



Minutes of the full Council Meeting held at 7.00pm, 16th October 2017, at Gwaelod y Garth Village Hall

PRESENT: Councillors: Stuart Thomas (Chairman), Sandie Rosser, John Harrison, Christine Priday, Sarah-Anne Evans, Ian Evans, Simon Davies, Mike Sherwood, Chris James, Wynford Ellis Owen, Sara Pickard

Also present: PCSO Richard Davies

In attendance: Helena Fox, Clerk

- 138. To receive apologies for absence:** Cllr Graham Thomas, Cllr Gavin Hill-John; Cllr Carter
- 139. To receive any declarations of interest:** There were none.
- 140. To consider police matters:** PCSO Davies reported the following incidents:
- Creigiau : 2 ASB calls; 1 criminal damage; 1 theft at J33 services; 1 burglary (commercial)
 - Pentyrch: 2 ASB (youth annoyance); 2 thefts (farm; number plates used in a crime)
 - Gwaelod y Garth : 1 flytipping; 1 theft from unlocked motor vehicle; 1 drug driver
 - Two patrols had operated at Creigiau Primary School and two speed watches on Cardiff Road in Creigiau
 - Cregiau PACT : next meeting is November 8. Posters are up and on the PCC website.
 - People are asked to report any off-road motor bikes seen on the road to the police. There is a growing theft of high-value road and mountain bikes. It is Hate Crime Awareness Week
 - The Chairman suggested something be put in the Community Link to publicize the bike problem. He raised concerns about speeding vehicles entering Ty Nant Road on the wrong side of the road and also close to Queen Charlotte Drive. PCSO Davies said a speeding and seat belt operation will take place shortly in this area.
 - Cllr Harrison asked for a speed watch for Pentyrch. PCSO Davies said that these watches are done randomly on a quota/area. Cllr Harrison had been pleased to see the speed camera in Pentyrch recently and PCSO Davies will ask for this to be done in Creigiau too.
 - There are no Halloween events known to be planned in the PCC area.
 - PCSO Davies said that officers will cover the Remembrance Day service at Pentyrch.

Cllr Sara Pickard joined the meeting.

- 141. Public Session (length of adjournment at Chairman's discretion):** There was no one present.
- 142. To consider and decide on any matters arising from the Public Session:** There was none.
- 143. To receive reports from County Councillors:** Both county councillors had sent their apologies.
- Cllr Harrison wondered whether there was an opportunity to do any other work on Church road while it is closed.
 - Cllr Davies asked whether residents or businesses are entitled to any compensation caused by the 7-week road closure.

- c. Potholes on Tynant Road are getting dangerously deep. There does seem to be some road re-marking in Creigiau.
- d. Cllr Sherwood suggested that after current work is finished, a list is made of outstanding repairs.

144. To receive the Minutes of the Full Council meeting held on September 18 2017: The minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

145. To consider any matters arising from the Minutes not reported elsewhere

- a. Cllr Harrison reported that the developer of the telecoms mast project has agreed to meet with the PSA and residents. No date is set yet. Harry Rees, Chairman of PSA, is following this up.

146. To receive the report of the Clerk

- a. New utilities contracts have been set up with Opus Energy Ltd via brokers Love Energy. They have won best business customer service awards. 3 year contracts have been set from March 2018.
- b. IT: The Clerk has cleared the full inboxes of existing @pentyrch.cc email addresses and will set up new addresses/passwords for members without @pcc mailboxes or who have forgotten their passwords.
- c. Georgetown: following Mr Fred Gambie's request for help at the September meeting, CCC are now surveying the road.
- d. PCC's Budget 2018-19: the Clerk asked for suggestions for the draft budget. She explained that a new community group, PARC was interested in a funding raising for Memorial Park and collaborating on a grant application.
- e. A resident raised concerns about dog mess around Creigiau Primary School. Members noted that PCC has tried to get more dog-waste bins but Cardiff have said to use the regular bins. PCC will ask for an extra bin near all schools and for more notices in the communities and whether Cardiff can make dog-free areas outside school gates. Provision of dog-waste bags was discontinued by Cardiff because it made no difference to the problem. It was noted that dog waste appeared over night so it was harder to see who was not clearing up after their dogs. A piece will be put in the Community Link. This problem has been discussed many times and no easy solution.
- f. Penuel Graveyard: as of today: there is no new information.
- g. CRAMC: new entry signs and signs about dogs will be installed shortly. A first quote had been received for drainage works on the playing field. This will be discussed as part of PCC's budget for 2018-19 and its 5 Year Plan.
 - i. The Chairman noted that natural springs make the area boggy and it seemed to get worse when Creigiau Quarry was mothballed. The Terrace had had flooding problems that improved after a drain that ran behind the allotments and underneath the Terrace was blocked. This worsened the flooding at the recreation ground.
 - ii. Cllr Harrison asked if there was any help available from the quarry. It was thought that the quarry water table would be below the field level.
- h. Brofiscin Quarry : the letters had been sent with some history received back from RCTCBC. Cllr Sherwood suggested PCC keep raising this as part of any future planning applications.
- i. Clerks hours: 8.5 extra hours in September.

