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## PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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### Minutes of the full Council Meeting held at 7.00pm, 17 December 2018, at Pentyrch Village Hall

**PRESENT:** Councillors Stuart Thomas (Chairman), Sandie Rosser, Chris Priday, John Harrison, Simon Davies, Mike Sherwood, Sara Pickard, Jena Quilter, Simon Roberts

Cllr Graham Thomas

Also present: Amanda Thorpe, Karen Thomas  
In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllr Wynford Ellis Owen; Cllr Gavin Hill-John
2. **To receive any declarations of interest:** Cllr Quilter declared a personal interest: she is a friend and attend school with Amanda Thorpe, an applicant for co-option to PCC.
3. **To Co-Opt one new PCC Member for each of Creigiau and Pentyrch Wards:**
  - a. The vacancies were advertised with a closing date of noon on December 13. Two applications were received: one for each Ward.
  - b. The Chairman clarified that Amanda Thorpe was applying for the vacancy in the Creigiau Ward and Karen Thomas for the Pentyrch Ward.
  - c. Both applicants were given an opportunity tell the Council why they wanted to join the council.
  - d. Members asked a few questions including the time the candidates could give to committees as well as the main meetings and their areas of interest.
    - i. Ms Thorpe said her areas of interest include children and she has professional experience in the environment, planning and the Wellbeing of Future Generations Act and sustainability. She is an environmental auditor with her own company.
    - ii. Ms Thomas is a retired chartered surveyor who has worked for Welsh Government with experience of economic development, planning, infrastructure, property management and transport.
    - iii. Both candidates gave commitments to attend council meetings and participate in committees.

Simon Roberts joined the meeting.

- e. It was **RESOLVED** to co-opt
  - i. Karen Thomas to the Pentyrch Ward
  - ii. Amanda Thorpe to the Creigiau Ward
  - iii. The Declarations of Acceptance of Officer were signed and given to the Clerk.

#### 4. **To consider police matters:** The crime figures since November 19: **Creigiau**

6 x Anti-social behaviour – 5 x related to ongoing neighbour dispute, 1 x J33 M4 services  
3 x Burglaries – All dwelling burglaries – 1 x nothing taken, 2 x entered dwelling and taken vehicles, enquiries ongoing  
6 x Theft – 5 x J33 M4 (4 x fuel, 1 x theft from motor vehicle), 1 x theft of number plates  
1 x Damage – commercial property, enquiries ongoing

## **Pentyrch**

1 x Burglary – dwelling, forced entry by smashing glass on door  
2 x Theft – 1 x theft of lead, 1 x theft of plant pot

## **Gwaelod y Garth**

1 x ASB – neighbour related  
2 x Burglaries – 2 x shed burglaries, bikes taken  
2 x Theft – both make off from taxi's  
4 x Damage – 2 x damage to vehicles, 2 x damage to property

With regards to the burglaries in Creigiau it appears access has been gained via insecure doors/windows. The Police would advise that residents ensure doors and windows are secure even when home and ensure vehicles keys are kept out of sight at all times and are away from any access points to your properties. They will be looking to conduct crime prevention advice this week in the areas affected and there will be increased patrols in the area over the Christmas period. The Police would also advise residents to report any suspicious activity.

The new PACT surgery with the Creigiau Coffee Morning at the Church Hall was also a success and the Police look forward to future ones.

The Clerk was asked to send the PCSOs the Road Report from Cardiff.

## **5. Public Session (length of adjournment at Chairman's discretion):**

## **6. To consider and decide on any matters arising from the Public Session:**

## **7. To discuss road and transport issues:**

- a. Church Road: the Tonypandy bus got stuck in Church Road today because of an accident on Llantrisant Road and police directed traffic up to Pentyrch.
- b. Cardiff needs to consider the effect of road blocks/accidents have on the neighbouring communities and road management in the general area.
- c. PCC will arrange another meeting with Cardiff's road officer to discuss this and the other continuing transport problems. Cllr Graham Thomas and Gavin Hill-John will be invited to attend.
- d. The speed watch volunteer police vetting takes 12 weeks and six are needed. The Clerk has received one application to date.

