

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING
HELD ON MONDAY 22ND JUNE 2020

Present: Councillors – G Edwards (Mayor & Chair), E Leighton-Jones (Deputy Mayor & Vice-Chair), S Barber-Bailey, S Cotton, M Craven, P Hart, T James, V Macdonald, C Parry, M Priestley, E Roberts, H Roberts, J Rooney, C Ryan, J Vaughan, G Willetts.

**In Attendance: Town Clerk & Responsible Financial Officer, Mrs Natasha Flint
Assistant to the Town Clerk, Mrs Jane Leivers
Mayor’s Secretary/Events Coordinator, Mr Paul Gillbanks
Mr Toby Tunstall,**

Prayers: The Mayor’s Chaplain led the Prayers.

Apologies: None

Declarations of Interest – Code of Local Government Conduct:
Agenda Item 23 (iii) – Councillor T James & P Hart – Ongoing matter.

Minute Number

104. Emergency Announcement by the Mayor with regard to the easing of ‘Lockdown Regulations’ in Wales

The Mayor confirmed that following the Welsh Government’s announcement regarding the relaxation of lockdown measures from 22nd June 2020, in particular the reopening of non-essential shops, increased numbers of shoppers and visitors were to be expected in Conwy. This urgent item had been added to the agenda to enable Members to consider ways in which these increased numbers could be safely managed while social distancing measures are still in force.

Mr Toby Tunstall was welcomed to the meeting. Mr Tunstall had conducted an online survey with local businesses in order to canvass opinions on traffic controls and pedestrianisation in High Street and Castle Street to enable social distancing. Due to technical issues at the meeting Mr Tunstall was unable to deliver his presentation and provide more information on the feedback he had received. However, the overall response to the questionnaire had been favourable in that the majority of businesses favoured the introduction of traffic restrictions and pedestrianisation in some form.

Members discussed the issue and there was broad support for pedestrianising High Street, Conwy to enable safe social distancing. It was recognised that this would have to be managed to enable deliveries and allow hotel guests to come and go. Castle Street would be more difficult to pedestrianise due to the one-way system but there was general support for the removal of on-street parking spaces, again to enable safe social distancing. It would be necessary to provide alternative free parking spaces for those who currently used High Street and Castle Street to park for up to one hour. Any new scheme would require implementation before the lifting of the five-mile travel limit.

RESOLVED and APPROVED that the Town Council continues to work with local businesses to develop a scheme for safe social distancing in Conwy Town Centre.

Mr Tunstall left the meeting at this point.

105. Minutes

- Minutes of the Special Meeting of the Council held on 8th June 2020.
RESOLVED that the minutes are ACCEPTED and APPROVED.

106. Questions on the Minutes

Minute 253. Janet Finch-Saunders MS

Councillor Barber-Bailey queried if it had been necessary to provide so much detail in this minute. The Town Clerk suggested that the minute had been scaled down considerably and that what remained was the briefest it had been possible to achieve.

Minutes 257, 267 & 268. The Town Clerk confirmed that she had contacted Tarian Cymru, Deganwy Sea Cadets, and Conwy Food Bank via email / telephone respectively regarding making applications for funding but had not received responses from any of them.

107. Report Back

Sea Cadets Committee

Councillor Cotton had recently attended a virtual meeting of the Sea Cadets Committee. The Sea Cadets have received a £10,000 business rates grant and further funding from a marine organisation. The organisation had also received guidance on reopening safely and the funding would be used to implement safety measures which included knocking two classrooms together to facilitate social distancing.

Clwb yr Efail

Councillor James reported that Clwb yr Efail had not been included in CCBC's Service Level Agreement this year. The club had not received any funding from CCBC for four months and was significantly down on its income over the year. It did not have a regular source of income and he was going to chase up the £10,000 business rate support grant.

108. Town Clerk's Report

Members received the Town Clerk's Report (Schedule A).

Item 4 –Playing Out 2020- Councillor H Roberts requested that an item be placed on a future agenda for Members to discuss ways of supporting the Play Development Team following its relocation from CVSC to CCBC.

Item 5 – World Environment Day- New funds for nature will help communities plant the seeds for the Wales we want to see post Covid-19 – Councillor Barber-Bailey asked if the links to the two new funds (National Forest Community Woodland Grant Fund and Local Places for Nature Capital Fund) could be supplied so that interested parties knew where to apply.

109. Planning

a) Planning Applications

Councillors considered and commented on the attached Schedule B.

Cllr Priestley abstained from the vote regarding Application 0/47380.

b) Planning Decisions Issued

Members received a list of planning decisions issued by Conwy County Borough Council (Schedule C).

The decisions were NOTED.

110. Independent Remuneration Panel for Wales: annual report 2020 to 2021

The Town Clerk introduced the Annual Report and drew Members' attention to the Panel's determinations 42 – 52 relating specifically to Community and Town Councils. The Town Clerk confirmed that the Panel had not made any changes to previous determinations.

Councillors discussed the lack of consistency in HMRC's approach to the £150 allowance payable toward costs and expenses in determining when this was taxable. The Town Clerk advised that Members should maintain detailed accounts of costs incurred in the course of their duties. This information could then be forwarded to HMRC to demonstrate that the £150 allowance had been used to cover these costs and should not, therefore, be treated as a taxable payment.

RESOLVED that the Independent Remuneration Panel for Wales Annual Report for 2020 to 2021 is noted.

111. Hanging Baskets 2020

The hanging baskets were now available, and Snowdonia Nurseries wished to deliver them by 1st July 2020. The Town Clerk asked Members to agree on a delivery date from the nursery and the onward delivery/collection arrangements for businesses.

