

**CYNGOR TREF CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY**  
**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL**  
**HELD ON TUESDAY, 27<sup>th</sup> MAY 2014**

**PRESENT : Councillors – R Parker (Town Mayor), E Leighton Jones (Chair), S Cotton, V Macdonald, H Roberts, S Allardice, B Chapman, P Hart, T James, J Fallon, C Rigal**

**IN ATTENDANCE : Helen Armitage (Town Clerk)**

**APOLOGIES : Councillor E Hughes**

**Declarations of Interest – Code of Local Government Conduct:**

Agenda Item:

Agenda Item 9a – Planning Applications – Councillor Fallon is on the County Council Planning Committee

Agenda Item 9a4 – Planning Applications – Councillor Cotton has previously objected to this application

*The Mayor took the Chair for the first agenda item*

**Minute Number**

**1. Appointment of Chairman**

**RESOLVED** that Councillor Leighton Jones (the Deputy Mayor) is appointed Chairman of the committee for the Municipal Year 2014/15.

*The Deputy Mayor took the Chair at this juncture*

**2. Appointment of Vice Chairman**

**RESOLVED** that Councillor Chapman is appointed Vice Chairman of the committee for the Municipal Year 2014/15

Councillor Chapman thanked the committee for appointing him as Vice Chairman

**3. Minutes**

- Minutes of the Staff Committee meeting held on 12<sup>th</sup> May 2014  
**RESOLVED** that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting of the Council held on 12<sup>th</sup> May 2014  
**RESOLVED** that the minutes are ACCEPTED and APPROVED with the following amendment:
  - Minute 353 – 70<sup>th</sup> Anniversary D-Day  
Mrs R Hughes, Hugh Iorlys Hughes's sister-in-law

**4. Questions on the Minutes**

a) Staff Committee meeting held on 12<sup>th</sup> May 2014:

Minute 17 – Additional Member of Staff

The Town Clerk informed Members that she had received the following quotes for placing the job advertisement:

- North Wales Pioneer – 5cm x 8.5cm - £167.25 plus vat
- North Wales Weekly News, Daily Post, Fish for Jobs – 7cm x 6.4cm - £800.00 plus vat
- CCBC will place the advert on their website for free

**RESOLVED** that the advert is placed in the North Wales Pioneer & on the CCBC website

b) Special Meeting of the Council held on 12<sup>th</sup> May 2014:

i) Minute 343c – Christmas Lights

The Town Clerk informed Members that Bebbington & Wilson had been out to the lights on the Weekly News roundabout. They believed they had made them safe but would need a cherry picker to take them away completely. The Town Clerk said that there would be a Christmas Committee meeting on 2<sup>nd</sup> June 2014 when the decision would be made regarding the lights on the roundabout & work would probably start on them shortly after that

ii) Minute 346 – Rhiannon Wind Farm – Stage 2 Consultation

Members received a letter from Centrica Energy/Dong Energy regarding the extension of the consultation period to 3/7/14 due to errors in the documentation that had been corrected

iii) Minute 347 – Hanging Baskets

The Town Clerk informed Members that she had ordered 2 additional hanging baskets as Cutting Crew, Conwy had not received any.

The Mayor & Councillor Roberts are to visit businesses in Llandudno Junction to ensure baskets are being displayed & looked after

The Town Clerk asked Members where the barrier baskets should be placed. The feeling is that they can be better looked after in Conwy. CCBC Highways had suggested that one could be put on a barrier they are intending to put next to the bus stop on Castle Street, Conwy

**RESOLVED** that 3 baskets are placed around the Guildhall & a basket is placed on the new barrier in Castle Street

iv) Minute 353 – 70<sup>th</sup> Anniversary D-Day

The Town Clerk informed Members that Mr.Griffiths had accepted the invitation to the wreath laying on 6<sup>th</sup> June. He was not sure whether Mrs Hughes would attend as she was not in the best of health. He also asked if Conwy Yacht Club would be able to lay 2 wreaths. The Town Clerk asked Members if the Mayor's Chaplain should be invited to say prayers.

**RESOLVED** that:

a) Conwy Yacht Club are invited to lay wreaths

b) The Mayor's Chaplain is invited to say prayers

v) Minute 354 – Open Doors 2014

Councillor James said that Mrs Pattinson had press cuttings & photographs she can make available for a presentation

## 5. Casual Vacancy Deganwy Ward

The agenda item mistakenly said the vacancy was in Castle Ward when it should have read Deganwy Ward.

The Town Clerk informed Members that Councillor Anne Evans, who represented Deganwy Ward, had not attended meeting for 6 months. Therefore, under section 85 of the Local Government Act 1972 she was no longer a member of the Town Council.

The Town Clerk would be informing the County Council of the vacancy & the process to fill it would begin

## 6. Town Clerk's Report

Members RECEIVED and NOTED the Town Clerk's Report (Schedule A)

*Councillor Fallon left the meeting during the discussions of the Planning Applications*

*Councillor Cotton left the meeting during discussion of Planning Application 4*

## 7. Planning

a) Planning Applications

Members considered the applications on Schedule B attached hereto and made recommendations and comments as detailed

b) Planning Decisions Issued

Members RECEIVED and NOTED the planning decisions issued by Conwy County Borough Council

c) Variations to Plans Submitted by Large Developers

Members discussed the incidences of large developers applying for variations to plans. The Town Council found this frustrating & original conditions should not be allowed to be changes particularly where this related to affordable housing & play areas. In the opinion of the Members, these companies employ professional surveyors so should have no excuse for variations

**RESOLVED** that correspondence is sent to CCBC Development Control:

- Stating that the Town Council is unhappy with the number of variations coming through
- Asking why these variations are allowed
- Why allow variations that go against local planning guidance so regularly

**8. Draft Playing Fields (Community Involvement in Disposal Decisions)(Wales) Regulations 2014 & Related Statutory Guidance**

Members discussed the consultation. Concerns were expressed over the timing of notice.

