

**MINUTES OF AN ORDINARY MEETING OF TYWYN TOWN COUNCIL**  
**HELD ON WEDNESDAY 10<sup>th</sup> NOVEMBER 2021**  
**ONLINE VIA ZOOM AT 7.00PM**

**PRESENT:** Councillor: Eileen Jones (Chair)

Councillors: Matthew Cooling, Cathy Evans, Alun Wyn Evans, Anne Lloyd-Jones, Gareth Mason, Ron W McCoo, Marisa O'Hara, John Pughe and Mike Stevens.

**OFFICERS PRESENT:** Jackie Griffin (Locum Clerk),  
Two Members of the Public.

Question on the loss of the Dentist in Tywyn in March 2022.

Councillors Stevens and Lloyd-Jones to discuss with Betsi Cadwallader at their next meeting.

Question for the Environment Committee. Noted with thanks the work undertaken by the Committee with Llechi improving signage at the front. Suggested a Dysenni Walks Trail in the future. Concerns re safety, security, accessibility, dogs on leads etc.

This is a public footpath under Gwynedd Council jurisdiction. There is tourism potential.

River Walk – there is danger of erosion. Committee will look at the problem in the future.

Noted that progress has started with a nature trail. Survey carried out at Ynysymaengwyn. Lot of work done already on signage and directions. Part of the path comes under the National Park.

Question on Ynysymaengwyn. Concern that the public has lost the right of way to land. Very high fence and stile installed is very high, stile is discriminatory by being inaccessible to some. Has there been an AGM? Letter and e-mail sent with concerns. received no response. Council asked for letter and e-mail to be re-sent to the Town Clerk. Concern expressed that no minutes have been made available from the Trustees.

Cl. 118 **APOLOGIES.**

10.11.21 Councillors Nancy Clarke, Aled Lewis and Rowan Smith.

Cl. 119 **DECLARATIONS OF INTEREST.**

10.11.21 Councillor Anne Lloyd-Jones – Item Cl. 133 – Owner of a 5 member only Caravan Club site.

Cl. 120 **CHAIRPERSON'S REPORT.**

10.11.21 Councillor Jones reported the following items:

- Hand rails at Bryn y Paderau not completed due to adverse weather. Left hand rail is in situ, right hand rail to be completed after the weekend. Flower planting will be held back.
- A short Act of Remembrance to observe the 2 minutes silence to take place on 11th November at Bryn y Paderau lead by the Vicar Ruth Hansford. On Sunday, Sue Whitehouse will be leading the service, then those who want to, can march around to the Church to lay wreaths and then onto Neuadd Pendre for light refreshments.
- Key to the Station Building was handed over 8th November. The Ffrij group hope to move in on 11th November, help is sought if there are any volunteers available.
- Christmas Lights are on track and Christmas Tree going up soon.
- Good luck wishes expressed to Tywyn Events for 27th November for stalls and 'Switch on'

of the Christmas Lights.

- Town Clock on Market Hall is one hour ahead, who is the contact for adjusting the clock?
- Thanks to Jackie, the Locum Clerk for professionalism, dedication and patience for work carried out for the Town Council. Also thanks to all Councillors for their support; teamwork has been wonderful over the past few months.
- New Town Clerk, Christopher Wood, will be starting work on 29th November.
- Council has talked about using Welsh as much as possible so Councillor Jones encouraging all to learn and use Welsh.

Cl. 121 **MINUTES.**

10.11.21 To receive and approve:

Minutes of Ordinary Meeting of the Council held on Wednesday, 13<sup>th</sup> October 2021.

**Proposed** by Councillor Lloyd-Jones, seconded by Councillor McCoo and **resolved** to receive and approve the Minutes of the meeting of 13th October 2021.

Cl. 122 **STANDING COMMITTEES.**

10.11.21 Receive and approve:

Minutes of the Finance Committee Meeting held on Wednesday, 20<sup>th</sup> October 2021.

**Proposed** by Councillor Pughe, seconded by Councillor Lloyd-Jones and **resolved** to receive and approve the Minutes of the Finance Committee meeting of 13th October 2021.

**Proposed** by Councillor Mason, seconded by Councillor Pughe and **resolved** that £180,000 is invested at CCLA until required for the development of the Tywyn Skate Park.

Minutes of the Environment Committee Meeting held on Wednesday, 4<sup>th</sup> November 2021.

**RECOMMENDATION:** The Environment Committee recommends that the Council supports the plans presented by Freestyle and commits to the budget previously agreed. The project can then move forward to seek any necessary planning permission before engineering works can begin.

**Proposed** by Councillor Mason, seconded by Councillor Lloyd-Jones and **resolved** to receive and approve the Minutes of the Environment Committee meeting of 4th November 2021.

