



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



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

**Mayor Cllr Alun Rhys Jones**

**Deputy Mayor Cllr Nia Jones**

**Wednesday April 9th, 2025**

**TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Microsoft Teams**

**AGENDA**

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 March 19th, 2025, and current action list (LGA1972 Schedule 12)
6. To receive information and prepare response about Promenade car parking regulations
7. To receive information and approve contribution to Conwy CBC to keep the Promenade toilets open and discuss the closure of the Station Road toilets
8. To receive and approve grant applications:
  1. Conwy Youth Service
  2. Llanfairfechan Surf Lifesaving Group
9. To receive information and approve payments for Llanfairfechan Celebrates & Beach of Dreams event.
10. To receive information from Staffing Committee and agree staffing proposals
11. To receive and approve:
  1. End of Year Finance Report and bank reconciliations; draft 2024/25 Precept Report
  2. End of year Petty Cash report
  3. Current payments for April 9th, 2025

<b>Payments to be made</b>
1. <b>Monthly Staff Expenditure April £5000</b>
2. <b>Menter Iaith translation TBC</b>
3. <b>Staff Badges REIM Town Clerk £17.14</b>
4. <b>Worldcare community skip 48511 £240.00</b>
5. <b>One Voice Wales training The Councillor / The Council Cllr Charlotte Davies £80.00</b>
6. <b>Amazon Paint, brushes and trowels £38.37</b>
7. <b>VE Day Flag</b>
8. <b>Venue Hire Veterans Breakfast Club</b>
9. <b>Beach of Dreams Flag</b>
10. <b>Playground Inspection 2024/25 £565.18</b>
11. <b>Bus shelter maintenance 2025/26</b>
12. <b>Contribution to Conwy CBC to keep the Promenade toilets open (if agreed at meeting)</b>

Wednesday April 9th, 2025

TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams

MINUTES

In attendance: Chair: Deputy Mayor Nia Jones; Mayor Alun Rhys Jones; Cllr Penny Andow (Town & County Councillor); Cllr Sharne-Marie Bellis; Cllr Charlotte Davies; Cllr Leena Farhat; Cllr Andrew Hinchliff BEM; Cllr Chris Jones; Cllr Christine Roberts; Cllr Preben Vangberg Clerk: Jayne Neal

Item 1. Deputy Mayor Nia Jones welcomed all to the meeting and gave general housekeeping information

It was agreed the meeting would be recorded for minutes purposes

Item 2. To receive apologies for absence (LGA 1972 Schedule 12)

Cllr Gareth Jones; Cllr Rhys Griffiths (paternity leave);

Resolved to receive and take note

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

Declarations of interest were logged from:

Cllr C Roberts, Cllr A Rhys Jones; Cllr A Hinchliff, Cllr C Jones; Cllr N Jones for Item 13 Llanfairfechan Community Hall All were personal interests with no prejudicial interests. Clerk left the room for discussion and decisions on Item 10.

Resolved to receive and take note

Item 4. To receive representations and queries from the public

No members of the public were present

Resolved to receive and take note

6. To receive and approve minutes March 19th, 2025, and current action list (LGA1972 Schedule 12)

Minutes and Action List had been distributed prior to the meeting and were taken as read.

