CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL

Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB
Mayor Cllr Sharne-Marie Bellis Deputy Mayor Cllr Preben Vangberg

TOWN COUNCIL MEETING September 30th, 2026, 7pm Agenda

Microsoft Teams meeting
Join:
https://teams.microsoft.com/meet/373034062256668?p=q38k3QvFU20y1c9Ln4
Meeting ID: 373 034 062 256 668
Passcode: R8hR3oL7

1. **Welcome all to the meeting and general housekeeping**
2. **To receive apologies for absence:**
   Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting.
3. **To receive any declarations of interest from Members**
   Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).
4. **To receive representations and queries from the public & representation by:**
   a. **Conwy CBC Flood Defence Team**
   b. **Conwy CBC plans for completion of car park works at Llanfairfechan Promenade**
5. **To approve the minutes of the meetings held on 09/09/2026** LGA 1972 Sch 12 para 41(1) **and to review the action list.**
6. **To receive information regarding the planned works on the promenade car park.**
7. **To receive and approve plans to perform DBS checks on staff.**
8. **To receive and approve the updated version of the Employee's Handbook.**
9. **To receive and approve information regarding Martyn's Law**
10. **To receive and approve Clerk's attendance at SLCC/One Voice Wales joint event.**
11. **To receive and approve plans to replace office chair(s).**
12. **To receive and approve additional member for the Finance Committee.**
13. **To receive and approve funding plans for Calan Gaeaf Llanfairfechan**
14. **To receive and approve request for support for the LLanfairfechan Orienteering course.**
15. **To receive and approve current payments for 30/09/2026.**
    1. AVAST Antivirus Jayne & Callum - £91.94 *(Annual renewal via card - retrospective)*
    2. British Gas - £424.84 *(retrospective)*
    3. Ysgol Babanod PTA Grant - £500
    4. BrightHR - £235.76
    5. Photocopier - £433.71
    6. Worldcare community skip on 16/9/2026 - £258.00
    7. Viking Order - £134.11
16. **To receive information about planning matters**
    (No planning matters to raise)
17. **To receive correspondence:**
    1. Request from Urdd ~ 2. Democracy and Boundary Commission Cymru ~ 3. Transport for Wales ~ 4. OVW Social Impact Assessment ~ 5. Llanfairfechan Crown Green Bowling Club (continued conversation) ~ 6. Draft Waste Strategy
18. **To receive reports from meetings and events**
19. **To receive compliments, complaints and urgent matters for consideration and to log for future**

Wednesday September 30th, 2026

TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams

MINUTES

In attendance: Chair: Deputy Mayor Preben Vangberg; Mayor Sharne-Marie Bellis; (online); Cllr Rhys Griffiths; Cllr Andrew Hinchliff BEM; Cllr Nia Furber; Cllr Christine Roberts Town Clerk Jayne Neal; Deputy Town Clerk Callum Morrison

1. Welcome Deputy Mayor Preben Vangberg welcomed all to the meeting and it was agreed the meeting would be recorded for minutes purposes. **Resolved to receive and take note**

2. To receive apologies for absence (LGA 1972 Schedule 12)

Cllr Leena Farhat; County Councillor Cllr Penny Andow**;** Cllr Alun Rhys Jones; Cllr Charlotte Murray

Resolved to receive and take note

3. To receive declaration of interest – (Disclosable personal or prejudicial interests)

None declared **Resolved to receive and take note**

4. To receive representations and queries from the public

3 members of the public attended in person and 3 members of the public attended online. In addition, Conwy County Borough Council (CCBC) Officer Owen Conry from the Sea Defence Team was in attendance to provide an update on the progress of the flood defence works in Llanfairfechan. There were 5 main points that were raised:

1) Flood defence barriers have been installed at the east end of Glanmor Road and the east-most access road to Glanmor Road. These flood defence barriers are designed to be a proactive rather than re-active defence. Meaning that they will be put in place prior to any possible flood event. Storage boxes for the barriers have been installed on-site so all equipment is stored on-site for easy access when needed. CCBC officers have they key to access and responsibility for installing these barriers.
2) Shore Road East flooding under bridge – flap valve has been replaced to prevent back flooding during especially high tides. It has been noted that when the tide is high and blocking the exit of the pipe with the flap valve, rainwater is still potentially coming down the pipe and filling the pipe resulting in flooding via the road drains under the bridge. A potential solution to implement 'national flood management measures'. These have been undertaken elsewhere in Conwy County with positive results. The measures are designed to slow the flow of water higher upstream so that water does not pool as quickly in the pipe. This would involve working with local landowners and NRW to assess areas and install measures such as 'leaky dams' and 'swales. It was noted that the issues only occur during a high tide and that once the tide recedes from the pipe outlet then the flood water is released.
3) Residents have raised that they are concerned about their household insurance costs. When they have gone to take out new cover or renew their contract, the insurance companies have highlighted the Afon Du as a risk which increased the insurance premium significantly. To help with this, CCBC and NRW are working together to perform clearance works on the water course during the first few weeks in October. This should remove some of the natural cobbles in the river, increasing the amount of water that can flow down the river before it overflows.
4) CCTV pole that looks out over the Promenade and shoreline is in need of maintenance. This has been an on-going issue. Owen has spoken to different departments in CCBC to arrange a pole to be funded and purchased. There is approximate 6 week wait time for an additional pole plus time for installation. An expectation was set for works to be completed by mid-December.
5) Flood Alleviation Scheme (Sea Wall Defence) – The focus on this project now is to look at possibly raising the secondary wall. CCBC is currently completing modelling for scenarios of overtopping to see what height the secondary wall would have to be increased by to counter the flood waters. The benefit of this is that there are not the same licencing issues with works on the secondary wall as there is on the outer wall and so would hopefully be able to get around the blocks in place for works proposed on the outer wall. There modelling is currently being done by an in-house team. Once the modelling is finished, plans would be brought to the Town Council for review as it is likely that the secondary wall would require a notable increase in height. Work on the secondary wall is also likely to be less expensive, with potentially the same result. This works for the benefit of the scheme as the cost to benefit ratio would be far greater, meaning it is likely to be given greater backing.

Questions:

Q1: There is a footpath that runs along and then over the top of the current secondary wall. Would this also have to be increased in height?

A1: Yes, everything would have to increase. The wall, the ramps, the railings would have to be modified, road access in some areas would have to be modified. But these works are a lot more manageable as they don't need the NRW licensing that is blocking the outer wall development. It may even be classed as a 'permitted development' and so planning permission would also be less.

Q2: If the wall were 4 foot heigh then the cars parked would be blocking the same view anyway. It would be different if the wall was 6 foot or higher per say.

A2: CCBC understand the concerns that residents have about the impact the work would have on their houses. But work is needed to future proof properties from future flood risks. I'm unable to give specifics at the moment as modelling is still on-going. Specifics can be discussed once they are known after modelling. This information will be shared with Town Council.

Q3: What are you going to do regarding the properties, public facilities and open public spaces west of the river?

A3: This area is part of the modelling plan.

Q4: Can you clarify and expand up the damming the river higher up as was raised.

A4: These dams are not the 'concrete civil engineering' that you may be thinking. These are more likely to be 'softer' engineering. Welsh Government funding is dependant on a positive impact on the works for local businesses and residents and so this will require studies and co-operation between CCBC and the local community. Funding is available for NFM studies which look at local landowners who have streams running through their land and looking at ways of slowing down the water. CCBC would pay for the work, perform the work, and monitor the work. The basic idea is to install blockages in the river. These in turn could cause flooding in the wrong place and so this needs to be assessed if it is a risk. But if there are suitable locations where water to the river could be slowed, CCBC are wanting to pursue at this. Generally, this type of work is not in the remit of NRW and so most of the co-operation would be directly with the local landowners.

Q5: What sort of time scales are we looking at for the secondary wall if that project were to go ahead?

A5: The modelling is being paid for and completed in this financial year. The physical works would be paid for and need to be completed next financial year (April 2027 to March 2028).

Q6: The cost benefit ratio – is this costs for the council or does it consider the cost of residents too?

A6: The cost benefit ratio is not directed at the council; it is directed at the economy. What is the whole economic cost of damages. This includes houses, cars, personal property, business premises, business property, as well as civic infrastructure (roads, street lighting, footpaths, public gardens and recreation facilities), and anything else that could be damaged due to the flooding. If requested, the Welsh Government guidance can be provided – but it is effectively the cost flooding caused to everyone combined.

Q7: If the water is coming down the river, and something gets stuck under the bridge and causes flooding from Afon Du down to Caradog Place at the same time that the flood defences on the second wall are in place, then the floodwater will not be able to escape and is likely to run down the back of Glanmor Road into houses. What is being done about this risk?

