

Cyngor Cymuned **LLANBEDROG** Community Council

Minutes of the AGM held remotely on 30/05/2022 7:00pm

John Brinley Jones (Chair)	Thomas Victor Jones	Greta Hughes	David Andrew Parry
Gwenllian Davenport Hughes	Alan Harper-Smith	Ian Goronwy Williams	William Roger Jones
James Sinclair Evans	Pat Hope-Whitney	Ann Williams (Interpreter)	Pat Humphreys (Clerk)

The Chair requested that anyone wishing to contribute should raise their hand and to do likewise when voting.

1. Attendance and apologies

Alaw Ceris.

2. To welcome everyone to a new term and to welcome new members Pat Whitney and James Evans.

The Chair welcomed everyone to the AGM and welcomed, also, the two new members.

3. To appoint a Chair and Vice Chair

The existing Chair had been in post for almost two years and therefore requested proposals from members.

Alan Harper Smith proposed David Andrew Parry as Chair and Greta Hughes as Vice-Chair. David Andrew Parry was grateful but refused the position due to work commitments.

Thomas Victor Jones proposed John Brinley Jones as Chair and David Andrew Parry as Vice Chair as both had already been doing the work for almost two years.

James Sinclair Evans proposed John Brinley Jones as Chair.

John Brinley Jones had said that he would be standing down as Chair as he was expecting David Andrew Parry to take over. However, he understood David Andrew Parry's reasons for refusing the position as it entails a lot of time and effort. As a teacher, it wouldn't be possible to make such a commitment and John Brinley Jones would, therefore, be willing to continue as Chair for another year.

Greta Hughes proposed Ian Goronwy Williams as Chair. He thanked her for the nomination but refused as he did not feel he was experienced enough having only been on the Community Council for twelve months.

William Roger Jones agreed with James Sinclair Evans that John Brinley Jones should continue as Chair.

Alan Harper Smith proposed Greta Hughes as Vice Chair and David Andrew Parry was happy with that proposal. Greta Hughes was happy to accept if the Council agreed.

Pat Hope-Whitney was happy to go along with whatever the Council decided as she was a new member of the Community Council.

Gwenllian Davenport Hughes was happy with the proposal if David Andrew Parry, John Brinley Jones and Greta Hughes were in agreement. There was a proposal for John Brinley Jones to

Cyngor Cymuned LLANBEDROG Community Council

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continue as Chair, and it was seconded by Thomas Victor Jones. The proposal was put to the vote and was carried. John Brinley Jones accepted.

Greta Hughes was proposed as Vice Chair which was seconded by Alan Harper Smith. Then, there was a proposal for David Andrew Parry to be Vice Chair which was seconded by Wiliam Roger Jones. It was put to the vote:

In favour of Greta Hughes as Vice Chair - 2

In favour of David Andrew Parry as Vice Chair - 5

The outcome of the vote was that David Andrew Parry would continue as Vice Chair for another year.

4. 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 List of Assets. Everyone had received a copy of all the documents by email to be perused before the meeting. A request was made by the Chair that the list of assets be reviewed as the information about the benches was no longer accurate and would need to be amended. The Vice Chair agreed and asked for the value of the playing field equipment to be updated. The original cost was still specified, although some of the equipment was no longer there. The Chair asked everyone to browse the list of assets to check whether anything else needed updating, and that it would be placed on the agenda of the following month's meeting after everyone had had the opportunity to read it. Wiliam Roger Jones enquired why the rule of law regarding members absence from meetings for a period of 6 months, without an apology, did not appear in the Standing Orders. The Chair stated that it did appear in the yellow book which has a legal standing and in *The good councillor's guide*. The Clerk said that she would resend it to everyone so that they could read the rules. Greta Hughes said that the Risk Assessment also needed to be revisited, namely the contractors employed by the Community Council for under £3,000.00 a year. The Memorial also needed to be removed from it as there is no Memorial in Llanbedrog. She requested a copy of the current insurance document. She also enquired whether the Community Council deeds were still at Ieuan Elis Owen's office. The Clerk replied that she had received a list of the deeds in the care of Ieuan Elis Owen and that she would send everyone a copy to ensure that it was complete. The Risk Assessment would also need to be on the following month's agenda to be reviewed and updated and the Clerk would circulate a copy to everyone prior to the meeting. Alan Harper Smith said that the Burial Fees needed to be re-examined as they appeared to be very low. It was decided that this be placed on the July meeting's agenda to be reviewed. Thomas Victor Jones asked the Clerk to enquire about the burial fees charged by other Community and Town Councils for comparison.

