

Towyn & Kinmel Bay Town Council

Minutes of the Full Council held on Wednesday 28th November, 2018 at 7pm at the Community Resource Centre Kinmel Bay

Present Cllrs: T Bibby, G Corry, D Dickin, B Griffiths, A Hodgson, M Jones (Deputy Mayor),
L Knightly (Mayor), J McKenna, B McLoughlin, P Miller, K Redhead, M Smith &
N Smith

Clerk: D Thomas

1. Apologies

Apologies for absence were received from Cllrs: T Curran & D Johnson

2. Declaration of Interest

Cllr N Smith declared an interest in Agenda Item 8 – Planning, as he is the Chair of Planning at CCBC, he withdrew from the meeting whilst the agenda item was being discussed.

3. Public Participation

Three Residents were at the meeting to represent the Cader Avenue Residents Association to express their ongoing concerns regarding the Cader House Site on Cader Avenue – Agenda item 6 – Cader Avenue and Agenda item 7 – Parking Restrictions.

4. Minutes

Resolved that the minutes of the Full Council meeting held on 26/09/18 be approved and signed.

5. Matters Arising

180702/4 & 180926/5 – Sandy Cove

Noted that: An informal meeting had been arranged between TKBTC, Sandy Cove Residents Association, NW Police and Officers from Conwy. The meeting will take place at the Community Resource Centre at 10am on Wednesday 5/12/18.

180926/19 – Abergele Joint Burial Board

Noted that:

- a) A meeting was held on Monday 26/11/18 between the Abergele Joint Burial Board and the Welsh Audit Office.
- b) That the Clerk will update the Members regarding the outcome of the meeting, once an update is received from the Welsh Audit Office.

6. Cader Avenue

A representative of CARA read out the Cader Avenue Residents Association statement which had been sent to the Town Council prior to tonight's meeting.

A second representative advised the Councillors that CARA have the signatures of two hundred residents who are opposed to the proposed plans/changes to the Cader House Site. The representative stated that the residents are very concerned with the impact the proposed development will cause.

Cllr B McLoughlin advised the residents that from her experience Conwy would not accept a signed petition, and she suggested that the residents would need to send in individual letters to Conwy.

The representatives indicated that they are not happy with the recent report from Conwy regarding the removal of the asbestos roof, as they feel that the Conwy Officer compiled the report without requesting input/feedback from the residents.

CLRs Smith indicated that he felt that the residents' concerns were partly down to mis-information and partly down to a lack of knowledge, he advised that residents that Conwy Officers have twice visited the site, and have identified no issues at the site, the officers were happy with the processes being undertaken by the contractors.

CLR Smith also advised the residents that Conwy have been requested to add the site to the Local Development Plan, as a possible suitable site for residential development.

CLR Griffiths asked if the Town Council would support the CARA Statement.

CLR M Jones advised that unfortunately the document could not be supported by the Town Council, as the documents had a number of assumptions within it.

The Councillors advised the residents that the Town Council would consider supporting the statement, if the statement was amended, so that it was factual.

The representatives thanked the Town Council again for their support, and stated that it was their intention to work with the Town Council.

Noted: - The Cader Avenue Residents' concerns and their prepared statement regarding Cader Avenue.

7. Parking Restrictions

The Chair read out the various parking restrictions that Conwy were presently reviewing/considering for the following areas within Towyn & Kinmel Bay.

- Cader Avenue and Park Avenue
- Junctions of Clwyd Park, Llanddulas Avenue and Denbigh Circle with St Asaph Avenue
- Junctions of Towyn Way and Penisaf Avenue with Towyn Road
- Moelwyn Avenue West
- Tudor Grove
- Wendover Avenue
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The Chairman advised the representatives of Conwy's proposals for Cader Avenue and Park Avenue.

CLR N Smith advised the representatives that he had suggested to Conwy, that they look to amend their proposal for Cader Avenue, and he explained to the representatives what his proposed amendment was.

CLR Smith advised the residents that Conwy had acknowledged his suggested amendment, and had advised that they will letter drop the nearby residents to let them know what is proposed and to request their views/feedback.

Noted: -

- a) That Conwy were presently reviewing/considering parking restrictions within Towyn & Kinmel Bay.
- b) That Conwy will be letter dropping the nearby residents on Cader Avenue with their proposals/requesting feedback.

The three representatives of CARA left the meeting at 7.30pm

8. Planning

0/45720

Proposed erection of first floor extension to existing offices.

Resolved that: No Objection

9. House Keeping

The Clerk reminded the Councillors that the max length that a councillor and/or a member of the public can speak in a meeting is 5 minutes (As per the TKBTC Standing Orders).

The Councillors also discussed the sending of statements/emails outside the Town Council without the documents being agreed/discussed by the Full Council/appropriate committee first. There was a concern that any independent statements being made could be considered by third parties as the whole Town Council decision/position.

Noted that: -

a) Moving forward the length of time councillors/members of the public speak at a meeting needs to be better/appropriately policed, to avoid Agenda items/meetings running over and/or to ensure that there is sufficient time available for all agenda items to be fully/appropriately discussed.

b) All statements sent outside the Town Council should be agreed at the appropriate Town Council meeting and should be sent by the Clerk, on the behalf of the Town Council.

10. 2018-19 Draft Risk Assessment and Management Report

The clerk presented the 2018-19 Draft Risk Assessment and Management Report to the members.