Cl. 123 **AN OPPORTUNITY FOR COUNCILLORS TO REPORT BACK TO THE COUNCIL**

10.11.21 **FOLLOWING THEIR ATTENDANCE AT EXTERNAL COMMITTEES.**

No reports.

Cl. 124 **TO CONSIDER TOWN COUNCIL'S RESPONSE TO THE OCCURRENCE AT MORFA CADFAN, TYWYN.**

10.11.21 Councillor Jones advised that there would be no discussion of this item due to the ongoing investigation of the case by the relative authority.

Cl. 125 **TO CONSIDER LIVERY STABLES/HORSES CROSSING SIGN AT PALL MALL FARM.**

10.11.21 Councillor Evans advised of concerns raised by a resident of the dangers to riders with ponies crossing the road at Pall Mall Farm to get to the field and having to deal with the speed of traffic. **Resolved** that a request be made with Highways Department at Gwynedd Council for appropriate signage to warn motorists.

- Cl. 126  
10.11.21 **TO DISCUSS THE RENEWAL OF THE ANNUAL MEMBERSHIP OF ONE VOICE WALES.**  
One Voice Wales had contacted the Clerk to advise that the renewal premium of £672 for the Membership of the organisation had not been paid for the year 2021/2022. Concerns were expressed that the organisation will only deal with the Chairperson or the Clerk and would ask that any advice sought from One Voice Wales should be given in writing.  
**Proposed** by Councillor McCoo, seconded by Councillor Pughe and **resolved** that the Membership of One Voice Wales is renewed for the year 2021/2022 at the premium of £672.
- Cl. 127  
10.11.21 **TO APPROVE TREASURER'S REPORTS FOR OCTOBER 2021.**  
The Clerk had circulated the Bank Reconciliation for 31st October 2021 and receipts and payments accounts for October 2021. (*See appendix 1*).  
**Proposed** by Councillor Lloyd-Jones, seconded by Councillor Pughe and **resolved** that the Treasurer's report be accepted for October 2021.
- Cl. 128  
10.11.21 **OPPORTUNITY FOR TYWYN TOWN COUNCILLORS TO ASK QUESTIONS AND REQUEST ASSISTANCE FROM GWYNEDD COUNCILLORS REGARDING MATTERS WITHIN THE REMIT OF GWYNEDD COUNCIL.**  
Councillor Evans asked about monitoring of the amount of traffic and its speed on Happy Valley Road.  
Councillor Lloyd-Jones advised that she would make enquiries about whether it has been carried out.  
  
Councillor McCoo asked about paper recycling at the Leisure Centre following on from the presentation given by Councillor Stevens sometime ago.  
Councillor Stevens advised that he will chase it up and would also enquire about a full recycling site in Tywyn. Gwynedd Council has identified a possible site and is investigating the costings.  
  
Councillor Alun Wyn Evans enquired about the Wynnstay Farmers who are planning to move their site to the High Street. A planning application has been submitted but has been returned to Wynnstay advising that the site is on a flood plain. Councillor Evans asked if it was possible to look at the Planning.  
Councillor Lloyd Jones advised that notification of planning applications has not been coming to the Town Council.  
The Clerk to chase up the Planning Department to advise that notification of planning applications is currently not being received by the Clerk.  
Concerns expressed at how much of Tywyn is being identified as flood plain areas by Natural Resources Wales.  
  
Councillor O'Hara raised concerns about the positioning of a bench opposite Sandilands Field. Councillor Stevens agreed to look at the bench.

Cl. 129  
10.11.21

**TO RECEIVE AN UPDATE ON THE ARRANGEMENTS FOR REMEMBRANCE SUNDAY,  
14th NOVEMBER 2021.**

Marching from Bryn y Paderau to the Church. Requested high viz vests from the Office for the front and back of the Parade and asked for councillors to act as volunteers to assist with the Parade.

Confirmed that Members should meet at Bryn y Paderau at 10.45 for the Service to begin at 10.50 with the 2 minute silence at 11 o'clock.

It was noted that the Royal British Legion is active in Tywyn and they would normally arrange the Remembrance Service. Councillor O'Hara apologised for the incorrect information.

There would be no refreshments provided by the Royal British Legion this year.

Neuadd Pendre would be open on the day.

Cl. 130  
10.11.21

**TO RECEIVE THE CLERK'S REPORT.**

**Website** – The Clerk gave apologies for the website not being updated. For some reason the Council had been frozen out of it and despite a request made some time ago for access and a promise made that it would be given, it was not received so it has been chased that up. A request was received from a resident for the minutes to be put on the website so an email had been sent to the gentleman with the Minutes attached and an apology and explanation.

