

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
Held on the 21 May 2014 in the Council Chamber at 7pm

PRESENT: Councillors: Chair – Mayor Cllr Mrs Tamzin Hopwood

Deputy Mayor Miss Sarah Jones

Mrs Carol Gell

Mr Andrew Hinchliff

Mr Chris Jones

Mr Ray Jones

Mrs Christine Roberts

Mr Gareth Roberts

Mr Glenn Robinson

Mr Tim Scott

OFFICER: Mrs E Shepherd Town Clerk & RFO

1106. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS OF THE PUBLIC. (Maximum of 5 minutes per speaker within a 20 minutes framework or at the discretion of the Chair). **NONE**
1107. TO RECEIVE APOLOGIES FOR ABSENCE. **RESOLVED to receive and note apologies from Councillors Miss Megan Birtill, Gareth Wyn Jones, Geraint Jones and Stuart Nessham.**
1108. TO RECEIVE DECLARATION OF COUNCILLOR'S INTEREST – Code of Local Government Conduct (Members are reminded that they must declare the existence and nature of their declared personal interest). **NONE**
1109. URGENT MATTERS –Notice of items which, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency. **NONE**
1110. TO RECEIVE THE MAYOR ELECT CLLR MRS TAMZIN HOPWOOD'S DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Mrs Tamzin Hopwood read and signed the declaration of office, witnessed by the Town Clerk. **RESOLVED to receive and note.**
1111. TO RECEIVE THE DEPUTY MAYOR ELECT CLLR MISS SARAH JONES' DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Miss Sarah Jones read and signed the declaration of office, witnessed by the Town Clerk. **RESOLVED to receive and note.**
1112. TO RECEIVE BANK MANDATE AND NOTE SIGNATORIES FOR PAYMENTS FOR 2014-15. **It was RESOLVED to approve Cllr Mrs Tamzin Hopwood, Cllr Miss Sarah Jones and Cllr Mrs Carol Gell as authorised cheque signatories for 2014-15.**
1113. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 30 APRIL 2014. **RESOLVED to approve and sign as a correct record.**
1114. MATTERS ARISING FROM THE ABOVE MINUTES.
a) Planting of flowerbeds/boats –An email received from an Officer in the Parks and Gardens section of CCBC, was read out; informing “*For clarification we have now planted the 1st of the two boats at the entrance to Llanfairfechan, following on from this we will be inter-planting the shrub bed, on the opposite side of the road and turf or seed over the bed to the left of the slipway. These beds along with the flower bed at the war memorial will then be adopted by the town council; further plans are to create beds on the grass areas by the public toilets and another on the promenade this work will be undertaken by the local members*”. It was noted that the tubs by the traffic lights at the crossroads and on the Promenade were full of weeds. **It was RESOLVED to invite the Head of Service to a Town Council meeting to discuss and clarify these matters.**
1115. TO APPROVE MIINUTES OF THE MUGA COMMITTEE MEETING HELD ON THE 12 MAY 2014. **RESOLVED to approve and sign as a correct record.**

1116. MATTERS ARISING FROM THE ABOVE MINUTES.

- b) Members were informed that a contractor had been appointed to do the work and that verification of the price quoted in September 2013 is still valid.

1117. TO APPROVE RETROSPECTIVE PAYMENT TO– cheque signed by Cllr Mrs Tamzin Hopwood and Cllr Mrs Carol Gell.

Invoice No	Payee	Reference	Amount	Cheque no.
Item 9 Budget 2014-15	2 ND Llanfairfechan Girl Guides	Donation from Mayor's Allowance 2014-15	£50	101660

RESOLVED to approve payment.

1118. TO RECEIVE a thank you card from the 2nd Llanfairfechan Girl Guides for the above payment towards their forthcoming trip to Pleumeleuc France with the Town Twinning Association. **RESOLVED to receive and note.**

1119. TO APPROVE RETROSPECTIVE PAYMENT - Cheque signed by Cllr Mrs Tamzin Hopwood and Cllr Mrs Carol Gell.

Invoice No	Payee	Reference	Amount	Cheque no.
Ref. 121243	SP MANWEB Plc	TO RECONNECT ELECTRIC SUPPLY FOR THE MUGA FLOODLIGHTS	£2,479.51	101661

RESOLVED to approve payment.

