

Cyngor Cymuned **LLANBEDROG** Community Council

Meeting Minutes 26/04/2021 7:00pm – From Far - COVID-19

John Brinley Jones (Cad)	David Andrew Parry	Alan Harper-Smith	Greta Hughes
William Penri Jones	William Roger Jones	Gwenllian Hughes	Claire Russell Griffiths
Ian Goronwy Williams	Ann Llwyd (Translator)	Pat Humphreys (Clerk)	

Tonight's Meeting is being held on the internet using Zoom software in line with Covid-19 regulations.

The chairman asked those who were not talking to put themselves on 'mute' because it interfered with the translator. The chairman also apologised to the translator for not giving her a break in the last meeting. However, she stated that if the meeting were restricted to 2 hours, she would not need a break, therefore, the chairman confirmed tonight's meeting would end at 9pm.

1. Apologies

Thomas Victor Jones.

2. Declare Financial or Personal Interest

None.

3. Meeting Minutes 29/03/2021

Minutes accepted as correct.

Motion: William Roger Jones Seconded: Andrew Parry

4. Urgent Matters

Reclaim VAT 2020-2021

The clerk confirmed she had applied for reclaiming VAT for the year 2020-2021.

Nat West Account

An update from the clerk regarding the Nat West account- The clerk took the mandate in to change the names of those who sign it, but there is no assurance it will be accepted because, the 3 who were signing have passed away. Perhaps a solicitor is needed to deal with the matter on our behalf, but Bethan from Nat West (Pwllheli) will update the clerk when she knows what is happening. This will create a big problem because this account is part of the internal review and the clerk does not have access to the account, therefore cannot receive a copy of the bank statements. The yearly form for the internal reviewers cannot be completed within the permitted time.

5. Translating

In the March meeting, the way forward regarding translating was discussed. Ann Llwyd has agreed to translate the meetings from now on. The clerk also agreed to use Google Translate to translate the March meeting minutes by the April meeting. Everybody received a copy of the translated meeting minutes- this was an exact translation from Google Translate. The clerk stated the translation was terrible and contained many mistakes and that she would have to go through it all and translate it properly instead of just reading through it and correcting some of the words, as was discussed with her in the previous meeting in March. Additionally, in the March meeting, it

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was suggested that a possible option was to grant the clerk more hours to translate. The chairman asked the clerk what her opinion was, and she stated she was not happy to translate because this would mean many more hours than she was expecting, and that a professional translator was needed.

Decision: The clerk to contact local translators for prices by the next meeting, and in the meantime, Gwenllian Hughes offered to translate the minutes and the agenda by May's meeting. The members thanked her.

Motion: Andrew Parry Seconded: Greta Hughes

6. Paths

An update on paths was received. The gate is back on the path through Nant. The paths officer has been to look at the path behind the school and agrees that it is narrow. Therefore, is going to have a word with the landowners to improve this part of the path. Pozzi has started cutting the mountain paths and Stuart has fixed the fens on part of the zig zag path. Ian Goronwy Williams said that the step on the kissing gate where the concrete has worn needs to be fixed and re-done. The chairman promised to go see and let Stuart know. Andrew Parry said he would send pictures of the kissing gate to the clerk and the chairman.

7. The Cemetery

Tidying the Cemetery

The chairman and Stuart have been to see the cemetery wall, later joined by Mr & Mrs Pollard- It was agreed to repair part of the wall. There is a large part of the wall where rocks along the top are loose, and quite a lot of ivy attached to it, therefore, individuals must be careful to not touch that part of the wall in case the wall comes down.

During the March meeting, the clerk was asked to put flowers on Mrs Harris' grave 3 times a year; Christmas, Flowering Sunday and on her birthday, but the clerk has not been able to get hold of the burial paperwork of Mrs Harris and therefore does not know her date of birth. The clerk asked the members to choose a different month instead of her birthday- William Penri Jones offered August. Due to not being able to be buried with her parents as Mrs Harris hoped to be, the clerk is to put flowers on Mrs Harris' parents' grave at the same time.

Everybody agreed on August and to put flowers on both graves.

