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## Minutes of the full Council Meeting held at 7.00pm, 17 June 2019, at The Pavilion, Creigiau Recreation Area

**PRESENT:** Councillors Mike Sherwood (Chairman), Stuart Thomas, John Harrison, Simon Davies, Sara Pickard, Jena Quilter, Simon Roberts, Wynford Ellis Owen, Karen Thomas, Sandie Rosser

Cllr Gavin Hill-John

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllrs Chris Priday, Amanda Thorpe; Cllr Graham Thomas
2. **To receive any declarations of interest:** There were none.
3. **To decide on Co-Opting a Member for the Gwaelod y Garth Ward:** The vacancy had been advertised twice on the PCC website, Community Link and notice boards. The one candidate had previously submitted a written expression of interest using PCC's application form and made a short presentation to the meeting. Councillors asked a few questions about reasons for applying and the fact that the candidate lives in Pentyrch.
  - a. It was **RESOLVED** to co-opt Teresa Filiponni as a member of PCC. She signed her Declaration of Acceptance of Office and took her seat as a Councillor.
4. **To consider police matters:** No crime figures had been received before the meeting.
5. **Public Session (length of adjournment at Chairman's discretion):** There was none.
6. **To consider and decide on any matters arising from the Public Session:** There were none.
7. **To receive an update from the Chairman on training and use of social media:** The Chairman drew Members' attention to the following:
  - 7.1. The Clerk had re-sent the Social Media Policy to all Members.
  - 7.2. Council staff should only be identified in public via their official email addresses and PCC's Facebook page. They should not be identified via their private Facebook/email contacts. Generally, councils are encouraged, even expected, to be using social media now but that has to be done in a professional way by both staff and councillors.
  - 7.3. Members must be carefully when speaking as a councillor on social media and can only speak to what PCC has agreed. Check with the Clerk if there are any questions about this particularly if there is a difference between individual views and PCC's.
  - 7.4. Training: everybody who sits on the council should attend Code of Conduct training. Cardiff's Monitoring Officer is keen that this be done. The more committees Members sit on the more important it is to understand how PCC operates and attend relevant training.
  - 7.5. One Voice Wales now have 7 online modules. These supplement the existing modules, they do not replace them. Welsh Government have helped finance this.
8. **To receive the Minutes of the Annual and Ordinary Meetings held on May 20 15 2019:**
  - 8.1. The Minutes of the Annual Meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Ellis Owen and agreed by all. They were signed by the Chairman.
  - 8.2. The Minutes of the Ordinary Meeting were proposed as accurate by Cllr S Thomas, seconded by Cllr Ellis Owen and agreed by all. They were signed by the Chairman.
9. **To receive the Minutes of the Planning Committees meeting held on May 22, June 5 2019 :**
  - 9.1. The minutes of the meeting held on May 22 were proposed as accurate by Cllr S Thomas, seconded by Cllr K Thomas and agreed by all. They were signed by the Chairman.

9.2. The minutes of the meeting held on June 5 were proposed as accurate by Cllr S Thomas, seconded by Cllr Rosser and agreed by all. They were signed by the Chairman.

**10. To discuss road and transport issues:** A resident had asked for investigations into noise, air pollution, and vibration at the top of Heol Gogh. Cllr Hill-John understands the concerns but this area is not a high priority compared with Llandaff and schools or with Groes Faen which has far more traffic on A4119.

**11. To receive reports from County Councillors:** Cllr Gavin Hill-John reported as follows:

11.1. Acapela: following a long period of concerns about parking during performances Cardiff will now carry out an investigation for a traffic regulation order (TRO) for double yellow lines on both sides of the junction and parts of Heol y Pentre. Investigators will visit during popular events to assess the parking situation. Cllr Hill-John is working with Acapela on this who have done all they can. Residents will be consulted as part of the legal TRO process, which can take up to 6 months. PCC will be asked for feedback. Enforcement will be done by police and parking officers.

11.2. Llantrisant Road: Cardiff has contracted with Persimmon to carry out essential repairs to a culvert (near Graig bungalows) that runs under Llantrisant Road. This will involve total road closure (including weekends) for up to 3 weeks maximum from Monday 22 July. Working hours may be extended to reduce the closure time. Cllr Hill-John will be attending meetings about this and will keep PCC and the community informed. This closure will affect emergency and bus services as well as general traffic. PCC will compile a list of concerns and send them to Cllr Hill-John as soon as possible. Initial concerns include the use of Church Road and Star Lane and PCC would like to see a temporary one-way order for Church Road and Star Lane for safety. Access to Creigiau via Robin Hill will be open.

Cllr Simon Roberts left the meeting.

11.3. Ty Newydd, Main Road/Heol Gogh: extensive ground clearance has taken place in a field and an official access is being reinstated. There is a new planning application for a stable block which PCC has not yet seen. Cllr Hill-John has met with applicant. This site was once the site of a church (c1905) which was later moved. PCC noted that protected trees had been cleared from the site without consent and asked Cllr Hill-John to check whether there had been a requirement for them to be replaced. While PCC understand that no consent was needed for the land clearance, now that there has been a new application, should there be an environmental impact statement? Cllr Hill-John will enquire.

11.4. Both Cllrs Hill-John and Graham Thomas are happy to submit written reports to make best use of time in PCC meetings.

11.5. The meeting offered its condolences to Cllr Hill-John and his wife their recent bereavement.

Cllr Hill-John left the meeting.

**12. To receive the Minutes of the Staffing Committee meeting held on May 29 2019.** The minutes were proposed as accurate by Cllr Ellis Owen, seconded by Cllr S Thomas and agreed by all. They were signed by the Chairman.

12.1. It was **RESOLVED** to approve:

- Along with the annual calendar of staff tasks, a skills matrix be drawn up to inform staff training needs
- Staff training for use of the chain and pole saw be scheduled for the CMO
- PATesting services be advertised on Facebook and the Community Link
- CMO to use single-use face masks for sanding wood.
- That PCC move to use of recycled plastic for benches
- That the job title of the Administration Assistant be changed to Community Engagement Officer and a new job description drawn up

**13. To receive the Minutes of the Business Plan Committee meeting held on May 29 2019:** The minutes were proposed as accurate by Cllr S Thomas, seconded by Cllr Ellis Owen and agreed by all. They were signed by the Chairman.

13.1. It was **RESOLVED** to investigate the possibility of a play area for children aged 6-10 years on the land between Cardiff Road and Parc y Felin, Creigiau this financial year and budget accordingly for 2020-21 with implementation to start as soon as possible subject to costs being acceptable.

**14. To receive the Minutes of the Finance Committee meeting held on June 10 2019 including applications for grants:** The minutes were proposed as accurate by Cllr S Thomas, seconded by Cllr Harrison and agreed by all. They were signed by the Chairman.

14.1. Pentyrch Village Hall: PCC had had a long-standing Ear Marked Reserve of £4,000 allocated to repairs to the flat roof of Pentyrch Village Hall. This had been confirmed for the 2019-20 budget and, as previously notified, the work was done earlier in the year and the £4,000 has been paid. It was **RESOLVED** that the Main Meeting had been formally notified.

14.2. Assessments for the Pavilion: It was **RESOLVED** that the Clerk be given delegated powers, in consultation with the Chair and Vice Chair of PCC, to accept quotes for assessments where the cost is below £500. This expenditure will be out of the General Reserve.

- Assessments have been commissioned for Legionnaire's Risk Assessment and a Fire Assessment.
- Quotes are being sought for an electrical assessment (EICR).

14.3. Grants: It was **RESOLVED** to award the following grants:

- Gwaelod y Garth WI: £100 towards the cost of speakers for meetings under the Power of Well-being
- Creigiau Carnival: £300 towards the cost of printing programmes under the Local Government Act 1972 s144. PCC will encourage the group to build up reserves over the next few years. PCC will ask to be acknowledged in programme, if they were not yet printed.
- Creigiau Community Market: £50 towards the cost of the market set up and publicity costs programmes under the Local Government Act 1972 s144. PCC will make clear that its funds may not be used to support a church project since PCC has previously taken the position that the Local Government Act 1894 prohibits this. Cllr S Thomas voted against this grant award considering it ultra vires.
- Shelter Cymru : since this application did not benefit PCC residents directly but was for a more general programme, the applicant will be asked to re-apply in March 2020 when PCC considers requests from outside its area, if grant budget funds remain unspent.

**15. Matters arising:**

15.1. Bus stops in Creigiau: The Clerk has asked Cardiff again about this and awaits a response.

15.2. Persimmon Meeting Notes: these will be circulated shortly.

15.3. Creigiau Quarry Liaison meeting notes: these are awaited.

- Cardiff have received money for the four passing bays for installation on Heol Pant y Gored in Autumn 2019. There are concerns about the road width on the stretch of Heol Pant y Gored leading to the junction with the A4119.
- Production from the quarry is expected to start in first quarter of 2020.