## **8. To receive reports from County Councillors:**

- a. Cllr Hill-John had sent his apologies.
- b. Cllr Graham Thomas noted that an update had come out from Persimmon today and the Clerk will circulate it. Junction works will now start in the New Year with lights between 9am-3pm. There is a possible change of route for the gas main and this will be detailed in a planning application. The next liaison meeting should take place at the end of January/early February.
- c. Cllr Thomas has asked Cabinet Member Caro Wild about the precedent set by Radyr for the signs discouraging HGVs coming up Heol Gogh. Cllr Wild agreed they were a good idea and more signs could be put up. Cllr Thomas will talk to Persimmon about this and will email Katie Powis of Plasdwr that the signs saying no left turn send HGVs up to Pentyrch.
- d. Creigiau roads will be repaired/resurfaced in February.
- e. Cllr Thomas stressed that making constant representation to Cardiff had helped get local road repairs prioritized.
- f. Cllr Thomas has asked for a speed warning camera on Tyn y Coed Road.
- g. There is no news about the local bus services except that the bus stop sign on Lon y Fro has been replaced.

Cllr Graham Thomas left the meeting.

- 9. To receive the Minutes of the Full Council meeting held on November 19 2018:** The Minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.
- Penuel Graveyard verge appears to be part of the old chapel
  - The Charter with Cardiff to be signed in January
  - The Clerk will follow-up with Creigiau Primary School about Cllr Quilter being a governor.
- 10. To approve the Minutes of the Building & Estates Committee meeting held on November 22 2018:** The Minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.
- 11. To receive the Minutes of the Planning Committee meeting held on November 28 2018:** The minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.
- The Planning Committee for December 12 was not quorate. There were a few applications but nothing urgent
  - The next Planning Meeting will be held January 2 and re-set the two weekly cycle.
- 12. To receive the Minutes of the Finance Committee held on December 3 2018:** The minutes were proposed as accurate by Cllr Priday, seconded by Cllr Davies and agreed by all. They were signed by the Chairman. It was **RESOLVED:**
- Creigiau Scouts grass cutting contract: that the Clerk work on a contract based on the Scouts' previous template.
  - To consider application for grants: PCC budgeted £1,500 for S137/Power of Wellbeing and £1200 for the Eisteddfod (already paid). To date, it had spent £350 under Other grants and £250 under S137. That leaves £900 to spend by the end of March 2019. It was **RESOLVED** to award the following grants:
    - Pentyrch Tennis Club: £200 towards the cost of essential repairs to the tennis courts.
    - Hill Top Theatre: £100 towards the cost of painting a storage container at Pentyrch Village Hall. The group will be asked to use waterproof paint on the roof to help extend its life.
    - Penrhys Pilgrimage: £100 towards the cost of signage.
  - To pay 7 extra hours were for the Clerk in November.
  - To stop using the diesel card since its service charge amounts to some £200/year. Until a bank card is obtained, petty cash will be used.
  - To make an annual grant at Christmas to the PTAs of the four local schools: Creigiau, Pentyrch, Gwaelod y Garth Primary Schools and Creigiau Parc. This is in the budget for 2019-10.
- 13. To consider any matters arising from the Minutes not reported elsewhere:** these are included under each set of Minutes above for clarity.
- 14. To receive the report of the Clerk**
- The office will be closed as of Friday December 21, for the w/c December 24 and until Wednesday January 2<sup>nd</sup>.
  - £10,000 has been transferred from CCLA to the Co-Op current account as agreed
  - Penuel Graveyard: our solicitors are moving along with this, establishing terms and getting confirmation that the other side will pay their fees.
  - CRAMC: a meeting has been called for February 12 so that PCC can meet with users of the Rec to discuss their future needs.
    - Creigiau Cricket Club have a grant of £1,000 towards the cost of a kitchen upgrade and CRAMC have been reminded that any such work needs PCC consent for the work, contractors and completed work certifications. The total estimated cost of the work is £3,000.

