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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the full Council Meeting held at 7.00pm, 18 March 2019, at Pentyrch Village Hall

PRESENT: Councillors Stuart Thomas (Chairman), John Harrison, Simon Davies, Mike Sherwood, Jena Quilter, Simon Roberts, Amanda Thorpe, Wynford Ellis Owen, Chris Friday, Sandie Rosser

Cllr Gavin Hill-John; Cllr Graham Thomas
Richard Tebboth, Chair, Cardiff Council Standards and Ethics Committee
Wildlife Trust: Miriam Adam, Vaughan Matthews
A resident
In attendance: Helena Fox, Clerk

- 1. To receive apologies for absence:** Cllrs Sara Pickard, Karen Thomas
- 2. To receive any declarations of interest:** There were none.
- 3. To receive an update on the vacancy in the Gwaelod y Garth Ward:** No one came forward for election after formal advertisements on our noticeboards, website and in the Community Link, so PCC can move to co-option. It was **RESOLVED** to advertise the vacancy as soon as possible with a deadline for receipt of applications set for Noon on Friday April 12 2019. This will be an Agenda item for April 15 meeting.
- 4. To consider police matters:** The crime figures were circulated in advance (18/2-17/3/2019)
Creigiau: 1 x Anti-social behaviour (ASB), neighbour related. 1 x theft, theft of clothing from washing line
Pentyrch: 1 x ASB, neighbour related; 1 x damage, damage to property
Gwaelod-y-Garth: 1 x theft, make off from taxi; 1 x damage, damage to vehicle

The Police now have 6 volunteers for Community Speed Watch for Pentyrch and Creigiau. Once all the forms are complete they will go to vetting and hope to get the training running before the summer. The Police would like at least one community councillor to volunteer as it would be an ideal place to base the equipment for volunteers to collect it from.

The roads that have been sent for risk assessments so Speed Watches can take place are:

- Lon-y-Fro and Bronllwyn, Pentyrch
- Ffordd Dinefwr and Cardiff Road, Creigiau

These have been selected because members of the public have raised the greatest concerns over them.

Cllr Sherwood reported that two speed watch volunteers had been recruited at the recent Creigiau Surgery/Coffee Morning. There are only certain roads that can be monitored (see above) and these volunteers have powers similar to PCSOs so can send data to Police to trigger a warning letter. After a certain number of letters a person is spoken to by Police and can then be prosecuted if speeding continues. PACT and Cuppa with a Copper in Creigiau all have moved to the Church Coffee Morning.

The Clerk will check the space needed to store the Speed Watch kit but it could be in PCC office.

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

Richard Tebboth, as Chair of Cardiff's Standards & Ethics Committee, had been planning a series of visits to local Community Councils. He thanked PCC for having him at the meeting. His visit was to observe to

have a good understanding of how councillors work and the conditions of that working. PCC's Chairman, Cllr Stuart Thomas, is the current community council representative on the committee. The committee sometimes has to deal with complaints about councils and the Code of Conduct.

Miriam Adam and Vaughan Matthews of the Wildlife Trust attended to explain the grant request for help with tools. Coed y Bedw has a Tuesday volunteer group from the local area and regularly need to replace/upgrade their tools and PPE. In spring they prepare boxes ready for bird nesting and dormice. The Weatherman Walking route has increased interest in the area.

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

- a. PCC thanked the Wildlife Trust for their work. The Finance Committee had recommended a grant of £150. Cllr Priday proposed an amendment that this be increased to £200, seconded by Cllr Rosser. It was **RESOVLED** to award a grant of £200.

