



Minutes of the Annual Meeting and full Council Meeting held at 7.00pm, 15th May 2017, at The Pavilion, Creigiau.

PRESENT: Councillors: Stuart Thomas, Sandie Rosser, Sara Pickard, Christine Priday, Sarah Evans, Ian Evans, Wynford Ellis Owen

Also present: Cllr Graham Thomas; a member of the public

In attendance: Helena Fox, Clerk

Annual Meeting

1. **To receive Councillors declarations of Acceptance of Office:** Those that had not been signed in advance were signed. All Members' forms were witnessed by the Clerk and will be sent to Cardiff Council's Electoral Office.
2. **To elect a Chairman of the Council and receive the Chairman's declaration of office:** Cllr Priday nominated Cllr Stuart Thomas because of his experience, seconded by Cllr Rosser. It was **RESOLVED** that Cllr Thomas be Chairman for 2017-18 and he signed the Declaration of Acceptance of Office.
3. **To receive apologies for absence:** Cllrs John Harrison, Simon Davies; Cllr Gavin Hill-John; PCSO Richard Davies
4. **To receive any declarations of interest:** There were none.
5. **To appoint a Vice Chairman:** Cllr Rosser nominated Cllr Harrison, seconded by Cllr Ellis Owen. Cllr Harrison was absent but had let the Clerk know that he would accept any nomination. It was **RESOLVED** that Cllr Harrison be Vice Chairman for 2017-18
6. **To discuss Co-options to PCC:** It was **RESOLVED** to adopt the Co-Option Policy previously circulated. The Clerk will advertise the three vacancies in Creigiau with a closing date of June 12th.
7. **To appoint representatives to outside bodies:**
 - 7.1. Primary school governors
 - 7.1.1. Pentyrch Primary School: John Harrison
 - 7.1.2. Creigiau Primary School: Sarah Evans
 - 7.1.3. Gwaelod y Garth Primary School: vacant
 - 7.2. Pentyrch Sports Association: Sara Pickard
 - 7.3. Creigiau Recreation Management Committee: Stuart Thomas and Wynford Ellis Owen (as available).
 - 7.4. Pentyrch Village Hall: Ian Evans
 - 7.5. Gwaelod y Garth Village Hall: Sandie Rosser
 - 7.6. Pentyrch Neighbourhood Watch: Chris Priday

- 7.7. Taffs Well Quarry (Cemex) Liaison Committee: Chris Priday
- 7.8. One Voice Wales Area Committee: Stuart Thomas, Ian Evans
- 7.9. OVW Larger Council's Meeting: Clerk to attend with one councillor
- 7.10. Cardiff West Neighbourhood Partnership: Chris Priday
- 8. To appoint statutory or standing committees:** The Chairman and Vice Chairman sit on all committees.
- 8.1. Staffing Committee: Wynford Ellis Owen, Chris Priday, Chris James
- 8.2. Disciplinary/Grievance Committee: to be called as needed
- 8.3. Appeals Committee: to be called as needed
- 8.4. Internal Audit Committee: Simon Davies, Sarah Evans
- 8.5. Business Plan Committee: Simon Davies, Sarah Evans, Chris Priday
- 8.6. Buildings and Estate Committee: Ian Evans, Simon Davies, Chris James
- 8.7. Link Committee: Stuart Thomas (Editor),
- 9. To set meeting dates for the Standing Committees:** Committee meetings are called as needed.
- 9.1. Business Plan Committee: The Chairman asked that this first meeting before the June meeting.
- 10. To appoint an Internal Auditor:** The Clerk was asked to make some suggestions with a view to appointing an Internal Auditor as soon as possible.
- 11. To approve the Risk Assessment:** It was **RESOLVED** to adopt the Risk Assessment previously circulated.
- 12. To adopt an Equality Policy:** It was **RESOLVED** to adopt the Equality Policy previously. This will be displayed in the Council office.
- 13. To consider the payment of any subscriptions falling to be paid annually:** It was **RESOLVED** to approve the following subscriptions:
- 13.1. One Voice Wales : £730 for 2017-18
- 13.2. Society of Local Council Clerks: £157 for 2017-18
- 14. To inspect any deeds and trust instruments in the custody of the Council:** The Clerk drew the Council's attention to the need to have a schedule of deeds.
- 15. To consider whether the pay and conditions of service of existing employees of the Council shall be reviewed:** Staff pay corresponds with the sector's national pay scales and are currently set for 2016-18 plus any cost of living increase that may be notified in due course. All staff are now members of the Local Government Pension Scheme. It was **RESOLVED** to approve any nationally agreed pay increases notified to the council during the year.

Ordinary Meeting

- 16. To consider police matters:** The Police sent their apologies. The next PACT meeting will be held on 31st July at the Golf Club. It will be advertised on Twitter, community messenger and posters in the village. The Clerk will seek updates on local issues including ASB on Mountain Road.
- 17. Public Session** (length of adjournment at Chairman's discretion): there was nothing raised.
- 18. To consider and decide on any matters arising from the Public Session:** there were none.
- 19. To receive reports from County Councillors:** Cllr Graham Thomas was pleased to be back representing Creigiau and PCC welcomed him. Key issues that arose during the

recent campaign were pot holes and traffic speed. Cllr Thomas will be advocating for a 20mph zone in Creigiau; low level speed tables rather than speed bumps - they are expensive but S106 funding might cover this; speed cameras. Cardiff Council is checking its litter bin numbers, locations and emptying schedule.