No matters arising from minutes

Action List

Date: April 2025 Action list		NFI = no further information	
Item:	Date:	Progress	
1 Promenade car park & flood protection	Update	coping stones will be replaced in the next couple of weeks. Awaiting information from Owen	
2 Bus stop damage Y Bont east	NFI	on agenda - bus shelters due to refurbishment through green grant	
3 Benches project	Update	Pendalar park bench - request for picnic bench	
4 Station Road Garden	Update	Signs are almost completed and handover will be in the next couple of weeks.	
5 WS Recreation project (MUGA)	Update	Discussion about bookings and use of court information below	
6 Kickstarter Community Plan	Update	meeting has taken place - update later in agenda	
7 Pagoda shelter	Update	paint has arrived - date needed ofr work party	
8 Community Skips	NFI	project going well with few resident complaints. Needs one councillor in attendance each month if possible	
9 Sub committee meeting info	NFI	matter will be on the April 30th agenda as further information needs to be gathered	
10 Llanfairfechan TC Gazebo project	NFI	forms and agreements need updating. Project needs to log number of hirings through the year for analysis	
11 Audit process	Update	Internal Audit to be submitted by Monday 5th May	
12 Planters on promenade and boats	Update	Call for volunteers to help with this project. Painting and tidying needed	
13 Annual meeting and installation of mayor	Update	Could this start at 6:30pm to allow time for the installations please?	
14 Lloyd Jones photo project	NFI	project on hold	
Events for 2025/26			
1 Food and Artisan Markets Sept-April 2025	Update	Sunday April 20th volunteers will be welcome. Children welcome - there will be an easter egg hunt	
2 VE Day events	NFI	Veteran's event 5th May Town Council event will report on 30th April	
3 Beach of Dreams/Llanfairfechan Celebrates	Update	Clerk completing the flag process this week and payment needed. Volunteer needed for 10th May	
4 Big Green Week 10th to 18th June	NFI	will report on April 30th	
5 National Play Day/Sandcastle day	NFI	will report on June 11th	
6 Fireworks and lantern parade	Update	This will be on the agenda on April 30th for a decision. Results of the the survey below:	
7 Llanfairfechan Remembrance	NFI	partnership meeting planned for first week of September	
8 Pendalar Community Day	NFI	partnership planning underway by email - group has agreed to date	
9 Christmas lights and Tree of Lights	Update	Shaun from SETS Ltd will attend on April 30th for final decision making process.	
10 Festive Fayre	NFI	Event Sunday 7th December - please add to diary now and send in any new ideas for the event	

1a. Conwy CBC have agreed the coping stones resetting, and this will start in the next two weeks. Clerk has responded and asked that this work is completed by the time the season comes in. It was suggested that any concerns about health and safety should go to the CCBC Cabinet Member Goronwy Edwards to make sure this work is completed quickly. Concerns were raised about warning signage as it is being moved along the promenade.

1b. Flood Protection Information The Project Team Manager has been in touch stating that the Full Business Case (FBC) will be submitted to the Welsh Government by the end of the summer. Town Council (TC) had also received information (4/3/2025) from MP Claire Hughes' office to say that they had been told the FBC would be submitted in the next few weeks. TC has queried the information from the project team, asking for the reasons behind the proposed further delay. There is resident consultation planned for before the submission; TC has asked for a firm date. The Project Team Manager wants to reassure work is happening behind the scenes and progress is being made but this is one of three large scale projects in Conwy. There is no evidence that Llanfairfechan is being well served and low confidence in the current process mainly because communication is so sparse. The feeling is that the stakeholders for the Llanfairfechan project are not being kept well informed. It was felt that other areas in Conwy are taking precedence over the needs of Llanfairfechan. Clerk was directed to send an email to MP Claire Hughes raising the concerns and copy in the Cabinet

Members and project team so there is transparency. It was noted that the Town Council are feeling extremely let down and there is concern that what is promised will be downgraded on delivery. The car park has been completed with none of the extras that were discussed e.g. planters and features to improve the area, and the work is far behind the expected completion deadline (November 2024). It is believed that Llanfairfechan is being left behind despite that fact that we are recognised as one of the most active and positive communities in Conwy. There are real concerns that money that was supposed to be destined for Llanfairfechan is being used in other areas – Town Council are only looking for equity. Residents regularly report to Town Councillors that they feel that Llanfairfechan is a poor relation in the services provided by Conwy CBC, and this creates a very negative attitude towards the local authority.