Resolution: All policies and documents were approved except for the Risk Assessment and the List of Assets which would be reviewed at the June meeting and the Burial Fees which would be reviewed at the July meeting.

Proposed by David Andrew Parry Seconded by Thomas Victor Jones

Cyngor Cymuned **LLANBEDROG** Community Council

Minutes of the AGM held remotely on 30/05/2022 7:00pm

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1. Apologies

Alaw Ceris.

2. Declaration of Financial or Personal Interest

None.

3. Minutes of the meeting held on 25/04/2022

Thomas Victor Jones pointed out that an incorrect surname had been used under item 5 and the Clerk said that she would amend it.

The minutes were accepted as a true record.

Proposed: Ian Goronwy Williams Seconded: Thomas Victor Jones

4. Any Urgent Business

Licensing Act 2003 – Application for a variation of a premises license – Llanbedrog Service Station
A change of opening hours was approved in September 2021. Following that, the applicant had to submit a plan of the property to the licensing department showing changes in the internal layout of the shop. This application was in relation to that.

Resolution: No objection.

Proposed: Ian Goronwy Williams Seconded: David Andrew Parry

Simultaneous Translation at meetings

As there are now two non-Welsh speaking members on the Community Council, a means to provide a translation for both members needed to be set up. At the time, the arrangement was for the Interpreter to call Alan Harper Smith and provide translation over the phone. However, this would not be a long-term solution for providing a translation for two people as the translator would require two handsets, but it was decided to use two handsets as a temporary measure. The Chair and Clerk had been trying to obtain the translation channel on Zoom but, unfortunately, it is not included in the Zoom Pro package which the Community Council has. It would cost an additional £46.00 per month. The Interpreter had received information that the translation facility through Teams would be available at the end of June free of charge. The Interpreter had also prepared a quote to come to the hall in person to translate when the Council started hybrid meetings. It would be £157.50 but she would be prepared to charge £142.50 for equipment hire, 2 hours of simultaneous translation, travelling costs and time for setting up and packing the equipment. The Chair thanked the Interpreter for the information. Alan Harper Smith suggested that a Whatsapp group between himself, Pat Hope-Whitney and the Interpreter for translation at meetings, but the Chair suggested that they would require two devices each for that purpose.

Resolution: As Teams is part of Microsoft Office which the Clerk has on her laptop, the best option would be to use Teams when the facility became available and for the Interpreter to use two handsets until then.

Proposed: John Brinley Jones Seconded: David Andrew Parry

Cyngor Cymuned **LLANBEDROG** Community Council

Minutes of the AGM held remotely on 30/05/2022 7:00pm

5. Data Protection Act

Following the election, members' personal details had been posted on facebook without their consent which was in breach of the Data Protection Act. Care must be taken in future when sharing on facebook and the Chair asked members to ensure that this would not happen again. The Clerk asked both new members whether they were happy for their contact details to appear on the Community Council's website, alongside those of other members, to enable the public to contact them in their role as councillors if needed. Both agreed.

