

Criccieth Town Council

Minutes of the meeting - held on **Tuesday 16 June 2020 at 7.00 pm**. The meeting took place remotely using video technology.

1-06/20: Present

Chair : Cllr. Robert Cadwalader

Cllr. Wayne Roberts; Cllr. Dafydd Lloyd; Cllr. Angela Hughes, Cllr. Nan Davies Hughes; Cllr. Dr Ian Rees; Cllr. Eirwyn Williams; Cllr. Sian Williams; Cllr. Ffion Gwyn; Cllr. Alice Roberts

Clerk – Dr Catrin Jones.

2-06/20 Apologies:

Cllr. Phil Jones; Cllr. Robert T Price

Cllr. Alice Roberts was welcomed to her first meeting of the Town Council. It was noted that she had completed her acceptance of office form. Cllr. Sian Williams was welcomed following a period of absence. She thanked the Council for the excellent work achieved during the past year.

Cllr. Dr Ian Rees was thanked for trialling the technology for the meeting and putting arrangements in place for the first remote meeting of the Town Council under the new Welsh Government regulations as a consequence of Covid 19.

3-06/20: Declaration of Interests

Cllr. Wayne Roberts for agendum 7 06/20: Planning Applications (a) 20/0206/35/LL

4-06/20 Ratification of March 2020 Minutes: 10 March 2020 and emergency meeting 17 March 2020

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

5-06/20 Urgent items and for information (raised by Chair/Clerk)

Matters for information only – no decisions allowed

6-06/20: Report on matters since the last meeting.

The Clerk's report on matter since the March meetings and decisions undertaken under delegated powers due to Covid-19 had been circulated. See report [Appendix 1](#). Attention was drawn to the following:

- [1. The Town Council's COVID-19 Assistance Scheme](#)**

It was good to note that everything is in order with the plan to offer assistance to the residents of Criccieth town. Many thanks to Cllr. Nan Davies-Hughes for her work in coordinating this work and for the volunteers helping to deliver the assistance in the community. The response and support of the town's businesses to provide a service was great and more catering businesses have now started to open for takeaway food. Thanks to them for their service.

2. [One Voice Wales 2020 National Awards for the Town Council](#)

The Town Council was delighted to note its success in winning two best enterprise awards from One Voice Wales for Best Tourism Initiative for our Unique Streets Project and Best Annual Report (jointly with Newtown). Two articles had appeared in the Cambrian News and recognised in the Ffynnon. A number of congratulatory letters and messages had been received. The Chief Executive of One Voice Wales, Mr Lyn Cadwallader said “Congratulations to you and your Council for its successes in this year’s National Awards - your Council is a shining example of how very local councils are delivering high quality services to its residents - great work and keep it up”.

3. [Commemorating Criccieth’s Contribution – VE Day 8 May 2020](#)

As a result of the social isolation required due to COVID-19 community activities including afternoon tea for the young and old at the Memorial Hall, the unveiling of a wall of knitted and crochet babies and an exhibition on the High Street, were postponed. However outputs from our achievements were consolidated in a 3 minute video prepared by Cllr Ffion Gwyned for the social media and YouTube Criccieth Life. Ffion also painted a thoughtful portrait “Ffenest/Window” to note the occasion. Ffion was thanked very much for her additional work on the project.

4. [Decision to postpone the Annual Meeting of the Town Council](#)

Due to COVID-19 and in compliance with new regulations issued by the Welsh Government it was decided to postpone the Town Council's Annual Meeting to be held on 12 May 2020. This means that the Chairman and Vice-Chairman appointed at the May meeting 2019 remain in post until we hold an annual meeting and that members appointed to sub-committee members also remain.

5. [Process to select a company to provide the new Criccieth Town Council Web site](#)

6. [Provisional joint license for the Nature Garden and Butterfly Garden](#)
7. [Planning Applications](#)
8. [Llanystumdwy Drama Club](#)
9. [The work of Gwynedd Council](#)
10. [Receipts and Payments April and May](#)
11. [Request for VAT refund for 2019-20 submitted](#)

Decision:

To receive and approve the report ([Appendix 1](#)) and to thank the Clerk.

7 06/20: Planning Applications

- a. C20/0206/35/LL Full application for the erection of a two storey dwelling and creation of access road and parking– Helidon, Lôn Merllyn, Criccieth LL52 0HY

Decision:

To submit comments: The Town Council would expect that the house is for local citizens.

8-06/20: Audit of Town Council Accounts for financial year 2019-20:

1. Internal Audit

It was noted that the accounts had been submitted for internal audit by the auditor appointed by the Council and a report had been received confirming that the accounts were in order. The report had been circulated to Council members.

Due to the difficult and difficult circumstances of COVID-19 at the end of the financial year in question, the audit recognised that the Council needed to depart from the standing / financial regulations in order to ensure business continuity and for the benefit of Councillors and staff and residents area. In addition, the Government "social exclusion measures had limited the auditor's ability to carry out a full audit of all documents and so the audit opinion was based on a sample only. The report shows that the management objectives tested are satisfactory.

The audit opinion was noted:

"Assurance can be expressed in Criccieth Town Council's governance arrangements and accounting statements for the financial year 2019-20 based on the tests carried out."

The auditor thanked the Clerk for the assistance and co-operation in preparing the report.

Decision: To receive the report. The Clerk and the internal auditors were thanked for their work.

2. External Audit – annual return

The internal auditor had completed and signed the relevant sections of the external audit form for 2019/20 - which had been circulated to Councillors. It was pointed out that due to an error in the staff costs figures, the accounting figures for the year ended 31 March 2019 need to be restated (2 months pay and tax needed to be added to 2018/19 staff costs as well as to remove travel costs and a payment to SLCC). The correct figure was £ 8,695 (not £ 7474). This meant needing to change other total payments from £50,769 to 49,548. These figures had been checked by the internal auditors. It was noted that the Clerk would arrange for the appropriate notice to appear on the Town Council website identified by the External Auditors (BDO) in order to give the public access to the accounts. The audit information needed to be submitted to the BDO along with the evidence requested by 10 July 2020. The Council had also received a copy of the table of key differences between 2018/19 and 2019/20 and a statement of the 2019/20 accounts.

Decision:

The information was received and the annual return was considered and approved including approval and restatement of the figures for the year ended 31 March 2019 and submission of the final return to Council for signature by the Clerk and Chair.

9-06/20 Criccieth Community Plan:

1. Proposal for a Community Nature Project

The Clerk had circulated a paper proposing that the Town Council, as part of the Community Plan to support the well-being of residents and the Town Council biodiversity support plan approved in December 2019, support the establishment of a Nature Community project. A joint provisional license had been established between the Town Council and Friends of the Nature Garden for the Nature Garden and Butterfly Garden. The intention was to extend the work to have community allotments with an eco greenhouse and poly tunnel that would be financially, environmentally ecologically sustainable and open to the residents of Criccieth to enjoy. The need for such a community space had been identified through discussion with individuals and a combination of groups in support of Community Allotments including: Friends of the Nature Garden, Criccieth in Bloom, and the Environmental Group. Trefferthyr Primary School also supported the development. The project would be a way of getting older people to work with young people: intergenerational working. It would also support the school's focus on mental wellbeing, and improving social interaction to encourage people to work together and move to a more child-initiated curriculum. It was also noted that the area of land in question for the allotments had historically been for allotments.

Decision

That the Town Council:

- Makes a planning application for Community Allotments at a cost of £190 as part of the Community Plan; there was great enthusiasm for this in the town and commitment by supportive groups.
- Works in partnership with the community groups to achieve this including looking for a way to fund it - Heritage Lottery funding streams had just been announced.
- Considers applying to the Local Capital Fund in partnership for Nature to fund the Criccieth Nature Garden, Butterfly Garden and Community Allotments and the work of Criccieth in Bloom around the town. For example, there could be a partnership to include the Friends of Nature Garden, Criccieth in Bloom, the Environmental Group, Ysgol Trefferthyr and Ysgol Feithrin. It was agreed to establish a sub-group to co-ordinate an application with representatives of the community groups including Cllr. Robert Cadwalader, Cllr. Nan Davies-Hughes and the Clerk on behalf of the Town

Council to consider the possibilities and report back to the Town Council. A possible name for the project with a historical connection according to the 1838 Tithe Map is Cae Crwn, being the name for the area surrounding the Nature Garden and spans the railway line to the High Street: **#Natur Cae Crwn - or #Natur Prosiect Cymunedol Cae Crwn #Natur Cae Crwn Criccieth Community Project.**

2. Town Map

The Town Council had agreed that a map of the town of Criccieth be one of the priorities of our Community Plan. The Council was very fortunate that Cllr. Ffion Gwyn has designed a very attractive map that also offers different walks around the town, namely Historical Interest, Creative and Fun. It was noted that Rich Wilcock, Pam Mayo (on behalf of the Criccieth Business Forum), the Chairman, Cllr Ffion Gwyn and the Clerk were meeting on video to discuss issues on a regular basis before bringing a proposal and costed options for consideration by the Town Council. The proposal will provide recommendations for printed copies of the map (bilingual) and also locations for placing the map on information boards around town. It was noted that Gwynedd Council's approval would be required for locating the map around the town.

Decision

To give thanks for all the work undertaken and note that costed options would be brought forward for the Town Council to consider.

10-06/20: Request for CCTV – Queen's Road, Criccieth

Consideration was given to a request from the residents of Queen's Road to ask whether the Town Council can apply on its behalf to Gwynedd Council to install CCTV cameras in this part of the town to try and catch offenders who have regularly damaged their cars.

Decision:

To contact Gwynedd Council to request more information on the scheme and ask residents for further evidence to enable a better understanding of the situation..

11-06/20 Receipts

None

12-06/20: Payments

- Inland Revenue National Insurance (PAYE) £9.80 (cheque 101406)
- Clerk's Salary (May) £779.95 (cheque 101407)

- SLCC Enterprises Ltd 101408) £36.00 (cheque
- Clerk's Costs 101409) £133.63 (cheque
- Gwynedd Council 101410)* £190.00 (cheque

*During the meeting the Council had agreed to pay £190 to Gwynedd Council as payment for a planning application

Decision:

The Clerk was granted permission to pay the bills.

13-06/20: Reserved matters (members only)

The meeting ended at 20.05 p.m.

The next meeting of the Town Council will be held on **Tuesday 14 July 2020**.

****The programme will closed on 6 July 2020****

Appendix 1

Report to Town Council meeting 16th June 2020 of issues since March meetings

These are the issues that have arisen since the March meetings, and the decisions taken under delegation of powers regulations due to Covid-19.

1 [The Town Council's COVID-19 Assistance Scheme](#)

It is good to note that everything is in order with the plan to offer assistance to the residents of Criccieth town. Many thanks again to Cllr. Nan Davies-Hughes for her work in coordinating this work and for the volunteers helping to deliver the assistance in the community. The response and support of the town's businesses to provide a service is great and more catering businesses have now started to open for takeaway food. Thanks to them for their service.

2 [One Voice Wales 2020 National Awards for the Town Council](#)

Following the Town Council's success in winning two best enterprise awards from One Voice Wales for Best Tourism Initiative and Best Annual Report (jointly with Newtown) two articles have appeared in the Cambrian News and received recognition in the Ffynnon. A number of congratulatory letters and messages have been received including Lord Dafydd Ellis Thomas, Ms Liz Saville Roberts MP, Chair of Memorial Hall, Headteacher of Ysgol Treferythyr. The Chief Executive of One Voice Wales, Mr Lyn Cadwallader, said, "*Congratulations to you and your Council for its successes in his year's National Awards - your Council is a shining example of how very local councils are delivering high quality services to its residents - great work and keep it up.*" Cllr. Robert Cadwalader: "*It's a great privilege to win these awards from One Voice Wales and it's fantastic to see how all the groups and members of the community have worked in partnership to make this happen. The awards are a big boost for the town at a very difficult time and show how working with it is bearing fruit. In 2019 the Town Council won the One Voice Wales Best Heritage Initiative for the National Lottery funded "Remembering Criccieth's Contribution to the Great War" project.*"

3 [Commemorating Criccieth's Contribution - VE Day 8 May 2020](#)

Since January Criccieth Town Council has been working on a project with the community in preparation for the 75th anniversary of VE Day, 8th May. As a result of the social isolation required due to COVID-19 community activities including afternoon tea for the young and old at the Memorial Hall, the unveiling of a wall of knitted and crochet poppies and an exhibition on the High Street, were postponed. However outputs from our achievements including red glove work with the children of Ysgol Treferythyr have been shared. There is a 3 minute video of all the work prepared by Cllr. Ffion Gwyn shared on social media and YouTube Criccieth Life: Ffion also painted a thoughtful portrait "Ffenest / Window" to mark the occasion. It is the result of our strange times of social isolation and isolation. But it also transports us back to the second world war, to remember those who were lost and who are recorded in the Memorial Hall. Many thanks to Ffion for her extra work on the project.

There was also a broadcast on the project on S4C's Tonight program on May 8 featuring Ffion and the Clerk and also a bilingual message of peace from Criccieth with the wall of poppies on the BBC One program featuring Ffion and Pam Mayo which was broadcast in the afternoon. A message of thanks was received from the BBC for our contribution to the program. The work of the project was also covered by "Golwg" magazine, the Cambrian News newspaper and the Ffynnon community newspaper.

4 Decision to postpone the Annual Meeting of the Town Council

Due to COVID-19 and in compliance with new regulations issued by the Welsh Government it was decided to postpone the Town Council's Annual Meeting to be held on 12 May 2020. This means that the Chairman and Vice-Chairman appointed at the May meeting 2019 remain in post until we hold an annual meeting and that members appointed to sub-committee members also remain.

5 Process to select a company to provide the new Criccieth Town Council Web site

The Town Council has delegated responsibility for selecting a company to provide a new website to the Town Council's Finance, Policy and Management Sub-Committee. The sub-committee has agreed on the process. The Web site needs to be viable by 23 September 2020. The process is underway and presentations have been scheduled with the companies for 23 and 29 June. There will be a report back to Council following the decision of the Sub-Committee.

In preparation for the new Web site, the Chair has agreed for the Clerk to attend an online course run by the Society of Local Council Clerks: 'Creating Accessible Word and PDF documents: Getting the Basics Right' –at a cost of £30 + VAT (£6.00)

6 Provisional joint license for the Nature Garden and Butterfly Garden

The Planning, Transportation and Amenities sub-committee has approved a joint temporary lease between the Town Council and Friends of the Garden of Nature. A copy of the lease had been circulated to Council members and also a copy of the risk assessment. It is good to record that the Town Council's bid for a local package from Keep Wales Tidy for the Criccieth Nature Garden has been successful. It is hope that work can start sometime in June following Welsh Government guidelines on the use of PPE equipment and keeping distance with one member of the Friends of the Nature Garden and the Keep Wales Tidy Officer. The work supports the Town Council's biodiversity plan and also community well-being.

7 Planning Applications

Responses sent by Town Council following email consultation:

(a) C20 / 0338/35 / DT New dormer window to rear rear elevation.

No objection

(b) C20 / 0348/35 / LL Use of land for permanent alternative glamping camp:

Send comments - not within the boundaries of the Town Council but concern has been expressed about the access to the road and concern that it is extremely dangerous as it is right near Rhydybenllyg bridge and also at a corner. Is there more information on how many glamping units are included in the scheme?

(c) C20 / 0307/35 / DT Conversion and extension of garage to create an annexe, alterations to elevations and first floor extension

Send comments: question about use of annex

(d) C20 / 0287/35 / LL Demolition of existing garage and erection of two storey holiday unit

No objection

(e) C20 / 0290/35 / LL Erection of 4 dwellings together with associated developments

Objection: Major concern that affordable housing for young people in the area is not part of the plans. There is also concern about access to the site which is narrow and comes to the main road close to where cars park on the High Street which is at best a very busy lane - this is extremely dangerous.

(f) C20 / 0315/35 / LL Conversion of café into house

No objection

8 [Llanystumdwy Drama Club](#)

The Town Council supported an application for funding (£200) from Llanystumdwy Drama Club to commemorate Wil Sam's 100th Birthday. An e-mail has been received explaining that the arrangements have been postponed due to Coronavirus and the proposal is to re-arrange when possible. The email states that "If there is any change to the contrary I will contact you and have the opportunity to discuss further." If it is not possible to hold the Festival the Town Council will be able to claim a refund of the funding.

9 [The work of Gwynedd Council](#)

It is good to note:

a. The repairs to the Prom have been completed following the devastation caused by this year's storms which also included the replacement of the damaged benches in 2014/15.

- b. Criccieth Beach Foreshore Groynes - work to install health and safety handrails for both structures (one near Waen Helyg and at Cwrt bridge) will take place in the coming weeks. There is no definite date for the work to start under the current conditions.
- c. That the grass cutting program is now operational
- d. That an e-mail had been received explaining the basis that Gwynedd Council can act on planning applications and the ability to operate safely following Coronavirus Regulations and the guidance of the Welsh Government Chief Planner. The ability of the service to deal with requests and their decisions will be undertaken on the grounds of being able to operate safely.

10 [Receipts and Payments](#)

Details circulated to members by email prior to payment by the Clerk

(a) April 2020 payments

• Inland Revenue National Insurance (PAYE)	£34.09 (cheque 101397)
• Clerk's Salary (March) 101398)	£755.66 (cheque 101398)
• Wales Print	£72.80 (cheque101399)
• BHIB Ltd 101400)	£1,338.56 (cheque 101400)
• Dr Catrin Jones (Travel & Other) 101401)	£200.41 (cheque 101401)
• SLCC	£44.00 (cheque 101402)
• J.H.Williams 101403) *	£544.80 (cheque 101403)

(b) May 2020 Receipts and Payments

Receipts

Gwynedd Council First Half of the 2020/21 Precept £ 21,000

May 2020 payments

• National Insurance Inland Revenue (PAYE)	£9.60 (cheque 101404)
• Clerk's Salary (April)	£780.15 (cheque 101405)

11 [Request for VAT refund for 2019-20](#)

Request for VAT refund of £ 4631.94 submitted.

Dr Catrin Jones
Clerk to the Town Council
10 June 2020