

Criccieth Town Council

Minutes of the meeting held on **Tuesday 15 December 2020 at 7.00 pm**. The meeting took place remotely using video technology.

1-12/20: Present

Chair : Cllr. Robert Cadwalader

Cllr. Ffion Gwyn; Cllr. Angela Hughes, Cllr. Dr Peter Harlech Jones; Cllr.. Phil Jones; Cllr. Robert T Price; Cllr. Alice Roberts; Cllr. Eirwyn Williams;

Clerk – Dr Catrin Jones.

2-12/20 Apologies:

Cllr. Nan Davies Hughes; Cllr. Wayne Roberts; Cllr. Sian Williams;

3-12/20 Declaration of Interests

4-12/20 Ratification of November 2020 Minutes

The Minutes were ratified and signed in accordance with the law.

5-12/20 Urgent items and for information (raised by Chair/Clerk)

Matters for information only – no decisions allowed

- The required notice regarding the filling of the vacant seat on the Town Council had been placed.

7-12/20: Correspondence

1. Gwynedd Council - COVID-19 Correspondence – response re bins for the town

A response was still awaited from the Gwynedd Council Officer regarding the bins for the town. It was noted that staffing shortages over the holiday period had resulted in a change to the refuse collections around town on 28 December. Residents had received a letter about this.

Decision:

To receive for information

2. Request for CCTV – Queen’s Road, Criccieth

Awaiting a response from the Police Officer.

Decision:

To receive the report.

3. Gwynedd Council's Consultation on a new school for Criccieth

Details of the consultation had been circulated. Following a series of meetings with a Local Review Panel to discuss possible options for a new school in Criccieth, Gwynedd Council's Cabinet at a meeting on 13 October 2020 decided to undertake a statutory consultation process, in accordance with the requirements of section 48 of the School Standards and Organization Act (2013), on the proposal to increase the capacity of Ysgol Treferythyr to 150 and relocate the school to a new site, referred to as the A497 site, on 1 September 2023.

The statutory consultation period ran from 6 November 2020 until 1:00 pm. on 18 December 2020 and has been posted on the Criccieth Hub and the Town Council's Website.

Decision:

The Town Council had already sent comments regarding great concerns about the level of traffic and speed in the area and that the scheme should be extended to use the layby for reconfiguring the area for a roundabout . It was very important to make the place as safe as possible, noting that many would be walking to the School as well as travelling by car. In the opinion of the Town Council, closing the layby was not sufficient to ensure public safety. The Town Council had nothing to add to the consultation.

4. Gwynedd Council– Grant to improve the physical environment of our towns

A paper proposing recommendations for the use of the grant in Criccieth had been circulated. The current grant under the care of Gwynedd Council was a great opportunity to support our Community Plan by improving the physical environment of our town. The Clerk had already submitted the ideas to Gwynedd Council and had received feedback on landscaping possibilities near the Post Office and also to place copies of the Town Map on boards at designated locations. There was insufficient funding to create the piazza near the Maes but this was a public safety issue as reported to Gwynedd Council.

Decision:

The Chair, Cllr. Phil Jones and Cllr. Ffion Gwyn to work on obtaining costs for landscaping schemes near the Post Office to create attractive and social spaces. The costs to install the map had been received already. Cllr. Ffion Gwyn was thanked for creating the landscaping ideas boards.

5. Gwynedd Council – Children’s Playgrounds

The Clerk had been in contact with the Officer of Gwynedd Council and as a result, consideration was being given to the installation of new play equipment for Golff Bach. The playground at Ty'n Rhos could not be considered as there was no room for new equipment.-

Decision:

The Clerk was thanked for the report and a decision was awaited from Gwynedd Council. It was agreed that, in due course, plans should be prepared for the extension of the playground at Tŷ'n Rhos for presentation to Gwynedd Council.

6. One Voice Wales – Training Programme December 2020

The details of the training programme had been circulated.

Decision:

Members to inform the Clerk if they wished to register.

7. One Voice Wales – Member Survey Results

The report had been circulated.

Decision:

To receive for information.

8. Welsh Government – Appropriate Sum under Section 137 (4) (a) Limit for 2021-22

The letter which had been circulated detailed the ability to spend £ 8.41 per elector: with 1278 electors in Criccieth as at 1 December 2020. Therefore a sum of £ 10,747.98 can be spent.

Decision:

To receive for information.

9. Dementia music charity Playlist for Life

Information regarding the charity had been circulated.

Decision:

That the Town Council should register.

7-12/20 Planning Applications

1. C20/0975/35/DT Application for an extension and changes to the existing building Crud yr Awel, Cae Rhys Criccieth Gwynedd, LL52

Decision:

No objection

2. C20/0348/35/TC Use of land for permanent alternative holiday glamping/camping facility Land adjacent to Coed Mawr Woodland, Criccieth, LL52 OND

Decision:

To send comments: to confirm the comments of the Town Council that were sent for the original application, namely concerns due to heavy the heavy traffic and that the access to the site is on the corner of the road.