**Recruitment of New Town Clerk** – An update on a start date was requested and Chris had suggested Monday 29th November 2021 so a Contract to be drawn up for Council approval. In view of this, Council will need to decide how long the Locum should stay as the SLCC requires four weeks notice of the end of an assignment.

**Tenancy of the Station Building** – the tenancy was signed by Councillor Eileen Jones last week and the exchange of documents took place last Friday and the keys were handed over on Monday 8th November. This was all done with the very efficient assistance of Morris and Bates, Solicitors in Aberystwyth.

**Unity Bank** – Clerk was frozen out of Unity Bank at the beginning of October so that meant that payments could not be made for three weeks but those have now been made.

**Code of Conduct** – The Clerk reminded everyone that any items discussed under Part 2 of the agenda are confidential and as such should not be discussed with anyone outside of the Town Council. To do so is a breach of the Code of Conduct and knowledge of such a breach should be reported to the Public Services Ombudsman for Wales.

**E-mails etc** – It has been a very busy month with many e-mails received and sent but the Clerk advised that she had just about managed to keep up with them and responded on a daily basis. At this point, the Clerk gratefully acknowledged the help that she had received from the Councillors which had been outstanding and had made life much easier. The Clerk also thanked all for their kindness and support during a difficult and busy personal time. She had been really moved by the kind e-mails that she had received and thanked the Members very much.

**Proposed** by Councillor Lloyd-Jones, seconded by Councillor Stevens and **resolved** that the Clerk's Report be accepted and it was agreed that the Locum Clerk should remain with the Town Council until 31st December 2021 following which she had agreed to help the Clerk if required.

Cl. 131  
10.11.21

**CORRESPONDENCE WHICH REQUIRES A COUNCIL'S RESPONSE.**

- (i) E-mail sent on behalf of Trywydd Iach – Outdoor Health Project regarding 'contained fires' at Ynysmaengwyn Trust.  
Request by Wellbeing Group for an open fire. Whilst being sympathetic with their holistic approach to mental health it has been pointed out to the group that open fires are not allowed due to the obvious risk by fire to the flora and fauna and adjoining properties. Signage to this effect has been in place for over thirty years and enforced by Ynysmaengwyn staff over these years and not something recently adopted.
- (ii) E-mail from OVW (One Voice Wales) regarding an amended version of the Model Informal Resolution Protocol to be considered for adoption by the Town Council.  
Councillor Cooling **proposed** that the Model Informal Resolution Protocol should be adopted and stated that the purpose of the Resolution Protocol is clearly for minor breaches of the Code and that there should be appropriate training, with refreshers, in place for those Members tasked with dealing with such complaints. Councillor Lloyd-Jones seconded the proposal.  
**Resolved** as proposed.

Cl. 132  
10.11.21

**TO NOTE CORRESPONDENCE WHICH COUNCILLORS HAVE RECEIVED BY E-MAIL.**

1. Trywydd Iach/Outdoor Health regarding active outdoors.
2. Planning Aid Wales Newsletter – October 2021.
3. Clerk of Arthog Community Council – Newsletter and Questionnaire.
4. OVW – 'Keep Wales Tidy' Packages.  
Clerk to enquire of any progress on the Litter Hub.
5. Fields in Trust – E-mail Bulletin.
6. OVW – 'Active Travel Plans' Consultation.
7. Mantell Gwynedd Information Bulletin Issue 18.
8. OVW – Training Courses November and December 2021.
9. OVW – Queen's Platinum Jubilee Beacons 2<sup>nd</sup> June 2022.  
**Item for next Environment Agenda.**
10. OVW – Health Impact Assessment of Climate Change in Wales Infographics.
11. Gwynedd Council – Anglesey and Gwynedd Joint Local Development Plan – Draft Review Report.  
Councillor Stevens stressed the importance of this document to Tywyn and urged all Members to read it and comment. Gwynedd Councillors very concerned at the content and it will affect Tywyn with regard to planning and housing over the next decade.  
Clerk to resend to all Members.

Cl. 133  
10.11.21

**MOTION TO RECEIVE UPDATES CONCERNING YNYSYMAENGWYN TRUST**

Councillor Lewis had forwarded the following update:

Following a busy summer period, the site will be closed from the end of the month.

Following the rain and high winds we experienced some two weeks ago another mature tree has been blown over being one of the old limes to the left of the play area, another lime in that area will require attention to drastically reduce its height due to rot of the trunk.

We are still awaiting delivery and erection of the timber shelter by Arfon Timber Company. It can now be officially confirmed that we have again been successful in gaining the Green Flag Award and I`m sure that the Council would agree that Mark, Rita and staff should be commended on their continued hard work to preserve and improve the standard of woodland and garden areas.