**3 Bench Project** A verbal request has been received from the Llais Lle East group to consider funding a second picnic table at Pendalar Park. The group have nearly enough funds to install a first bench and have raised this money themselves, but they would like two picnic benches onsite. The group have recently received a bench from the contractors working on the car park. This was discussed at length – Clerk to find out more information about what money is needed for the first picnic bench and gain more information about the second bench. It was also noticed that there are several small pots of funding available, Clerk to speak to the committee and report back at the meeting April 30<sup>th</sup>.

**4 Station Road Garden Signs** have been delivered and there will be a Garden Launch to celebrate and also start the gardening programme for 2025. Thanks to North Wales Police PACT funding for the grant towards these.

**5a West Shore Recreation project MUGA** A resident has informed by email concerned about young people climbing over the fence to avoid paying the charges for the site. Their main concern is the danger involved in this – Town Council cannot accept responsibility for any injuries onsite as it is clear people should not be climbing over. Two things will be implemented. An initial temporary banner reminding players of their responsibilities and stating that climbing over is dangerous and not an option. Anti vandal paint will also be used all along the top of the fence to discourage climbing. Town Council apply for [Welsh Government funding](#) to encourage engagement by the young people that will enable us to provide free entry sessions for young people who are signed up to the scheme. It is hoped that this may reduce the incidences, but it was also noted that personal responsibility has to be relied upon to some degree and it's important that parents point out the dangers of this practice. Town Council will work on permanent signs, and it is hoped young people will assist with this.

It was also noted that the wrong footwear is being used, and Town Council were again reminded this will reduce the life of the 3g pitch – the guarantee is 15 years, but this only works with proper use. This is not really something that can be monitored and so we can only remind people of their responsibilities. It was noted this matter is a problem in other MUGA projects and so it will need to be factored into the expected renewal programme. With this type of misuse, the 3g is likely to only last 10 years rather than the 15 years that the costing figures have been based upon. This may lead to an increase in charges in the future.

**5b Participant email noting that it takes a while to put the nets back if they are left down.** Clerk has responded to say that this is as a result of the open access space with no staff to monitor. This allows a below market charge for the site use. Participants will be reminded they should replace nets at the end of their sessions on the booking email. Not much more can be done, but staff to monitor the situation

**5c Figures for the first month of charging were discussed as encouraging.** A new tennis club has started up and there has been good use on both the sites. The 3g figures may reduce in the summer but the MUGA may be busier with tennis so it is hoped that the maintenance pot will reach expected level.

**7 Pagoda Shelter and planters** Paint is now available, and the work will take place soon. All volunteers welcome. It was suggested that the planters and the shelter be painted on the same day and volunteers should contact the Deputy Mayor if they would like to be involved.

**11 Audit Process** Internal Audit to be submitted by Monday 5<sup>th</sup> May. Clerk is not in the office as much during this period.

**13 Annual Meeting 21<sup>st</sup> May** It was agreed this would be a 6pm reception for 6:30pm meeting start.

**Events 1 Food and Artisan Market** Easter Sunday will be more of a community market as there is a big fair at Bodnant on the same day. There will be an easter egg hunt; PTA will have a craft activity going on and Discover Llanfairfechan will have a consultation stall for the community planning process.

**Event 6 Llanfairfechan Fireworks and Lantern Parade** survey results will be discussed, and decision will be made on 30<sup>th</sup> April. Early indicators are that residents would support low noise fireworks and bonfire night and there looks to be a clear majority opinion with around two thirds of consultees reporting these options.

**9 Christmas lighting and Tree of Lights.** Lighting will be decided at the April 30<sup>th</sup> meeting and Sets Ltd will be in attendance to answer any questions. Rotary have agreed to run the Tree of Lights again. It was a success last year with £660 raised for Rotary charities and they are keen to advertise more this year to make it even better.

Unanimous All resolved to approve and take note

**Item 6. To receive information and prepare response about Promenade car parking regulations**

Information had been received from CCBC about proposed parking charges for the Promenade car park.