6. To review Clerk's pay and hours

The Clerk's contract of employment stated that an annual appraisal should be held. During the past year, the Clerk had found it difficult to complete all her work within the seven hours specified in her contract. The main reason for this was that all communication, namely emails and letters, had to be bilingual since March 2021 and that all documents were sent to the translator in good time to be translated for the forthcoming meeting. All this was taking up more time. The Chair suggested that the Clerk's hours be increased from seven to seven and a half hours per week and the Clerk stated that she would be happy with that. Greta Hughes enquired whether that would be sufficient, and she said that it would. Greta Hughes thanked the Clerk for her work. Thomas Victor Jones also thanked the Clerk and said that it was only fair to recognise the additional work with an increase in hours.

Resolution: To increase the hours from 7 to 7.5 hours per week.

Proposed: Greta Hughes

Seconded: David Andrew Parry

So that the members could discuss reviewing the Clerk's salary, the Clerk left the meeting.

Resolution: It was unanimously decided to increase the Clerk's salary to £16 per hour, namely £6,240.00 per year.

Proposed: Gwenllian Davenport Hughes

Seconded: James Sinclair Evans

7. Business Signage in the village

As it was Alaw Ceris who raised this matter and because she was unable to attend, she had requested that the item be deferred to appear on the following month's agenda.

8. Flowerpots

Flower planting needed to be arranged for the pots again this year as they were looking very unkempt, and the Clerk wanted to contact Rhydygwystl to arrange this as she had done the previous year. The Vice-Chair and his wife had been planting flowers in the two pots opposite their home, and in the two pots further down the road, so he asked the Clerk to inform Rhydygwystl not to remove the bulbs they had planted. Greta Hughes mentioned that Sue Byford, who lives in the village, plants flowers in some of the pots and suggested sending her a letter of thanks. The Clerk would arrange that and thanked the Vice Chair and his wife for their work as well.

Cyngor Cymuned **LLANBEDROG** Community Council

Minutes of the AGM held remotely on 30/05/2022 7:00pm

9. Benches

Roger Fisher had already painted some of the benches and the Chair had circulated photos of them to members. The Chair had also recently been around the village taking photos of benches in order to assess their condition and to update the list of assets.

10. Members' Rules and Conduct in Community Council meetings

As Llanbedrog Community Council did not have official rules regarding virtual meetings, the Chair had received a copy from another Community Council and had formed a document. The Clerk had circulated it to members with the agenda.

Resolution: that the document be placed on the following month's agenda, and that the Clerk would circulate it to members to allow them time to read it before the meeting.

11. New Cemetery Planning Application– to arrange a date for a site visit and a meeting in the Hall.

There was a substantial amount of work involved in the planning application and it was therefore decided to hold a meeting for all members in the Hall to sort everything out before the June meeting. As several members were not available on some evenings during the month, the Clerk asked them to send her a list of the dates when they would not be available, so that she could try to arrange a suitable date for all. It was decided that the meeting would begin at 7pm and that a translator would not be required.

12. Toilets

Following the previous meeting, the Clerk had emailed the officer who is responsible for the public toilets in Llanbedrog to ask whether a small sum could be spent on the toilets to improve their standard. The Clerk read out the officer's response, that states: Unfortunately there is no money now available to make significant changes to the toilet, but it has been included on the list of those to be painted. It will be added also to the list of toilets to be refurbished when grant funding becomes available. The Chair had visited to assess its' condition and found that the light was not working in the ladies nor the gentlemen's toilets and, in the gents' toilets, a coat of paint was needed around the sink and cubicles. The Clerk would write back to convey this.

13. Footpaths

Burnt bench on Tir Cwmwd Mountain

The Clerk had contacted the family responsible for the burnt bench on Tir Cwmwd Mountain and they had confirmed that they would go up there to deal with it. Two members then confirmed that they had already done so and had put a new plaque on the bench. The Clerk had provided the family with the Chair's telephone number so that they could collect the burnt plaque from him, but they had not yet contacted him.