Cl. 134  
10.11.21

**Motion to exclude Press and Public in Accordance with Section 2A of the Public Bodies(Admission to Meetings Act, 1960.**

**Proposed** by Councillor Cooling, seconded by Councillor Pughe and **resolved** that the motion be passed to exclude the Press and Public from the meeting for the duration of the next item.

Cl. 135

**To discuss staff payroll.**

Next Ordinary meeting scheduled for Wednesday 8th December 2021 at 7pm.

The meeting was closed at 8.23pm

**CADEIRYDD / CHAIRMAN**

## Cyngor Tref Tywyn

Prepared by: Jackie Criffin  
Name and Role (Clerk/RFO etc)Date: 10.11.2021Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/10/2021</b>		
	Cash in Hand 01/04/2021		119,748.39
	<b>ADD</b> Receipts 01/04/2021 - 31/10/2021		310,821.80
			430,570.19
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/10/2021		54,631.12
<b>A</b>	<b>Cash in Hand 31/10/2021</b> (per Cash Book)		<b>375,939.07</b>
	Cash in hand per Bank Statements		
	Cash 31/10/2021	0.00	
	Developments & Amenities 31/10/2021	240,661.20	
	Business Saver 31/10/2021	63,910.55	
	Business Current 31/10/2021	81,031.32	
			<b>385,603.07</b>
	Less unrepresented payments		9,664.00
			375,939.07
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>375,939.07</b>
	<b>A = B Checks out OK</b>		

**Cyngor Tref Tywyn**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
68 Income	01/10/2021		Business Current		Rent	G+L Griffiths	S	33.33	6.67	40.00
68 Income	01/10/2021		Business Current		Rent	Evans H L	S	33.33	6.67	40.00
67 Car Park	04/10/2021		Business Current		Car Park Fees	Cambrian Road Car Park	X	499.50		499.50
70 Income	05/10/2021		Business Current		Rent	Jones JV ERP	S	33.33	6.67	40.00
71 Income	11/10/2021		Business Current		Rent	H.M Kendall	S	33.33	6.67	40.00
73 Gweddio a phlarenu / Gardnwr	14/10/2021		Business Current		Car Boot Tables and cars	Car Boot Sales	X	1,120.37		1,120.37
72 Car Park	19/10/2021		Business Current		Car Park Fees	Cambrian Road Car Park	X	872.40		872.40
78 Ffwr Sgjeffro / Skate Park	19/10/2021		Business Current		Donation	Hella E A	X	1,264.62		1,264.62
74 Ffwr and Display / Machine	20/10/2021		Business Current		Car Park Fees	Cae Bedd Car Park	S	308.17		308.17
75 Ffwr Sgjeffro / Skate Park	20/10/2021		Business Current		Donation	Victorian Slipway	X	620.00	61.63	681.63
76 Ffwr Sgjeffro / Skate Park	20/10/2021		Business Current		Donation	C.F. Marisa O'Hara	X	620.10		620.10
77 Car Park	20/10/2021		Business Current		Car Park Fees	Cambrian Road Car Park	X	513.30		513.30
<b>Total</b>								<b>5,951.78</b>	<b>88.31</b>	<b>6,040.09</b>



### Cyngor Tref Tywyn PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
96	02/10/2021		Business Current		Locum Fees	SLCC	S	693.10	176.62	799.72
97	02/10/2021		Business Current		Hydrexid / Advert	Tudle Newspaper	S	198.40	39.68	238.08
98	02/10/2021		Business Current		Archwilio mewod / Internal a	Cyngor Gwynedd Council	S	300.00	60.00	360.00
95	02/10/2021		Business Current		Torr Gwyr / Grass Cutting	Tim Kendall	X	290.00		290.00
106	05/10/2021		Business Current		Umgoplo / Photocopying	Grenke Leasing Ltd.	S	94.98	19.00	113.98
104	05/10/2021		Business Current		Rent	Mrs D L Jarvis	X	350.00		350.00
105	07/10/2021		Business Current	300003	British Gas	British Gas	L	70.70	3.53	74.23
99	29/10/2021		Business Current		Bus Shelter	Scrubadub	S	166.67	33.33	200.00
102	29/10/2021		Business Current		Locum Fees	SLCC	S	1,150.00	230.00	1,380.00
100	29/10/2021		Business Current		Training	Un Llab Cymru	X	30.00		30.00
101	29/10/2021		Business Current		Tolles / Toilet	Cyngor Gwynedd Council	X	8,000.00		8,000.00
103	31/10/2021		Business Current		Training	SLCC	S	45.00	9.00	54.00
<b>Total</b>								<b>11,328.05</b>	<b>521.16</b>	<b>11,899.01</b>