

**CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**Held on the 6 December 2017 in the Council Chamber at 7.00pm**

**PRESENT: Councillors: Chair – Deputy Mayor Cllr Andrew Hinchliff**

**Cllr Penny Andow Cllr Alison Chadwick Cllr Carol Gell Cllr Claire Hughes Cllr Alan Jones**

**Cllr Chris Jones Cllr Nia Jones Cllr Christine Roberts Cllr Gareth Roberts Cllr Glenn Robinson**

**OFFICER: Jayne Neal Town Clerk & RFO & Eimir Shepherd (retiring Town Clerk)**

250. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS OF THE PUBLIC. (5 MINUTES PER SPEAKER WITHIN 20 MINUTES FRAMEWORK OR AT THE DISCRETION OF THE CHAIR). **Query about timings of meetings and clarity about start times - Time table of meetings will be displayed on Community Hall noticeboard**

251. TO RECEIVE APOLOGIES FOR ABSENCE. **RESOLVED to receive and note apologies from Councillors Mayor Cllr Delohne Merrell Cllr Gareth Wynn Jones**

252. 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**

253. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 8 NOVEMBER 2017. **RESOLVED to approve and sign as a correct record.**

254. MATTERS ARISING FROM THE ABOVE MINUTES.  
**No matters arising**

255. TO APPROVE MINUTES OF THE GENERAL PURPOSES MEETING HELD ON THE 22 November 2017. **RESOLVED to approve and sign as a correct record**

256. MATTERS ARISING FROM THE ABOVE MINUTES  
225 2) It was noted that as the defibrillators are still not operational, it may be important to inform the public as it could cause confusion in an emergency. Clerk to contact The Hwb to raise this concern and address the matter

257. TO RECEIVE FINANCIAL REPORT 2017-18. STATEMENT 7 **RESOLVED to receive and note.**

258. TO RECEIVE PETTY CASH REPORT 2017-18 – STATEMENT 7. **RESOLVED to receive and note no transactions had taken place.**

259. TO RECEIVE BUDGET/PRECEPT REPORT 2017 - 2018. **RESOLVED to receive and note**

260. TO RECEIVE DRAFT BUDGET/PRECEPT REPORT 2018 - 2019. Matters that were highlighted for discussion:

- Councillors Expenses/Remunerations - Review amount as £150 allowance per Cllr = £1950 plus possible attendance allowance of up to £403 per month per Cllr. Still awaiting full information on new regulations. Draft proposal based on £7.83 per hour carer's cost as an option for going forward was suggested.
- S137 Grant Football Club – Proposed increase of £250 – Total £1250
- S144 Carnival – Proposed increase of £250 – Total £1250
- Promenade Regeneration Match Funding – To cover part of 20% match funding towards RDF bid

**RESOLVED The final draft budget for Precept Allowance from CCBC will be ratified at the next full Council meeting.**

261. TO RECEIVE CORRESPONDENCE FROM:

Mrs Rhoda Lewis – complimenting the work of councillors past and present and thanking the retiring the Town Clerk for all her hard work and support. **RESOLVED to receive and note.**

262. TO APPROVE PAYMENT TO:

1)	Invoice No.	Payee	Reference	Amount	Cheque no.
	12/11/2017	Royal British Legion	Poppy Wreath	£20	102149

**RESOLVED to approve payment**

2)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	2 <sup>nd</sup> Llanfairfechan Guides	S137 Grant	£250	102150

**RESOLVED to approve payment**

3)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	1st Llanfairfechan Brownies	S137 Grant	£250	102151

**RESOLVED to approve payment**

4)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	Llanfairfechan Bowling Club	S137 Grant	£250	102152

**RESOLVED to approve payment**

5)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	Llanfairfechan and NWales Croquet Club	S137 Grant	£250	102153

**RESOLVED to approve payment**

6)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	Llanfairfechan Short Mat Bowling Club	S137 Grant	£250	102154

