tammy Hales	£280.00
3. Beulah Brass Donation	£50.00
4. CCBC Christmas lights installation	£11452.95
5. Amazon stars for tree Babanod	£9.99
6. Choirs for Good	£80.00
7. Amazon Stars for tree Pant y Rhedyn	£16.66
8. Llanfairfechan Community Hall markets venue hire December	£170.00
9. Kirsty Merrell Daily TENS licence December	£21.00
10. Sional Christmas flags	£1172.86
11. Christmas flags installation G Roberts	£1200.00
Total Costs £15,588.46	
General payments	
12. CCBC replacement swing seat	£156.00
13. Delwedd webhosting and maintenance	£698.72
14. CCBC Community Skips	£576.00
15. Menter Iaith	£350.00

16. Staff Wages and Pension payments for November 2022 £4700
17. Active Llan Grant application Santa Medals (retrospective) £92.99

14. To discuss planning matters
0/50209 Dwyfor. The Close Llanfairfechan Conwy LL33 0AG To remove 2 x fir trees
15. To receive correspondence
16. To receive reports from meetings
17. To receive urgent concerns & compliments

MINUTES OF TOWN COUNCIL MEETING WEDNESDAY 7th DECEMBER 2022

In attendance: Chair: Deputy Mayor Laura Fielding; Mayor Chris Jones; Cllr Leena Farhat (on Zoom); Cllr Andrew Hinchliff; Cllr Claire Hughes; Cllr Gareth Jones; Cllr Nia Jones; Cllr Alun Rhys Jones; Cllr Elgan Owen; Cllr Christine Roberts; Cllr Preben Vangberg (on Zoom). County Councillor Jacob Williams in attendance: Town Clerk Jayne Neal in attendance and prepared the minutes

1. Welcome all to the meeting
2. To receive apologies for absence (LGA 1972 Schedule 12)
Cllr Penny Andow; Cllr Pat Griffiths Resolved to receive and take note
3. To receive declaration of interest – (Disclosable personal or prejudicial interests)

Cllr Andrew Hinchliff	personal interest	Item 13:8	no prejudicial interest
Cllr Chris Jones	personal interest	Item 13: 8	no prejudicial interest
Cllr Christine Roberts	personal interest	Item 13:8	no prejudicial interest
Cllr Alun Rhys Jones	personal interest	Item 6:2	no prejudicial interest

Resolved to receive and take note

4. To receive representations and queries from the public. None Resolved to receive and take note
5. To receive and approve minutes 16th November 2022 and action list (LGA1972 Schedule 12)

Minutes had been circulated and were taken as read. Matters arising:

Item 9 – due to costs, the matter of festive lighting should be put out to community consultation in 2023/24

Item 11 – typo Councillor Pat Griffiths had been lost from Zoom connection

Cyngor Tref Llanfairfechan Town Council Action List		
Date:	7th December 2022	
Item:	Date:	Progress
Nant y Pandy car park	03/10/2022	lease being drawn up
Paddling Pool	ongoing	email sent 5th Dec
Promenade car park & flood protection	04/10/2022	awaiting notification from WG
Benches project	on agenda	ongoing process
Cenotaph - mural	emails sent	on hold for discussion on future agenda
Victoria Gardens gates	email received	ongoing process
Glan y Mor Elias & Morfa Madryn project	agenda	funding meeting taken place /sign up paperwork
MUGA West Shore	progressing	information being gathered - difficult to progress
Community Library	update	Item 15 - meetings
Petanque court	awaiting	Town Twinning grant application will come in January
Audit	completed	awaiting response no queries sent through
Kickstarter Community Plan	update	Item 10
Festive Fayre and xmas lights	agenda	Item 9
Christmas Flags	update	Item 9
Winter Sounds festival	update	Item 9

Most matters on the action list were on the agenda so no discussion took place

Benches – Clerk to email contractor to discuss name on bench.

Proposed Cllr N Jones Seconded Cllr G Jones Resolved to approve and take note

6. To receive and discuss grant applications:
 1. Llanfairfechan Town Football Club application
- Breakdown of works and prices

1) Building of concrete goal storage area with fencing. We're fortunate to have an associate of the club offer to do the work for free, we just need to pay for the materials. He is a professional builder. This job would quote at around £5000.00 by a third party due to labour and logistical costs (low bridge) - £1800.00

2) Small concrete slope to be added to path around the tea hut for disabled access. This will be done with the same concrete, included in above price - £0

3) Changing room door repair (local blacksmith) - £110.00

4) Groundskeeper courses for volunteers. 2x Level 1 Grounds Maintenance course, 2x Level 2 Winter Pitches - £378.00

Grant request - £2288.00 Precept budget £1250.00

This was discussed and it was agreed that the new committee are extremely community minded and are providing some excellent activities for families in Llanfairfechan. It was agreed that the extra funding request could be taken from Town Council reserves and so the full amount of £2288.00 could be granted.