Siting of a new bench which is in the possession of Councillor Angela Russell

There was a need to decide on a location for this bench. Greta Hughes said that, as the bench was made of plastic, it could be used to replace one of the benches that had rotted. When the survey of the benches had been completed, the decision could be made then. In the meantime, the Clerk would contact Angela Russell to ask her where the bench was being kept so that she could arrange for its collection.

Cyngor Cymuned **LLANBEDROG** Community Council

Minutes of the AGM held remotely on 30/05/2022 7:00pm

To review the Tender for cutting footpaths, the cemetery, the playing field and amenity area

The tender stated that only two cuts were required on footpaths, one at the end of June and one at the end of July but this was not adequate as several footpaths were overgrown. The tender would therefore need to be reviewed at the beginning of the next contract. The Clerk had already contacted the contractor to cut a couple of footpaths, namely in front of the school and around the well. Ian Goronwy Williams said that he had received complaints about the zig zag path and the Clerk would therefore contact the contractor to cut that path as soon as possible. Alan Harper Smith requested a cut around the 20mph sign, near the school, as it has been covered by trees. The Clerk would contact Gwynedd Council asking them to contact the owners so that the trees could be cut back.

14. The Cemetery

The cemetery gates had been painted by Roger Fisher and were looking good. Iwan Hughes had emailed the Community Council thanking them for the painting work.

15. The Playing Field

An update on the playing field was not possible as Alaw Ceris had apologised. Greta Hughes said that the playing field grass had grown very high in the part that is cut by Gwynedd Council and the Clerk explained that Alaw Ceris had asked her to contact Gwynedd Council asking them not to cut it for the time being as wildflower meadows are in the process of being established there. The Clerk said that she would contact Alaw Ceris to find out exactly where the wildlife meadows were so that Gwynedd Council could go ahead and cut the rest.

16. The Village Hall

To reconvene a sub-committee specifically for the Hall.

To increase Hall hire charges

This item was deferred until the following month.

Approved payments

Clerk's Salary – Pat Humphreys	£366.73
HMRC – PAYE Month 1	£91.60
Ann Llwyd – Translator	£195.00
PPM Technology – paint etc. for the gates	£170.00
Roger M. Fisher – labour for painting cemetery gates and amenity area	£390.00

Payments Received

2022-2023 Precept – First payment	£12,000.00
	£1,000.00

Cyngor Cymuned **LLANBEDROG** Community Council

Minutes of the AGM held remotely on 30/05/2022 7:00pm

National Trust – Contribution towards Public Toilets

2022-2023

£1072.88

VAT Refund 2021-2022

Planning Applications

C22/0440/38/CC – Glyn y Marian Estate, Llanbedrog – Works to trees subject to a Tree Preservation Order including the felling of one tree and pruning work on another tree.

Resolution: To leave the decision in the hands of Gwynedd Council Planning Department and the Tree Officer.

Any applications received prior to the meeting.

C22/0426/38/LL – Penrhos Polish Village, Lôn Llanbedrog, Pwllheli – A full application for the demolition of 103 residential dwellings, three blocks used as four visitor accommodation units, nursing home, Scouts dormitories, hall and workshop, library/hall building, offices and garages and the erection of 107 residential dwellings (100% affordable housing) together with alterations to internal access road and associated works and landscaping.

The Community Council were very disappointed that Cadnant Planning had not responded to the email dated 26 November 2021, sent following the pre-application consultation, listing important questions and a request for a meeting to discuss the matter further. They felt, therefore, that they had no other option than to object to the application.

Resolution: To object – the Clerk to send members a copy of the letter to Cadnant Planning, following the pre-application consultation, so as to decide upon the grounds for objection.

C22/0485/38/CC – A499 Near Glyn y Marian, Llanbedrog – Works to trees subject to a Tree Preservation Order.

Resolution: To leave the decision in the hands of Gwynedd Council Planning Department and the Tree Officer.

Requests for financial contributions.

None.

The Chair closed the meeting at 9.00 pm.