3. C20/1000/35/DT Application for the erection of an extension and balcony on front of the property Llwyn Helyg, 11 Gwaun Ganol, Criccieth LL52 OTB

Decision:

No objection.

8-12/20: Filling of Vacant Seat on Town Council

It was noted that no election had been requested - therefore due notice had to be placed that the Town Council intended to fill the seat by co-option by letter / email to the Clerk.

Decision:

To issue notice that the Town Council intends to fill the seat by co-option and inviting applications by letter / email to the Clerk by 31 January 2021.

9-12/20: Minutes of the Finance, Policy and Management Sub-Committee 24 November 2020 to include a Draft Budget 2021-22 and Setting of Precept 2021-22

The 2020-21 finance report update needed to be received and recommendations discussed from the meeting held on 24 November:

1. **6/11/20 Finance Report 2020-2021**

Decision: To receive the report

2. **7-11/20 Office equipment - new lap top**

Decision: To approve the recommendation to buy a new laptop. The Clerk would present quotes for a new laptop to include possible local suppliers. It was agreed to delegate responsibility for the choice of supplier to the Chair and Clerk.

3. **8-11/20 Draft Budget 2021-22**

The following issues were discussed for setting the draft budget of 2021-22 including setting the precept level for that year:

- **Draft Report of the Independent Remuneration Panel for Wales of Community and Town Council members**

Councils had to reimburse the costs of care for children and adult dependents to allow members to carry out their duties and also an allowance of £ 150 per member (councillors do not have to take the payment) .

Councillors' Expenses - for report of allowances above £ 150 per member =
 $12 \times £ 150 = £ 1800$

Decision: If a member does not inform the appropriate officer in writing that they do not wish to take it to pay members the £ 150 towards the end of the financial year.

- **Criccieth Town Council Chair's Fund**

The Council currently provides- £ 200 per annum to the Chair's Fund and travel / parking expenses. The Council was entitled to pay up to £ 500 each to up to 5 people for specified functions. This is in addition to the £ 150 for costs.

The level of payments was set for travel and overnight stay allowance and also financial loss due to attending duties.

Decision: to continue to pay £ 200 to the Chairman's fund and to reimburse the travel and overnight stay allowance identified in the report and also financial loss due to attending duties for Councillors where such loss has actually been incurred as a result of being present to perform an approved duty.

- Translation costs

Decision £3K

- Insurance

Decision: £2k

- Costs of running Criccieth's public toilets £6k

Decision: to continue to pay the contribution towards the running costs of the toilets to Gwynedd Council in 2021/22.

- Grass cutting costs £5k

Decision: to continue to pay the contribution towards the running costs of extra grass cutting to Gwynedd Council.

- Budget for Community plan

The Council had set aside an amount for the Community Plan - it was unlikely to have spent this year - so it would need to carry an unspent amount to 2021/22 - looking likely to be £ 14k.

Decision: £14K

- Christmas Lights

Decision:

To set aside £5,000 towards the costs of lights for 2021-22.

- Expenditure under 137 (4) of the Local Government Act which allows expenditure on activity for which it has no specific powers and also for charitable purposes. See minute above.

Decision – to set aside the sum of £5k for the Memorial Hall (under power S145) and to add £5k for other charities under the limit allowed by 137(4).

Decision

To approve the draft budget (see appendix 1). It would be possible to adjust the budget and decide on the finalised budget in March./April.

4. The precept needed to be determined for 2021-22. An email had been received from Gwynedd Council on 21/11 asking for details by 27 January 2021 - - Criccieth's Tax Base is £ 931.77. If it is intended to collect and claim a precept of £1,000 this would mean a cost of £ 1.07 Band D Council Tax for this community (ie £ 1,000 / 931.77)

So, for every £ 1,000 increase, it would cost an extra £ 1.07 Band D ousing.

Decision – On the basis of the discussion on the draft budget members did not see a case for raising the precept level in 2021-22, and that given the economic consequences of the pandemic, the current precept of £ 42,000 should be kept. It was noted that the precept level was no longer adequate for the Town Council's annual costs, and the budget was dependent on the use of reserves.

10-12/20 Community Plan

1. Cae Crwn Community Project

It was noted with pleasure that the Lottery application for a grant of £ 20,800 had been successful. The project was in partnership with Ysgol Trefarthyr, youth services, community volunteers, Gwynedd Council Nature Partnership, Friends of the Nature Garden and other groups. The project will be managed by Cwmni Celyn with progress reports to the Town Council. An on site meeting had already taken place.

Decision:

To receive for information and thank the Clerk very much for her work in co-ordinating and writing the application with members of the Friends of the Nature Garden, Gwynedd Council's Nature Partnership and Cwmni Celyn.

2. Town Map

The Gwynedd Council Officer had given his permission to place laminated A1 maps on tables at the various agreed locations around the town

Decision:

To receive for information and to wait for Gwynedd Council's response to the use of the town improvement grant .