7. To discuss road and transport issues:

- a. The meeting with Jason Lewis of Cardiff Highways was held on March 13. The meeting notes were distributed at the meeting.
- b. The Clerk was asked to write and thank Cardiff for their co-operation and time.
- c. Information is needed about any Gwaelod y Garth issues.
- d. Acapela parking: Cllr Hill-John is meeting with the venue to discuss this a week today. He emphasised that the problem is caused by patrons who do not follow the parking advice they are given by the venue. Police are happy to come out in the evenings but need to be called. Traffic cones could be used to keep the corner clear, as is done for schools, but double yellow lines need significant evidence of need.
 - i. Facebook comments are not the same as reporting to Police at the time of the problem. Police do read Facebook and think Acapela are doing all they can to ask patrons to park in a considerate, legal way. Cardiff is losing small music venues so some balance is needed. Police will attend and if the parking is deemed illegal/dangerous; they can stop the concert and ask the driver to move their car. The Pentyrch Village Hall carpark might sometimes be available.

8. To receive reports from County Councillors:

- a. Cllr Hill-John reported as follows:
 - i. Cardiff have added pothole-reporting to their app which is a great tool and encouraged people to use it.
 - ii. Church Road: Dwr Cymru have more works in April. Residents have been notified.
 - iii. Parc St Catwg: work will be done but needs some fine days.
 - iv. Gwaelod y Garth: supports the Ynys Bridge roundabout new pedestrian access.
 - v. HGVs: Police have to see a vehicle breaching the law to stop it. A recent operation led to 95 fines issued, mostly in Radyr & Morganstown. Trading Standards can fine and investigate companies so contact Trading Standards at Vale Council. This is a shared service with Vale and Bridgend. PCC will publicize this with people able to report the registration number and contractor name.
 - vi. Will attend the Gwaelod y Garth PCC Spring Meeting 21.3.19 but not on 28.3.19 at Pentyrch which clashes with Cardiff's March meeting.
- b. Cllr Graham Thomas:
 - i. 20mph limits: this is coming, but slowly. Cllr Thomas is asking questions on this at Cardiff's meeting and wants to get a time for it reaching the PCC area.
 1. Cllr Sherwood asked Cllr Thomas to thank Highways for the recent resurfacing in Creigiau.
 - ii. Persimmon liaison meeting: dates for a meeting soon after Easter will be sought.
 - iii. Creigiau Quarry: planning permission given; Tarmac are drawing up plans for passing bays and PCC will be sent drawings. PCC councillors noted:
 1. current road works on Heol Pant y Gored restrict access for big vehicles
 2. parking in current laybys could cause a problem.

3. Creigiau Rec drainage: have Tarmac mentioned anything about water management? Cllr Thomas said it had been raised in the past and could be raised again. Time for another liaison meeting.
- iv. Will attend PCC's Spring Meeting on April 4

Both Cllr Hill-John and Cllr Graham Thomas thought that PCC's Spring Community Meetings were a very positive idea.

Cllrs Hill-John and Thomas left the meeting.

9. To receive the Minutes of the Full Council meeting held on February 18 2019: The Minutes were proposed as accurate by Cllr Ellis Owen, seconded by Cllr Sherwood and agreed by all. They were signed by the Chairman.

10. To receive the Minutes of the Planning Committee meeting held on February 27 and March 13 2019: The minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

- a. PCC comments are not appearing on Cardiff's website quickly, as promised. The Clerk will follow up.

11. To receive the Minutes of the Finance Committee held on March 11 2019: The minutes were proposed as accurate by Cllr Sherwood, seconded by Cllr Thomas and agreed by all. They were signed by the Chairman. It was **RESOLVED:**

- a. When the Precept for 2019-20 is received in April, to deposit £120,000 in the CCLA account to maximise interest.
- b. That any suggestions for locations of the orchard project trees (pot or in-ground) be sent to the Clerk.
- c. To grant Pentyrch Cricket Club £200.00 towards improved practice facilities for the junior and All Star section.
- d. To grant Keep Creigiau Tidy £200.00 towards the cost of litter-picking tools, wild flower seeds and bulbs with the proviso that should the group ever close, the tools will return to PCC for community use.
 - i. Cllrs Quilter and Thorpe declared a personal interest as members of Keep Creigiau Tidy.
- e. PCC was asked to make a donation to St David's Church, Pentyrch but under Local Government Act 1894 S6 does not have the power to give financial assistance to a church.
- f. To move to Rialtas financial software with set up costs of some £650 running costs are similar to Sage.
- g. That all staff be given the opportunity to carry forward into 2019-20 all unused annual leave from 2018-19 on the understanding that it be used in the coming year and that as of April 2020 only 5 days may be carried over, as per contracts, after approval.
- h. With RFO agreement, that any unreconciled petty cash be written off for the year end. This is anticipated to be approximately £55.
- i. The amended budget was referred back to Finance Committee for an updated set of figures.