1120. TO APPROVE PAYMENT OF WAGES TO THE TOWN CLERK AND CLEANSING OPERATIVE FOR MAY 2014 AS PER HMRC PRINTOUT. **RESOLVED to approve payment and sign cheques 101662 and 101663.**

1121. TO APPROVE REIMBURSEMENT PAYMENT TO

Invoice No	Payee	Reference	Amount	Cheque no.
Stermat & Srikes	E Shepherd (Town Clerk)	For the purchase of seeds and watering can for Victoria Gardens and Hanging Baskets.	£30.28	101664

RESOLVED to approve payment.

1122. TO APPROVE PAYMENT TO

Invoice No	Payee	Reference	Amount	Cheque no.
114585	SLCC	For wales training seminar held at Llandudno on the 15 May 2014, Town Clerk's attendance	£70.80	101665

RESOLVED to approve payment.

1123. TO APPROVE PAYMENT TO -

Invoice No	Payee	Reference	Amount	Cheque no.
2014-15 Budget Item 30	LLANFAIRFECHAN CARNIVAL	As previously agreed when setting the Precept budget for 2014-15 - s144	£700	101666

RESOLVED to approve payment.

1124. TO APPROVE PAYMENT TO

Invoice No	Payee	Reference	Amount	Cheque no.
2014-15 Budget Item 31	LLANFAIRFECHAN COMMUNITY LIBRARY GROUP	1 st INSTALMENT PAYMENT - as previously agreed when setting the Precept budget for 2014-15	£1,000	101667

RESOLVED to approve payment.

1125. TO RECEIVE FINANCIAL REPORT 2014-15. Statement 1. **RESOLVED to receive and note.**

1126. TO RECEIVE PETTY CASH REPORT 2014-15 – Statement 1. **RESOLVED to receive and note.**

1127. TO APPROVE PAYMENT TO

Invoice No	Payee	Reference	Amount	Cheque no.
2449	JDH Business Service Ltd	2013-14 Internal Audit	£291.60	101668

RESOLVED to approve payment.

1128. TO APPROVE PAYMENT TO

Invoice No	Payee	Reference	Amount	Cheque no.
2014-15 Budget Item 14	CASH	PETTY CASH ACCOUNT	£100.	101669

RESOLVED to approve payment.

1129. TO RECEIVE THE INTERNAL AUDIT REPORT AND RECOMMENDATIONS 2013-14. A copy of the report was made available for inspection. It was noted that 2012-13 recommendations had been implemented/noted. Members were informed that there are two recommendations for the financial year 2014-15 – **RESOLVED to receive and note.**

1130. TO RECEIVE NOTICE OF THE ANNUAL RETURN ENDING 31 MARCH 2014 AND COMPLETE SECTION 2 OF THE ANNUAL GOVERNANCE STATEMENT AND SIGN THE COUNCIL CONFIRMATION PRIOR TO AUDIT SECTION. **Members were presented with the Annual Return for the year ended 31 March 2014. RESOLVED to receive and note that the Chair and the Clerk sign the Council’s confirmation prior to audit. It was noted that the notice of Elector’s Rights is displayed on the Town Council notice board in the window of the Town Hall.**

1131. TO RECEIVE NOTICE OF PROPOSED RESIDENTIAL DISABLED PARKING BAYS FOR ‘Disabled Resident Permit Holder Only’ at Crud yr Awel, Pen y Bryn Road, Llanfairfechan – Comments on this matters to be forwarded to the Head of Environment, Roads and Facilities, CCBC. **RESOLVED to have no objection.**

1132. TO RECEIVE INFORMATION ON CD FORMAT REGARDING THE DEFINITIVE MAP AND STATEMENT CONSOLIDATION FOR THE COUNTY BOROUGH OF CONWY. **RESOLVED to receive and note.**

1133. TO RECEIVE REQUEST FROM TOWN TWINNING ASSOCIATION REPRESENTATIVE TO TAKE THE DEPUTY MAYOR AND MAYORESS’S BADGE OF OFFICE ABROAD ON THE FORTHCOMING TRIP TO PLEUMELEUC, FRANCE – Members were informed that Town Council’s insurance provider has been consulted and had given guidance. **RESOLVED to have no objections to the request.**