Name of Parking Place / Car Park	Position in which a vehicle may wait	Class of vehicle	Operating days Charging hours	Scale of Charges	Maximum waiting period
Promenade Llanfairfechan	Wholly within a parking bay (where such bays are marked) or as directed by a Civil Enforcement Officer.	Cars and light vans (as defined by article 3)  No motor caravans 11pm to 8am	Monday to Sunday inclusive	1 hr £1.00 2 hrs £1.70 4 hrs £3.30 Over 4 hrs £5.00  Overnight (6pm-8am) £2.00 24hrs £6.50	24 hours. Return prohibited within 1 hour

As promised, the car park will be a Tariff 1 car park but there are considerable concerns that there will be an overnight charge. This is something that was discussed at the community consultation and it was indicated that there may not be a charge. Clerk to send an email to CCBC informing that Town Council do not support this part of the application - Overnight 6pm to 8am £2.00. Elected members have asked that the email states there is disappointment with this proposed development as the possibility of free parking after hours has been a major factor in the resident's acceptance of the new charges. Free parking after hours would allow resident's access to the Promenade out of peak hours and without having to pay. If the site was to be observed after hours, it would be seen there is little chance for revenue – mostly local dog walkers who are there for very short periods and patrons of Seagrass cafe and Sailing Club. These are valued social health and wellbeing facilities for residents, and it should be recognised that Seagrass, in particular, have been hit by the extensive period of work for the car park.

**Item 7 To receive information and approve contribution to Conwy CBC to keep the Promenade toilets open and discuss the closure of the Station Road toilets** Clerk had notified Conwy CBC that we had added £10,000 to the precept 2025/6 to cover a contribution to the Promenade toilets to keep them open all year around. The Manager informed that there is now no budget code for toilets in Conwy County and therefore no available budget at all. Therefore, the Town Council contribution must be the requested £11,392.39 or the toilets would not be opened for the full year. There was a second option for the summer season at £4,177.27 but members had previously rejected this as they recognise the toilets need to remain open for the whole year. The Town Council had no choice but to agree to this figure, albeit very reluctantly. Clerk to request a three year fixed term on these contributions as all were fearful this amount would increase year on year. It was agreed that the Station Road toilets should remain closed as there is too much work required to get the toilets up to standard. The plan is that the building may be transferred to Town Council in the future, and it could be used as storage for the Environmental Operative and the green projects in the town. Clerk was asked to make sure we have information about whether Town Council will have to pay rates if this goes ahead. The Village Road toilets have been maintained and run by the Town Council for many years and, as such remain open during daylight hours through the year. This service will continue and there are plans to freshen up the site with paint in the next few months. Thanks to the offer of the Environmental Operative to do the work, this will not cost much more than £30.

Unanimous All resolved to approve and take note

**Item 8 To receive and approve grant applications:**

1. Conwy Youth Service – this grant was approved. It was noted this is a valued link with Conwy Youth Services and well used by young people in Llanfairfechan Unanimous resolved to approve and take note
2. Llanfairfechan Surf Lifesaving Group – This is a larger request than usual from a community group so a further breakdown of how the grant will be used was requested and what funding they have raised themselves. Clerk to email the group and add the matter to the agenda for final decision on 30th April.

Resolved to receive and take note

**Item 9 To receive information and approve payments for Llanfairfechan Celebrates & Beach of Dreams event. Colwyn Bay Beach of Dreams event Saturday 10<sup>th</sup> May 10am to 12 – volunteers requested for this event. Walk across the beach with the town pennant and then a celebration onstage at 12pm.**

**Llanfairfechan Celebrates & Beach of Dreams Sunday 11<sup>th</sup> May 12 to 5pm – this is our annual event to celebrate all the community groups in Llanfairfechan. This year, an added extra will be a Beach of Dreams Nature Walk led by Mayor Alun Rhys Jones. Residents and visitors can join the group and hear an interesting talk on the history and wildlife of the reserve. Volunteers would be greatly appreciated – we will need help with setting up and clearing the site and also with some of our children’s activities.**

The event will take place on the recreation ground by the MUGA 12 to 5pm. The MUGA and 3 g will be free all day. Community Stalls are invited. It was agreed there would be one face painter (£250), two bouncy castles (£140), invite to the Brass Band (£50). The Deputy Mayor will purchase a Dr Zigs Giant bubbles kit from their allowance fund.

