

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
Held on the 25 March 2015 in the Council Chamber at 6.00pm

PRESENT: Councillors: Chair – Mayor Mrs Tamzin Hopwood

Deputy Mayor - Miss Sarah Jones Miss Penny Andow Mrs Carol Gell Mr Geraint Jones
Miss Nia Jones Mrs Christine Roberts Mr Gareth Roberts

OFFICER: Ms E Shepherd Town Clerk & RFO

INVITED GUEST: Mr Hugh Lloyd Jones

ABSENT:

1513. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS OF THE PUBLIC. 5 minutes per speaker within 20 minutes framework or at the discretion of the Chair). **NONE**

1514. TO RECEIVE APOLOGIES FOR ABSENCE. **RESOLVED to receive and note apologies from the following Councillors, Mr Andrew Hinchliff, Mr Gareth Wyn Jones, Mr Chris Jones, Mr Glenn Robinson and Mr Tim Scott**

1515. 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).

1516. Name of Member	Details of Personal interests	Details of the Council business to which it relates	Withdraw/Take Part
Geraint Jones	Related to Environmental Operative	Confirm permanent appointment	Withdraw

1513. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 4 March 2015. **RESOLVED to approve and sign as a correct record.**

1514. MATTERS ARISING FROM THE ABOVE MINUTES.

1485/11/02/15	Casual Vacancy Pandy Ward verbal update	Members were informed that the seat has not been contested therefore a notice advertising the vacancy has been placed on the Town Council notice board and in the Library. Closing date is the 27 March 2015.
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RESOLVED to receive and note.

1515. TO RECEIVE A VERBAL REPORT FROM CHAIR OF STAFFING COMMITTEE ON EMPLOYMENT MATTERS.

ENVIRONMENTAL OPERATIVE: Cllr Mrs Carol Gell stated that reference had been sought and received. The contract of employment for the Environmental Operative had been reviewed and approved. Relevant Policies had been reviewed. A lone working risk assessment is being carried out. Members were requested to approve the post of the Environmental Operative be made permanent. **All members present voted by a show of hands and it was unanimously RESOLVED to approve the operative be offered a permanent position with the Town Council. It was noted Cllr Geraint Jones declared a personal interest and withdrew from voting.**

It was requested that Hi-Vis protective clothing be purchased with Town Council’s name and logo for the operative use. **RESOLVED to approve purchase of clothing.**

PENSION REGULATOR – ENROLLMENT. The Town Council has been notified of the new automatic enrolment legal duties with the Pension Regulator. The starting date is the 1 April 2017. Members were informed that the Town Clerk has confirmed contact details to receive emails and letters from the Pensions Regulator. Members will be kept informed.

1516. TO RECEIVE FINANCIAL REPORT 2014-15 - Statement 14. **RESOLVED to receive and note.**

1517. TO RECEIVE PETTY CASH REPORT 2014-15 – Statement 14. **RESOLVED to receive and note.**

1518. TO RECEIVE NOTICE OF BACS PAYMENT

- I. from CCBC for Footpath Maintenance - £80
- II. from HM revenue & Customs for Duty/Vat Payment period 01/03/13 – 31/03/13 - £2,410.85

RESOLVED to receive and note.

1519. TO APPROVE PAYMENT:

- I. Wages to the Town Clerk and Environmental Operative – as per HMRC printout. **RESOLVED to approve payment and sign cheques numbers 101768 and 101769.**
- II. HMRC 4th quarter payment for 2014-15 – as per HMRC printout. **RESOLVED to approve payment and sign cheque number 101770.**

III.

Invoice No	Payee	Reference	Amount	Cheque no.
14597	Sapphire Document Solutions Limited	for photocopies	£42.07	101771

IV.

Invoice No	Payee	Reference	Amount	Cheque no.
ER/243308639	CCBC	for provision of community skips (31/01/15, 06/02/15 and 28/02/15)	£612	101772

V.