A7: As stated before, NRW and CCBC are performing clearance works on the water course to remove some of the natural cobbles in the river, increasing the amount of water that can flow down the river before it overflows. If a blockage flows down-river and gets stuck under the bridge then this needs to be reported to NRW immediately. Owen would like to see the photos/videos residents have of any flooding event that they have in the area so that they can be assessed by the flood team. Residents are also welcome to meet me during the works that are taking place and we can have a site visit with local knowledge of the area. I've taken some contact details from those here today and can arrange that with them.

Q8: Who holds they key for the barriers?

A8: The CCBC response team have the keys and are available 8am – 5pm during the day. If there was an event, this would be picked up prior using data from weather forecasting and the CCBC team would setup the defences prior to a risk. It has also been noted that in the past a key for the slipway gate was not accessible due to someone being on holiday. This has been reviewed and measures put in place to prevent this occurring again. There is a legal issue of responsibility if CCBC were to give the key to local residents. It is understandable that residents would want the key. There may be a way that CCBC can work with the Town Council on this issue. But ultimate responsibility lies with CCBC response team, they are the ones who currently have the keys. This team reports to Owen Conry (officer present at the meeting).

There was no time for further Q&As and so residents & Town Councillors were requested to send any further questions they had to the Town Clerk by email swyddfa@llanfairfechan.llyw.cymru. These can then be forwarded onto Owen for a response.

Resolved to receive and take note

5. To approve the minutes of the meetings held on 09/09/2026 LGA 1972 Sch 12 para 41(1) and to review the action list.

These had been distributed previously and were taken as read. No matters were arising from the minutes. The minutes were approved as a true record. The Deputy Clerk provided an update on the Action List:

1. **Village Road Toilets –** During works on the toilets, a disabled badge was fixed to the toilet that had some accessible features. Deputy Clerk reviewed legislation and found that although the toilet had some accessible features, it was missing other features (notably an accessible lock & emergency alarm) and so cannot be classed as an accessible toilet. The sign has been removed. There is scope for Town Council to review the accessible facilities in the toilets in the future, but specifically staffing and responsibility issues around the emergency alarm would need to be addressed (i.e. who responds as staff are only part-time. Toilets are currently open when staff are not at work.). Additionally, as Town Council now has full ownership/responsibility for the toilets a Standard Operating Procedure (SOP) is being created. The SOP has highlighted the need for new soap dispensers which are being purchased.
2. **Food and Artisan Markets –** September markets on Sunday 27th September was well attended with a footfall of 235 and approx. with 28 stalls and the Community Orchard Group running the tearoom for the first time. The next Market is on Sunday 25th October with a Halloween Theme. There will be a fancy dress competition for everyone to get involved with. Town Councillors were requested to attend and help.
3. **Equalities Project & Paned a Scwrs session –** Paned a Scwrs sessions have continued. The most recent session was run without the need for the Equalities Officer. Long term planning is for the group to be self-sustaining and so to be already able to operate without Town Council staff at some sessions is encouraging. Again, there were new attendees at the latest session also.
4. **Victoria Gardens –** Staff team have contacted CCBC to request a quote for new swing chains, new swing seats, and rubber matting patching.

Proposed Cllr Rhys Griffiths Seconded Cllr Christine Roberts Unanimous; Resolved to approve and take note

6. To receive information regarding the planned works on the promenade car park

Information had been distributed previously and were taken as read. There have been some issues regarding parked cars parking by the jetty and red road bollards blocking access for emergency vehicles and users, including people with mobility issues. This has been raised directly with the CCBC leadership who have responded. There is an issue as the area is not classed as a highway (road) and so the CCBC traffic team are working with the harbourmaster for a solution. The solutions suggested are as follows:

- CCBC would be able to place double yellow lines on the access road; however, this would need a TRO for them to be enforceable. CCBC have included this location on their list of TRO reviews. Unfortunately, CCBC cannot offer a timescale.
- An Access Protection Line (white painted line) can be considered and at the request of the Sailing Club to help show access is required for the boat storage area. There would be a charge for this. CCBC would advise that the sailing Club contacts the traffic team directly with a request.
- Electric Vehicle Charge points - Contract sign off has taken longer to complete that originally anticipated. However, CCBC are nearing its completion. Regardless of this, CCBC are in discussions with the EVCPO in finalising the delivery programme in which CCBC have requested that the Llanfairfechan car park is high on the priority list.