**RESOLVED** that the Mayor passes her comments to the Town Clerk as a response to the consultation

**9. Definitive Map & Statement Consolidation**

Members RECEIVED and NOTED the map & statement. This would be passed to the Footpaths Working Party for reference

**10. Conwy Community Play Areas**

**RESOLVED** that the agenda item is deferred to a future meeting

**11. Standing Orders**

Councillors considered the Standing Orders & the following amendments were put forward:

- Clause 1a – “Mondays” is removed & replaced with “every other Monday”
- Clause 2a, 2b, 11, 12 – the word “Parish” is removed
- Clause 29 – “Committee meeting and Special Meetings” is removed & replaced with “At other meetings”
- Clause 32c – “Standards Board (England) or Local Commissioner (Wales)” is removed & replaced with “Standards Committee of Conwy County Borough Council”
- Clause 72 – the clause is removed

Members asked that in the future consideration is given to referring to the Welsh language

**RESOLVED** that the Standing Orders are accepted with the above amendments

**12. Financial Regulations**

Councillors considered the Financial Regulations and the following amendments were put forward:

- Clause 1.6 – “and Deputy” is removed
- Clause 3.5 is removed

**RESOLVED** that the Financial Regulations are accepted with the above amendments

**13. Risk Assessment**

Councillors considered the Risk Assessment and the following amendment was put forward:

- Disaster Recovery: Medium Risk: Copies of essential documents (financial information, minutes, legal documents) are kept in electronic format as a separate backup copy & stored safely away from the Guildhall

**RESOLVED** that the Risk Assessment is accepted with the above amendment

**14. Attendance**

Members received the Attendance at Meetings list for 2013/14 (Schedule C)

**RESOLVED** that a copy of the attendance sheet for 2013/14 & the schedule of meetings for 2014/15 is published on the website

#### **15. Register of Interests**

The Town Clerk distributed the Register of Members Interests forms to be completed and returned. The Town Clerk informed Members that under Welsh Government legislation the information on the forms would be published on the Town Council website

#### **16. Cheque Signatories**

a) Conwy Town Council Business Current Account and Conwy Town Council Notice Account  
**RESOLVED** that the Mayor, Deputy Mayor and Councillors Cotton, Rigal, Macdonald and Roberts are made signatories of the above accounts

b) The Mayoral Donation Account

**RESOLVED** that the signatory to the account is changed to the Mayor, Councillor Parker  
The Town Clerk explained to Members that these changes would take effect on the commencement of the new accounts opening at Nat West which will be opened once all the paperwork had been signed by the signatories & identifications verified

#### **17. Society of Local Council Clerks Seminar 15<sup>th</sup> May 2014**

The Town Clerk gave a report on the seminar which she had attended. The seminar was held jointly with One Voice Wales.

Topics discussed included the devolvement of services and an update on audit requirements.

Members were concerned that devolved services would bring too much pressure on Town & Community Councils and would deter members of the community from becoming town councillors

#### **18. Temporary Governor for New School in Llandudno Junction**

**RESOLVED** that Councillor Hart is appointed as the Town Council's representative on the Temporary Board of Governors for the New School in Llandudno Junction

Members discussed the planning problems with the new school

**RESOLVED** that the matter is put on a future agenda

#### **19. HistoryPoints**

Members received an invitation from Mr R Clark, Editor of HistoryPoints to arrange a walk around Conwy to show how QR codes work

**RESOLVED** that the invitation is accepted

#### **20. Llandudno Junction Fun Day**

Members received a request from the Pastor of the i61 Church to attend a Town Council meeting to talk to the Town Councillors about the Llandudno Junction Fun Day on 19<sup>th</sup> July 2014

**RESOLVED** that the Pastor is invited to attend the Town Council meeting on 23<sup>rd</sup> June 2014

#### **21. Hire of Guildhall**

Members received a request from Ms Rafferty to hire the Guildhall on 25<sup>th</sup> & 26<sup>th</sup> October 2014 for an Artisan Art & Craft Market

**RESOLVED** that the request is denied but other locations in the town are suggested

#### **22. Mayoral Inauguration Payments**

**RESOLVED** that the following payments are made:

a) Mr G Jones – Stand In Mace Bearer – 6 hours @ £8.00 per hour = £48.00

- b) Mrs A Owen – Mayor’s Secretary - £50 net as per contract
- c) 2 waiters – gratuity - £20.00 each to be paid via Outside & Watson Catering Services

### **23. Approval of Payments**

**RESOLVED** that the following payments are approved:

- a) Miss S Cotton – Consort’s Gift - £69.00
- b) Snowdonia Marquees – Hire of Tables, Tablecloths & Chairs for Mayoral Inauguration - £380.00 plus vat
- c) Outside – Mayoral Inauguration Buffet plus Waitress - £378.00 plus vat
- d) BT Payment Services Ltd. – Guildhall Telephone 10/2/14 to 9/5/14 - £53.14 plus vat
- e) Daisy Chain – Bouquet for Mayoral Inauguration - £25.00
- f) Watson Catering Services – Hire of Water Boiler, Cutlery, Crockery & Cutlery plus Waiter - £169.40

### **24. Cash Payments**

There were no cash payments

### **25. List of Cheques**

**RESOLVED** that the list of cheques 293, as tabled, is approved for payment **(Schedule D)**

### **26. Agenda Items 28 to 35**

These items were not discussed as they had been included by mistake on the agenda

**There being no further business the meeting was closed at 8:20pm**