12. To receive an update on the Creigiau Recreation Area Next Steps Group:

- a. The first meeting was held February 12 2019 and the notes were circulated in advance.
- b. The 2nd meeting was held March 13. Notes will be circulated shortly.
- c. PCC has provided a model set of Memorandum and Articles, for consideration.
- d. If a Lease is needed, PCC will have to agree Heads of Terms and discuss these with the user groups. The existing MoU may need to continue for a limited time to deal with current operational issues. It is important to keep this moving forward. The Clerk will get legal advice on a Lease.
- e. This cooperative discussion is a good opportunity for change. Both Pentyrch Village Hall and the Pentyrch Sports Association provide good models of independent community groups.

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

1.1. Community Engagement projects:

- Gwaelod y Garth
 - Cuppa with a Copper March 8
 - PCC Spring Community Meeting March 21
 - Village Litter Pick : April 13
- Pentyrch
 - Cuppa with a Copper March 13
 - PNW March 13
 - PCC Spring Community Meeting March 28
 - Village Litter Pick : April 6
- Creigiau
 - Cuppa with a Copper and PCC Surgery March 16
 - PCC Spring Community Meeting April 4
 - Village Litter Pick : April 27

1.2. PCC has been nominated for a One Voice Wales Community Engagement award for its Village Plan work. The award will be made on March 28.

1.3. Meeting with Cardiff to discuss Council Tax Banding and Precept: Cllrs Thomas, Ellis Owen, Sherwood and the Clerk will attend and the Clerk will arrange.

1.4. Attended quarterly meeting with other Cardiff Clerks and Cardiff Council 13.3.19

- Election costs for community councils.
 - Cardiff is considering a wider look at this and will send information on where how their costs arise. For example, the electoral office has c10 staff which rises to 70-80 for big elections with a total of 500-600 people including all the tellers, polling station staff, etc. Other costs: polling cards/stamps; postal votes/stamps; ballot papers; staffing; equipment
 - The election process has become more complex.
 - Where there is a contested PCC seat in a joint election with Cardiff then PCC will be billed half the cost.
 - PCC is not billed for uncontested elections
 - For a PCC contested by-election, PCC will be billed the total cost as per legislation.
- The Local Democracy and Boundary Commission is reviewing Cardiff and other Local Authorities, looking at Member numbers; ward numbers; Members/ward; ward names.
 - Cardiff currently has 75 Members (capped at that) with a ratio c1 Member:4000 electors.
 - Consultation open April to June and PCC will be able to respond. Then,
 - Draft proposals will come out for consultation early 2020
 - Final proposals out for consultation and then go to Welsh Government Minister to become an Order, if approved.
 - Practical proposals are sought – not wholesale change.
 - There is a briefing for Community Councils on this on March 28. Cllr Quilter and Thomas hope to attend.
- Cardiff is preparing a 5-year forecast of anticipated population change and PCC will have a copy. Student numbers are growing more slowly than expected.
- Polling Districts and Stations Review: PCC will be consulted, and can publicize to residents, on how well current arrangements work. Consultation: March 15 – April 10.
- Senedd and Elections (Wales) Bill will change the name of Welsh Government/Assembly the Senedd; lower voting age to 16 + other reforms and changes to election qualifications
- Local Government and Elections (Wales) Bill: delayed to late 2019/early 2020
 - More comprehensive than Senedd Bill: lower voting age to 16 years for 2022 local elections; extension of prisoners' voting rights; voting rights for foreign nationals.