3. Old Library Building

The Clerk had received a request for a meeting with Llanidan Council.

Decision

Agreed that it was not timely to have a meeting – but the Council needed to know if Llanidan Council would share the costs of a barrister to sort out ownership of the building. That was the next step in the process.

4. Christmas Lights 2020

The new Christmas lights on the High Street were proving popular. The lights would have to be removed so that the eucalyptus trees can be pruned in the New Year. The Clerk had asked the electrician for the cost of removing and maintaining the lights: £ 375 + VAT

Decision

To receive for information.

5. Community Project – Songs, Places and Legends

It was noted that the application to Age Cymru Gwynedd a Môn for the funding available to the Town Council to pay the professional artist costs for the project had been successful. A piece about the project had been submitted to Y Ffynnon asking everyone interested to be involved to contact the Clerk by email. The project would start in the New Year.

Decision:

To thank Age Cymru Gwynedd a Môn for its support.

11-12/20: External Audit 2019/20

No response to date from the external auditor.

Decision:

To receive for information.

12-12/20: Public Footpaths including Path 11

It was noted that the Clerk had written again to the Gwynedd Council Officer to offer an on-site meeting - no response has been received to date.

Decision:

To receive for information.

13-12/20: Groynes and Sea Defences Criccieth

An e-mail had been received from the Gwynedd Council Officer confirming that two tenders had been submitted for the work and that the successful tender would be announced in due course.

Decision:

To receive the report with thanks.

14-12/20: Transport in Criccieth

Following the decision at the last meeting to request a field meeting with representation from the Town Council to discuss transport in Criccieth, the Clerk had written to the Gwynedd Council Officer to propose that he meet with Cllr. Phil Jones.-An oral report of a good meeting was received. It had been an opportunity to convey a number of issues of concern to the Town Council in Criccieth including Abereistedd, Lon Fêl, the crossing between Ty'n Rhos and Waen Helyg. The Officer would report back following consideration of the issues. It was noted that any work was budget dependent.

Decision:

To receive the report and thank Cllr. Phil Jones and the Officer.

15-12/20: Grass and hedge cutting in the town

It was noted at the last meeting that there were litter problems in the vicinity of the golf course near Dylans. Cllr. Phil Jones offered to go and clean the area.

Decision:

To thank Cllr. Phil Jones for his work in clearing the area.

16-12/20: Parking in Criccieth

Nothing to report.

17-12/20: Tree felling Criccieth

Re difficulty for cars at the intersection of the Esplanade with Porthmadog Road due to tree growth - awaiting Gwynedd Council's Officer assessment and report.

The need to cut down the bamboo at the end of the pitch and putt beyond Dylan's was discussed at the last meeting and Cllr. Dr Peter Harlech Jones offered to contact an individual to undertake the work. It was reported that the individual had agreed to cut the bamboo.

Decision:

Cllr. Dr Peter Harlech Jones was thanked very much for the report.

18-12/20: Benches in Criccieth

Nothing to report

19-12/20 Town Council Annual Report 2019/20

Copies of the annual report had been printed and were available for Councillors to collect from Newsday. The report would be on the Web Site in due course. It had been circulated by email to Gwynedd Council, Grŵp Cynefin, Adra, Ysgol Trefferthyr, First Minister of Wales, Memorial Hall Committee and the Cambrian News. A letter about the work of the Town Council together with a copy of the report had been sent to Lord Dafydd Elis Thomas MS and Liz Saville Roberts MP.

20-12/20 Receipts

Lottery – Cae Crwn Project £10,400

21-12/20: Payments

• Inland Revenue National Insurance (PAYE)	£25.70 (cheque 101430)
• Clerk's Salary (November)	£785.50 (cheque 101431)
• Clerk's Costs	£326.72 (cheque 101432)
• R.J. Electrics	£2569.14 (cheque 101433)
• Gwynedd Council	£6,000.00 (cheque 101434)
• Wales Print	£297.00 (cheque 101435)

Decision:

The Clerk was granted permission to pay the bills.

The meeting ended at 8.10 p.m.

The next meeting of the Town Council will be held on **Tuesday 12 January 2021**.

****The programme will close on 4 January 2021****

Dr Catrin Jones
Clerk

Appendix 1 Draft Budget 2021-22

Incwm

Precept	£42,000
Other (transfer of monies from reserves)	£21,310
Total	£63,310

Spend

Wages	£9,950
Translation	£3,000
Insurance	£2,000
Paths	£600
Grass Cutting	£5,000
Room rental	£1,000
Stamps	£150
Office Costs	£150
Membership	£400
Accounts (audit)£800
Courses£700
Christmas	£5,000
Remembrance£25
Data Protection£35
Clerk's Office Costs	£1,000
Clerk's Travel costs£500
Toilets	£6,000
Other	£3,000
Memorial Hall Contributions	£5,000
Other contributions	£5,000
Projects	£14,000
Total Budget	£63,310