Following a discussion, it was agreed that the Town Clerk should ask Snowdonia Nurseries to deliver the baskets to the collection points at Conwy, Deganwy and Llandudno Junction on Wednesday, 1st July 2020 from where they could be collected by local businesses. The Town Clerk would contact those businesses that had requested hanging baskets to inform them of these arrangements. It was agreed that Members could make local arrangements in their own wards to assist with delivery if collection was not possible. Any surplus baskets could probably be looked after temporarily by Members and Officers until sites were located for them.

RESOLVED and APPROVED:

- a) that the Town Clerk requests Snowdonia Nurseries to deliver the hanging baskets on 1st July 2020;
- b) the Town Clerk to contact local businesses and inform them of the delivery date and collection arrangements.

112. Christmas 2020

- i) **4ft Christmas Trees** – three quotes had been requested. One had not responded; another had advised that they were only able to supply 5ft and larger trees. Tree Wise Men had quoted for 54 x 4ft trees.
- ii) Gyffin Christmas Tree – it was agreed that the more central location which had been suggested was appropriate. It was noted that the electrical installation costs would be approximately £2000 which was considerably less than the £5000 that had been put aside for the work.
- iii) **2 Additional Trees North Wales Roundabout** – the Town Clerk detailed the costs involved in installing the electrics required for the additional lighting.
- iv) **Christmas Events 2020** – The Mayor’s Secretary/Events Coordinator presented a number of options for alternative Christmas events should the traditional Christmas Eve event have to be cancelled due to the ongoing Covid-19 situation. The Town Clerk expressed her concerns about hosting the Christmas Eve event in 2020 due to Covid-19. The Mayor’s Secretary/Events Coordinator confirmed that a month’s delay would not hinder the planning for alternative options.

RESOLVED and APPROVED

- a) An item is placed on the agenda for the next meeting to determine whether to cancel this year’s Christmas Eve event;
- b) Tree Wise Men to supply the 50 x 4ft Christmas trees;
- c) Bebbington and Wilson to install the electrics for the Gyffin Christmas Tree;
- d) Bebbington and Wilson to install the electrics for 2 additional trees on the North Wales Roundabout;
- e) LITE quote was accepted for additional Christmas lights for the 2 additional trees at North Wales Roundabout and the replacement of Christmas Tree lights that needed changing.

113. Damaged feeder pillar (Lower Gate Street)

RESOLVED and APPROVED to authorise CCBC to arrange for the replacement of the damaged feeder pillar on Lower Gate Street at a cost of approximately £1,202.43.

114. Bodlondeb Play Area Improvements

The Members considered four schemes which were under consideration for improvements to Bodlondeb play area. CCBC had requested the Town Council’s feedback on each of the schemes. There was general agreement that Options 2 and 4 were the favourites.

RESOLVED and APPROVED that the schemes put forward by Proludic (Option 2) and Wicksteed (Option 4) are the Town Council’s preferred choices for the improvements to Bodlondeb play area.

- 115. To Approve Internal Audit and Annual Return for 31 March 2019-20 and Review Audit Report for 2019-20**
The Town Clerk updated Members on the Internal Audit Report from JDH Business Services Limited which was completed on the 11th June 2020. The Town Clerk advised Members that five issues had been highlighted by JDH and she addressed these in turn:
RESOLVED and APPROVED:
a) Internal Audit and Annual Return for 2019-20;
b) The Internal Audit Report for 2019-20 is noted.
- 116. To Request Cancellation of Special Town Council Meeting on 06.07.2020 by Town Clerk**
The Town Clerk requested approval for the above meeting to be cancelled. There were no urgent items of business and she had a considerable amount of audit work to undertake as well as preparing for the AGM on 3rd August 2020.
RESOLVED and APPROVED that the Special Town Council meeting to be held on 6th July 2020 is cancelled.
- 117. Approval of Payments**
RESOLVED that the following Payments and Donations are approved:
- a) R. A. Slater – Guildhall and Bus Shelter windows 4 Weeks to – 29/05/20 - £170.00;
 - b) B2 Business Systems - Copies 01/05/20 - 01/06/20 – 1210 Mono & 282 Colour - £21.70 + VAT;
 - c) BT Broadband Guildhall – 01/06/20 - 31/08/20 - £121.50 + VAT;
 - d) BT Payphones Receivables – Payphone in Lancaster Square Conwy – 18/05/20 - 17/05/21 - £300 + VAT;
 - e) Dwr Cymru Guildhall Water – 31/12/19 - 08/06/20 - £78.10;
 - f) Xerox Finance Ltd – Guildhall Photocopier – 01/07/20 – 30/09/20 - £79.14 + VAT;
 - g) SCD People Solutions – Cost of Appeal for Staff Grievance - £875.00;
 - h) Cyngor Gwynedd Council – Under Payment of April Pension - £328.33.

Councillors P Hart and T James abstained from the vote due to item (g)

- 118. List of Cheques**
RESOLVED that the list of Cheques Sheet 445 is approved as tabled (Schedule D).
- 119. Questions to Chair / Town Clerk**
There were no questions to the Chair or Town Clerk.
- 120. Mayoral Announcements**
There were no mayoral announcements.
- 121. Twenty Minutes – Questions from the Residents**
There were no questions from residents.
- 122. Confidential Business**
In accordance with the Public Bodies (Admission to Meetings Act) 1960 & with Standing Order 65, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press & public be temporarily excluded & instructed to withdraw.
- 123. Questions on the Minutes**
None.

There being no further business the meeting was closed at 21:45pm