Invoice No	Payee	Reference	Amount	Cheque no.
25/03/15	Ms E Shepherd	reimbursement for purchase of cleaning materials for Village Road Public Toilets	£13.98	101733

1520. TO CONSIDER MEMBERSHIP OF ONE VOICE WALES FOR 2015-16 - offer of 50% reduction £242 (Total Full price £484 based on 1756 chargeable dwellings @ 0.276p per dwelling based on Valuation List, not Electoral Register). **RESOLVED not to join.**

1521. TO REVIEW AND ADOPT FINANCIAL REGULATIONS. **RESOLVED to receive and note to approve.**

1522. TO RECEIVE UPDATED REGISTER OF ASSETS FOR 2014-15. **RESOLVED to receive and note to approve.**

1523. TO RECEIVE ANNUAL RISK ASSESSMENT REPORT 2014-15. **RESOLVED to receive and note to approve.**

1524. TO RECEIVE THE ANNUAL INTERNAL REVIEW STATEMENT REPORT 2014-15. Members were provided with a copy of Appendix 4 of the Governance and Accountability for Local Councils in Wales as a guide. Members were informed that recommendation by the Internal Auditor had been carried out. **RESOLVED to receive and note to approve.**

1525. TO ELECT MAYOR FOR 2015-16

Members were informed that Deputy Mayor Cllr Miss Sarah Jones would not be standing for election. In line with Standing Orders the post was first offered to the most senior serving members who have not been Mayor and would then be open for nominations. Cllr Geraint Jones proposed and Cllr Mrs Carol Gell seconded Cllr Miss Penny Andow as Mayor Elect for 2015-16. No other nominations were received. Councillor Miss Penny Andow accepted the post and thanked members for their support. Members congratulated Cllr Miss Andow. **RESOLVED to receive and note.**

1526. TO ELECT DEPUTY MAYOR FOR 2015-16

Members were informed that in line with Standing Orders the post is first offered to the most senior serving members who have not been Deputy Mayor and would then be open for nominations. Cllr Mrs Carol Gell proposed Cllr Miss Nia Jones and Cllr Gareth Roberts seconded the motion. No other nominations were received. Cllr Miss Nia Jones accepted the post of Deputy Mayor Elect for 2015-16 and thanked members for the opportunity. Members congratulated Cllr Miss Nia Jones. **RESOLVED to receive and note.**

1527. TO RECEIVE CORRESPONDENCE FROM

- I. Snowdonia Dark Sky Reserve Designation – the Authority is attempting to attain this for Snowdonia. With this in mind 2 information sessions for Community Councils are to be held at:-
 - a. National Park Offices, Penrhyndeudraeth - Wednesday 22 April 2015 Session 1 – 17.45; Session 2 18.30
- OR
- b. Ty Siamas, Dolgellau - Wednesday 22 April 2015 – Session 1, 17.45; Session 2 18.30
RESOLVED to receive and note, Cllr Geraint Jones will represent the Town Council.
- II. CCBC Consultation – LDP09 – design Supplementary Planning Guidance the document can be viewed on the CCBC web site www.conwy.gov.uk/spps/consultations. **RESOLVED to receive and note.**
 - III. Confirmation from ERF at CCBC that provision of community skips dates for 2015-16 have been booked. **RESOLVED to receive and note.**
 - IV. Notice of Quarterly Meeting of the North & Mid Wales Association of Local Councils to be held on Friday 17 April 2015 in Rhyl Town Council at 10.30am. Town Council representative Cllr Mrs Carol Gell. **RESOLVED to receive and note Cllr Mrs Carol Gell and Town Clerk will be attending.**
 - V. Email from Regulatory Services informing that they would be happy to spend a day on the promenade and in the recreation area. They would bring their gazebo and set up for the day with the Conwy Ambassadors they currently have employed as part of the *Keep it Clean - No Messing* fouling and littering project giving out free bags and information advice. Requesting suggested dates for the project. **RESOLVED to receive and note the Town Clerk will liaise with all parties to book a convenient date within the Easter holidays. RESOLVED to place an order for Hi-Vs tabards with Town Council's name and logo for all members.**

1528. PLANNING – Reference 0/41554

Applicant: Mr Glyn Roberts & Ms G Smith
Proposal: Change of use from Fish and Chip Shop/preparation room to domestic use.
Location: Tan y Fynwent, Pen y Bryn Road, Llanfairfechan LL33 OTU
RESOLVED to have no objections to the above application.