**Unanimous All resolved to approve and take note**

**Item 10 To receive information from Staffing Committee and agree staffing proposals**

A briefing paper had previously been distributed and was taken as read. This has been discussed as the current short term contract for the Deputy Town clerk ends in September. To make sure there is no staffing gap, the committee have discussed this early in the financial year.

**Committee had agreed:**

1. As a result of the fact that the Town Council is pleased with the current Deputy Town Clerk role work in his temporary role, they are happy to prepare a permanent contract for the Deputy Clerk. Committee keen to progress this as an upgrading of the current contract rather than go out to recruitment. Clerk to check with HR Advisor about whether there has to be recruitment.
2. To the proposal that the current Town Clerk reduce hours to 15 hours in October and to raise Deputy Clerk’s role by 11 hours as it makes no extra demands on budget.
3. To the proposal that Callum starts the CiLCa straight away to gain access to the bursary opportunity which will save around £700 and mean that Callum could be fully qualified by the end of the year.
4. For consideration, Clerk would like to continue contributing beyond retirement to help with funding applications.

These points are for consideration and decision at Town Council so that work can begin on the process. It was noted that an investment in training has been made and there will be further investment in CiLCa training, and this shouldn’t be wasted. Town Council are moving towards meeting the criteria for the [General Power of Competence](#) and this process will help towards a robust process. Clerk declared an interest and left the room whilst the discussion took place. Members were reminded that the committee agreed the contract should include a requirement to learn Welsh and that a formal annual performance review takes place for all staff roles. It was also noted that the current contract has a requirement for one day a week in the office but that the permanent one will require more office cover, and this is to be agreed by all parties in readiness for contract signing in October. The arrangement will also be prepared in collaboration with the external HR adviser to make sure that all legalities in are in order. The Town Council agreed with the Staffing Committee’s plans and will receive updates as the process develops

**Unanimous All resolved to approve and take note**

**Item 11 To receive and approve: End of Year Finance Reports and bank reconciliations; draft Precept Report 2024/25**

**Matters arising:**

**Reconciliation** shows a carry over for 2024/25 is calculated to be: £10043+ £29712+£37435 = £77190. Carry over 2023/24 was £78811. Therefore, this is within parameters and will be accepted by Wales Audit.

**The precept report is in draft stage** as it has not had the annual manual audit check – Clerk will be doing this in the next two weeks in readiness for the internal audit. Some precept columns will be updated as the precept numbers are added manually and can sometimes go awry. There was a query about staffing figures that will be checked as it currently looks incorrect.

**Current payments** updated with figures: VE Day flag £30.90; Bus Shelter maintenance £1200; Beach of Dreams flag £175; Menter Iaith translation to be added when the invoice comes in

**Unanimous All resolved to approve and take note**

**Item 12 To receive information about planning matters**

0/52443 Welsh Water Clerk to query this tree application as the reason for pruning is not clear. It was noted that Conwy CBC do not currently have a dedicated tree officer but there is an officer temporarily covering the role.