Resolved that: The report to be approved as presented by the Clerk.

11. Grants Policy

The Clerk presented the Draft Revised Grants Policy and highlighted what proposed changes had been made.

Councillors debated whether to include in the Policy, that the Clerk would audit a percentage of the Grants each year, to ensure that the funds had been spent as specified in the Grants Applications.

Resolved that: Grants Policy be approved as presented, without the need for any changes as the Councillors where happy with the present process, where each and every approved grant application is fully checked and signed off by the Clerk and Chair of PFR before the funds are released/payment is made.

12. Year to Date Budget Reports and Required/Proposed Adjustments to 2018-19 Budgets

Following a Full in depth review by the Clerk of the 2018-19 YDT Budgets and reports, a number of adjustments are required. The clerk presented the proposed changes and explained in detail the reason for the required changes.

Resolved that: The 2 x Year to Date Budget Reports and the proposed changes to the Budgets be approved, as presented.

13. Payments from 01/09/18 to 31/10/18

Resolved that: The list payments for the period 01/09/18 to 31/10/18, be approved as presented, and be signed by the Chairman.

14. Bank Reconciliation

Resolved that: The balances as at 30/09/18 and 31/10/18 be approved as presented, and be signed by the Chairman.

Resolved that:

- a) The Clerk pay the £150 allowance to the Councillors who have claimed their 2018-19 allowance.
- b) That the following budgets be reduced as follows: -
 - Councillors Allowance from £2250 to £1200
 - Mayors Allowance from £1500 to Nil
 - Deputy Mayors Allowance from £500 to Nil
- c) That the £2,900 relating to the above budget reductions, less £150 (as one of the Councillors did not want their allowance to be re-allocated), be re-allocated to a new budget called Members Donations.
- d) That the Mayor, Deputy Mayor and Clerk be delegated the responsibility to identify and approve donations to appropriate charities, local groups and organisations, as they see fit, up to a maximum of £2,900 in total.

16. Conwy and Denbighshire – Care & Repair

Noted the 2017-18 Care & Repair Report.

17. Councillor Attendance

Resolved to approve Cllr Currans request to extend her permitted absence from meetings from 6 months to 11 months (To 31/05/2019).

18. Towyn & Kinmel Bay Improvements

Resolved that:

- a) 5 trees (1 x White Beam, 1 x Rowan, 1 x Hawthorn, 1 x Wild Cherry & 1 x Silver Birch) be purchased for the park at the rear of the Community Centre by way of a trial, and that Greenfingers would be instructed to supply and plant the 5 trees as per their quote for each tree type.
- b) That Plastecowood Ltd would be instructed to supply 6 x 1.7m Black Picnic Benches, as per their quote of £345 plus VAT per picnic bench.
- c) That the Clerk would try to obtain two further quotes for the concrete bases/pads required for the 6 picnic tables.
- d) Once the further two quotes have been received for the 6 concrete bases, that the Deputy Chair and the Clerk be delegated the decision, which contractor to instruct to carry out the work, subject to a maximum budget of £300 per concrete base (before VAT).
- e) That the Clerk would request additional quotes for the proposed bollards, and also consider alternative options, such as recycled plastic bollards and/or wooden posts and rails.
- f) That the Clerk would check with Conwy to ensure that they would be happy for an alternative to standard wooden bollards being used in the park.

19. Minutes of Committee

Noted the minutes of the following meeting

- a) PFR – 5/11/18
- b) Environmental 12/11/18
- c) HR 22/10/18

20. Service Level Agreements

The Clerk presented the current Shared Community Charter between Town Council and Conwy to the members, and asked the members for suggestions how the Charter could be revised.

Resolved that: The Clerk would write to Conwy to suggest that they include a Service Level Agreement/Communication Protocol of say 10 working days within the Charter.

21. Community Place Plan

Noted that the next meeting of the Community Place Plan – Task & Finish Group has been scheduled for 11/02/2019.

Resolved that: For the time being, the Community Place Plan will continue as a Task & Finish Group, rather than a formal/separate committee with an approved Terms of Reference.

22. Annual Meal

Resolved that: The next Town Council meal will be held on Friday 18/01/19 at 7pm at the Bistro.

23. 2018-19 – Interim Audit and GDPR Action Plan Review

The Clerk provided the members with some generic examples of how Town Councils have incurred GDPR breaches, that have been reported to ICO. The Clerk emphasised the importance of all Councillors being extremely vigilant when opening emails. Any breaches which are reported to ICO have to be reported to the Welsh Audit Office as part of their Annual External Audit Return.

Noted that:

a) The Interim Internal Audit was undertaken on Tuesday 27/11/18, and whilst the actual Report/Action Plan had not yet not been received from the Auditor, the Auditor had confirmed that he was very happy overall, and that the only potential finding that he had identified, was an invoice relating to a room rental, which was presently being clarified.

b) The Clerk would update the members once the written Report and Action Plan has been received, at the next appropriate meeting of the Council.

Noted: That the GDPR Auditor has been provided with a copy of the completed GDPR Action Plan and that the Clerk will update the Councillors once the written report/update has been received from the Auditor, at the next appropriate meeting of the Town Council.

Meeting Closed at 8:55pm

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Signed by the Chairman of the meeting 28/01/2019