- The Senedd Bill could be amended to include the above but needs a super majority of 40 AM votes.
 - Parliamentary Boundary Review: no news on this
- 1.5. Received the Community Charter document sent by Cardiff for PCC records and information.
 - 1.6. PCC's 3rd Civic Reception: Sunday October 13 2019
 - 1.7. Memorial Park path: No news from the quarry.
 - 1.8. The community group, PARC, ask to hold a Teddy Bears' Picnic in the Memorial Park 8.9.19 at 12-2pm. This community get-together with £2 donation towards the improvements in the Memorial Park will be for families with BYO picnic plus a couple of small stalls, raffle. It was recommended that PARC is adopted as a working group of PCC to cover it under PCC's insurance policy.
 - 1.9. Operation London Bridge: On the death of HM The Queen or HRH The Duke of Edinburgh there are protocols councils will be required to follow. The Clerk was asked to look into the cost of books of condolence to provide one for each ward.
 - 1.10. Mast update: Cllr Harrison noted that the PSA secretary has heard nothing and that communication continues to be very difficult with the contractor.
- 15. To discuss Councillor allowances for 2018-19:** The Clerk had taken advice from One Voice Wales. The allowance of £150/year is subject to tax and must be processed through PCC's payroll system.
- 1.1. It was **RESOLVED** that Members who left during the year be contacted and given a week to provide pay roll details and paid pro rata for their terms of office.
- 16. To decide on actions from the Health & Safety Action Plan:**
- 16.1. The Clerk is replacing motorized tools with battery-powered within the current budget. These are much lighter, almost no vibration, cleaner and quiet. Key Safety have recommended a move to battery-powered tools.
 - 16.2. Creigiau Rec Pavilion needs to be valued and to have a fire and electrical inspection, as recently done for Penuel Road. It also needs to be checked for asbestos and the shower system checked for Legionella. This all has costs which have not been budgeted for plus any works arising from the checks. Quotes will be sought and this was referred to the April Finance Committee. There will also be a review of the 2019-20 budget because PCC recognize that these assessments must be done.
 - 16.3. Health & Safety Committee will meet on April 1.
- 17. To approve the schedule of payments and receipts for February 2019:** It was **RESOLVED** to approve the schedule of payments and receipts.
- 18. To approve PCC amended Standing Orders:** It was **RESOLVED** to approve the amended Standing Orders.
- 19. To approve PCC amended Financial Regulations:** It was **RESOLVED** to approve the amended Financial Regulations.
- 20. To appoint new councillors to committees:** The current committee list was circulated in advance. It was **RESOLVED** to appoint the following councillors to the following committees:
- 20.1. Health & Safety: Amanda Thorpe, Jena Quilter
 - 20.2. Staffing: Sandie Rosser
 - 20.3. Planning : Karen Thomas
 - 20.4. Finance: Chris Priday,
 - 20.5. Creigiau Quarry Liaison : Jena Quilter
 - 20.6. Lan Group: Simon Roberts
- 21. To discuss councillor representation in the PCC area:** This was deferred to April meeting.
- 22. To discuss applying for a Welsh Government grant for area Community Council cluster working:** The Clerk was asked to discuss this with area council clerks and explore projects, such as

NWCG or common issues such as Health & Safety that might be eligible for a £5,000/cluster project grant.