1134. TO RECEIVE A COPY OF THE FULL REGISTER OF ELECTORS under Regulation 103 of the Representation of the People (England and Wales) (Amendment) Regulation 2002, and to also to let the CCBC Electoral Registration Officer know if the Council or any Councillors want to change their requirements to data form instead of the printed version. (Members who were absent from last meeting) **RESOLVED to receive and note.**

1135. TO RECEIVE CORRESPONDENCE REGARDING EUROPEAN FUNDING VIA GREEN SEAS TO IMPROVE THE SLIPWAY AT LLANFAIRFECHAN. An email from Community Development Officer requesting payment from the Town Council for £10,000 towards the funding to improve the slipway on the Promenade in Llanfairfechan, was read out. As the Town Council had not been officially requested to contribute towards the project the matter was now closed. **RESOLVED to receive and note.**

1136. PLANNING – Reference 0/40701
Applicant: Mr & Mrs Ian Williams

Proposal: Proposed Extension and Internal alterations
Location: 1 Church Cottage, Aber Road, Llanfairfechan, LL33 0HN

RESOLVED to have no objections to the above proposal.

1137. PLANNING – Reference 0/40702

Applicant: Mr & Mrs Ian Williams
Proposal: Proposed Extension and Internal alterations (Listed Building Consent)
Location: 1 Church Cottage, Aber Road, Llanfairfechan, LL33 0HN

RESOLVED to have no objections to the above proposal.

1138. PLANNING – Reference 0/40704

Applicant: Mr & Mrs Bryn Brooks
Proposal: Proposed extension, internal alterations and double garage
Location: 2 Church Cottage, Aber Road, Llanfairfechan LL33 0HN

RESOLVED to raise the following concerns regarding the above applications; the proposed window and Juliette balcony on the front elevation are not in-keeping with the adjoining property and will have detrimental impact on the visual appearance and character of the grade 2 listed buildings.

1139. PLANNING – Reference 0/40705

Applicant: Mr & Mrs Bryn Brooks
Proposal: Proposed extension, internal alterations and double garage (Listed Building Consent)
Location: 2 Church Cottage, Aber Road, Llanfairfechan LL33 0HN

RESOLVED to raise the following concerns regarding the above applications; the proposed window and Juliette balcony on the front elevation are not in-keeping with the adjoining property and will have detrimental impact on the visual appearance and character of the grade 2 listed buildings.

1140. TO RECEIVE THE MAYORS REPORT – Cllr Mrs Tamzin Hopwood.

- a. An invitation was issued to all members of the Town Council to attend the Mayor's Inauguration Ceremony held on the 6 June 2014 at 7.20 for 7.30pm start.
- b. The Mayor and Consort had attended the Llanfairfechan Croquet Club open day and had a thoroughly enjoyable time.
- c. They had also attended the Mayor Making Ceremony for the Mayor of Penmaenmawr.

1141. TO RECEIVE FEEDBACK REPORTS ON MEETINGS ATTENDED BY REPRESENTATIVES ON OUTSIDE BODIES ON BEHALF OF TOWN COUNCIL (ONLY).

- I. Penmaenmawr and Llanfairfechan Promenade Liaison – Cllr Mrs Carol Gell gave a verbal report on matters discussed. Llanfairfechan has received a Quality Seaside Award; reported potholes on the road leading to the slipway will be investigated; a written notice of what vessels can be launched off the slipway is awaited; the paddling pool located in the recreation area will open on the last bank holiday in May. **Resolved to receive and note.**
- II. Parc Menai Medical Centre Patient User Group – Cllr Ray Jones gave a verbal reported on matters discussed at the meeting. There had been positive comments received regarding the new appointment system, however it was noted that there had been 1068 missed appointments resulting in loss of revenue for the practice.
- III. Snowdonia National Park – Cllr Ray Jones gave a verbal reported on matters discussed. It was stated that Cllr Gareth Wyn Jones and Cllr Geraint Jones had also attended the meeting held in Capel Curig.
- IV. School Governing Body meeting – Cllr Ray Jones stated he attend recent meetings at both Ysgol Babanod Llanfairfechan and Ysgol Pant y Rhedyn.
- V. Town Twinning Association – Cllr Ray Jones gave a verbal report on matters discussed. It was stated that the meeting had been well attended and all preparations were in hand for the forthcoming visit to Pleumeleuc.
- VI. SLCC & One Voice Wales Training Seminar – The Clerk gave a verbal report on matters discussed. Presentation from Wrexham CBC on Devolution of Services; Insurance implications for Community and