147. To approve the schedule of payments and receipts for October 2017

- a. Payments of £10,630.86 and receipts of £983.59 were recorded to October 16 2017 and presented to the meeting.
 - b. Acceptance of the figures was proposed by Cllr Davies; seconded by Cllr Sherwood and agreed by all.
 - c. It was noted that payment had been received in the bank in error of £312.00 and this has been refunded to Pentyrch Village Hall, which was the intended recipient.
- 148. To approve and accept the External Auditor's report for 2016-17:**
The report had been circulated in advance.
- a. It was **RESOLVED** to approve and accept the report.
 - b. The Report's main issue was that PCC submitted the Annual Return late. However, that was done with the Auditor's prior agreement because of some HMRC and Sage problems.
 - c. The Welsh Audit Office's Financial Management and Governance in Community Councils 2015-16 is on the website
- 149. To plan the Internal Audit Review, appoint an Internal Auditor and agree terms of reference:**
- a. It was **RESOLVED** to re-appoint the Internal Auditor for 2017-18.
 - b. It was **RESOLVED** to set up an Audit Subcommittee of the Chairman and Cllrs Priday and Davies to conduct the Internal Audit Review.
- 150. To decide that PCC will continue to bank with the Co-operative Bank:**
- a. It was **RESOLVED** to continue to bank with Co-operative Bank plc with all existing authorisations including any two of the signatories to sign.
 - b. It was **RESOLVED** that the following people be signatories to PCC's bank account: Cllrs Stuart Thomas, John Harrison, Christine Priday, Sarah-Anne Evans, Simon Davies, Mike Sherwood and the Clerk, Helena Fox.
 - c. It was **RESOLVED** that the Clerk has online access to the bank accounts with all signatory councillors enabled to co authorise payments
 - d. It was **RESOLVED** that the Clerk is to have a PCC pre-paid debit card.
 - e. It was **RESOLVED** that since the following people are no longer members of PCC they are to be removed as signatories to its bank accounts: Nicky Howard, Clare Bath Williams, Jeanette Troughton, Brynmor Jones, Graham Thomas, Phillipa Hill-John
- 151. To appoint a PCC Governor for Creigiau Primary School and PCC representative on the Pentyrch Village Hall Committee**
It was **RESOLVED** to write to Creigiau Primary School say that PCC hopes to appoint someone in the New Year.
It was **RESOLVED** that Cllr Priday be appointed as PCC's representative on the Pentyrch Village Hall Management Committee.
- 152. To nominate an employer representative to the Cardiff & Vale Pension Board**
- 153.** It was **RESOLVED** that Cllr Priday be nominated as an employer representative to the Cardiff & Vale Pension Board.
- 154. To discuss the Civic Reception:** Arrangements are all in hand for the event on Wednesday 18th. Some 78 people are expected.
- 155. To discuss the 5 year plan for PCC including the Village Plan Questionnaire**
- a. Cardiff Research Centre had provided a detailed quote of between £1,575 for an online survey and up to £5,000 for a full service online/paper survey.
 - b. Members agreed that the questionnaire should be bilingual and printed as well as online and needs a final look with some changes made as per councillors' previous suggestions.

- c. Distribution of paper questionnaires could perhaps be via the Community Link. Pre-paid envelopes for returns as well as collection boxes would maximise response numbers.
- d. A final quote will be required from CRC after amendments to the questionnaire and for a bilingual version.
- e. It was **RESOLVED** to budget for the full service version in 2018-19 with the £2,500 budgeted for 2017-18 (£1,000 for printing and distribution, £1,200 for staff time and collection boxes, £300 for translation) carried forward. Two members abstained.
- f. The Chairman noted that community engagement is now expected and PCC has been planning to do this for some time. The Civic Reception is another way of engaging with local people.

- 156. To discuss WW1 memorial benches:** Cllr James wanted to revisit this issue. He reminded the meeting of the history of PCC's discussions on this: that PCC had previously discussed a WW1 commemorative bench for each of the three communities and this would be provided for in the 2018-19 budget. In September PCC awarded a grant of £390 towards the cost of one commemorative bench in Pentyrch to Pentyrch Open Gardens. Cllrs James and Rosser wanted to make it clear that each community needs to be treated equally. The benches mark an important part of local history and PCC needs to plan its expenditure for both its own running costs and community enhancement.
- a. The feedback has been positive about the idea of the benches and members reaffirmed their agreement to budget for a bench in each community in 2018-19.

155. To discuss concerns about local footpaths and stiles and Cardiff's PRow Consultation

- a. Cllr Davies commented that many footpaths and stiles are in poor condition. He suggested the creation of a list of what work needs to be done with locations. This can be reported to Cardiff's Public Rights of Way team along with the information PCC general reports. Googlemaps can provide accurate map references.
- b. The Clerk noted that PRow officers spend the summer clearing paths and do the fence/style maintenance in the winter. Their policy is to remove styles to improve access and replace with gates.
- c. The PCC office gets regular complaints/concerns from residents about the state of the foot path links between residential roads. They have litter, dog mess, uneven and weedy surfaces and overgrown trees.
- d. Members will send any comments on consultation to the Clerk.

156. To discuss arrangements for Remembrance Day

- a. Councillors are asked to be attend on November 12 and information will be sent to all members.

157. To discuss the work of the North West Cardiff Group

- a. The group had suggested a repeat of the transport surveys done by the three community councils in 2012. This will be considered in the budget for 2018-19. This would provide evidence of any change in traffic patterns in the last few years.
- b. Cllr James noted that Danescourt station platforms already heavily congested and this could become a H&S issue as numbers grow. The City Line platforms at Danescourt and beyond into Cardiff are only long enough for 2-car trains which are already full in peak times. These trains take about 120 maximum. No 4-car trains stop on the City Line after Radyr.
- c. Members agreed that the NWCG provides expert guidance on planning issues and PCC will use this to inform its own responses.

158. To receive an update on Pentyrch Post Office: There was no news from our MP and AM at the time of the meeting but they will be meeting with the Post Office in October.

- 159. To receive reports from Councillors and Surgery Reports:** The notices and reports are online and notices are posted on local noticeboards. The next Creigiau Surgery will take place on October 21 and then on November 8 after PACT. The first Pentyrch Surgery is being arranged.
- 160. To receive a report on the OVW Conference and AGM:** The Chairman, Cllrs Priday and Ian Evans and the Clerk had attended. The Clerk's report was received.
- 161. To approve BBC filming on Garth Mountain:** It was **RESOLVED** to approve the BBC's request to film on the Garth Mountain. A contract and insurance certification will be provided.
- 162. To consider any correspondence received and not reported elsewhere:** There was none
- 163. To discuss the Welsh Government's Review of Community and Town Councils:** This was deferred to November.
- 164. To consider a response to the Welsh Government Consultation:** Guidance for Principal Councils on the Review of Communities: This was deferred to November.
- 165. To receive and make a response on the draft IRPW Annual Report:** This was received. The Chairman drew members' attention to the pages that relate to Community Councils and of the need to consider this when setting the budget.
- 166. To discuss and decide on any planning applications:**
- a. RE: 17/02304/MJR, LAND NORTH AND SOUTH OF LLANTRISANT ROAD, NORTH WEST CARDIFF: It was **RESOLVED** to submit a response and support NWCG's response.
 - b. 17/01013/MJR, GOITRE FACH FARM, LLANTRISANT ROAD, ST FAGANS, CARDIFF, CF5 6JD: It was **RESOLVED** to submit a response.
 - c. 17/02305/MJR DISCHARGE OF CONDITION 23 (STRATEGIC SUSTAINABLE SURFACE WATER DRAINAGE MASTERPLAN) OF 14/00852/DCO LAND TO THE NORTH OF M4 JUNCTION 33, CREIGIAU: The Chairman noted that there have previously been serious issues with raw sewage and sanitary items in land ditches that back on to the Closes that back onto this land. It was **RESOLVED** to ask the planning officer what actions have been undertaken for consideration before a discharge is granted. Cllr Sherwood had identified various problems in the application and these will be sent to Cardiff.
 - d. 17/01012/MJR, GOITRE FACH FARM, LLANTRISANT ROAD, ST FAGANS, CARDIFF, CF5 6JD: This application for 260 houses does not include a Travel Plan. The Agent has not indicated when they plan to submit this one.
- 167. To discuss issues arising from the vacancy for the Creigiau Ward:** This will be a confidential matter from which the Press and Public are excluded as per the Public Bodies (Admission to Meetings) Act 1960
- a. The solicitor's report was received.
- 168. Date of the next meeting: November 20 2017 at Gwaelod y Garth Village Hall, 7pm.**

There being no other business, the meeting closed at 9.35pm

Chair_____ Date_____