Additionally, it was noted that the planning permission for the grass-crete in the Promenade car park was minded to grant conditional planning permission subject to the satisfactory comments from the Ecologist. In accordance with approved procedure, the application be referred back to the next meeting of the Planning Committee for further consideration. Town Council hope that the planning permission will be granted at the next meeting.

7. To receive and approve plans to perform DBS checks on staff.

Information had been distributed previously and were taken as read. Due to the recent changes to DBS requirements and that Town Council organised events have increased and grown in size over the past few years; Town Council are now in the position where a DBS should be performed on staff. Staff will be working directly with children, and potentially vulnerable adults, at these events and so all staff will have a DBS check performed.

Councillors do not interact 'directly with children' at these events in the same way as staff do. Councillors tend to be 'manning the door', or 'marshalling the parade' which is different to 'helping make the lantern' or 'running the costume comp'. Town Clerk has checked with a professional DBS provider who advised that staff only require the lowest level of DBS check (Basic DBS). These cost £21.50 each. Town Council require 4 – totalling £86.00.

Proposed Cllr Andrew Hinchliffe BEM Seconded Cllr Nia Furber Unanimous; Resolved to approve and take note

8. To receive and approve the updated version of the Employee's Handbook.

Information had been distributed previously and was taken as read. Following on from the Employee Contract that was approved for use at the last meeting, an Employee Handbook has been prepared by Bright HR and is available for consideration. It's a large document so the handbook was shared to Town Councillors at the last meeting in preparation for review. It was noted that the handbook needs to include all the new legislation so there isn't much choice about its contents. However, any queries can go back to Bright HR and be checked against legislative requirements using their designated advisor. No changes/edits were requested by councillors, and it was proposed that the Employee Handbook be adopted for use.

Proposed Cllr Andrew Hinchliffe BEM Seconded Cllr Christine Roberts Unanimous; Resolved to approve and take note

9. To receive and approve information regarding Martyn's Law

Information had been distributed previously and were taken as read. Martyn's Law is new legislation that requires organisations responsible for public events to consider and prepare for the risk of terrorism where 200 or more people may be present. As the Town Council organises events of this size, it will work towards compliance by ensuring staff complete the free online ProtectUK training provided by the police. Following the training, the Council will develop and maintain appropriate risk assessments, security plans and emergency procedures, which will be reviewed regularly to ensure they remain effective and proportionate to each event.

Proposed Cllr Rhys Griffiths Seconded Cllr Andrew Hinchliffe BEM Unanimous; Resolved to approve and take note

10. To receive and approve Clerk's attendance at SLCC/One Voice Wales joint event.

Information had been distributed previously and were taken as read. One Voice Wales and the Society of Local Council Clerks (SLCC) are arranging a remote joint event to be held on 18 November 2026. This event is an especially important one for Town and Community councils given that it focuses on key topic areas such as future priorities for the local council sector, addressing the democratic health deficit, employment law update, code of conduct issues, artificial intelligence and the cost-of-living crisis. The event is open to Councillors and Clerks. The cost is £75pp. It was proposed that the Town Clerk attend the event and report back to Town Council following attendance.

Proposed Cllr Nia Furber Seconded Cllr Rhys Griffiths Unanimous; Resolved to approve and take note

11. To receive and approve plans to replace office chair(s)

Information had been distributed previously and were taken as read. It has been noted that none of the 3 current office chairs have a fire-retardant label attached. This means that they do not comply with health and safety rules. The 2 of the chairs have been acquired second hand for free over the past several years and the other was purchased over 5 years ago. For Town Councillors to understand the cost, Deputy Clerk presented a list of suitable ergonomic chairs that one of Town Council's suppliers have. These chairs were priced from £150 to £370. A discussion took place where the consensus was that the new chairs should be acquired. An importance was highlighted that the chairs need to be of good quality, comfortable, and provide correct support to comply with H&S legislation. It was requested that Town Council purchase the same style of chair for all staff. It was proposed that staff be given a budget of up to £300 to be spent per chair, and that staff review different suppliers to find the most suitable chair at the best price.

Proposed Cllr Christine Roberts Seconded Cllr Chris Jones Unanimous; Resolved to approve and take note

12. To receive and approve additional member for the Finance Committee

Information had been distributed previously and were taken as read. The finance committee currently only has 3 members. To be more effective, an additional member has been requested. Cllr Chris Jones volunteered to join the committee.