19.1. Cllr Ellis Owen suggested a speed camera on Cardiff Road near Queen Charlotte Drive and Cllr Thomas will look into this.

19.2. Cllr Priday supported the 20mph limit in Creigiau, especially before Creigiau Quarry opens.

Cllr Graham Thomas and the member of the public left the meeting.

20. To receive the Minutes of the Full Council meeting held on April 10 2017: The minutes were proposed as accurate by Cllr Ellis Owen, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

21. To consider any matters arising from the Minutes not reported elsewhere: The Chairman will attend the next OVW Larger Council meeting in July.

22. To receive the report of the Clerk:

22.1. The Clerk welcomed the new members and explained about the welcome pack and information on the website. New bank mandate forms will need to be signed.

22.2. Staff Training : Dates for the next woodland training are awaited.

22.3. Camera on Mountain Road: the camera PCC was lent has been stolen, with a number of new rechargeable batteries. The camera's owner is buying a replacement and will invoice PCC. In light of this, it was agreed not to replace the camera.

22.4. Ael y Bryn: a resident kindly removed rubble and tree prunings left when a new fence was installed.

22.5. Bronllwyn : a resident reported concerns about gravel on the pavement causing a problem for pedestrians. The Clerk was asked to write to the house owners.

22.6. Green paint on clothes: two residents had reported paint on clothes and brought them to the office. It was **RESOLVED** to compensate up to £50 on receipt of invoice.

22.7. PCC Noticeboards: Cllr James will send the Clerk information about new locations for the Gwaelod board.

22.8. Memorial Benches: PCC has almost 50 benches, including memorial benches. These are being checked and work prioritized on the memorial benches to make sure all are in good condition.

22.9. Penuel Graveyard: there was no news on this.

22.10. CRAMC: The Clerk is working on arrangements for a meeting to discuss the lease and MoU and getting formal quote for signage.

22.11. The Clerk worked 18.25 extra hours in April. It was **RESOLVED** to approve payment.

23. To approve the schedule of payments and receipts for May 2017: This was received.

24. To receive an update on the Council's Annual Accounts for 2016-17: The bank reconciliation, asset register and income/expenditure account were received. The Clerk thanked the Chairman for his help with Sage. Final accounts will be presented at the June meeting.

25. To discuss the closure of Pentyrch Post Office: The Clerk has asked the Post Office about this but heard nothing so far. Cllr James will send the Clerk contact information for the Post Office. PCC wishes to know if this closure is permanent.

26. To discuss Motions for the OVW 2017 AGM: Cllr John Hughes of St Fagans CC contacted the Clerk on the issue of OVW's legal entity. The Chairman explained to the meeting that OVW needs 20% of its membership present in the room to change the Constitution in order to become a company limited by guarantee but getting enough members present is proving difficult. Following a discussion it was **RESOLVED** to propose a Motion for the OVW AGM to remove the '20% in one room limit' at the same time as there is a Motion to become company limited by guarantee.

27. To consider any planning applications: There were no comments made.

28. To consider any correspondence received and not reported elsewhere:

28.1. Welsh Audit Office: audit fees and future audit themes

28.2. Code of Practice on Workforce Matters (Two Tier Code) – Annual Monitoring Form : the Clerk will complete this.

28.3. Pentyrch Horticultural, Cookery and Craft Show: thank you for the grant of £150.

29. To consider the reports of Councillors:

Date	Councillor	Report	Action Taken
April 19	Cllr Priday	Insurance cover: double check this following Came & Co newsletter.	<i>HF checking cover as part of Risk Management</i>
April 28	Cllr Priday	Bent bus stop sign on Lon y Fro	<i>Done</i>
May 15	Cllr Priday	Column 1, Pantglas : streetlight not working	<i>HF will report</i>
May 4	Cllr Rosser	<p>I have had a complaint from a resident concerning the Japanese Knotweed emanating from the woods behind Garth Villas, Main Road, and encroaching into the back gardens. There is a great fear that this weed will eventually make its way into the houses, thereby preventing these houses being sold. Can we do anything to halt the progress?</p> <p>Another resident voiced concerns about a homeless man who had been sleeping on the seat in a bus shelter in Radyr.</p> <p>Taffs Well Park has three memorial benches which are particularly attractive. They are made by Ogilvies that we had got quotes from. Councillors are encouraged to have a look at them.</p>	<p><i>The area has been checked and we will start a spraying programme as needed.</i></p> <p><i>HF has asked PCSO Richard Davies for an update.</i></p>
May 15	John Harrison	Suggested by email to the Clerk a letter congratulating Lucie Jones on her performance at Eurovision.	<i>The Clerk will write.</i>

30. The Chairman proposed that the Clerk and Admin Assistant be given an extra payment in compensation for the disruption during the recent building works. It was **RESOLVED** to pay them £50 each.

31. Date of the next meeting: June 19 2017 at Creigiau Pavilion, 7pm

There being no other business, the meeting closed at 9:06pm.

Signed