**RESOLVED to approve payment**

7)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	Llanfairfechan Playgroup	S137 Grant	£250	102155

**RESOLVED to approve payment**

8)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	Saturplay	S137 Grant	£250	102156

**RESOLVED to approve payment**

9)	Invoice No.	Payee	Reference	Amount	Cheque no.
	S137 Grant 2017/18	Horeb Parent& Toddlers Group	S137 Grant	£250	102157

**RESOLVED to approve payment**

10)	Invoice No	Payee	Reference	Amount	Cheque no.
	CTC Colwyn Bay 5/17	Planning Aid Wales	Pre-Application Planning Training Session 28/11/17	£35	102158

**RESOLVED to approve payment**

- 11) Wages to the new Town Clerk December 2017 RESOLVED to approve payment and sign cheque no 102159
- 12) Wages to the retiring Town Clerk December 2017 RESOLVED to approve payment and sign cheque no 102160
- 13) Wages to the Admin Assistant for December 2017 RESOLVED to approve payment and sign cheque no 102161
- 14) Wages to the Environmental Operative December 2017 RESOLVED to approve payment and sign cheque no 102162

**RESOLVED to approve payment**

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

- 1) Town Twinning – Cllr Christine Roberts gave a verbal report from the Town Twinning Committee. The Committee thanked the Town Council for their support and it was noted there are a number of community fundraising events coming up in the New Year **RESOLVED to receive and note.**
- 2) Flooding Officer – Cllr Andrew Hincliffe gave a verbal report on a meeting with the Flooding Officer noting that that are clear implications for the village with regards to sea level rises. The Officer holds an Enhanced Flooding Map which has projected information. **RESOLVED to receive and note.**
- 3) Planning Aid Wales – Pre Application Training – Verbal report by the Town Clerk  
This is a mandatory system that came into being in August 2017. It applies to major developments:
  - minerals or waste development
  - 10+ houses or a site of 0.5 hectares site for dwellings
  - Building of 1,000 sq metres
  - development of 1 hectare or more
- 4) Developers have to complete a Pre Application consultation with all interested parties in particular Town Councils and residents. This is where the link comes with Place Plan Boards and consultation groups. They showed us an upside down triangle where the most influence the TC and community have is during the pre app process – so it’s important that TCs are fully engaged at this stage. These new guidelines aim to create a new dialogue between community and developers. **RESOLVED to receive and note.**
- 5) General Data Protection Regulation (SLCC Regional Meeting 28/11/17) Verbal report by the Town Clerk - New Data Protection regulations are coming in on 25th May 2018 and they will have some bearing on the way we gather and store data as a Town Council.  
A key implication is the need for a Data Controller and a Data Processor and these roles cannot be held by the same person. The Town Clerk would be the responsible person for Data Processing – ie. everyday actions in regard to the regulations.
  - A controller determines the purposes and means of processing personal data.
  - A processor is responsible for processing personal data on behalf of a controller
Clwyd SLCC are looking at ways we could have a shared Data Controller and will feedback in the New Year about a way forward.  
We will need to put this on the agenda in future meetings to ensure we are ready for the deadline date. **RESOLVED to receive and note.**

- 6) Microshade VPM – Verbal report by the Town Clerk. These was a presentation on digital security (SLCC Regional Meeting 28/11/17) Useful information on protection data systems and effective passwords etc. Noted that emails are the biggest virus risk and that care should be taken to protect and back up data. **RESOLVED to receive and note.**

264. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

- 1) Fire Station – resident reported the lights are on all time. It was confirmed that this is an entrance light and remains on for H&S reasons for emergency response
- 2) Query about Black Bin collection – County Councillors confirmed that collections will remain as 4 weekly until the end of this financial year.
- 3) Street light is out in Park Isaf – this will be reported to CCBC
- 4) MUGA – work on the MUGA has now been completed and a condition report compiled. Considering options to write to contractors with comments
- 5) Victoria Gardens – It was reported that Dŵr Cymru have offered a low rate of £37.26 per annum for water + minimal charges for water. This seems positive and will be added to agenda for a decision at next meeting.
- 6) Town Council – Discussion about updating the website. It was suggested that options should be considered as a new website would enhance Town Council communication systems
- 7) Shore Angling Championships– It has now been confirmed that Llanfairfechan will not feature as one of the competition sites
- 8) Health & Safety – it was noted that Llandudno and Conwy Town Council have been working with Dave Phillips, H&S qualified advisor. This may be something to consider for future events
- 9) Abandoned Vehicle – a White 4x4 with no insurance has been parked on Village Road. This will be reported
- 10) Mobile Van Llanfair Arms beer garden – reported that a cable laid across the road is used for electricity. This has previously been reported and CCBC are looking into the matter
- 11) Dog Walkers Signage – discussion about the confusing nature of signs; noted that those with extra needs might be caught out. An Officer from the CCBC team will be contacted.
- 12) Abandoned vehicle – Vehicle been parked for some weeks and has no insurance. Blue van on car park is still there. The matter had been reported to the PCSO and Conwy.
- 13) Refuse bins at Aber Bus Stop – concern that large amounts of rubbish are being left there. County Councillor for the ward will report this matter
- 14) Vandalism at Pant y Rhedyn – A group of young people have been causing difficulties in the village and have damaged an area at the school. NW Police and Conwy & Denbighshire YOT have been brought in to address the issues. PCSO Nicola is liaising with all parties.
- 15) Recent Flooding – CCBC provided sandbags for the affected areas. The Church Institute was badly affected – volunteers from the village came in to help clear up.
- 16) Dog Fouling – CCBC sent letters to residents about dog fouling in some areas – residents very concerned and worried the letters were directed at their own dogs. Reported back by County Councillor for Ward to Officer at CCBC that this has created some bad feeling.
- 17) Nant y Pandy Car park – It was reported the big caravan has gone but a new one is now being parked there. Ongoing issue – will continue to monitor.

265. DATE OF NEXT MEETING – FULL TOWN COUNCIL MEETING HELD ON THE 10 JANUARY 2018

Assistant Area Director of Primary Care and Commissioning – Central has asked to attend the next meeting – TBC. Practice Manager Plas Menai has also asked to come along.

266. PRESENTATION OF s137 GRANT TO LOCAL ORGANISATIONS & GROUPS

	Name of organisation	Description of request
1.	2 <sup>nd</sup> Llanfairfechan Girl guides	To attend annual event at Criccieth and towards purchase of gazebo
2.	1 <sup>st</sup> Llanfairfechan Brownies	To take to see pantomime by Chaps at Llandudno and for purchase of new craft materials
3.	Llanfairfechan Crown Green Bowling Club	Would like to purchase 3 sets of new bowls @ cost of £100 each set. These would be for newcomers, if they decide to carry on then they purchase their own set.
4.	Short Mat Bowling Club	Towards purchase of new mat at a cost of £1,000
5.	Croquet Club	To purchase topsoil to level out the lawn and bring more ground into playing condition
6.	Play group	To replace old tables that have broken/sharp corners. To buy vacuum cleaner for the new carpet and to purchase supplies of paper, paint, glue, etc.
7.	Saturplay	To buy promotional leaflets, posters and sign to put outside during sessions. To replace a broken toddler trampoline. To buy craft materials
8.	Horeb Parent & Toddler group	To renew old broken toys, to buy two fold away tables and to buy musical instruments, CD's for the group. Would like to buy dressing up clothes, story books and arts & craft supplies.

267. PRESENTATION OF SENIOR SPORTS PERSONALITY 2017 to Jacob Griffiths. Unfortunately Mr Griffiths was unable to attend so arrangements will be made to formally present this at a later date.

CLOSE – meeting closed at 9pm

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair