

MINUTES OF THE ORDINARY MEETING OF TYWYN TOWN COUNCIL
HELD ON WEDNESDAY 12TH OCTOBER 2016
AT YSGOL UWCHRADD TYWYN AT 7.00PM

PRESENT: Councillor Alun W. Evans (Chair)

Councillors: Ron W. McCoo, Eileen M. Ellis, Nancy E. Clarke
Richie Owens, John H. Boulter, Mark D. Kendall
Mike Stevens, Islwyn H. Davies

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)

Cl. 103 **APOLOGIES:**

12.10.16

Councillor Anne Lloyd-Jones
Councillor John Pughe

Cl. 104 **DECLARATION OF INTEREST:**

12.10.16

Cllr Islwyn Davies (Cl. 113)

Cl. 105 **CHAIRMAN'S ACTIVITY REPORT:**

12.10.16

Councillor Alun Evans noted the following engagements:

- 18.09.16 Attended a Battle of Britain Service at Bethany Chapel
- 21.09.16 Attended One Voice Wales' Meirionnydd branch meeting at Dolgellau
- 27.09.16 Chaired an Environment Committee
- 28.09.16 Chaired a Finance Committee
- 1.10.16 Attended One Voice Wales' Annual Conference at Llanelwedd
- 7.10.16 Visited Penybryn School to talk about Tywyn Town Council's view on Gwynedd Council's parking order Marine Parade, and assisted the pupils to create a questionnaire in order to gather the opinion of the community

The Chairman informed the Council that a letter of resignation had been received from Councillor Richard M Vaughan.

Cl. 106 **RECEIVE AND APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON**
12.10.16 **WEDNESDAY, 14 SEPTEMBER 2016**

RESOLVED: To receive and approve the minutes, with Councillor Mike Stevens proposing and Councillor Ron McCoo seconding the proposal.

Cl. 107 **RECEIVE AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE HELD ON**
12.10.16 **THURSDAY, 22 SEPTEMBER 2016**

RESOLVED: To receive and approve the minutes, with Councillor Alun Evans proposing and Councillor Nancy Clarke seconding the proposal.

Cl. 108
12.10.16

**RECEIVE AND APPROVE THE MINUTES OF THE ENVIRONMENT COMMITTEE
HELD ON TUESDAY, 27 SEPTEMBER 2016**

RESOLVED: To receive and approve the minutes, with Councillor John Boulter proposing and Councillor Ron McCoo seconding the proposal.
To award the grass cutting contract for Bryn-y-Paderau, Cambrian Road Recreation Ground and Brook Street Garden to Sean's Lawns, with Councillor Mark Kendall proposing and Councillor John Boulter seconding the proposal.

At approximately 7:08pm Councillor Islwyn Davies entered the meeting.

Cl. 109
12.10.16

**RECEIVE AND APPROVE THE MINUTES OF THE FINANCE COMMITTEE
HELD ON WEDNESDAY, 28 SEPTEMBER 2016**

RESOLVED: To receive and approve the minutes, with Councillor Alun Evans proposing and Councillor Richie Owens seconding the proposal.

Cl. 110
12.10.16

CREATING A PUMP PARK AT THE RECREATION GROUND

RESOLVED: To defer the matter to November's Council Meeting.

Cl. 112
12.10.16

REDUCING THE SPEED LIMIT NEAR TYWYN AND DISTRICT HOSPITAL

RESOLVED: To send a letter to Gwynedd Council, re-iterating Tywyn Town Council's concerns regarding the speed of vehicles travelling along the road near Tywyn and District Hospital, and to reduce the speed limit should from 40mph to 30mph. To include information in the letter as to the cycle route crossing the road near Marconi Bungalows and crossing the road near the Hospital is not safe, with a number of elderly people crossing daily.

Cl. 113
12.10.16

QUOTATIONS TO INSTALL CHRISTMAS LIGHTS

Councillor Islwyn Davies declared a prejudicial interest and left the room.

Quotations had been requested from five contractors to erect two cross street motifs and to decorate the town's Christmas tree. However, only two contractors submitted quotations.

RESOLVED: Councillor Nancy Clarke proposed, with Councillor Mike Stevens seconding the proposal to award the work to RJ Electrics based at Dyffryn Ardudwy, due to the quotation being significantly lower than the other quotation received.

Councillor Islwyn Davies re-entered the meeting.

Cl. 114
12.10.16

NON-MEMBERS OF COMMITTEES ATTENDANCE AT COMMITTEE MEETINGS

Information was received by the Town Clerk explaining that Councillors not appointed to a Committee, enjoyed the same rights as members of the public and could only speak at a Committee Meeting if members of the public were also permitted to speak.

Councillor Mike Stevens disagreed with the information received by the Town Clerk.

RESOLVED: To accept the information received and to include the word "discuss" when approving Committee Meeting minutes.

Cl. 115
12.10.16

NOMINATIONS FOR ESTABLISHING A WORKING GROUP TO CREATE A DESIGNATED NATURE TRAIL

RESOLVED: Councillor Ron McCoo as Chair, Councillor Islwyn Davies as Vice-Chair and to invite the following: a local representative from the RSPB, Gwynedd Council Economic Development Officer, Ynysmaengwyn Caravan Park Managers, Town Clerk, Mary Page as a local resident.

Cl. 116
12.10.16

APPROVE THE TREASURER'S REPORT FOR SEPTEMBER 2016

RESOLVED: To approve the Treasurer's Report for September 2016, with Councillor Alun Evans proposing and Councillor John Boulter seconding the proposal. To include Novus Energy Community Benefit fund as an Agenda item in November's Council Meeting.

Cl. 117
12.10.16

GWYNEDD COUNCILLOR'S REPORT

To receive verbal reports from Gwynedd Councillors on matters in the Council's interest.

Gwynedd Councillor Mike Stevens reported the following:

- Due to the closure of HSBC's branch in Tywyn and removal of an ATM machine there is a shortage of places where cash is available, leading to increasing demand for the remaining ATM machines.
- Gwynedd Council considering increasing council tax on second homes, with possibly an increase of 25% to 100% imposed on second homes.
- Quite a few Big Lottery Fund grants are becoming available, with the Coastal Communities grant named as a possible source of funding for projects in Tywyn.
- Approached Officers at Gwynedd Council in regard to the current state of the Grade II listed Corbett Arms Hotel. Gwynedd Council investigating ownership of the building.
- Received complaints regarding the former NatWest bank, untidy appearance with weeds growing and for sale sign fallen off.
- Gwynedd Council Planning Department investigating complaints received regarding untidy appearance at Sŵn y Wylan.

- Complaints received regarding the regular occurrence of an ASDA delivery van parking on pavements.

RESOLVED: To accept the information from the County Councillor. To write a letter to NatWest regarding the untidy appearance of the former bank, with weeds growing and for sale sign fallen to the ground.

Cl. 118
12.10.16

OPPORTUNITY FOR COUNCILLORS TO REPORT BACK TO THE COUNCIL FOLLOWING THEIR ATTENDANCE AT EXTERNAL COMMITTEES

Councillor Alun Evans reported that a meeting of the Cambrian Coast Liaison Committee will be held on 11 November 2016, and requested that Councillors forward any questions for the attention of the Committee to him prior to the meeting.

Councillor Alun Evans reported on his attendance at One Voice Wales' Meirionnydd branch meeting.

-A presentation was given by the National Park Authority on Section 106, with the price for affordable housing being the average income for the area x 3.

-Betsi Cadwaladr University Health Board has no representative from the Meirionnydd area and the Deputy Chief Executive will be invited to attend the next meeting.

-Snowdonia National Park Authority's Cronfa Cae is now closed and a new forum has been created, with One Voice Wales sending a representative to the forum.

Councillor Alun Evans reported on his attendance at One Voice Wales' Annual Conference.

-During the morning session, presentations were given by Mark Drakeford AM on Local Government Reform, WRVS and the Independent Remuneration Panel for Wales.

-During the afternoon session the Annual General Meeting was held, with a Chair and Vice-Chair appointed and information given on training and development opportunities for Councillors.

