

# Cyngor Cymuned **LLANBEDROG** Community Council

## Minutes of the AGM held remotely on 31/05/2021 7:00pm – COVID-19

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

**The meeting was held remotely via Zoom software in accordance with COVID-19 guidance.**

The Chair requested that everyone 'mute' themselves when not speaking as background noise can interfere with translation. Members should raise their hands when wishing to contribute and voting would be carried out by a show of hands.

### 1. Election of Chair and Vice-Chair

John Brinley Jones had been Chair since September and was prepared to continue for another year.

William Penri Jones proposed that John Brinley Jones continue as Chair and his proposal was seconded by Ian Goronwy Williams.

Claire Russell Griffiths proposed an amendment to the proposal, namely that Greta Hughes be elected Chair, and this was seconded by Alan Harper Smith.

Greta Hughes stated that she was satisfied with the proposal.

The amendment to the proposal, for Greta Hughes to be elected Chair, was put to the vote:

For: 4 Against: 5

As the amendment had failed, there was a vote on the first proposal for John Brinley Jones to continue as Chair:

For: 5 Against: 4

The vote for John Brinley Jones to continue as Chair was carried, and he thanked the 5 who voted for him.

William Penri Jones proposed that Andrew Parry continue as Vice-Chair and his proposal was seconded by Ian Goronwy Williams.

A vote took place and, with 7 in favour, the proposal for Andrew Parry to continue as Vice-Chair was carried.

### 2. Council documents to be reviewed and approved.

Standing Orders, Financial Rules, Welsh Language Policy, Social Media Policy, Burial Fees, Cemetery Rules, Risk Assessment, Members Code of Conduct, Complaints Procedure and Asset List.

Copies of all documents were made available a month in advance, to afford everyone an opportunity to read them, so that they could be approved at the meeting.

Claire Russell Griffiths proposed that the Financial Rules be amended so that the Clerk would no longer be allowed to sign cheques, and Greta Hughes agreed that Councillors only should be allowed to sign cheques.

Resolution: It was decided that the Financial Rules be changed so that cheques, in future, would be signed by 3 Councillors, and that Claire Russell Griffiths be added as the third Councillor to sign cheques.

Proposed: Andrew Parry      Seconded: Greta Hughes

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Resolution: It was decided to approve all the documents and policies, and to make the necessary amendments to the Financial Rules, to take immediate effect.

Proposed: Andrew Parry

Seconded: William Penri Jones

Andrew Parry asked the Clerk whether the deeds had been found as it is stated in the Risk Assessment that all deeds should be held by the Council's solicitor, namely Robyns Owen and Son, 36 High Street, Pwllheli. The Clerk stated that she had also noticed this in the Risk Assessment and that she had contacted Ieuan Ellis Owen, to be told that they do hold the deeds. He will send a list of all the deeds to the Clerk.

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### 1. Apologies

William Roger Jones.

### 2. Declaration of Financial of Personal Interest

John Brinley Jones – Oriel Plas Glyn y Weddw planning application.

### 3. Minutes of the committee meeting held on 26/04/2021

A request was made to add that there was one abstention relating to item number 9 on the agenda. The minutes were accepted as an accurate record.

Proposed: Andrew Parry

Seconded: Ian Goronwy Williams

The Chair thanked Gwenllian Davenport Hughes for translating the minutes and agenda.

### 4. Any Urgent Business

None.

### 5. 2020-2021 Audit

An update was provided by the Clerk. As the Clerk was not in possession of the Nat West bank statements and, as she was unable to access the account, she could foresee a delay in completing the annual return for the internal auditors. However, having spoken to a member of staff at the Nat West, it was suggested that bank statements be ordered for the year 2020-2021 and collected from the home of John Harris, the former Clerk. This would be the only means of obtaining statements in order to continue with the internal audit in time. The Chair agreed to collect the bank statements once they arrive at Henllys Isaf.

### 6. 2018-2019 & 2019-2020 & 2020-2021 Payments

The report on payments and additional information had not been received and it was not possible, therefore, to discuss this matter.

### 7. Translation

The Clerk had contacted both names proposed at the previous month's meeting with a view to translating the minutes and agenda, namely Ruth ab Ieuan and Eleri Llewelyn Morris but,

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unfortunately, they are no longer undertaking translation of documents. In the meantime, Ann Llwyd Williams had provided a quote for the translation of the minutes and agenda, namely £50 for 1,000 words. To be provided with an alternative quote, the Clerk contacted Cymen translation company, and their quote was £85 for 501 – 1,000 words. The Clerk had also received information about the Zoom Interpretation facility which would entail a cost of £32 per month to be paid by direct debit.

Resolution: It was unanimously decided to offer the work to Ann Llwyd Williams, and to not go ahead with the interpretation facility on Zoom for the time being as both Alan and Ann are happy with the existing arrangement and in the hope that, in the near future, the Community Council would be able to start meeting face to face in the Hall.

Proposed: William Penri Jones Seconded: Andrew Parry and Alan Harper Smith

### **8. Footpaths**

The Chair had been attempting to contact Stuart Livingstone for a month to arrange a meeting with him to discuss the essential work that needed to be done in the village. Stuart has been extremely busy, but the Chair had succeeded in arranging a meeting with him the following Wednesday so that the work would hopefully begin soon after that.

Andrew Parry had sent photos to the Clerk of the step on the kissing gate on the zigzag path requesting that this be given priority by Stuart Livingstone as it poses a substantial public risk. The Chair would be asking him, the following Wednesday, to give this work top priority.