**16. To receive the report of the Clerk**

16.1. Electoral Review : PCC's response was submitted.

16.2. An extra member for PCC: PCC is advised that this was last reviewed in November 2016 just before the last cycle of Local Government Elections in May 2017. It is unlikely that the Principal Area Authority will look to initiate a further community review so close to the conclusion of the previous review unless there was significant merit or evidentiary base that would suggest that a further review process was justified this early in the cycle. PCC can write to the Chief Executive, in his role as Electoral Registration Officer, and this should be supported by accurate and detailed

statistical and strategic development information. Having raised this issue with Cardiff several times over the year, the Clerk will now write to the Chief Executive.

- 16.3. Creigiau Carnival 29.6.19 : 2-5pm: PCC will attend and a rota is needed for councillors. The Clerk will ensure a certificate of insurance has been received before the event.
- 16.4. Attended June 12 meeting of Cardiff Council and Clerks as per the Charter. Email for C2C has been replaced with online apps and forms, including a live web chat. The Cardiff App is the most efficient way to report issues and can be done on behalf of others. Fix my Street App feeds through to C2C but is slower than Cardiff's App. The next Cardiff App update will include street cleansing and enforcement services.
- 16.5. Terracycle: The collection spot at the Pentyrch Spar has really taken off. PCC now have one too. For each 20kg of wrappers collected £2 will be donated to Parc (for the Memorial Park playground project).
- 16.6. Link 105 was printed and delivered in record time
- 16.7. Memorial Park path: a meeting with Taffs Well Quarry is being arranged to discuss construction.
- 16.8. Pentyrch History Walk: Saturday July 20 2pm and then at the Lewis Arms.
- 16.9. Community orchard: Caroline Robertson continues to work on this and is talking to her group about possible locations
- 16.10. Christmas tree at High Corner: PCC have submitted a formal request to Cardiff to support Garth Rotary.
- 16.11. Mast update: there was no news.

**17. To receive the Internal Auditor's Report for 2018-19:** It was **RESOLVED** to accept the report.

**18. To approve the Annual Return including Governance Statement for 2018-19:** The meeting went through each question, answered it and it was **RESOLVED** that the Chairman sign the declaration and approve the Annual Return.

**19. To approve the PCC Accounts for 2018-19** It was **RESOLVED** to approve the accounts for 2018-19.

**20. To approve the schedule of payments and receipts for May 2019:** It was **RESOLVED** to approve the schedule of payments and receipts.

**21. To approve the proposed CIO for Creigiau Recreation Area management:** PCC has had a number of meetings with the group which is moving forward with this project. The Articles follow the model with some relevant amendments for the group.

21.1. The meeting thanked Cllr Sherwood for all his hard work in helping this project move forward and providing wise advice.

21.2. It was **RESOLVED** that PCC is content that the potential trustees submit the CIO Articles to the Charity Commission for approval. This was carried unanimously.

**22. To receive an update on development at LDP Site E, Creigiau (North of Llantrisant Road):** An update was received from the Clerk. Further meetings will take place and PCC will help publicise the upcoming community consultation when the details are known.

**23. To receive a report from PCC's Governor of Creigiau Primary School:** Cllr Quilter wanted this report to be formally received. The Chair of Governors had asked for PCC's response to:

- Work with the school to lobby Cardiff and Welsh Government
- To identify priorities for S106 funding from LDP development sites
- Meeting with authorities at all levels to support the school

23.1. It was **RESOLVED** to receive the report.

23.2. The Chairman and Clerk are meeting with local representatives to discuss these issues on June 18. Cllrs Quilter and Ellis Owen will also attend.