- 23. To receive an update and make any necessary decisions re Penuel Graveyard:** There was nothing to report.
- 24. To consider a metal-detectorist request for the Garth Mountain:** A resident had asked for permission to detect on the Garth and would follow the legal process for reporting anything valuable found. The Clerk had had positive feedback from Don Llewellyn of the History Society. There is a Code of Conduct for detecting. It was **RESOLVED** to give consent with the Clerk establishing whether the detectorist has insurance or could be covered under PCC’s policy if acting on PCC’s behalf.
- 25. To consider a request for a memorial bench on Garth Mountain:** It was **RESOLVED** to approve this request with the Clerk working with the family to find a location and discuss maintenance.
- 26. To discuss Brofiscin Quarry:** no feedback had yet been received from Natural Resources Wales via Mark Drakeford’s office. The Brofiscin group meets March 19 and will discuss this further.
- 27. To discuss the PCC Trusteeship of Pentyrch Sports Association:** Following the difficulty in establishing the history of the relationship between PCC and the PSA, PCC has certainly been considered a Trustee for some years. PSA is an umbrella organization for users of the sports field and signed the Lease with Cardiff. PCC’s Trusteeship was introduced by Peter Davies when Chair of PCC. It was **RESOLVED** that Cllr Sherwood and the Clerk meet with the PSA to discuss this and consider a Deed of Trust to establish duties and liabilities.
- 28. To discuss consultations and guidance documents:** Underground Nuclear Waste Dump in Wales: It was **RESOLVED** that PCC will not volunteer to host an underground nuclear waste dump in any circumstances.
- 29. To receive an update on the North West Cardiff Group:** A meeting is scheduled between NWCG, Cardiff Civic Society with Mark Drakeford, and James Price of Transport for Wales to discuss the Metro in NW Cardiff. In recent travel plans, Vectos now say that the Metro is vital to achieving the 50:50 modal split on which the LDP is based.
- 30. To consider any correspondence received and not reported elsewhere:** There was none.
- 31. To discuss planning matters not covered by the Planning Committee:** There were none.
- 32. To receive reports from Councillors and Surgery Reports:**

Councillor	Report	Action Taken
Stuart Thomas	13/02/19 Planning Committee	
	18/02/19 Full Council	
	27/02/19 Planning	
	06/03/19 Visit Pontyclun Comm Cl	
	06/03/19 Standards & Ethics Committee	
	11/03/19 Finance Committee	
	13/03/19 Planning	

	13/03/19 Cardiff Highways Meeting 13.3.19 Creigiau Recreation Area Next Steps Group Rialtas Demo. PCC office 18.3.19 Preparation of Community Link	
Chris Priday	February Main Meeting Finance Committee 11.3.19 Pentyrch Village Hall Committee 11.3.19 Planning Committee 13.3.19 Cardiff Highways meeting 13.3.19 Creigiau Rec Next Steps Group 13.3.19 Library	
Simon Davies	February Main Meeting Finance Committee 11.3.19	
Sandie Rosser	Main Meeting Planning Meeting 13.3.19 Cardiff Highways Meeting 13.3.19	
Mike Sherwood	February Main Meeting Planning Committee 13.3.19 CC Highways 13.3.19 Creigiau Rec Next Steps Group 13.3.19 Finance Committee 11.3.1919 Visit to Pontyclun CC 6.3.19 Creigiau Ward Surgery 16.3.19 Rialtas Demo. PCC office 18.3.19	
John Harrison	February Main Meeting Bench for Ael y Bryn Village Green	<i>HF look into this</i>
Jenna Quilter	February Main Meeting Creigiau Rec Next Steps Group 13.3.19	
Wynford Ellis Owen	February Main Meeting Finance Committee 11.3.13 Cardiff Highways meeting 13.3.19 Creigiau Rec Next Steps Group 13.3.19	
Simon Roberts	February Main Meeting	<i>Addressed by Cllr Hill-John</i>

	<p>Acapela Studio, Heol -y-Pentre/ Heol Goch. The parking of cars for events held at this venue has reached a dangerous level.</p> <p>Parking on Lower Mountain Road continues to cause concerns with traffic flow and visibility impeded.</p> <p>Bag of gravel needed to cover a muddy patch by Pentyrch Village Hall.</p>	<p><i>in the meeting. See above.</i></p> <p><i>The Clerk will arrange.</i></p>
Sara Pickard	February Main Meeting	
Amanda Thorpe	<p>February Main Meeting</p> <p>£1,000 grant has been awarded by Persimmon to Garth Rotary</p>	
Karen Thomas		

33. Date of the next meeting: April 15 18 2019 at Pentyrch Village Hall, 7pm.

There being no other business, the meeting closed at 21:25pm

Chairman_____ Date: April 15 2019