Proposed Cllr N Jones Seconded Cllr C Jones

Resolved to approve and take note

2. Llanfairfechan Foodbank application

Grant request £3000 Precept budget £2000.00

There was not a lot of detail on this application as only expense ever incurred in Foodbank is to purchase food. It was noted that, due to the cost-of-living crisis, these are difficult times for families and so it was agreed that the full request of £3000 would be granted. It was noted that the group do run a monthly donation scheme – Clerk to request details so that elected members can help to advertise it. Town Council were reminded that community groups, whether registered as a charity or not, can apply for gift aid which means an extra 25p for every £1 donated. Clerk to report this to Foodbank.

Proposed Cllr E Owen Seconded Cllr N Jones

Resolved to approve and take note

3. Active Llan Santa Dash application

100 medals were purchased last year, and half were used in 2021 (due to Covid19).

Request for 50 medals for this year as a higher number of competitors are expected.

Grant request £92.99

An indicative decision had been previously agreed as the medals needed to be ordered.

Clerk to provide a community grants report at the next meeting to help set 2023/2024 budget plan.

Proposed Cllr A Hinchliff Seconded Cllr C Jones

Resolved to approve and take note

7. To receive information and discuss Llanfairfechan Community Projects celebration project – Cllr Penny Andow
Cllr Andow was unable to attend due to an emergency ConwyCBC meeting so the matter was deferred until next meeting

Resolved to receive and take note

8. To receive information and discuss warning signs about dog mess

Cllr Laura Fielding reported there have been several reports about an increase in dog fouling on the pavements and that research from Keep Britain Tidy shows that their signs produced a 40% drop in problems caused through dog fouling but the costs to join their campaign were high at over £2000. The suggestion is that Town Council purchase their own wooden signs to be posted in problem areas. Station Road has been reported as a particular problem area since the dark nights of autumn. Dog bags have been put up there, but they immediately get taken along with the dispenser and so this is unsustainable. Clerk to email Conwy regulatory and lighting to discuss permission. Equipment is available to help with attaching to lampposts. Clerk and Councillor to investigate permission and purchasing of the signs and will report back at the next meeting.

Resolved to receive and take note

9. To receive finance information and approve plans for Llanfairfechan Festive Fayre

The Festive celebrations have been severely affected by the maintenance and installation of the xmas lighting around the town. The new legislation means that volunteers cannot be used to install lighting on the highway and that only HERS registered contractors can be engaged to complete the work. This contributed to the breakup of the Light Up Llan committee in summer 2021. The Town Council have agreed that for December 2022 the cost of Christmas lighting will be covered by Town Council reserves.

Electrical PAT testing and installation has cost £11,815.35. It is suggested this matter is put to residents for consultation before xmas 2023, as this is a considerable cost and is equal to 9.5% of the total Town Council Budget. The rest of the budget for the festive fayre is quite moderate at £3780. £1362.00 is for the road closure management and this is only necessary because we have the street fun fair. This amount is commercially competitive for a full day event of such a scale. The Festive Fayre is due to take place on Sunday 11th December 12pm to 6pm with over 55 stalls of Food, Artisan and community groups. The Town Council staff team and Councillors

will be managing the event with the help of a road team from Amberon, Santa from Llanfairfechan and Penmaenmawr Rotary and first aid from North Wales Ambulance Service. North Wales Police will be in attendance and the event has all the necessary Conwy CBC permissions. A full resident consultation will take place early in 2023 to gauge resident opinion on festive lighting – the cost is being covered by reserves this year, but plans will need to be sustainable within budget going forward.

- There are 43 stalls booked in the main hall for the Festive Fayre.
- There are another 12 community stalls in the Ysgol Babanod school hall and free facepainting.
- The Llanfairfechan Food and Artisan Market directory now has over 80 local businesses on the list and the monthly market offers two local charities each a month a free stall.
- From the Festive Fayre onwards, stall holders will be required to pay £10 for a stall and this will raise approx. £430.00 each month. The cost of venue hire for the community hall will be £170. This leaves £260 per month to go towards markets and community events.
- There will be festive music in the gazebo outside the main hall from 12:30pm to 4pm
- Community Carols will be played on the stage at 5pm – 6pm and Councillors are encouraged to come along to join in with the community singing in the main hall

Changes in legislation detailed below:

During this extension period, the employing organisation must ensure contractor competency is checked and verified. Please see table below for guidance on the required competency training for works on the highway.	
Competency Element	Training Module (Knowledge)
	Emergency First Aid at work
Health and Safety	Manual Handling
Installing/Removing Traffic Management on the highway	Lantra Sector Scheme 12D Or SWQR – Operative Trained Or SWQR – Signing and Guarding
Hand Tools and Power Tools	HESA 204 - Equipment specific Or City & Guilds – Electrical/Electrotechn (Part1/Part2, 2357 Level2/3, 2365 Lev
Working at height using a MEWP/Cherry Picker	MEWP Operator Licence – IPAF 1B Or MEWP Operator Licence – NPORS Ve Mounted(Static)
Working at height using a Ladder	Ladder Association User/Inspector Or Alternative recognised ladder user trai
Working at height using a Mobile Scaffold Platform	PASMA
Visual, Optical & Electrical safety	HESA706 - Visual, Optical and Electric Inspection Or City & Guilds 2391/2392 and City & G 2382-18
Safe Interaction and Safe Isolation of Highway Electrical Equipment	HESA214 - Safe Isolation Or City & Guilds – Electrical/Electrotechn (Part1&Part2, 2357 Level2&3 or 2365 2&3)
Authorisation to work in the vicinity of DNO equipment	HESA210 - G39 Or Scottish Power OP-03 ERG39 Authorisation is required to open Light Column enclosures
Diagnose and Repair faulty electrical equipment	NVQ Highway Electrical Level 3 Or City & Guilds – Electrical/Electrotechn (Part1&Part2, 2357 Level2&3 or 2365 2&3)
Installing/Removing electrical equipment	NVQ Highway Electrical Level 3 Or City & Guilds – Electrical/Electrotechn (Part1&Part2, 2357 Level2&3 or 2365 2&3)
Initial Verification and Testing - Certifying equipment	HESA714 Or City & Guilds 2391/2392

Resolved to receive and take note

10. To receive information about Kickstarter Community Planning Project

A big thank you was given to the community planning partnership group members who attend the final development meeting on Wednesday 30th December. It was noted that it was a very intense meeting with a lot of activities completed. A resident group has been formed with interim Chair Sam Davies. Planning Aid Wales are in the process of writing up the Llanfairfechan Kickstarter Community Plan which will be launched at the Llanfairfechan Food and Artisan Market on 22nd January 2023 and then there will be a period of three month’s community consultation before the group start on developing the full Llanfairfechan Plan. Once completed, the full plan can be adopted as a formal representation of resident opinion for the future development of Llanfairfechan. It was

suggested that Town Council should consider adoption of the Kickstarter plan only once the resident consultation is completed. Plan to be presented at April meeting. Feedback will be shared in the interim.

Resolved to receive and take note

11. To receive information and discuss Station Road Green Space

Permission has now been granted by the North and Mid Wales Trunk Road Agent (NMWTRA) and work can start to clear this patch. Incredible Edibles and the Llanfairfechan Orchard plan to work together to produce an easy-care herb and fruit space in this area. Funding can be gained to achieve this outcome and Conwy CBC have said they can clear the area although this will incur a cost). Clerk has also contacted Creating Enterprise for this work and discussions suggest this may come under their work project. Plans for this project will be started in 2023/24 and staff will put together some partnership grant applications to action the project. Suggestion that we could have a graffiti mural on the side of the substation, but permission will need to be sought. Request that the new Orchard group attends a Town Council meeting to discuss their plans in the town and how we can link up.

Resolved to receive and take note

12. To receive and approve Finance Reports December 2022

Reports had been distributed and were taken as read. One query was raised – payment to ConwyCBC for elections had been paid twice. This has already been reimbursed and will show in January finance reports.

Concerns that the HSBC branch is closing in Colwyn Bay – Clerk to arrange a paying in card for use at the post office.

Proposed Cllr N Jones Seconded Cllr C Roberts

Resolved to approve and take note

13. To receive and approve current payments for December 2022

Payments to be made	
Llanfairfechan Festive Fayre	
18. Amberon Traffic Management Festive Fayre	£1362.00
19. Facepainting Tammy Hales	£280.00
20. Beulah Brass Donation	£50.00
21. CCBC Christmas lights installation	£11452.95
22. Amazon stars for tree Babanod	£9.99
23. Choirs for Good	£80.00
24. Amazon Stars for tree Pant y Rhedyn	£16.66
25. Llanfairfechan Community Hall markets venue hire December	£170.00
26. Kirsty Merrell Daily TENS licence December	£21.00
27. Sional Christmas flags	£1172.86
28. Christmas flags installation G Roberts	£1200.00
Total Costs £15,588.46	
General payments	
29. CCBC replacement swing seat	£156.00
30. Delwedd webhosting and maintenance	£698.72
31. CCBC Community Skips	£576.00
32. Menter Iaith	£350.00
33. Staff Wages and Pension payments for November 2022	£4700
34. Active Llan Grant application Santa Medals (retrospective)	£92.99