- 24. To receive an update and make any necessary decisions re Penuel Graveyard:** There was nothing.
- 25. To discuss consultations and guidance documents:** It was **RESOLVED** that PCC supports the proposed regulations, but reminds Cardiff that it does not own PCC land. If approved by Cardiff, PCC will follow the new regulations on its own land.
- 26. To discuss Brofiscin Quarry:** The Clerk has requested a meeting with NRW and this request has been acknowledged. A response is awaited.
- 27. To discuss the work of the North West Cardiff Group:** The group met on June 12 and the following was noted:
- 27.1. New housing developments
- Sites are running behind schedule. Where community facilities like schools are timed to be triggered by housing completions, there is a significant risk of long-term delays. Slow sales increase delay and if demand is really low then that poses more risk for the trigger numbers of completions.
  - Highway Safety Audits: lane widths on parts of the A4119 will be 3.15m instead of the usual 3.65m, approved by Cardiff and may be part of their speed reduction system.
- 27.2. School and GP capacities: there were no updates on this.
- 27.3. Air Quality Management Area, Llandaff: response previously circulated and the group supported this.
- 27.4. Drainage issues: NWCG will write to Cardiff about these drainage problems at Plasdwr and ask for a meeting between NWCG, county councillors and planning officers including a site visit.
- 27.5. Regional Metro: There was nothing new to report to date.  
Review of the LDP will start in 2020 and will include extensive consultations. This is part of the build up to the LDP that will start in 2026. The group noted that this could be a good moment for media coverage.
- 27.6. Creigiau Quarry is due to re-open in early 2020. Autumn road works will build 4 passing bays in the section of Pant y Gored Road that runs from the quarry out to the T-junction with the other section of Pant y Gored Road. As part of the re-opening there will be deliveries of huge equipment, probably involving road closures. Tarmac were not aware of the road works due for the Persimmon's gas main works – they are now. PCC will update Persimmon at its liaison meeting on June 13.
- 27.7. Cycle routes within the new developments appear reasonable but they are disconnected between developments and along the A4119. The narrower road widths identified by SB will not make cycling easier or safer.
- 27.8. Date of next meeting : Wednesday September 4 at 6:30pm at PCC Office
- 27.9. At the start of the new LDP consultation there will be a formal agreement proposed on secretariat costs amongst community council members of the group.
- 28. To consider any correspondence received and not reported elsewhere:** There was none.
- 29. To discuss planning matters not covered by the Planning Committee:** The new application for stables at Gwaelod y Garth will be discussed on June 19 if received by then.
- 30. To receive reports from Councillors and Surgery Reports:**

Councillor	Report	Action Taken
Stuart Thomas	20/5/2019 Annual and Ordinary May Meeting	
	23/05/2019 CRAMC Users	
	29/05/2019 Staffing Committee	
	29/05/2019 Business Development Committee	

	05/06/2019	Planning Committee	
	05/06/2019	Creigiau Quarry Liaison	
	06/06/2019	Site E Liaison	
	10/06/2019	Finance	
	12/06/2019	NW Group	
	13/06/2019	Persimmon Liaison	
	Planning Committee 19.6.19		
Chris Priday	20/5/2019	Annual and Ordinary May Meeting	
	05/06/2019	Planning Committee	
Simon Davies	20/5/2019	Annual and Ordinary May Meeting	
	29/05/2019	Business Development Committee	
	Planning Committee 19.6.19		
Sandie Rosser	20/5/2019	Annual and Ordinary May Meeting	
	05/06/2019	Planning Committee	
	29/05/2019	Staffing Committee	
	Planning Committee 19.6.19		
Mike Sherwood	20/5/2019	Annual and Ordinary May Meeting	
	29/05/2019	Staffing Committee	
	29/05/2019	Business Development Committee	
	05/06/2019	Planning Committee	
	10/6/2019	Finance Committee	
	Surgery June 15		
	Planning Committee 19.6.19		
	12/06/2019	NW Group	
	06/06/2019	Site E Liaison	
John Harrison	20/5/2019	Annual and Ordinary May Meeting	
	10/6/2019	Finance Committee	
Jenna Quilter	20/5/2019	Annual and Ordinary May Meeting	

	29/05/2019 Staffing Committee Creigiau Quarry liaison meeting Creigiau Primary School: met with Chair of Governors Keep Creigiau Tidy	
Wynford Ellis Owen	20/5/2019 Annual and Ordinary May Meeting 29/05/2019 Business Development Committee	
Simon Roberts	20/5/2019 Annual and Ordinary May Meeting	
Amanda Thorpe	20/5/2019 Annual and Ordinary May Meeting CRAMC & PCC Next Steps Meeting 23/05/19 Tarmac & PCC Liaison Meeting 05/06/19 Met Cardiff Council Community Engagement Officer in Creigiau 08/06/19 Helped on stall at Creigiau Community Market Reported fallen street sign using Fix My Street 11/06/19 Keep Creigiau Tidy Community Planting (Flowers & Trees) 09/06/19 Keep Creigiau Tidy - installation of bird boxes 09/06/19 Keep Creigiau Tidy meeting 13/06/19 Creigiau Ward Surgery 15/06/19	
Karen Thomas	Annual and May 20 meetings May 22 Planning Committee Site E meeting : June 6	
Sara Pickard	Annual and May 20 Meetings	

**31. Date of the next meeting: July 15 2019 at The Pavilion, Creigiau Recreation Area, 7pm.**

The meeting closed at 21:26

Signed \_\_\_\_\_ Dated July 15 2019