Plans for the Future – The New Cemetery

No update.

Changing the Trustee names – Bryn Martin

An update was given by the clerk. She has been in contact with Bryn Martin's office regarding changing the names of the trustees, and the first step was to take the death certificates of both who have died into the office. The clerk has reminded them that changing the names is urgent.

9. Additional hours of the previous clerk (87 hours)

This matter has been on the agenda for some months. The last decision was for Greta Hughes to go through the January-August 2020, minutes and make a list of all the work that was not completed by

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the previous clerk during her employment period. In the meantime, a letter from the former clerk was received explaining what the extra hours were- this was forwarded to members. Greta Hughes went through the list she had prepared, which was 3 pages, and obviously there was quite a lot of work not completed even though it had been passed in meetings as things that needed doing. Greta Hughes is not happy that the former clerk has been paid for completing additional hours for the previous year and a half, therefore, feels that she does not need to be paid anymore. William Roger Jones agreed there were defects but because there are new members on the Council, he wants everyone to know the background: Rhian Parry, the former clerk was appointed to the job and everyone was happy with the appointment however, the former clerk, John Harris had been ill for some time and could not do much of the work before Rhian Parry started. Therefore, there was quite a lot of mess facing her and she got put in a difficult position with no one to ask for guidance. He felt things were starting to get better and she was starting to understand what needed to be done. The councillors were supposed to help her but by the end she was made to feel unpleasant because some members were complaining and making accusations against her because the work was not being done properly. He understands the Council's duty is public money but there is also a duty to respect members and the Council's employees. The Council does not have evidence that she had not done this extra work. The former clerk resigned earlier on later, as did many of the members because of the accusations against them. Therefore, the Council should show respect to her, she has lost her job and even though she was not perfect, the members should have given her more help. Therefore, William Roger Jones feels and suggested the Council should honour this payment, and William Penri Jones seconded this. Greta Hughes is pleased William Roger Jones mentioned respecting people. Rhian Parry was a clerk for 2 and a half years and in the last 8 months she had completed the 87 additional hours. She has already received money for additional work for the previous one and a half years on top of her wage and Iwan Hughes was helping her with the audit. Greta Hughes feels that paying the money for the additional hours for the last 8 months is completely irresponsible of the Council. Greta Hughes offered an amendment to the previous motion- that the Council does not pay the former clerk. The chairman said that a lot of work had been done with Covid and that a lot of meetings were held in August when there usually is not a meeting. Greta Hughes answered by saying that she did not think a lot of Covid work had been done and that she had emailed the Council asking what they were going to do, which was not much. Claire Russell Griffiths said she had evidence that the clerk was not doing her work and one of the main complaints she had after raising the defects was the fact she was being ignored by the former clerk. Also, the audit proves she was not doing her work and that Claire Russell Griffiths does not want to be part of paying someone for doing work that was defective. The timesheets are nothing but different coloured boxes and do not prove which additional duties were completed. There was also a period during Covid where a meeting did not need to be held and everyone was responding via email. Everyone was worrying during that time that meetings were not being held to discuss matters. Claire Russell Griffiths could never agree to pay someone additional money when there is plenty of evidence showing that the former clerk was not doing her work. The chairman said the former clerk was not responsible for the 2017-2018 audit, but Claire Russell Griffiths said that she was responsible for the 2 years after. The defects were worsening instead of improving and obviously she did not understand the work. Andrew Parry asked what the legal standing was if the Council refused to pay the former clerk.

