



CYNGOR CYMUNED LLYSFAEN COMMUNITY COUNCIL

Clerk: Brenda Davies

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LLYSFAEN COMMUNITY COUNCIL MEETING MINUTES

Held on

Monday 12th December 2022 at 7.00pm

At Llysfaen Village Hall

Members Present: Mr. P Davies (Chair) Ms. F Stevenson
Mr. L Kennedy Mrs E Heritage
Mrs. S Davies Mr. P Gillbanks

Officers Present: Miss B. Davies – Clerk and RFO, Llysfaen Community Council

Visitors Present: None

9988 Apologies: Mr. P Capper Mr. D Jones
Mr. R Redhead (Vice Chair) Mr. J Brownsell

8898 Declarations of interest: None

9990 Local representatives report: No report received.

9991 Police Matters: none.

9992 Minutes of the Last Meeting: The minutes were agreed as a true record. Proposed by E Heritage, seconded by Lee Kennedy.

9993 Action Tracker & Matters Arising:

A review of actions was completed as follows:

1. Clerk to start using logo on correspondence – Facebook page has been updated, and all new documentation will have the logo at the top of the page.
2. Clerk is awaiting forms to apply for a free defibrillator.
3. Clerk to chase CCBC to arrange a meeting regarding path 24/25
4. Cllr P Davies to provide an update on the meeting with the youth who damaged the Peulwys Defibrillator cabinet.
5. Environment plan and report has now been published on the website.

9994 Planning Matters

Planning Applications - none

Planning Decisions

0/50122 Rhianfa Geulan Road Llysfaen Conwy LL29 8DX Two storey extension to rear and single storey extension to side of existing dwelling
FINAL DECISION19-10-2022 Approved With Conditions

0/50100 Tyn Twll Bron Y Llan Road Llysfaen LL29 8TP Proposed Extensions, Loft Conversion,

Planning appeals - None

- 9995 Financial Matters and Invoices received for payment:
a) The Clerk's salary and expenses were approved for payment.
b) Invoices for approval
Lawn Medic - £350.00
Notice board main repair - £1500.00
New Notice Board Proforma Invoice - £1358.40
Hmrc payment - £29.08
Ovw training for councillors - £175.00
- 9996 Correspondence and Other Issues
a) Presentation to the outgoing committee postponed due to the cold weather an unsafe for the members to attend in the icy temperatures. To be reviewed.
b) Conwy Employment Hub newsletter
Resolved – To sent to all councillors
c) Precept S137 Limits and Notice of precept requirement by 20th January 2023.
d) Single Use plastics bill (Wales) was passed in the Senedd, newsletter to explain to everyone what that means.
Resolved - Forward to the environment team.
e) Butterfly information from CCBC forwarded to the environment team
f) Notice board (repaired) has been erected outside the village hall, and is of excellent quality. Thanks were given to Cllr D Jones, Cllr Capper and the Contractor for ensuring it was safely put back in place.
g) Electoral register – would anyone like a copy?
Resolved – forward to all councillors.
h) Hedgehog highway project information for Environmental committee.
Resolved - forwarded to the environment committee.
i) Enquiry response letter from Planning re notice board erection. This means we are now able to go ahead and order the notice board.
j) Litterlotto email – a new project rewarding residents uploading images of them binning rubbish –
Resolved - Clerk to forward to all.
- 9997 Consultations
Electoral administration and reform white paper – feedback required
Resolved – Clerk to forward to all councillors
- Abergele Forest resource Plan Consultation
Resolved - to be forwarded to the full council.
- 9998 Cemetery – None
- 9999 Report back from meetings
Cllr S Davies – attended the St Cynfrans School Governors meeting.
- 10000 Communication committee
The park consultation questionnaire is in progress and has been rewritten to include all parks.
Resolved – Clerk to Meet with P Gillbanks to write the google form for the consultation of the play area development
Resolved – Next meeting agreed at Wednesday 4th January to confirm the google form and to then send to full Council.
- 10001 Environment committee
No meeting has been held.
Resolved – Next meeting agreed at 20th December, 7pm.
- 10002 Items requested on this agenda
a) Finance & governance toolkit

A review of the Councils performance against the list within the toolkit has highlighted the need for publication and introduction of various policies in relation to the following:

- Vision and purpose
- Email accounts
- Employee policies such as dignity at work, leave, code of conduct, disciplinary etc.
- Community engagement strategy & Social media policy
- Issuance of draft actions to the website
- Terms of reference to be published
- Committee meetings to be published
- Annual business plan
- IT Security policy
- Data Audit
- DPA policy published
- Accessibility statement
- Business Continuity plan
- Emergency plan
- HSE policy statement
- Accident book
- Stress management policy & Risk assessment.

With the large number of items required to be reviewed it was suggested by the Clerk that she work on one section each month to ensure all areas are covered appropriately, and delegate to Committees for the development of any policies relevant to that area. (i.e. Hybrid meetings to the communications committee.)

Council does have many of the policies in place, but not all (Specifically with regards to the employment policies) but all will need review and publishing.

Resolved – Clerk to produce a forward plan of action for the work on all these activities.

b) Councillor training

Clerk requested that all councillors please complete the self-assessment and book time with the clerk to review their training needs.

Resolved – All councillors to complete the training needs analysis with Clerk, and book in specific time to complete with the Clerk asap.

c) Community plan / Place plan

Councillors debated the introduction of a place plan within the area, all councillors present were unanimously in agreement with the suggestion that precept be increased to deliver a community plan for Llysfaen.

Resolved – To be taken forward to next months' meeting.

d) Hybrid meetings – Hybrid meetings were discussed, and it was agreed that the Clerk would buy Monthly Zoom licence.

With wording on the agenda to state for people to apply to the clerk for a link to join the meeting.

Resolved – Clerk to pay for the monthly Zoom Licence and claim back on expenses.

e) Warm café

Grant application has been put in for support for Councillors to run a warm café within Llysfaen.

Cllr Gillbanks requested that we purchase fair trade and local produce where possible.

Should the grant application not be successful, councillors were asked if they would continue with the program with or without the funding.

Resolved – Councillors agreed that they would still like to run the sessions, with or without the grant having been agreed.

Resolved – Temporary group involved in the planning for this event are as follows: L Heritage, Clerk, P Gillbanks, L Kennedy, F Stevenson.

10003 Emergency items

Clobryn Road – near miss by vehicles travelling down the road.

Resolved – Clerk to write to Cllr Stewart to request timescales regarding development on Clobryn

Road, and how near misses can be reported.

Meeting closed at 21:03pm

Date of next meeting: **Monday 9th January 2023 7.00pm**