- e. Play facilities and CCC: Cardiff have forwarded our questions about why play facilities in Creigiau were not on their list to Councillor Peter Bradbury.
- f. Love Where You Live: The Creigiau group met 10.12.18 and there are plans developing to work on litter picks. This is being well-led by Deb Hunt.
  - i. Cllr Rosser asked that a reminder be sent to Cardiff and Cllr Gavin Hill-John about more litter bins for Gwaelod y Garth.
- g. H&S: The first assessment meeting with staff takes place December 19
- h. Items reported via CCC Members' Services:
  - i. How Cardiff Planning deals with community council responses. PCC wrote to Cardiff who agreed quickly to put all community council responses online immediately rather than keep them private until the papers go to the Planning Committee. That way our communities can see what their community councils have said.
- i. Memorial Park path: Taffs Well Quarry met on site with the Clerk, Cllr Priday and Mike Colley. We are waiting to see what the quarry can offer.
- j. The Clerk will write to Mark Drakeford congratulating him on his election as Leader of Welsh Labour and the new First Minister.
- k. Mast update: No further news but PSA are publicizing a statement in the next Link.
- l. The latest Community Link is online and will be printed shortly.

Issues reported: over-grown hedges, over-hanging trees; HGVs,

**15. To approve the schedule of payments and receipts for November 2018:** It was **RESOLVED** to approve the schedule of payments and receipts.

**16. To receive the Interim Audit Report:** For the first time, a mid-year Internal Audit was done to end of September. There are no significant issues but suggestions from the IA on how the Council can better meet some of the best-practice guidelines. It was **RESOLVED** to accept the Report and refer to the Finance Committee for actions.

**17. To set a PCC Budget for 2019-20:** The Finance Committee had worked on this budget in detail and recommended it to Full Council. It was **RESOLVED** to set a budget of £161,006 for 2019-20.

- a. **Precept:** The latest Band D Equivalents were not yet available. The sums estimated to be paid per Council Tax Band had to be based on last year's figures. They will be updated. A rise in the BDE is expected and thus reduce each household payment.
- b. **General expenditure:** The overall expenditure reflects PCC's regular business plus the actions identified following the Village Plan Questionnaire Report and other suggestions made during the budget process.
- c. **Salaries:** The Staffing Committee met and made recommendations to the Finance Committee and these have been included in the budget. The national pay scale increased salaries by 2% for 2019-20. There has also been a re-organization of the lower spine-points which gives staff other than the clerk a little extra. There had not been a proper look at staff pay for a couple of years so it was important to review it. The Clerk's appraisal has been done and other staff appraisals are following.
- d. **Reserves:** The separate sheet showing Reserves included the new and continuing reserves recommended by the Finance Committee. These also appear in the budget where there is a contribution to make to the reserve. These are all called Ear-marked Reserves because they have been set aside for a specific purpose. These reserves should be made in reasonable anticipation of expenditure. The General Reserve is the sum left after the Ear-marked Reserves have been deducted from PCC's cash funds. This sum is low and PCC is building it up to meet Audit recommendations through better general budgeting and specific sums of £5,000 in the current and coming years.

- i. PCC has £4,000 on reserve for the Pentyrch Village Hall Roof. The Hall Committee have notified the Clerk that they intend to get the repairs made in February or Easter school holidays 2019. A quote was presented to the meeting. PCC will pay to the Hall Committee up to £4,000 on presentation of invoices.

**18. To set a Precept for 2019-20:** Following the resolution to set a budget Cllr Davies proposed a Precept of £152,000, seconded by Cllr Harrison.

- a. Cllr Sherwood proposed an amendment to set a Precept of £155,000, seconded by Cllr Quilter.
- b. A Vote was held on the amendment: 7 in favour; 4 against
- c. It was **RESOLVED** to set a Precept of £155,000 for 2019-20. The Precept demand letter will be signed at the January meeting.