### **9. The Cemetery**

Stuart Livingstone had not started working on the cemetery wall either, but it was believed that he would begin this work after his meeting with the Chair the following Wednesday.

The Clerk provided an update by Bryn Martin's Office on changing the names on the deeds. Bryn Martin had sent everything to the Registry Office but they were very slow in dealing with requests of this nature. They had returned both death certificates to the Clerk who will retain them in case they are required by Nat West to change the mandate.

### **10. The Playing Field**

The Chair provided an update. The fence near the gate was in need of repair but Stuart Livingstone had not yet attended to this. He would hopefully begin this work after the Wednesday evening's meeting. The signs had not yet been put up either but the Chair would give them to Stuart Livingstone on the Wednesday evening.

Andrew Parry had contacted Wicksteed to arrange an inspection of the playing field's equipment and the Clerk had received an order acknowledgement for 'accompanied inspection' to be held on the 19<sup>th</sup> of July 2021. There was no time specified on the order, but because it is Andrew Parry's details that is held by them, it is assumed that they will contact him to arrange a time. Claire Russell Griffiths reported that children had damaged the new fence on the other side of the playing field and that they are cycling down the bank onto Abersoch road which is highly dangerous. The Chair gave his assurance that he would show this to Stuart Livingstone on the Wednesday evening.

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Rhys Jones, who cuts the grass in the playing field, had reported that he had seen something similar to Japanese Knotweed growing in the playing field. The Chair would contact Rhys Jones to arrange a visit.

Alan Harper Smith stated that Japanese Knotweed was also growing in Lôn Pin on the left-hand side near Wern Fawr, but it must be ascertained whether the responsibility lies, in this case, with the landowner or with Gwynedd Council.

### 11. Vacancy

No applications had been received for the vacancy although the Clerk had received one telephone enquiry, and an expression of interest was made to Ian Goronwy Williams.

Resolution: it was unanimously decided that Ian Goronwy Williams should ask the interested person to contact the Clerk, by letter or by e-mail, to put their name forward.

Proposed: William Penri Jones Seconded: Thomas Victor Jones

### 12. Covid-19 Coronavirus – Update & Health and Safety Policy

There was no update – Zoom would continue to be used as no guidance had been received regarding future meetings.

### 13. Village Hall – Update

None.

### Planning Applications

**C21/0452/38/LL** – Woodcroft, Llanbedrog – Demolition of existing bungalow and construction of replacement dwelling including annexe.

**Resolution:** Objection – overdevelopment of the site, concern regarding unsuitable sewerage system, unsuitable access to properties, and the applicant has contravened the planning department's recommendation in the 'pre-application advice service' and has totally ignored the Council.

**C21/0464/38/CC** – Glynllifon, Llanbedrog – Application for works to trees protected by a Tree Preservation Order.

**Resolution:** to leave the matter in the hands of the Tree Officer and Planning Department.

**C21/0484/38/AM** – Former public toilets at Cae Hendy, Llanbedrog – To renew planning permission ref: C16/0490/38/AM for construction of one dwelling.

**Resolution:** No objection.

As the Chair had declared a financial or personal interest in relation to the planning application for Oriol Plas Glyn y Weddw, he left the meeting before this application was discussed.

**C21/0442/38/RA** – Oriol Plas Glyn y Weddw – Discharge condition number 3 (photographic survey) on consent number C19/0670/38/CR and C19/0672/38/LL

**Resolution:** The Clerk to send information about condition number 3 to everyone other than the Chair, to enable them to arrive at a decision.

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### Payments to be approved

Clerk's Salary – Pat Humphreys	<b>£366.73</b>
Ann Llwyd – Translator	<b>£70.00</b>
Gwynedd Council – garden refuse collection for 2019	<b>£39.60</b>

### Payments Received

Gwynedd Council – Precept	<b>£11,250.00</b>
HMRC – VAT repayment 2020-2021	<b>£1,110.16</b>

### Correspondence

1. **Clerks & Council Direct** – Newsletter
2. **Un Llais Cymru/ One Voice Wales** – Training
3. **WLGA** - 23.09.2020 Coronavirus update by WLGA
4. **Welsh Government** – Written ministerial statement for Stage 2 of the Diversity in Democracy programme
5. **NHS** - Covid-19 App
6. **Welsh Government** - Update - 2020 Remembrance
7. **Welsh Government** - 30.09.2020 Coronavirus update by WLGA
8. **WLGA** - 02.10.2020 Coronavirus update
9. **Independent Panel for Wales** – Draft Renumeration Annual Report Consultation – February 2021
10. **Older People's Commissioner for Wales** - September 2020 Circular
11. **Un Llais Cymru/One Voice Wales** - Online training – Planning Aid Wales
12. **Un Llais Cymru/One Voice Wales** – Information about hearing
13. **Un Llais Cymru/One Voice Wales** – training webinars programme 2020/21

### Request for contribution

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

Thomas Victor Jones informed that meeting that Llŷn AONB Committee has funds remaining for grants and that applications must be submitted as soon as possible. Ian Goronwy Williams would pass on the message to the Playing Field Committee.

Claire Russell Griffiths enquired whether it might be possible to obtain some of the grant funding to produce more pamphlets about the area, as was previously done. Andrew Parry stated that some pamphlets remained in the hall and confirmed that he would look for them.

Andrew Parry also asked for information about anyone who is offering to teach Welsh, for The Ship in Llanbedrog, and Greta Hughes provided Andrew Parry with details of a local person who does this.

The Vice-Chair closed the meeting at 8.00pm.