Proposed Cllr A Hinchliff Seconded Cllr Chris Jones

Resolved to approve and take note

14. To discuss planning matters

0/50209 Dwyfor. The Close Llanfairfechan Conwy LL33 0AG To remove 2 x fir trees

No observations. Follow tree officers' advice

Resolved to receive and take note

15. To receive correspondence

Information from North Wales Police

1. There have been several incidents and reports of an individual who is causing concern in Llanfairfechan. One incident occurred up the mountain and this has been dealt with through the criminal justice system as a public order offence. This does not follow the information received from the complainant and clerk was instructed to seek clarification. Police representatives have reassured that the services are involved, and monitoring is taking

place. However, Councillors have been contacted about numerous concerning incidents and there is a feeling that clear advice must be given. Police advice is that all incidents should be reported as soon as possible on the 101 phone line or by contacting on the web form which can be found here: [Home | North Wales Police](#). Residents are becoming fearful of intimidation and are restricting their activities. Town Council were unanimously unhappy with the current situation and requested clerk to follow up the discussion with an urgent email to North Wales Police asking for greater control on this anti-social behaviour.

2. Criminal Damage to cars – unfortunately despite house to house enquires and reports from domestic CCTV, there is no evidence to follow up on and no witnesses were identified. Police advice is that any further incidents should be reported as soon as possible on the 101 phone line or by contacting on the web form which can be found here: [Home | North Wales Police](#).

GP Surgery – Notification that Richard Marriot, Business and Assurance Lead for Llanfairfechan Group Practices has informed that he is leaving at the end of the month. Clerk to email to ask who the interim link person will be until the recruitment process will be completed. As a result, the work with the Patient Engagement Group will be on hold but it is envisaged it will restart once the new Business and Assurance Lead is in place.

Resolved to receive and take note

16. To receive reports from meetings

Discover Llan Committee – Cllr Andrew Hinchliff. The calendars have been successful over the last few years and the group have not needed their grant from Town Council as they have had reserves to use up. It was decided that a grant of £750 would be awarded to the new Surf Life group to support their excellent work to increase the safety of children and families on our beach through swim safety and lifesaving classes.

Pendalar Hall Committee – Cllr Claire Hughes. The committee now has interim officers in place and are in the process of writing up their constitution. All positive and slowly moving towards a point where the hall can reopen once a lease is agreed with Conwy CBC.

Friends of Llanfairfechan Community Library – Officers are now in place Chair: Huw Lloyd Jones Vice Chair Vanessa Dye Treasurer Charlotte (ex-auditor) Jessica Barton Secretary. In addition, there are 8 other committee members and three Town Councillor Representatives (no voting rights). The committee have agreed for the Town Council Events & Community Engagement Officer to run a regular session on a Wednesday morning 10am to 1pm in the library and a Warm Spaces grant application is being prepared to cover this session and provide activities. It was noted that the committee will have support to redraw the SLA from CCBC Suriyah Evans

Resolved to receive and take note

17. To receive urgent concerns & compliments

1. The rail partnership project has stalled due to a change in personnel – this will proceed once the recruitment process is completed
2. Concerns about road safety at the Parc Crescent corner. County Councillor agreed to follow up this item and will report back
3. Park Road – concerns about parking in the area and nuisance to neighbours. They have requested yellow lines – clerk to email Conwy CBC Traffic and Network Manager and report back
4. Several reports that the Wales / USA football family fan zone at the Community Hall was a great success. Congratulations to the Football club for running such an excellent family event.
5. Note to parents to take care about the recent outbreak of scarlet fever/ Strep A. Guidance letter has been issued by Local Education Authority and parents are advised to be vigilant in gaining treatment early on if suspected. This needs to be through the GP.
6. Report that Parc Crescent is to be affected by a road closure for up to 21 days due to emergency work by Dwr Cymru
7. Report that the streetlight in Pool St has now been fixed
8. It was noted that the Winter Sounds concert at the Community Hall had been a fantastic success. Lots of positive feedback and Conwy CBC events team are keen to work with Llanfairfechan after such great support.

Meeting closed at 9:10pm

Next meeting is Wednesday 11th January 2023 at 7pm

A very Merry Christmas and a Happy New Year to all