**19. To discuss the future of 1 Penuel Road:**

- a. The old police reception area has been cleared
- b. Quotes for new flooring are being sought
- c. Quotes for upgrading the ground floor WC are being sought
- d. Electrical works following on from the big assessment and repairs to the 1<sup>st</sup> floor WC light will start w/c December 17.

**20. To discuss the Business and Village Plans for PCC:** a meeting will be set for the Business Plan Committee for February.

**21. To discuss consultations and guidance documents:** The Welsh Government proposes to develop a package of resources for Community and Town Councils to increase their awareness and help increase their use of Welsh. The package will include practical resources and support in the most appropriate format whether that is online, in hard copy or delivered in other ways to assist individual Councils to increase their use of Welsh.

- a. It was **RESOLVED** that the Clerk respond following PCC's Welsh Language Policy guidelines.

**22. To discuss Brofiscin Quarry:** The Clerk will confirm a meeting in late January 2019 with other local councils to discuss next steps. Cllrs Sherwood, Harrison, Thomas and the Clerk will attend.

**23. To receive an update on the North West Cardiff Group:** The group submitted a letter to Mark Drakeford re the SW Metro.

**24. To consider any correspondence received and not reported elsewhere:** There was none.

**25. To discuss planning matters not covered by the Planning Committee:**

- a. 18/02759/MNR, LAND AT FAIRFIELD INDUSTRIAL ESTATE, MAIN ROAD, GWAELOD-Y-GARTH, CARDIFF, CF15 8LA: It was **RESOLVED** to object to the application on the grounds that the site and access to it had not been designed with the increase in vehicle trips that this application would generate. This would be worse during rush hour when Main Road is already at a stand-still from hold-ups caused by heavy traffic on the A470 and the Llantrisant Road developments.

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

Councillor	Report	Action Taken
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Stuart Thomas	<p>November Main Meeting  Building &amp; Estates Committee 22.11.18  Staff Committee 22.11.18  Clerk's appraisal 27.11.18  Planning Committee November 28  Finance Committee 3.12.18  Community Link editing/compiling</p>	
Chris Priday	<p>November Main Meeting  Building &amp; Estates Committee 22.11.18  Staff Committee 22.11.18  Clerk's appraisal 27.11.18  Planning Committee November 28  Finance Committee 3.12.18  Pentyrch Neighbourhood Watch 5.12.18  Pentyrch Village Hall 11.12.18  Cardiff &amp; Vale Pension Fund training day 11.12.18  Library  Community Link proof reading</p>	
Simon Davies	<p>November Main Meeting  Finance Committee 3.12.18  Church Road: the 7<sup>th</sup> house has been declined but  PCC should keep a watch for any appeal.</p>	
Sandie Rosser	<p>November Main Meeting  Planning Committee November 28  Bus service</p>	
Mike Sherwood	<p>November Main Meeting  Creigiau Surgery 15.12.18  Building &amp; Estates Committee 22.11.18  Staff Committee 22.11.18  Planning Committee November 28  Finance Committee 3.12.18  Love Where You Live, Creigiau 10.12.18  CRAMC 6.12.12</p>	
John Harrison	<p>November Main Meeting  Building &amp; Estates Committee 22.11.18</p>	
Jenna Quilter	<p>November Main Meeting</p>	
Wynford Ellis Owen	<p>November Main Meeting  Staff Committee 22.11.18  Finance Committee 3.12.18</p>	

Simon Roberts	November Main Meeting Blocked drains on Lower Mountain Road Conifers cut on Troed y Garth on the green. Are the trees going to be completely removed because they are a location for anti-social behaviour. Report on the Lan project for January meeting to decide on PCC representation.	
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**27. Date of the next meeting: January 21 2019 at Pentyrch Village Hall, 7pm.**

There being no other business, the meeting closed at 21:04.

Chair\_\_\_\_\_ Date: January 21 2019