1529. PLANNING – Reference 0/41558

Applicant: Cartrefi Conwy
Proposal: Erection of 7 no. houses, 4 no. flats and 17 no. apartments
Location: Land adj. Glanavon, Penmaenmawr Road, Llanfairfechan LI33 OPA
RESOLVED this application will be placed on the Agenda of the Special meeting held on 1 April 2015 at 6.30pm.

1530. TO RECEIVE MAYOR'S CORRESPONDENCE/REPORTS

The Mayor informed members that there were various engagements coming up this month which she hoped to attend. An apology had been forwarded to the Mayor of Bay of Colwyn Town Council that she had been unable to attend the music night due to her husband being taken unwell. The Mayor had attended a multiagency meeting at Llys y Coed residential retirement home and had drawn up a petition that the Royal Mail Post Box located at the bottom of Caffynnon Road be moved to the opposite side of the road as it was deemed dangerous to the residents to cross this busy section of the highway. Estimates for bike rack are awaited. The Mayor is liaising with Officers from the Highways Services CCBC regarding location for benches. **RESOLVED to receive and note.**

1531. TO RECEIVE FEEDBACK REPORTS ON MEETINGS ATTENDED BY REPRESENTATIVES ON OUTSIDE BODIES ON BEHALF OF TOWN COUNCIL (ONLY).

- i. Penmaenmawr/Llanfairfechan Promenade Liaison - Members were informed that the meeting will be held on the 20 April 2015 at 1800hrs in Llanfairfechan Town Hall. Town Council representatives are Cllr Mrs Tamzin Hopwood and Cllr Mrs Carol Gell.
- ii. Town & Community Councils and CCBC Forum - Members were informed that the meeting will be held on the 15 April 2015 at 6.30-8pm in the Business Centre Llandudno Junction. Town Council representative are Cllr Mrs Tamzin Hopwood and Cllr Mrs Carol Gell.
- iii. Carnival Committee - Cllr Mrs Christine Roberts gave a verbal report on matters discussed. It was stated that arrangements are going well and that there are a lot more stalls and activities planned for the Promenade. Numerous fundraising events are planned.
- iv. Community Library Group – Cllr Mrs Carol Gell gave a verbal report on matters discussed. It was stated that the group have signed the lease for the management of the premises.
- v. Tourism Association – Cllr Mrs Carol Gell provided a verbal report on matters discussed. The group are in the process of finalizing arrangements for adverts to be placed in the brochure. It was stated that two local ladies had attended the meeting with interesting proposals for creating a local business directory. It was suggested that they attend a Town Council meeting.

1532. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

- i. Bodlondeb, Village Road and Ty Refail, Mill Road – it was reported that both properties are unoccupied, unsightly, part derelict and have slates falling off the roof. Members requested that this matter be reported to the Authority.
- ii. Flower planted boats – a request to have this as an agenda item was received. It was also requested to write to the Authority to request who was responsible for the boat on Penmaenmawr Road.
- iii. Victoria Gardens – it was stated that the flower beds look untidy and some need repairing.
- iv. Llanfairfechan Maps footpaths/bridleways/conservation area- it was requested that these be located in the Council Chamber.

1533. TO REVIEW FOOTPATHS COMMITTEE IN ORDER TO APPROVE MAINTENANCE CONTRACT FOR A PERIOD OF 3 YEARS 2015-18. RESOLVED to elect the following councillors – Miss Penny Andow, Mrs Carol Gell, Mrs Christine Roberts and Tim Scott.

1534. DATE OF NEXT MEETING –

- a. Special Meeting to discuss response to the WG white paper – Wednesday 1 April 2015 at 6.30pm
- b. Full Council Meeting held on the 8 April 2015 at 7pm.

The Mayor thanked Mr Hugh Lloyd Jones for attending and hope he had enjoyed the meeting. Mr Lloyd Jones stated that the running of meetings had significantly changed since he was a councillor. He advised the Mayor and Councillors to take their positions in the community seriously and to be proud of their role.

CLOSE – The meeting closed at 8.10pm

Signature _____ Date _____