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The chairman said that the former clerk's contract said the Council had to pay for additional hours and that additional hours had been paid for in the past. Claire Russell Griffiths asked the chairman if there was evidence was presented to the Council for additional hours completed in the past? The chairman responded saying timesheets had been presented for the work and that he trusted that she had done the work. The chairman also said some of the members had not helped the former clerk even though she had asked for it to be completed e.g., the inventory therefore, it kept being put on the agenda month after month. Greta Hughes wants to say she did not have a part, even though she was present in the meeting, that the clerk had received money during the previous years because she did not get the opportunity to give her opinion on the matter- They had reached a decision without listening to her. She was against the decision then as well as now for the same reasons. She also said that the former chairman, Iwan Hughes, a clerk for another Community Council was helping her and that she could not have had anyone better to help her. William Penri Jones asked for a vote because there was so much disagreement on the matter. Ian Williams stated as a new member, that it was hard to vote either way because he does not know the former clerk and does not know anything about her work- How were new members supposed to decide based on a lack of information. Andrew Parry asked if the new members had a right to withhold their vote- The chairman confirmed they did have the right to withhold their vote. William Roger Jones put forward a motion to pay the former clerk and was seconded by William Penri Jones. An amendment to the motion was offered by Greta Hughes to not pay the former clerk which was seconded by Claire Russell Griffiths.

Decision: Put to a vote: 4 against paying and 4 for paying and one member abstained from voting. The Standing Orders state that if the vote is equal, the chairman has the right to give a casting vote and he votes to pay the clerk. The Standing Orders also state that any member has the right to register their individual vote, Greta Hughes and Claire Russell Griffiths wish to note that they voted against paying the clerk.

10. Empty Seat

An update was given by the clerk. The notice has been put up on the village hall noticeboard, the Council's Facebook and on the Council's website with a closing date- 10th of May 2021. The notice asks if anyone is wanting an election. If 10 signatures asking for an election are received, this means an election must be held. If a request for an election has not been made, the second notice will be placed asking for nominations for the empty seat, then the Council will have the right to choose a new member. Alan Harper-Smith said that he had put the advertisement on Llanbedrog's information website and hopes there will be a big interest. For him personally, he hopes the new member will be a non-Welsh speaker like him so that the translator pays for itself. Due to the Llanw Llŷn needing everything in by the beginning of the month for the next issue, the dates will not work out for the next notice, it will be too late.

Decision: The clerk to advertise the second notice the same as the first and to send the second notice for them to print and place in the local shops.

Andrew Parry said he had tried to fix one of the two noticeboards that are outside the hall because they are in poor condition. He also asked if it was possible to ask Stuart to have a look at

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them to make sure they can be opened and updated frequently. The chairman said he would contact him and pass the message on.

11. Coronavirus covid-19 – Update & Health and Safety Policy

No update- Continue to use Zoom because no instructions have been received regarding holding meetings in the near future.

12. Village Hall– Update

An update was given by the chairman that a new bin ordered for the hall by the clerk on Andrew Parry's request had arrived. An update was given by the clerk that she was conducting tests on the defibrillator to update the website The Circuit- everything is fine.

13. Documents for the internal review

All members received a copy of the documents that needed approving in the annual meeting for the internal review. Both documents that need changing right away are the Risk Assessment and the Language Policy.

Decision:

Language Policy

Need to change the wording to say Llanbedrog Community Council are responsible for paying a translator for meetings and to translate the Council's documents from month to month.

Risk Assessment

Some changes need to be made to the risk assessment:

Placing the Christmas tree and the Christmas lights- changing the wording to say that members of the Council and the public are responsible for putting the Christmas tree and lights up, and to be careful whilst doing so.

Beach and the Beach Huts- Remove these from the risk assessment.

Paths- The Community Council are responsible for cutting the paths through releasing a tender for the work every 3 years.

General- Need to appoint someone to review the items under 'General'. It was agreed to ask Stuart Livingstone- the chairman agreed to tell him.

Playground Equipment- Need to have someone review the playground equipment. It was decided to ask Wicksteed.

Toilets- The clerk was asked to ask Gwynedd Council who is responsible for the upkeep and maintenance of the toilets.

Fair/Show- Remove from the risk assessment.

Andrew Parry suggested for everyone to read the rest of the documents to approve them the following month- Everyone agreed, and the clerk emphasised that they must be approved in the annual meeting.

14. Nefyn Town Council Letter

An update was given by the clerk and the information was accepted.

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Planning Applications

C21/0337/38/DT – Derwen Deg, Llanbedrog – Demolish single storey garage. Erect a double garage with an annexe for the applicant and their family and friends' occasional personal use.