Councillor Islwyn Davies reported the following from his attendance at Ysgol Penybryn Governors meeting; that an Inspection is currently underway at the school and that volunteers are needed on Saturday, 15 October 2016 to assist with tidying.

RESOLVED: To accept the information

Cl. 119
12.10.16

CLERK'S REPORT

The Clerk's report was circulated to Councillors.

RESOLVED: To approve the Clerk's report.

TO RECEIVE CORRESPONDENCE

Correspondence That Necessitates Action by the Council.

- Cl. 120
12.10.16 Liz Saville Roberts MP - Closure of Tywyn HSBC branch
- A letter and email had been received from Liz Saville Roberts' office with information regarding a new ATM due to be installed at SPAR supermarket in Tywyn and that the Post Office is now able to accept business cheques.
- RESOLVED:** To accept the information.
- Cl. 121
12.10.16 Gwynedd Council - Corporate Support - Restructuring the Registration Service in Dwyfor and Meirionnydd
- RESOLVED:** To accept the information.
- Cl. 122
12.10.16 Eluned Morgan AM - Community & Economic Development Survey
- RESOLVED:** Survey completed at Council Meeting.
- Cl. 123
12.10.16 Boundary Commission for Wales - 2018 Review of Parliamentary Constituencies in Wales - Initial Proposals
- RESOLVED:** To write a letter to the Boundary Commission with the following observations, that Tywyn Town Council is in agreement that the number of MPs needs to be reduced. However, greater consideration needs to be given to proposed constituencies, taking Geography - such rivers, mountains and size into consideration.
- Cl. 124
12.10.16 North Wales Fire and Rescue Service - Affordable fire and rescue services for North Wales - Public Consultation
- RESOLVED:** To defer until November's Council Meeting as a questionnaire had not been received.
- Cl. 125
12.10.16 One Voice Wales - Independent Remuneration Panel for Wales - Draft Annual Report
- RESOLVED:** To accept the new information.
- Cl. 126
12.10.16 One Voice Wales - Statement by the Welsh Government - Update on Local Government Reform
- RESOLVED:** To accept the information.
- Cl. 127
12.10.16 Correspondence Received That Does **Not** Necessitate Action by the Council
And Is Available At The Clerk's Office For Perusal By Any Interested Councillor
- (a) Public Services Ombudsman for Wales - Code of Conduct Complaint made against Councillor Anne Lloyd-Jones of Tywyn Town Council by Councillor George Michael Stevens
- (b) Abbeyfield - New service offered
- (c) One Voice Wales - A one-day event to explore co-production

- (d) Go Safe - newsletter
- (e) One Voice Wales - Wellbeing of Future Generations Act Training
- (f) Gwynedd Council - Highways and Municipal Service - Works Programme
October, 2016

Cl. 128
12.10.16 **LEASE OF CAMBRIAN ROAD CAR PARK TO TALYLLYN RAILWAY
COMPANY LTD**

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act – Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

RESOLVED: To instruct Morris & Bates Solicitors based in Aberystwyth to act on behalf of the Council.

Cl. 129
12.10.16 **SUBLEASE OF RAILWAY BUILDINGS TO THE TYWYN SPIRITUALIST CHURCH**

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act – Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

RESOLVED: To instruct Morris & Bates Solicitors based in Aberystwyth to act on behalf of the Council.

The meeting was declared closed at 8:55pm

MINUTES of the Planning Committee
held in the Committee Room, Council Office, High Street, Tywyn,
on Thursday, 22 September, 2016 at 4.00 p.m.

PRESENT: Cllr. Alun W.Evans (Chairman)
N.E.Clarke; R.E.Owens; Ron McCoo; A.Lloyd-Jones; J.H.Boulter

IN ATTENDANCE: None

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)

1. APOLOGIES: Councillors: I.H.Davies; G.M.Stevens

2. DECLARATION OF INTEREST:

No Councillor declared an interest

3. SNOWDONIA NATIONAL PARK AUTHORITY – ERYRI LOCAL DEVELOPMENT PLAN – CALL FOR POTENTIAL SITES

RECOMMENDATION: To accept the information

4. SNOWDONIA NATIONAL PARK AUTHORITY – REVIEWING THE ERYRI LOCAL DEVELOPMENT PLAN

RECOMMENDATION: Tywyn Town Council's Planning Committee had previously discussed an earlier version of the ELDP review and responded to the consultation. To accept the information within the revised ELDP review, with no additional comments.

5. PLANNING APPLICATIONS

5.1

C16/0916/09/LL Proposed alterations to static caravan site to include demolition of existing buildings, amended caravan layout and environmental improvements to include landscaping

Glan y Don Caravan Park, Ffordd Neifion, Tywyn, Gwynedd, LL360DL

RECOMMENDATION: No objection

5.2

NP5/79LB312B Listed Building Consent for external works already executed including re-roofing in new slates, rebuild kitchen chimney, removing rooflight from rear elevation, remove cement render and limewash walls, restore front door opening to historic width and install new boarded door and frame, replace kitchen external door

Bryn Dinas, Cwm Maethlon, Tywyn, Gwynedd, LL36 9HY

RECOMMENDATION: No objection

The meeting was declared closed at 4:14pm

MINUTES OF THE ENVIRONMENT COMMITTEE
HELD ON TUESDAY 27 SEPTEMBER 2016
AT TYWYN TOWN COUNCIL COMMITTEE ROOM AT 7.00PM

PRESENT: Councillor Alun W. Evans (Chair)

Councillors: Nancy E. Clarke, Ron McCoo, John Boulter, Islwyn Davies

IN ATTENDANCE: No Councillors were in attendance

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)

1. APOLOGIES:

Councillor Anne Lloyd-Jones (not a Committee Member)
Councillor Mike Stevens (not a Committee Member)

2. DECLARATION OF INTEREST

No Councillor declared an interest

3. ELECT CHAIR OF ENVIRONMENT COMMITTEE FOR 2016/17

The Chairman thanked the outgoing Chair; Councillor Ron McCoo for all his hard-work as Chair of the Environment Committee.

RECOMMENDATION: Councillor John Boulter proposed Councillor Alun Evans as Chair of the Environment Committee, with Councillor Nancy Clarke seconding the proposal.

4. ELECT VICE-CHAIR OF ENVIRONMENT COMMITTEE FOR 2016/17

RECOMMENDATION: Councillor John Boulter proposed Councillor Nancy Clarke as Vice-Chair of the Environment Committee, with Councillor Ron McCoo seconding the proposal.

5. ARRANGEMENTS FOR CHRISTMAS ILLUMINATIONS 2016

Christmas Window display competition - a letter to be sent to businesses had been prepared by the Clerk and was read by the Chair. An amendment to the letter was proposed, to include the wording, a trophy will be given.

A quotation had been received by Turnocks for additional lights for the Christmas Tree and no quotations had been received to erect the cross street motifs and decorate the Christmas tree.

It was reported that two businesses were willing to provide electricity for the cross street motifs. However one business was concerned as to the cost of providing electricity.

RECOMMENDATION:

The Town Clerk to deliver letters with the amendment “a trophy will be given”.

To purchase 7 x 10m LED string lights from Turnock, with 5 of the sting lights to be twinkling versions. To purchase an additional lead for an electric socket.

To discuss quotes for installing two cross street motifs and to decorate Christmas tree at the Council meeting on 12 October 2016.

To offer a donation of £50 to both businesses for use of electricity to power cross street motifs.

To allocate a budget of £20 - £30 for lights for the Town Council office.

To allocate a budget of £200 for a Christmas tree, to be collected by a Council employee from Derwen Garden Centre near Welshpool.

The Chairman of the Council to officially switch-on the lights.

6. PUBLIC FOOTPATHS

It was reported that there is 38km of public footpaths within the jurisdiction area of Tywyn Town Council, with 21km categorised as priority routes.

RECOMMENDATION:

To request a quotation for maintaining public footpaths for a period of 12 months from two contractors with local knowledge of footpaths and experience of maintaining footpaths for other Councils.

To contact Geraint Micah and Jones & Jones Ltd.

With footpaths in category 1 and 2 to be cut four times per year, prior to Easter, prior to Spring Bank Holiday, at the start of the summer holidays and at the end of the season in September or October.

Contractor to attend one Environment Committee meeting to present a simple report on the condition of footpaths and detailing any work required.

7. CLEANING THE COUNCIL’S BUS SHELTERS – REVIEW OF SERVICE

RECOMMENDATION:

Overall the Committee is satisfied with the work of the contractor. The contractor to put more attention to removing posters from the polycarbonate windows.

Town Clerk to arrange for a sign to be erected on shelters, stating no fly posters.

8. CLEANING THE TOWN COUNCIL’S OFFICE – REVIEW OF SERVICE

RECOMMENDATION:

Committee is satisfied with the work of the contractor

9. SUPPLYING AND PLANTING OF SUMMER PLANTS – REVIEW OF SERVICE

It was reported that floor-standing flower displays in previous years had been better and residents were disappointed with this year's display.

RECOMMENDATION: To request the contractor responsible for floor planters to plan ahead for next year's display. To seek professional and expert advice, to look at other towns (such as Aberystwyth) and to plan the layout of plants within the planters, with the aim of having a better display.
To continue with the contractor responsible for supplying hanging planters for another two years.
To contact a local contractor, Kelvin Jones to remove steel brackets for obsolete hanging brackets from lamp-posts.

10. WATERING PLANTS DURING SUMMER – REVIEW OF SERVICE

It was noted that some hanging planters located in more exposed areas required watering on a more frequent basis.

RECOMMENDATION: To continue with watering summer plants on the frequency outlined in the tender, with contractor to monitor the water levels and to provide water or feed on a more frequent basis if required.

11. GRASS CUTTING – REVIEW OF SERVICE

It was noted that a number of local residents and visitors had made complaints to Councillors, on Facebook and officially to the Town Clerk, with Bryn-y-Paderau and Brook Street being the focus of the majority of complaints.

RECOMMENDATION: To explain to the contractor that the Council is disappointed with the quality of work and that the work was not satisfactory.
The Council to end the three year contract within the probationary period, with the contractor's invoice to be adjusted to reflect the quality of service provided.
To bring grass cutting in-house on a twelve month temporary basis, by utilising Council machinery and employees based at Ynysmaengwyn Caravan Park. With a review of pay on the form of an honorarium to reflect additional responsibilities.

12. SUPPLYING WINTER / SPRING PLANTS

RECOMMENDATION: To allocate a budget of £1,000 to purchase winter pansies and spring bulbs such as dwarf Daffodils.
To plant spring bulbs and winter pansies in beds at Bryn-y-Paderau and Brook Street Garden, in 9 floor standing planters (not including the Promenade and planter near Tywyn and District Hospital).

To approach Pendre Garden Centre with the contract of supplying and planting spring bulbs and winter pansies.

13. REMEMBRANCE SUNDAY AT BRYN-Y-PADERAU

It was noted that a number of complaints had been received regarding Bryn-y-Paderau over the summer months and that Bryn-y-Paderau should be looking at its best on Remembrance Sunday.

RECOMMENDATION: To utilising Council machinery and employees based at Ynysmaengwyn Caravan Park to cut grass, hedges, kill weeds and clean footpath.
To plant spring bulbs and winter pansies

14. CREATION OF A DESIGNATED NATURE TRAIL

It was noted that the nature trail would entail information boards, detailing plants and wildlife found in the area, and could be used for educational purposes and to attract tourists.

RECOMMENDATION: To establish a working group under the auspices of the Environment Committee tasked with creating a nature trail.
To invite Councillors as members of the working group at the Council meeting on 14 October 2016.
To invite non-Councillors, such as the RSPB and Gwynedd Council Economic Development Officers to be members of the working group.

At approximately 9pm Councillor Islwyn Davies entered the meeting.

15. FIXING HERITAGE TRAIL SIGN

RECOMMENDATION: To reimburse Councillor Mark Kendall and Councillor Islwyn Davies for any costs incurred in replacing one of the signs legs and erecting the sign next to Tywyn leisure centre.