Proposed Cllr Rhys Griffiths Seconded Cllr Nia Furber Unanimous; Resolved to approve and take note

13. To receive and approve funding plans for Calan Gaeaf Llanfairfechan

Information had been distributed previously and were taken as read. As discussed at the last meeting under 'reports for meetings and events': "The project is £1600 short for funding the whole weekend. It has been difficult to find funding due to the pressures of Llanfairfechan Art Week. It was agreed that the project should be supported as it has been so good for the town. In the short term, the money can be vired, and the staff will make every effort to find further funding to help with Christmas festivities."

It was noted that this is a request to move funds from the Christmas budget to the Calan Gaeaf budget. There is a current planned spend of approx. £1500 for road closure at the Xmas market. As there is now no fairground taking place, the road will remain empty (as it has for the past 2 years). It was suggested that this is no longer a suitable use of public money and so this fund could be moved to the Calan Gaeaf to cover shortfall. This would give staff time to hopefully secure funding for additional activities at the Xmas fair in the school yard. Meaning that the net cost is effectively zero. It was proposed that the funds should be transferred between the budget headings.

Proposed Cllr Rhys Griffiths Seconded Cllr Nia Furber Unanimous; Resolved to approve and take note

14. To receive and approve request for support for the LLanfairfechan Orienteering course.

Information had been distributed previously and were taken as read. Members of the Eryri Orienteering Club, who live in LLanfairfechan have designed and created a digital orienteering course. This can be downloaded to a phone or smartwatch. Additionally, the club has asked to use Town Council resources to create physical orienteering packs (each pack consists of 2 printed sheets of paper & laminated) for residents to use. The Llanfairfechan Library, Community Hall, and Coffi Du have all agreed to store the orienteering packs for residents to loan and return. 50 packs have been requested. Additionally, this is a new course, and the club would like to have a 'grand opening' and wondered if Town Council would like to get involved by running a grand opening at one of the Llanfairfechan Markets with councillors and the Mayor in attendance. A discussion took place where it was noted that the cost of creating the packs is very low and support should be given to this project for an initial set of 50 packs as requested. The grand opening attached to an food and artisan market was a welcomed idea, and it was suggested that the November market would be best for this event.

Proposed Cllr Mayor Sharne-Marie Bellis Seconded Cllr Chris Jones Unanimous; Resolved to approve and take note

15. To receive and approve current payments for 30/09/2026.

Information had been distributed previously and were taken as read.

Proposed Cllr Andrew Hinchliffe BEM Seconded Cllr Nia Jones Unanimous; Resolved to approve and take note

16. To receive information about planning matters

Town Council has to consider Sec 6 Public Authority of the Environment (Wales) Act 2016 for all of our processes in Llanfairfechan. Our aim with planning applications is to give our observations on material matters as per planning legislation and our observations on the applications can be seen below:

No planning matters arising. **Resolved to receive and take note**

17. To receive correspondence:

All correspondence had been distributed previously and were taken as read.

1. Request from Urdd ~ The Urdd has sent out an official letter asking for support and donation to various partners and stakeholders. Town Council have already committed £3000 in funding this year (as Town Council has for the past several years) via a grant to Ysgol Babanod and Ysgol Pant y Rhedyn to help cover Urdd membership costs for every pupil in each the school. Town Councillors requested staff to respond to the request stating that Town Council will not provide further funding directly to the Urdd as it already provides funding support via the local schools.

2. Democracy and Boundary Commission Cymru ~ The Democracy and Boundary Commission Cymru are an independent group with the job to look at the voting areas for Senedd elections. They must check and write a report about the voting areas by 1 December 2028. It is important that they get the views of the people who live and vote in Wales. This is particularly important to Town Council as the commission is also looking at the boundaries of local councils. There is currently a consultation taking place. It was requested that each Town Councillor completes the consultation survey. Staff can re-share this information to all Town Councillors. It was also noted that One Voice Wales is running a webinar to update Town/Community Councils on potential impacts. In addition to the Town Clerk's attendance, some councillors asked to be booked onto the webinar also.

3. Transport for Wales ~ People in north Wales are being urged to have their say on planned changes to the region's bus network, as the next phase of improvements to bus services in Wales gets underway. Transport for Wales worked closely with local authorities to create a proposed bus network for north Wales, as part of the Welsh Government's wider bus reform programme – set to be completed by 2030. An eight-week public engagement on the proposed network is live until 9 October. Town Councillors were requested to look at the consultation and provide feedback.

