

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE AGM & FULL COUNCIL MEETING
Held on the 6 May 2015 in the Council Chamber at 7.00pm

PRESENT: Councillors: Chair – Mayor Miss Penny Andow

Deputy Mayor – Miss Nia Jones

Mr Chris Jones

Mrs Delohne Merrell

Mr Glenn Robinson

Mrs Tamzin Hopwood

Mr Gareth Wyn Jones

Mrs Christine Roberts

Mr Geraint Jones

Miss Sarah Jones

Mr Gareth Roberts

OFFICER: Ms E Shepherd Town Clerk & RFO

ABSENT: Mr Tim Scott

44. 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**
45. **TO RECEIVE APOLOGIES FOR ABSENCE. RESOLVED to receive and note apologies from the following Councillors, Mrs Carol Gell and Mr Andrew Hinchliff.**
46. 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**
47. TO RECEIVE VOTE OF THANKS FOR RETIRING MAYOR CLLR MRS TAMZIN HOPWOOD – Cllr Gareth Wyn Jones thanked retiring Mayor for her fundraising efforts in difficult times and for representing Llanfairfechan at numerous events. Conwy County Borough Councillor Ray Jones seconded Cllr Gareth Wyn Jones comments. Mayor Elect Miss Penny Andow thanked Cllr Mrs Hopwood for her encouragement when elected to office. **RESOLVED to receive and note.**
48. TO RECEIVE THE MAYOR ELECT CLLR MISS PENNY ANDOW'S DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Miss Penny Andow read out and signed the declaration of office, witnessed by the Town Clerk. Cllr Miss Andow thanked members for electing her to the office of Town Mayor. Cllr Miss Andow stated she had lived in Llanfairfechan for over 23 years, and had worked in education and it was one of her aims to work with local youngsters of the town. Her Charity will be Adoption Wales. **RESOLVED to receive and note.**
49. TO RECEIVE THE DEPUTY MAYOR ELECT CLLR MISS NIA JONES' DECLARATION OF ACCEPTANCE OF OFFICE Cllr Miss Nia Jones read out and signed the declaration of office, witnessed by the Town Clerk. Cllr Miss Jones thanked members and stated it was a pleasure to have been elected Deputy Mayor and to continue in a long line of family tradition. **RESOLVED to receive and note.**
50. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 8 APRIL 2015. **RESOLVED to approve and sign as a correct record.**
51. MATTERS ARISING FROM THE ABOVE MINUTES.
- a. 23/i. Street Lights Pen y Bryn - Members were informed by Cllr Christine Roberts that the street lights are to be replaced as the new lights are too dim. **RESOLVED to receive and note.**
 - b. 23/v. Food Bank - Members were informed by Cllr Christine Roberts that there is no provision in Llanfairfechan, the nearest is in Penmaenmawr. **RESOLVED to receive and note.**

52. TO APPROVE MINUTES OF THE FOOTPATHS SUB-COMMITTEE MEETING HELD ON THE 10 APRIL 2015. **RESOLVED to approve and sign as a correct record.**

53. MATTERS ARISING FROM THE ABOVE MINUTES.

- a. 29 Footpaths Contractor – Members were informed that B E Jones & A Bason had accepted the contract and work will commence in due course.

54. TO APPROVE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 22 APRIL 2015 **RESOLVED to approve and sign as a correct record.**

55. MATTERS ARISING FROM THE ABOVE MINUTES

- a. 34. Promenade Toilets – awaiting response to information request.
- b. 40. Flower Boats - Select a date for Sub-committee meeting. Members will inform the Clerk of suitable date within the next 2 weeks.
- c. 41. Walk for Life – Members were informed that the Walk had been well attended and all had gone well. Disappointment was expressed that no refreshments had been provided.
RESOLVED to inform all taking part next year to bring their own refreshments with them.

56. TO RECEIVE FINANCIAL REPORT 2015-16. STATEMENT 1. **RESOLVED to receive and note.**

57. TO RECEIVE PETTY CASH REPORT 2015-16 – STATEMENT 1. **RESOLVED to receive and note.**

58. TO RECEIVE BACS NOTICE OF PAYMENTS RECEIVED FROM CCBC

- ii REF. 10997634 - Precept 2015-16 - £21,334 (First of 3 payments in 2015-16) **RESOLVED to receive and note.**
- iii REF. 10997429 – Contribution towards management of public toilets Village Road - £1560 **RESOLVED to receive and note.**

59. TO RECEIVE BANK MANDATE AND NOTE SIGNATORIES FOR PAYMENTS FOR 2015-16. **It was RESOLVED to approve Cllrs Miss Penny Andow, Miss Nia Jones, Mrs Tamzin Hopwood, Mrs Carol Gell and Geraint Jones as authorised cheque signatories for 2015-16.**

60. TO RECEIVE THE INTERNAL AUDIT REPORT AND RECOMMENDATIONS 2014-15 and approve and sign the Annual Return. A copy of the report was made available for inspection. It was noted that 2013-14 recommendations had been implemented/noted. Members' attention was drawn to the two recommendations for the financial year 2015-16. Members were informed the Annual Return will be sent to the External Auditor before the due date of 31 May 2015. All documents submitted to the Auditor were presented for inspection. – **RESOLVED to receive and note.**

61. TO ADVERTISE 'NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS' – Annual Return for the year ended 31 March 2015 Members we informed the notice was displayed in line with regulations on the Town Council's notice board. **RESOLVED to receive and note.**

62. TO RECEIVE INSURANCE RENEWAL NOTICE 1 JUNE 2015 AND APPROVE INVOICE FOR PAYMENT £1,001.26

RESOLVED to receive and note to approve payment.

Invoice No	Payee	Reference	Amount	Cheque no.
17684629	Zurich Municipal	Renewal of Insurance 2015-16	£1001.26	101789

63. TO RECEIVE CORRESPONDENCE

- i Ombudsman - revised Guidance on the Code of Conduct it was noted that hard copies are not provided. Further information can be found on www.ombudsman-wales.org.uk
- ii E-mail from purchaser of Manchester House flat, Village Road – residential Parking in Village Road Car Park and placing of a skip. **Members RESOLVED to agree to allow a skip for 1 week and to consult with solicitor regarding parking arrangements on a permanent basis.**
- iii CCBC – New Cultural Centre on Public Display - Friday 15 May 2015 Llanfairfechan Library 2.30pm – 5pm. **RESOLVED to receive and note.**

64. TO APPROVE PAYMENT TO

- i **RESOLVED to approve payment.**

Invoice No	Payee	Reference	Amount	Cheque no.
2578	JDH Business Services Ltd	Internal Audit 2014-15	£302.40	101788

- ii **RESOLVED to approve payment.**

Invoice No	Payee	Reference	Amount	Cheque no.
17/04/2015	Cllr Carol Gell	Travelling reimbursement to N&MWALC meeting held in Rhyl	£20	101790

- iii **RESOLVED to approve payment.**

Invoice No	Payee	Reference	Amount	Cheque no.
495	Aberconwy Blinds	supplying and fitting blinds Council Chamber and Clerk's Office	£320	101791

65. a) TO REVIEW TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES / CHAIR OF COMMITTEES / SUB COMMITTEES 2015-16

b) REPRESENTATIVES ONTO OUTSIDE BODIES 2015/16

RESOLVED to receive and note the following members were elected for 2015-16 (copy attached at the end of these minutes)

66. PLANNING – REFERENCE 0/41674

APPLICANT: Mr David Simpson

PROPOSAL: Variation of condition No2 and 11 of planning permission granted under Code Ref 0/39117(Erection of 3 no Detached Dwellings) to allow for changes of the design to plot 2 and to meet the Code of sustainable homes for all 2 No. dwellings

LOCATION: Mere Green, Penmaenmawr Road, Llanfairfechan LL33 OPA

RESOLVED to have no objections to the above application.

67. TO RECEIVE RETIRING MAYOR'S REPORT CLLR MRS TAMZIN HOPWOOD

Cllr Mrs Tamzin Hopwood stated that it had been an honour and a privilege to represent the Town Council and residents of the town as Mayor for 2014-15. She and her Consort Mr Kurt Hopwood had attended as many events as possible. She had fundraised for the community and raised approximately £1,200; had installed a Remembrance Bench at the Cenotaph; sponsored Ben Mallone to enable him to attend Martial Arts Competition in Geneva; donated towards the Girl Guides trip to Pleumeleuc on a Town Twinning exchange visit. It is also proposed to install the following:-

- i Cycle Rack for the Promenade. Cllr Mrs Tamzin Hopwood reported that the cost of the 10 cycle rack is in the region of £295 plus VAT. A request to place an order through the Town Council was approved.

- ii Cycle Rack for the Town Hall. It is proposed to order 4 individual racks at a cost of £29 each.
- iii Two Benches at locations to be decided with Officer from CCBC. A discussion followed on receipt of verbal complaints from local residents regarding the name of the Mayor on the plaque was not suitable on benches especially in the Cenotaph area. Cllr Mrs Hopwood stated that she was aggrieved that complaints had not been made to her in person and that the expenditure of the Mayor's allowance and fundraising was a matter for the Mayor to decide and not the Town Council. **RESOLVED this will be discussed at a future meeting.**
- iv Proposed expenditure on balance of funding. Cllr Mrs Hopwood stated that as the exact balance was not available until all goods had been paid she was not in position to respond at present time. **RESOLVED to receive and note.**

68. TO RECEIVE THE MAYORS REPORT CLLR MISS PENNY ANDOW.

The Mayor and Consort Ms Jo Pugh will attend as may invitations as possible however they would not be able to attend daytime events due to work commitments. A Mayor's coffee morning will be held once a month in the Town Hall and it is hoped that councillors will also attend.