Decision: Decline- Over-development of the site, worry regarding the inappropriate sewage system and road to the houses. The Community Council would like to emphasise that the plan is not correct regarding the current building's location and is therefore misleading. Also, there is no plan present to compare the current plan and the intended plan.

C21/0335/38/DT – 29 Glyn y Môr, Llanbedrog – Extension and adjustments.

Decision: No objection.

Any application that would come to hand by the meeting.

C21/0380/38/DT – Arwel, Llanbedrog – Behind the property; remove the thatched roof from the current single storey extension and erect a first-floor extension over the current foundation. Build a single storey sunroom extension. Revised proposals for those previously approved under an application reference C20/0563/38/LL.

Decision: No objection.

Approved Payments

Clark's Wage – Pat Humphreys	£366.73
Ann Llwyd – Translator	£70.00
Pat Humphreys - Refund for cutting Village Hall key for Dolwar Care Home	£3.50
Pat Humphreys – Refund for flowers placed on Mrs Harris' and her parents' graves.	£7.50
Welsh Cymru – Llanbedrog cemetery	£67.46
Designer Signs – No Smoking signs	£226.80

Payments Accepted

On the point of accepting payments, Claire Russell Griffiths asked if it was possible to add the matter to next month's agenda because, she has been through the payments for years 2018-2019 & 2019-2020 and there are defects regarding payments that have been made in the past, without the correct evidence for paying them. The chairman asked for the evidence and Claire Russell Griffiths agreed to send copies of the evidence to everyone by the next meeting.

8. Playing Field

Alaw Ceris, the chairman of the Playing Field Committee requested to speak in the meeting but because we are short on time, the chairman has had a word with her and is going to raise the matters she had. In the October meeting when Alaw Ceris came to talk to the Council, it was agreed to do a few things, but they have not been done and they are all in the minutes.

1. The chairman has given a copy of the map showing the location of the Scottish Power electric wires to her.
2. The deeds need to be found therefore the clerk is going to ask Bryn Martin's office.

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3. Need to ask Wicksteed to come to review the playing field equipment and ask for a price from them for doing so. Therefore, the chairman is going to go there to see what is there and is going to let the clerk know.
4. Need to write a formal letter from the Community Council to the playing field committee as landowners stating that they are satisfied with any application submitted by the playing field committee to securing grants/financial support from external organisations. The clerk agreed to send her a letter.
5. A map showing the playing field boundary needs to be sent to them too- This will be with the deeds.

Alan Harper-Smith asked if raising money to improve the playing field is something for the village or for the Community Council to do. The chairman explained the Community Council is not allowed to collect money for improvements and that is why a playing field committee has been established as an independent group for raising money.

Greta Hughes asked if the Community Council knew where their deeds are. No one knew therefore, the clerk is going to ask Bryn Martin's office and if he does not have them, the clerk will ask Lloyds Bank.

Claire Russell Griffiths asked if the matter of the former clerk's PAYE was sorted. The chairman said that that would have to be asked to whoever was chairing at that time, however the present clerk's PAYE had been sorted by him.

Correspondence

1. **Clerks & Council Direct** – Newsletter
2. **Un Llais Cymru/ One Voice Wales** – Training
3. **CLILC** - 23.09.2020 Coronavirus update from
4. **Welsh Government** - Ministerial written statement Stage 2 of the Diversity programme in
5. **NHS** - AP Covid-19
6. **Welsh Government** - Update - Remember 2020
7. **Welsh Government** - 30.09.2020 Coronavirus update from CLILC
8. **CLILC** - 02.10.2020 Coronavirus update
9. **Independent Panel for Wales** - Draft Remuneration Annual Report Consultation – February 2021
10. **Older People's Commissioner for Wales** - September 2020 Newsletter
11. **Un Llais Cymru/ One Voice Wales** - Online training - Planning Aid Wales
12. **Un Llais Cymru/ One Voice Wales** – Hearing information
13. **Un Llais Cymru/ One Voice Wales** - 2020/21 training webinars programme

Request for contribution

1. **Macmillan Cancer Support** – request for a financial contribution

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Chairman closing the meeting at 9.00pm