4. OVW Social Impact Assessment ~ One Voice Wales (OVW) is bringing together a small group of councils to record a consistent set of information each month. OVW will create a stronger evidence base that demonstrates the sector's impact and helps inform future decisions about policy, investment and support for community and town councils across Wales. The work will require around 30 minutes each month to capture information about Llanfairfechan Town

Council's activities and an occasional informal catch-up with the OVW team. Staff confirmed that they have time to put this information together for One Voice Wales. Staff are tasked with creating an annual report of activities each year and the work for OVW can be copied and pasted, with minimal editing, into the Town Council's Annual Report. Effectively replacing a large task at the end of the year with several smaller tasks throughout the year. It was also noted that the project would lead to greater funding provided to Town/Community council sector and so Town Council will likely benefit in the form of additional available grants in the future. Town Council were minded to agree that staff should work with OVW on this project.

5. Llanfairfechan Crown Green Bowling Club (continued conversation) ~ At the last Town Council meeting a request of support was presented by the Bowling Club with a note to expect a community grant application. Following on from that request, the Bowling Club received grants awarded with stricter conditions that it had hoped. This has led the Bowling Club having to re-assess its project. The Bowling Club notified Town Council that it was no longer going to immediately proceed with the project and will inform Town Council when additional support is needed in the future.

6. Draft Waste Strategy ~ In 2022, Conwy CBC released a five-year corporate plan to address the global climate crisis. The plan aims to reduce carbon emissions, adapt to and mitigate climate change, and ensure positive climate impacts. As part of this effort, Conwy CBC is focusing on reducing waste and increasing reuse, repair and recycling with a new Resource and Waste Strategy. The draft Resource and Waste Strategy 2026-2031 has been developed to respond to these challenges and seek out opportunities. The strategy is currently going through consultation, and Town Councillors were asked to provide feedback to the consultation. **Resolved to receive and take note**

18. To receive reports from meetings and events

1. Mayor's Report – Attended Conwy Civic parade. It was very nice and enjoyable.

2. Report from Town Twinning Meeting – The are looking at proposing the last two weeks of May. This needs to be agreed with the French counterparts. Town Twinning are also going to be applying to Town Council for a civic grant for continued support of the project. A general request was noted for more people to host our French visitors.

3. Llanfairfechan Community Energy – a) Ynni Anafon are minded to provide funding for 2 pre-feasibility projects (wind and hydro). This is dependant on a presentation/Q&A session about our project at their next board meeting. A representative from the Ynni Llanfairfechan and Greener Edge (project contractor) are planning to attend to be able to answer any questions. **b)** A representative from Partneriaeth Ogwen attended the last meeting to present about the community energy projects in the Ogwen Valley. It was a very interesting and informative presentation with Q&A. The consensus following this presentation was that it became clear that the resources available in Llanfairfechan cannot provide one single large energy generator and so smaller generators are needed. This follows the current group's vision of several smaller energy producers across a variety of energy sources (hydro, wind, solar).

Resolved to receive and take note

19. To receive compliments, complaints and urgent matters for consideration and to log for future

1. Community Skip – it was noted that some people have been emptying their cars of things for the skip before it opens and then leaving, requiring the Environmental Officer to put it in the skip. This is not his responsibility and residents leaving rubbish without placing it directly in the skip is technically classed as fly-tipping. The rules for the skip state that residents are not to leave rubbish. Staff will release a social media post reminding residents not to leave before they place their rubbish in the skip themselves. Internal staff training will also take place.

2. Parking ticket – A resident has raised an issue with a councillor about a carpark ticket dispute with CCBC in the Promenade Car Park. Town Council noted that it does not have any powers regarding this matter and are unable intervene or comment on this matter.

3. **Hedge trimmings at Victoria Gardens –** It was noted that when CCBC trimmed the hedges at Victoria Gardens, the offcuts were left on the road and so washed away blocking drains but also left debris on the road. Staff were asked to contact Open Spaces department at CCBC to discuss and rectify this issue in the future.

4. Parking by the sea front – Town Councillors noted that although the car park is being used, there is notable parking that has dispersed to other areas. Specifically, motorhomes tend to park on the no restriction zone by Victoria Gardens and lots of car's park by the train station. Town Council did not think any action should be taken at this stage, but it is worth noting so that the situation can be monitored so action taken in the future if required.

5. New Town Clerk – The Town Clerk and Deputy Town Clerk officially swap roles on October 1st, 2026. Congratulations were given to Callum on taking up the role of Town Clerk.

The meeting was closed at 9:13pm