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**Minutes of the full Council Meeting held at 7.00pm, 20<sup>th</sup> November 2017, at Gwaelod y Garth Village Hall**

**PRESENT:** Councillors: Stuart Thomas (Chairman), Sandie Rosser, John Harrison, Christine Friday, Simon Davies, Mike Sherwood, Chris James,

Also present: Mark Drakeford, AM; PCSO Richard Davies; Cllr Gavin Hill-John; Cllr Graham Thomas; Colin Belward, CRAMC; Mr and Mrs Paul; Emma Phillips and David Christopher for PARC

In attendance: Helena Fox, Clerk

The Chairman passed on PCC's sincere condolences to Mark Drakeford on the death of his colleague, Carl Sergeant.

- 170. To receive apologies for absence:** Cllr Sara Pickard; Ian Evans, Sarah Anne Evans; Wynford Ellis Owen
- 171. To receive any declarations of interest:** There were none.
- 172. To consider police matters:** PCSO Davies reported the following incidents from October 16:
- a. Creigiau: 5 ASBs (all related); 4 thefts from J33 services; 4 burglaries (1 farm quadbike; 3 shed/garage);
  - b. Pentyrch: 4 ASBs; 2 youth annoyance; 1 theft from insecure van; 2 damage incidents;
  - c. Gwaelod y Garth: 1 shed burglary
  - d. Cuppa with a Copper: PCC had put posters for the dates for these events in the communities and the Community Link. In Gwaelod y Garth recently issues of road markings and parking around the school were raised. Event attendance is gradually increasing. PCC advertises the events on noticeboards, online and Facebook.
  - e. Cllr Friday asked about a recent sheep worrying incident in Pentyrch. This was one of the damage incidents. If an incident is in progress, call 999.
  - f. Cllr James asked about bike thefts in Gwaelod y Garth. These all took place on the same night, shed doors were taken off hinges. There has been no local increase in house burglaries.
  - g. PCSO Davies will send leaflets to the Clerk and Cllr James will distribute in Gwaelod.
  - h. Cllr Hill John asked about off road motor bikes. Residents should call 101 and try to give a description of the bike and rider. Bikes can be seized by the police.
  - i. PCSO Davies noted that people now tend to post issues on Facebook rather than report 101.
- 173. Public Session (length of adjournment at Chairman's discretion)**
- a. **Emma Phillips, of PARC** explained how the group is fund-raising for new equipment at the Memorial Park in Pentyrch. Having applied to the Aviva Community Fund they are hoping to go through to the next round. They are looking at possible grants and will keep PCC informed, particularly over possibilities for new equipment. A local equipment

supplier may be able to give a competitive quote. PARC want to make the area more accessible to children over 6. Crowdfunding is another possible way of raising funds.

- i. The group is going to cost their ideas. Disappointingly, there has been no help from Redrow.
  - ii. Cllr Hill John is a member of PARC and has arranged for Cardiff Council to give some advice and ideas, but no funding is available. He noted that the Redrow S106 funds went to the road and on a speed sign in front of Pentyrch Primary School;
  - iii. The Clerk noted that PCC leases the area from Royal British Legion and that PCC and PARC can work together on a grant.
  - iv. The chairman reminded PARC that any proposals must be agreed by the PCC before any plans are actioned or committed to.
- b. **Mrs Gillian Paul** had written to DT Civils about the disruption on Church Road, copied to Cardiff, Kevin Brennan and PCC. Only PCC replied. The road has been dug up 4-5 times by the same contractor. The bank is eroding and mud on the road is getting worse. The Pauls cannot always get in and out of their property. They wanted to record their concerns. Cllr Hill John is now taking this up with Cardiff's Highway Department who will come out and assess the damage. The contractors have been told that there can be no more road closures although traffic light controls may happen.
- i. PCC had raised concerns that local businesses have been significantly affected by the long disruption. There is no compensation available at the moment but Cllr Hill John will look into it. It is worth checking with the contractors have breached any of the original planning consent conditions.
  - ii. DT Civils have not responded so far.
  - iii. The Clerk will write to DT Civils and ask for a response on behalf of Mr and Mrs Paul.
- c. **CRAMC: Colin Belward** attended to give an update on New Facilities and Drainage and anything else councillors need to discuss.
- i. The Pavilion has been repainted; grass cutting is going well; drainage on the field is a continuing problem.
  - ii. Quotes for drainage works will be sent to the Clerk. Plans of the drainage problem were handed out. The cost of dealing with Area 1 was approximately £9,000.
  - iii. Dog fouling is a continuing problem but new signs are going up; it may be an idea to have a sign with a map that shows where dogs may and may not run;
  - iv. Outline planning application has gone in for the Pavilion improvement project and fund raising is under way, e.g. Sports Wales. Fund raising events have raised £1,000 towards new facilities and £1,000 for other items.
  - v. CRAMC will discuss with Tarmac how the new haul road will affect the field as well as contribution to the improvement project.
  - vi. The draft Lease between PCC and CRAMC was delayed by the ECB for 2 months but it is hoped to have a draft shortly.
  - vii. Gate chain is not yet welded: it is very hard to get a mobile welder.
  - viii. The Clerk will invoice CRAMC for last year's maintenance contribution.
  - ix. CRAMC is on the waiting list for the defibrillator via a grant and PCC will write a letter of support.
  - x. Cllr James asked Mark Drakeford whether Welsh Government is looking at ways to deal with dog mess which is public health hazard and seems to be getting

worse. Mr Drakeford will look into it and Cllr Hill John suggested that other councils, like RCT, had a different and perhaps better approach, than Cardiff.

xi. The Chairman noted that by laws could be invoked but enforcement was the challenge.

d. **Mark Drakeford:**

i. Pentyrch Post Office : he and Kevin Brennan had met with the senior PO representative for S Wales in October. The PO explained the difficulties that has led to the current situation, which is confidential. PO has a plan to replace the service at Pentyrch and were pressed for this to be done as soon as possible so people do not start using another post office. The PO are aware of the urgency.

1. Cllr Harrison noted that while service in the village has been poor but it is still missed. It would be welcome have a service to match that in Taffs Well and Creigiau.

ii. The constituency office has been dealing with a lot of telecoms mast enquiries at the Pentyrch rugby club with people concerned they were not properly consulted.

1. Cllr Hill John explained that the PSA chair was working on meetings first with residents and then to include Clarke Telecom. Delays were in communication and in Clarke Telecom responding. Slow progress in being made

**174. To consider and decide on any matters arising from the Public Session:** There were none.

**175. To receive reports from County Councillors**

a. Cllr Hill John had been dealing with:

i. Church Road: as above, and drains around De Courcy's

ii. Bus Service: G1 bus in Gwaelod y Garth is not reliable and because of cars blocking the road, stops in different places and not always at bus stops. Cllr Rosser said that people did not know whether the bus was coming or not and for some it was too far to walk down the road to find it. This service falls under school transport because it is a contracted-out service. A meeting on November 24 will discuss specific complaints to NAT. The easiest solution is a smaller bus but this might be too small for wheelchair users. This issue might force Cardiff to do something about car parking. Cllr Hill John will cc the Clerk to make sure PCC is informed and has a contact. Mark Drakeford will also add his request for this to be solved. PCC will write once we have the contact

iii. Potholes are a continuing problem.

iv. Road markings on speed humps in Pentyrch: Cllr Hill John is chasing Cardiff but it is not a priority for them.

v. Georgetown: surveyors have assessed the problem. Cllr Hill John will let the Clerk know if there is any news.

b. Cllr Graham Thomas reported:

i. Lots of improvements to potholes and repainted white lines had been made in Creigiau, though not outside the school as yet. Cllr Sherwood thanked him for his work on this.

ii. The Pavement on Robin Hill is not complete but curb stones and base are in, with tarmac due soon. The Chairman noted that while the road appears to be narrower it is because people were driving into the verge/ hedge which gave the impression the road was wider.

- iii. Creigiau Quarry: a Link article will update on this The legal agreement has still not signed and nothing will happen until it is, only then will passing bays be worked on, some 18 months later. No liaison committee expected until the agreement is signed. PCC was content that Cllr Thomas liaise with the quarry and keep PCC informed.
- iv. The Chairman noted that Ty Nant Road from the Frog Pond to school flooded due to blocked drains. This happens every year. Pot holes on Ty Nant Road towards A4119 are getting deeper and are hard to see in the dark. Cardiff are dealing with a land ownership issue before repairs can be made.
- v. Cllr Sherwood had suggested a list of issues be made once the current round of road repair work is finished. It was suggested that PCC tries an interactive document such as Google Sheet with a link to PCC's website.
- vi. There had been problems with waste collections across the PCC area and the County Councillors were trying to get this resolved.

**Cllrs Hill John and Graham Thomas left the meeting.**

**176. To receive the Minutes of the Full Council meeting held on October 16 2017:** The minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Davies and agreed by all. They were signed by the Chairman.

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

- a. PSA Telecom mast: there is no news on this.
- b. The Chairman and Members wanted to thank publicly PCC's Administrative Assistant, Deb Hunt, for very hard work organizing attendance at this year's Remembrance Day. The turn out and number of wreaths laid was excellent.
- c. Brofiscin Quarry : Cllr Sherwood has looked at the data from NRW:
  - The last testing was done in Jan to Mar 2014 It's in the file called April 2014 – Brofiscin – RCT / Appendix 3 / Lab Analysis Sheets from LTMP 2013-14 (MV26-MV29).pdf
  - Detectable levels of many hydrocarbons and chlorinated hydrocarbons were still being seen.
  - Testing for PCB's ( polychlorinated biphenyls )in the (apparently) most polluted sample (Field 1) shows nothing detectable.
  - There is still significant contamination with potential to leach from the site. What has happened since 2014 to this leachate?
  - In the folder URS May 2013 there is a report "49311515 Final Vapour Monitoring" but this concerns itself with concentrations of vapour in the air and in the boreholes. This seems to be part of the closeout of the capping project to demonstrate that the capping has contained the vapours emanating from the quarry.

It was agreed that PCC would follow up as below. Mark Drakeford offered to send some information on Brofiscin from the office.

- Shared the data with NWCG. This was done and will be discussed with NWCG on 21.11.17
- Ask Cardiff CC to comment on the data and why they think table top environmental surveys are acceptable when there is still significant detectable contamination of the site and therefore potentially of the groundwater in the surrounding area based on the last time the site was apparently surveyed.

- Ask RCT the same question.
- Ask Natural Resources Wales why they apparently stopped the monitoring in March 2014 or if they have data which postdates this date?

**178. To discuss the Welsh Government's Review of Community and Town Councils**

- a. The Clerk said that this is a once in a life time opportunity to let Welsh Government know what does and does not work in the sector. Speaking with councillors in training sessions, there is a general frustration at the lack of powers for community councils so that local problems are difficult or impossible for them to solve.
- b. There was a general discussion with Mark Drakeford.
- c. Responses to the Review should reach the Panel by Easter 2018.
- d. Review Panel can be asked to meet with councils or perhaps to meet with the Cardiff community councils as a group.
- e. Cllr James noted the significant loss to Cardiff communities of the Community Infrastructure Levy because of Cardiff's decision not to levy it on new developments.
- f. The Chairman said that PCC was engaging more with the electorate. It had held its first Civic Reception, was planning a Village Plan Questionnaire but that financial resources limit what we can do. However, PCC is trying to move forward and plan. At the One Voice Wales AGM, Mark Drakeford had referred to the range of sizes of community and town councils. Perhaps every CTC could have a basic level of authority but some could then apply to take on extra powers to do more. A big issue is the lack of people standing for election leading to co-option. Also, should members be able to represent more than one community?
- g. Mark Drakeford encouraged PCC to submit its observations. The Review is motivated by the huge variety in the sector: areas with and without CTCs; size and responsibility differences. The Review aims to take best practice and spread it across Wales. CTCs are the most local tier but not as democratic as they could be with so many uncontested and co-opted members. Regional working puts more importance on the CTC level. The proposed Power of Competence could help councils do more. Training for members is important and could be online as well as in person.
- h. PCC noted that advertising to get people to stand is needed; there is a considerable cost to contested elections and to candidates without the support of a political party. The Chairman suggested that where there are contested elections run alongside elections for county or assembly elections the cost to community councils should be restricted only to the additional costs incurred such as ballot papers, staff involved in the election count. Residents can be reluctant to stand and campaign and often wait to be co-opted. If councils could do more that might attract more candidates.

Chris James left the meeting

**179. To consider a response to the Welsh Government Consultation: Guidance for Principal Councils on the Review of Communities**

- i. Mark Drakeford explained that this guidance is because there were concerns about different approaches by different local authorities with communities of very different sizes. Welsh Government want some fairness for communities across Wales. The chairman commented that the review does not take into account the massive proposed developments for this area in the LDP which would soon require the boundaries having to be reviewed in a very short space of time.

- j. The consultation ends on 21 December 2017. The Clerk will draft a response.
- 180. To receive the Welsh Government's revised Local Government Scheme 2017**
- a. Mark Drakeford explained that there is a statutory duty for Welsh Government to revise the LG Scheme after every election.
- 181. To discuss Cardiff's Local Well-being Plan Consultation**
- a. January 5 is the deadline and this will be discussed at the December meeting.
- 182. To discuss Cardiff's LDP Consultation on Draft Supplementary Planning Guidance (SPG):** It was **RESOLVED** to respond to the consultation and the Clerk will draft a response. It will also be discussed by the NWCG and responses will be co-ordinated.
- 183. To receive the report of the Clerk**
- a. Deb Hunt has worked extremely hard on Link 100, the 40<sup>th</sup> anniversary edition, bringing in more articles and advertisements. This is on top of her work on the Civic Reception and Remembrance Day. Members asked the Clerk to write a note of thanks on their behalf.
- b. Bronllwyn Graveyard: a proper survey of the site is being done voluntarily by a local cartographers. If anyone knows of someone with a drone that could take professional quality photographs of the site, that would be helpful.
- c. OVW have announced their awards 2018 and members are asked to consider nominations.
- d. Came and Co, our insurance brokers, visited the office to introduce Susan Ianucci and discuss what PCC does
- e. A new Hedge Trimmer was needed and is a key tool for the CMOs. The machine had worked hard for 12 years and broke down and could not be repaired. £472.50 + VAT.
- f. Pentyrch Neighbourhood Watch: Litter pick taking place on Sunday November 26. All welcome.
- g. The Village Carol Service this year will be on Tuesday 19th December at 7 p.m.
- h. Penuel Graveyard: as of today: there is no new information.
- i. Clerk's hours: I worked 13 extra hours in October.
- 184. To approve the schedule of payments and receipts for November 2017:** Payments of £8,873.15 and receipts of £10.00 were recorded to November 20 2017 and presented to the meeting. It was **RESOLVED** to accept the figures.
- 185. To plan the Internal Audit Review: update from the Committee:** The Clerk had sent out background information. The committee members will meet shortly.
- 186. To discuss the Civic Reception:** The Chairman reported that this had been a successful even with 60+ people there and good feedback from them. As the PCC area grows through development and the council takes on more responsibility, it could meet the Well-being of Future Generations Act duty to produce and annual report and this event would be a good opportunity to give a report to its residents.

Mark Drakeford left the meeting

- 187. To consider a draft PCC Budget 2018-19**

- a. This was discussed generally and members will send comments to the Clerk. Reserves will be considered in December's meeting.
  - b. The Clerk explained that auditors required the council to consider last year's income and expenditure, current year to date with proposed income and expenditure in the coming year.
- 188. To approve Christmas staff bonus:** It was **RESOLVED** to award a Christmas bonus to all staff of £35.00.
- 189. To discuss the Business and Village Plans for PCC**
- a. The committee had met on 15<sup>th</sup> when the questionnaire had been gone through in detail and some amendments made. This will be presented to the January 2018 meeting.
  - b. Business Plan: 1 Penuel Road is being tidied up. PCC needs to consider the tools needed by the CMOs. The Health and Safety Policies are being updated and will be presented to the February meeting.
  - c. It may be possible for PCC to have a small container at no cost and this is being explored.
  - d. Garth Mountain Management Plan: this is something for PCC to consider with Cardiff and perhaps Natural Resources Wales and others.
- 190. To receive an update on CRAMC's plans for the Pavilion at the recreation ground:** see above.
- 191. To receive an update on Pentyrch Post Office:** see above
- 192. To discuss Remembrance Day:** This has gone well with a good turnout and everyone was thanked for their participation.
- 193. To discuss the work of the North West Cardiff Group:** the group next meeting November 21. The group's Chair has had a response from Wales Audit Office re the complaint about how CCC's LDP process. It gives some suggestions for other bodies to contact.
- 194. To receive guidance from OVW on the new legislation called the General Data Protection Regulation (GDPR):** This was received.
- 195. To consider any correspondence received and not reported elsewhere:** there was none.
- 196. To discuss and decide on any planning applications**
- a. Cllr Sherwood proposed that the December meeting consider setting up a Planning Committee with delegated powers that could meet to deal with applications to make sure deadlines are met. Say 1 representative from each village
  - b. It was **RESOLVED** that PCC comment on several applications as follows:
  - c. 9 Parc y Fro : The Applications Form claims no change to car parking yet the garage is to be removed / converted to living space so clearly available car parking will be reduced. Parc-y-Fro is a narrow road and already somewhat congested with cars. There should be no on road parking of cars in front of the property and that all of the immediate residents are canvassed by letter.
  - d. 17/02375/MJR, LAND TO THE NORTH OF M4 JUNCTION 33, CREIGIAU This proposal is for environmental plan works, specifically protection of flora and fauna on this site. The

impact plan clearly indicates that work needs to be done at very specific times of the year and indeed times of the day. The plan indicates that a work programme needs to be started in October of 2017 (page 14). A new document is needed that can be approved before the required timetable of work begins on site. Otherwise how are the expert recommendations to be adhered to?

- e. 17/02661/MJR. The is a development at Talbot Green. PCC will liaise with St Fagans CC on a response.
- f. 17/02745/MJR, LAND NORTH AND SOUTH OF LLANTRISANT ROAD, NORTH WEST CARDIFF: There is apparently no analysis of the soil for contamination. There is a statement about fertilizer use but this seems to be an assumption as no test data is referenced. Given the concern we have expressed over Brofiscin it would be good to see some actual analysis.

**197. To receive reports from Councillors and Surgery Reports:**

<b>Councillor</b>	<b>Report</b>	<b>Action Taken</b>
Stuart Thomas	<ul style="list-style-type: none"> <li>• Appointed to represent all six CCs on Cardiff's Standard and Ethics Committee</li> <li>• Attended Remembrance Day</li> <li>• Carried out Clerk's appraisal</li> <li>• Attended Business Plan/VP Committee</li> <li>• Meeting of Community Councils re Charter</li> <li>• Meeting with Clerk and Chairman to review storage at Council offices</li> <li>• Creigiau Pact &amp; Councillor Surgery</li> <li>• Attended One Voice Wales ¼ly meeting in Cowbridge</li> </ul>	
Chris Priday	<ul style="list-style-type: none"> <li>• Appointed to the Local Pension Board as an Employer Representative from 1 November 2017 to 30 June 2018.</li> <li>• Attended Remembrance Day</li> <li>• Carried out Clerk's Appraisal</li> <li>• Attended Business Plan/VP Committee</li> <li>• Attended PAW AGM</li> <li>• Pentyrch Ward Surgery</li> <li>• Attended Pentyrch Village Hall Committee</li> <li>• Meeting of Community Councils re Charter</li> <li>• Assisted in Council Library</li> </ul>	
Simon Davies	<ul style="list-style-type: none"> <li>• Church Road</li> <li>• Attended Business Plan/VP Committee</li> <li>• Pentyrch Ward Surgery</li> <li>• Reported litter bins not emptied</li> </ul>	<i>Cllr Gavin Hill- John liaising with Planning Reported to CCC</i>



Sandie Rosser	<ul style="list-style-type: none"> <li>• Attended Remembrance Day</li> <li>• Raised residents' concerns about the bus service to Gwaelod y Garth</li> <li>• Reported Flytipping and JKW in GyG</li> </ul>	<i>Reported to Cllr Gavin Hill-John</i> <i>Reported to Cardiff</i> <i>PCC sprays any JKW on its land</i>
Mike Sherwood	<ul style="list-style-type: none"> <li>• Responses to various planning applications and SPG</li> <li>• Attended Remembrance Day</li> <li>• Creigiau Pact &amp; Councillor Surgery</li> <li>• Attended OVW training on Local Government Law and Chairing Skills</li> </ul>	
John Harrison	<ul style="list-style-type: none"> <li>• Attended Remembrance Day</li> <li>• Attended Business Plan/VP Committee</li> <li>• Reported streets light out on Bronhaul and trees on Heol Gogh</li> <li>• Meeting of Community Councils re Charter</li> <li>• Meeting with Clerk and Chairman to review storage at Council offices</li> </ul>	<i>CCC informed</i>
Wynford Ellis Owen	<ul style="list-style-type: none"> <li>• Attended Remembrance Day</li> </ul>	
Ian Evans	<ul style="list-style-type: none"> <li>• Attended Remembrance Day</li> </ul>	
Sarah Anne Evans	<ul style="list-style-type: none"> <li>• Attended Remembrance Day</li> </ul>	

**198. 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:** The Clerk is drafting an application form for co-option.

**199. Date of the next meeting: December 18 2017 at Pentyrch Village Hall, 7pm.**

There being no other business, the meeting closed at 9:58pm

Chair \_\_\_\_\_ Date \_\_\_\_\_