Town Councils; Presentation from the Auditor General for Wales; Post Williams Report from One Voice Wales; networking with exhibitors. The Clerk request that the council consider her attending a LCAS Risk Assessment Workshop, at a cost of £30 plus VAT and possible annual membership. **RESOLVED to approve request and expenditure.**

1142. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS
- I. Community Beat Manager – it was reported that PC Gary Cooper was still responsible for Llanfairfechan, Penmaenmawr, Conwy and Llandudno Junction, however there is a new Police Inspector for the area.
 - II. Caradog Place – hedges overgrown onto the highway.
 - III. Shore Road East – hedges overgrowing onto the highway.
 - IV. West Shore bridge – large rocks have moved following heavy rainfall – bridge safety matter is under investigation.
 - V. Damage to Football Filed – reported a vehicle has been seen driven around the field – matter has been reported to the Police.
 - VI. Town Twinning Association – members wished the group a safe journey on their forthcoming visit to Pleumeleuc.
 - VII. Footpath No 9 – reported overgrown.
 - VIII. Aber Road – reported hedges overhanging onto public footpath.
 - IX. Boy racer – it was reported that a white Subaru has been seen exceeding the speed limit in the town centre.
 - X. Promenade Litter Bin – the damaged bin between the Pavilion Cafe and the bridge has been removed. A replacement bin was requested.
 - XI. Sponsorship – members were reminded that it is not within the Council’s power to give financial assistance to individuals.
 - XII. Rhandir Hedd Cemetery – overgrown grass and untidy area was reported to a member. However upon investigation it was stated that the area was well kept.
 - XIII. Burning of garden waste – it was stated that the comments made at the last meeting were environmental legislation on such matters.

1143. TO REVIEW TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES/ CHAIR OF COMMITTEES / SUB COMMITTEES 2014-15

RESOLVED to receive and note the following members were elected for 2014-15

Full Council	Chair –Mayor Cllr Mrs Tamzin Hopwood
	Deputy Mayor Cllr Miss Sarah Jones
Footpaths Committee	Geraint Jones
	Gareth Wyn Jones
	Tim Scott
	Stuart Neesham
Finance Committee	Carol Gell
	Tim Scott
	Gareth Roberts
	Andrew Hinchliff
Policy Committee	Glenn Robinson
	Christine Roberts
	Ray Jones
	Tamzin Hopwood
Staffing Committee	Christine Roberts
	Geraint Jones
	Andrew Hinchliff
	Gareth Wyn Jones
Appeals Panel	Megan Birtill
	Tim Scott
	Sarah Jones
	Tamzin Hopwood

REPRESENTATIVES ONTO OUTSIDE BODIES 2014/15

Community Hall Group	Chris Jones
	Christine Roberts
Tourism & Amenities Association	Chris Jones
	Carol Gell
Bryn- y-Neuadd Local Liaison Group	Tamzin Hopwood
North Wales and Mid Wales Association of Town and Community Councils	Carol Gell
Traeth Lafan Management Committee	Gareth Wyn Jones
Nant y Coed Management Committee	Stuart Neesham
Ysgol Babanod Board of Governors	Sarah Jones
Ysgol Pant y Rhedyn Board of Governors	Sarah Jones
Community Police Consultative Group	Glenn Robinson
	Geraint Jones
Conwy CBC Youth Liaison Forum Group	Megan Birtill
Promenade Panel	Tamzin Hopwood
	Carol Gell
Planning Site Inspection - BRYN	Christine Roberts
Planning Site Inspection - PANDY	Chris Jones
Planning Site Inspection - LAFAN	Carol Gell
Conwy CBC Conservation Advisory Group	Stuart Neesham
Plas Menai Surgery Liaison	Carol Gell
Town Twinning Association	Christine Roberts
Flood Awareness Group	Carol Gell
Light up Llan Group	Gareth Roberts
Conwy CBC & Town/Community Council Forum	Carol Gell
	Tamzin Hopwood
Llanfairfechan Carnival Group	Christine Roberts

1144. DATE OF NEXT MEETING – Full Council Meeting will be held on the 11 June 2014

CLOSE – the meeting closed at 8.55pm