- i CAB – 'Celebrating Volunteering' event on Wednesday 3 June 2015 between 3.30pm – 5.00pm. Unfortunately the Mayor was unable to attend as this event is held during the day. **RESOLVED Cllr Mrs Delohne Merrell would represent the Town Council.**
- ii BCHU Charity Awyr Las to welcome walkers completing a charity walk on Saturday 27 June 2015. **The Mayor confirmed she would be able to attend.**
- iii North Wales Armed Forces Day Saturday 20 June 2015 and Celebratory Charity Dinner on Friday 19 June 2015 at 7pm. **The Mayor will attend the event held on Saturday 20 June only.**
- iv Bay of Colwyn Mayor Making and AGM on Monday 11 May 2015. **The Mayor and Consort will attend this event**
- v Brownies and Guides evening held on 5 May 2015. The Mayor stated that she and her Consort had attended the event and had a thoroughly enjoyable time. An expression of thanks will be sent to the Leader for the invitation and for the warm welcome they received.

RESOLVED to receive and note all the above.

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


- i Carnival – Cllr Christine Roberts gave a verbal report on matters discussed. Arrangements are proceeding well. A request for help on Crowning night 24 June and Carnival Saturday 27 June had been made. All interested parties to contact the Chair Mrs Di Bellis. **RESOLVED to receive and note.**
- ii Town Twinning – Cllr Chris Jones gave a verbal report on matters discussed. An open invitation was extended to all Councillors to meet and greet the arrival of guests on Wednesday 13 May 2015 at 5.30pm held in the Town Hall. **RESOLVED to receive and note.**
- iii Snowdonia Dark Sky Reserve Designation – National Park Offices, Penrhyndeudraeth - Wednesday 22 April 2015 Town Council representative Cllr Geraint Jones apologised he had not been able to attend as his vehicle had a puncture. **RESOLVED to receive and note.**
- iv Walk for Life, Kidney Wales Foundation – Cllr Nia Jones walk leader gave a verbal report on the event. It was stated that 27 in total had taken part in the walk including the local Brownies and Guides and members of the public. County Borough Councillors had acted as marshals along the route. The Mayor Cllr Mrs Tamzin Hopwood had started the Walk. **RESOLVED to receive and note.**

70. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

- i Hegae entrance Terrace Walk – it was stated that a damaged tree overhanging the highway may be potentially dangerous.
- ii Bodlondeb, Village Road – reported that there is a gap between walkway and cellar access to the house and that it may be of danger to passing public.
- iii Social Media – it was stated that complaints had been made regarding litter left in the old changing shelters by the Recreation Grounds, Promenade.
- iv Litter Pendalar – members were informed that the PCSO had stated that a litter pick is held twice a year and the amount of litter on footpaths and street is always excessive. A request for the Town Council's assistance to have the area cleaned more regularly had been received.
- v Penmaen Park – residents in upper Penmaen Park had presented a petition in support of a street name sign indicating that the road splits into upper and lower Penmaen Park as they were having problems with the delivery of post and good.
- vi Brynmor Terrace – street name plaque. Request to trace the whereabouts of the plaque that was requested and agreed to in 2012.

71. DATE OF NEXT MEETING – GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 20 May 2015

CLOSE – The meeting closed at 8.45pm

Signature  Date 3.6.15.
Chair

**TO REVIEW TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES / CHAIR
OF COMMITTEES / SUB COMMITTEES 2015-16**

Full Council	Chair –Mayor Cllr Miss Penny Andow
General Purposes	Deputy Mayor Cllr Miss Nia Jones
Finance Committee	Carol Gell
	Tim Scott
	Gareth Roberts
	Andrew Hinchliff
Policy Committee	Glenn Robinson
	Christine Roberts
	Delohne Merrell
	Tamzin Hopwood
Staffing Committee	Christine Roberts
	Glenn Robinson
	Andrew Hinchliff
	Gareth Wyn Jones
Appeals Panel	Nia Jones
	Tim Scott
	Sarah Jones
	Tamzin Hopwood
Footpaths Committee	Geraint Jones
	Gareth Wyn Jones
	Tim Scott
	Tamzin Hopwood
Cwmni Penllan Sub-committee	Chair - Mayor
	Geraint Jones
	Gareth Wyn Jones
	Carol Gell
	Tim Scott
	Christine Roberts
Flower Boats Sub-committee	Carol Gell
	Glenn Robinson
	Gareth Roberts
	Nia Jones

RESOLVED to receive and note the following members were elected for 2015-16

b) REPRESENTATIVES ONTO OUTSIDE BODIES 2015/16

Community Hall Group	Chris Jones
	Christine Roberts
Tourism & Amenities Association	Chris Jones
	Carol Gell
Bryn- y-Neuadd Local Liaison Group	Tamzin Hopwood
	Delohne Merrell
North and Mid Wales Association of Town and Community Councils (N&MWALC)	Carol Gell
Traeth Lafan Management Committee	Gareth Wyn Jones
Nant y Coed Management Committee	Geraint Jones
Ysgol Babanod Board of Governors	Sarah Jones
Ysgol Pant y Rhedyn Board of Governors	Penny Andow
Community Police Consultative Group	Glenn Robinson
	Geraint Jones
Conwy CBC Youth Liaison Forum Group	Penny Andow
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	Tamzin Hopwood
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
	Penny Andow
Llanfairfechan Carnival Group	Christine Roberts
Llanfairfechan Community Library Group	Delohne Merrell

RESOLVED to receive and note the following members were elected for 2015-16