16. APPLYING TO THE COMMUNITY PARTNERSHIP FUND FOR NORTH WALES

RECOMMENDATION: To apply for the fund in 2017, as the deadline for receiving applications is within two days of the Environment Committee.
To consider installing CCTV or a graffiti wall/board at the skatepark as a suitable project.

The meeting was declared closed at 9:20pm

MINUTES OF THE FINANCE COMMITTEE
HELD ON WEDNESDAY 28 SEPTEMBER 2016
AT TYWYN TOWN COUNCIL COMMITTEE ROOM AT 7.00PM

PRESENT: Councillor Alun W. Evans (Chair)

Councillors: Richie E. Owens, Nancy E. Clarke, Ron McCoo, John Boulter

IN ATTENDANCE: Councillors: Anne Lloyd-Jones, Mike Stevens

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)

1. **APOLOGIES:** None

2. **DECLARATION OF INTEREST**

Cllr Alun Evans (Item 8)

Cllr Ron McCoo (Item 12)

Cllr Nancy Clarke (Item 7 and Item 12)

Cllr Richie Owens (Item 10)

3. **ELECT CHAIR OF FINANCE COMMITTEE FOR 2016/17**

RECOMMENDATION: Councillor Ron McCoo proposed Councillor Alun Evans as Chair of the Finance Committee, with Councillor Nancy Clarke seconding the proposal.

4. **ELECT VICE-CHAIR OF FINANCE COMMITTEE FOR 2016/17**

RECOMMENDATION: Councillor Richie Owen proposed Councillor Nancy Clarke as Vice-Chair of the Finance Committee, with Councillor Ron McCoo seconding the proposal.

5. **REVIEW OF THE COUNCIL'S EXPENDITURE AGAINST BUDGET FROM 1 APRIL 2016 TO 31 AUGUST 2016**

Printouts from the Council's Scribe Accounting Software had been distributed to members of the Committee prior to the meeting, containing the budget cost codes and details of expenditure and income from 1 April 2016 to 31 August 2016.

It was noted that the budget for a Defibrillator and Postage would need to be reviewed at the next Finance Committee held in January 2017. It was also noted that an invoice for installing Christmas lights in 2015 was received after the 2015/16 financial year and subsequently paid during 2016/17 financial year.

RECOMMENDATION: To approve the expenditure from 1 April 2016 to 31 August 2016.

6. FINANCIAL REGULATIONS

Amendments were made to the revised Financial Regulations in order to allow the Regulations to apply to the Council's Executive Committees.

RECOMMENDATION: To approve the revised Financial Regulations at the Ordinary Meeting of the Council, held on Wednesday, 12 October 2016.

7. REQUEST FOR FINANCIAL ASSISTANCE – TYWYN EVENTS ORGANISATION

Councillor Nancy Clarke declared a non-prejudicial interest.

RECOMMENDATION: To donate £500.

8. REQUEST FOR FINANCIAL ASSISTANCE – DAIL DYSYNNI

Councillor Alun Evans declared a non-prejudicial interest.

RECOMMENDATION: To donate £150.

9. REQUEST FOR FINANCIAL ASSISTANCE – Shelter Cymru

RECOMMENDATION: No donation.

10. REQUEST FOR FINANCIAL ASSISTANCE – SOUTH MEIRIONNYDD OLDER PEOPLE'S FORUM

Councillor Richie Owens declared a non-prejudicial interest.

RECOMMENDATION: To donate £100.

11. REQUEST FOR FINANCIAL ASSISTANCE – BRO DYSYNNI COMMUNITY GARDEN PROJECT

RECOMMENDATION: To donate £500 towards the purchase of an "edible table" similar to the one at Machynlleth, subject to receiving confirmation of a bank account in the group's name and a paper-trail for the £1,500 grant awarded in 2015/16.

12. REQUEST FOR FINANCIAL ASSISTANCE – TRAINING FOR LIFE PROJECT (SAMMY'S STORIES)

Councillors Nancy Clarke and Ron McCoo declared a non-prejudicial interest.

RECOMMENDATION: To donate £500.

13. REVIEW OF DONATIONS POLICY

RECOMMENDATION: To approve the revised Donations Policy at the next Ordinary Meeting of the Council.

The meeting was declared closed at 8:10pm