0/52446 Parc Hen Blas – no observations

0/52402 Llanfairfechan Community Hall solar panels (previously discussed) – no observations and pleased this is taking place **Resolved to receive and take note**

**Item 13 Correspondence** Some matters had been considered during Item 6

1. **Welsh Water Liaison Manager** had answered the query about spurious storm overflows in Llanfairfechan. Statement from Welsh Water: *Upon further investigation we have identified that the spill point at the storm overflow is positioned incorrectly and is situated too low in the chamber. This means the monitor can very easily be triggered by flows of wastewater in the main sewer lapping up against the weir. This may result in a minimal amount of flow passing over the weir, but it is not at a volume that will result in a discharge to the environment. We have also identified that the screen has experienced corrosion and rust over time, which is a natural reaction of metals containing iron when exposed to oxygen and moisture in the environment.*  
*To address this issue, we have visited the site with a contractor (fabricator) who has taken precise measurements of the existing screen. The contractor has been instructed to fabricate a new screen using stainless steel, replicating the design of the existing screen. When the new screen is installed, we will also reposition the spill monitor to ensure it only detects true discharges to the environment. This work is provisionally scheduled for mid-April and should be completed by the end of April.*  
A lengthy discussion took place and Councillors remained unconvinced about this process. All were asked to forward further questions to the Clerk so they can be shared with the manager with an invite to the next meeting if needed.
2. **Query about coping stones from resident** This had been discussed during Item 6 and it was suggested that emails about this subject would now be sent to the relevant Conwy Cabinet member Cllr Goronwy Edwards
3. **Llanfairfechan Community Hall Committee** – building internet and phone cost query. A Task and Finish Group to be set up to decide a way forward for this project. Information can then be presented to the Town Council at a future meeting for a decision.
4. **Report about flytipping on the Bridleway** This had been reported to Conwy CBC, and they have now referred the matter to Planning Regulatory Service as it has been identified the waste has been dumped on a tree root system. This will be investigated and feedback will be shared
5. **Report about young people climbing into the MUGA** – discussed and action agreed at Item 6
6. **Query about CCTV at Station Road.** – This has been reported this is a Conwy CBC camera and so subject to their processes. Conwy County Borough Council have put this CCTV in as part of their CCTV systems to reduce the instances of fly-tipping in the area. Town Council always go through the police with these kind of matters and so have not had to contact CCBC for footage. Having viewed the CCBC webpage here it states that there is a cost that individuals must pay to CCBC (not a private company) and it can only be released if there are no identifiable people in the footage (except to police). This fits with data protection legislation.
7. **Taxi rank removal** – Conwy CBC request removal of taxi rank on Village Road and installation of waiting times (2hrs) in keeping with the rest of the road. Council approved this change – Clerk to email officer.

**Item 14 To receive reports from meetings and events**

1. Discover Llanfairfechan – the meeting to join up the two projects Discover Llanfairfechan and Llanfairfechan Community Planning Process went ahead, and it was agreed that the groups would merge. The group will be called Discover Llanfairfechan and there are new committee members. They are currently looking for a Chair for the group. There will be a consultation session at the Food and Artisan Market on Easter Sunday 20<sup>th</sup> April. The group have agreed they would like to take on the Community Hub website in 2026/27.
2. Spring Clean Cymru 2025 Llais Lle East Pendalar Litter Pick 7 volunteers and 9 bags – quite a busy hour or two. Town Council litter picks on 1<sup>st</sup> April School pick with 25 children and 3 teachers from Pant y Rhedyn. Family litter pick 17 people and 8 bags of rubbish. Families did take up the offer of the Green Blue Peter Badge so this was a great idea – Deputy Clerk was thanked for implementing this. Thanks were given to councillors who came along to get involved in these events.

**Item 15 To receive compliments and urgent matters for consideration and to log for future meetings**

1. **Fires on the mountain** Serious concerns raised. Police have already been contacted and asked to reassure residents. It is agreed these are not being set by farmers and they are deliberate. Awaiting further information
2. **Concerns about the electric scooters and bikes** Police have issued warnings and riders will be prosecuted if they break their conditions. Clerk in contact with police and will share any information received
3. **One Voice Wales conference** It was decided that there is no one able to attend. Await further info

Meeting closed at 9:30pm