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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the full Council Meeting held at 7.00pm, 16 September 2019, at Gwaelod y Garth Village Hall

PRESENT: Councillors Mike Sherwood, Stuart Thomas, John Harrison, Simon Davies, Sara Pickard, Jena Quilter, Simon Roberts, Sandie Rosser, Chris Priday, Teresa Filipponi, Amanda Thorpe, Wynford Ellis Owen, Karen Thomas

Cllr Graham Thomas, Cllr Gavin Hill-John
Dave Christopher, PARC

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** There were none.
2. **To receive any declarations of interest:** There were none.
3. **To consider police matters:** No crime figures had been received before the meeting.
 - a. Cllr Priday had attended Pentyrch Neighbourhood Watch last week where a comprehensive police report was given with some incidents in Gwaelod y Garth.
 - b. Cllr S Thomas reported that there had been thefts from Creigiau Travel and Tesco.
4. **Public Session (length of adjournment at Chairman's discretion):** Dave Christopher addressed the Council on behalf of PARC. He presented his model and designs for the Memorial Park new play equipment. PARC has been successfully fund-raising for Phase 1 which comprises a wooden trim trail with some further equipment but still leaving open space for casual football and general play. PCC had agreed to match fund up to £4,500 previously. Since then a grant has become available from Entrust and PCC and PARC can apply for up to £29,000 with the project to be registered this week and installation and money spent before the end of March 2020. PCC would place the order and make a 10% 3rd party contribution as part of this government scheme.

PARC has selected a long-lasting scheme with 20-year guarantees including a single-point swing, small roundabout from Playdale.

Cllr Simon Roberts joined the meeting

5. **To consider and decide on any matters arising from the Public Session:** It was **RESOLVED** to support PARC's preferred design from Playdale with a 10% 3rd party contribution of £2,900. PCC will write to PARC and thank and congratulate them on all the hard work. Mr Christopher thanked PCC for its support in return.
6. **To discuss road and transport issues:**
 - a. At Pentyrch Neighbourhood Watch's recent meeting residents on Church Road raised the well-known concerns about the road. A group of Church Road residents took steps to start a residents' group to focus on Church Road issues.
 - b. PCC will highlight road and transport issues in future Community Links.
7. **To receive reports from County Councillors:** reports were received and circulated in advance. Cllr Graham Thomas reported:

Creigiau Quarry Liaison Committee was held on 11th September. Thanks to those PCC members who could attend. They are still intending to open April 2020. There will be a consultation by Cardiff Council on the passing bays to be built on Heol Pant Y Gored. Details to be confirmed but Cllr Thomas has circulated the consultation pack ahead of the consultation. Please let him have any comments on this by **19th September**.

There will also be a public exhibition on the quarry in Pentyrch on 14th October (Rugby Club) and Creigiau on 15th October (Golf Club). Times are to be confirmed, but proposal is 5pm – 9pm. Cllr Thomas has asked Cardiff Council to co-ordinate the consultation on the passing bays, so the closing date is not before the public exhibition and that residents have an opportunity to comment.

Site E planning application: The outline planning from DPP was expected to have been submitted by now for site E south of Creigiau for 650 houses. However, the latest update from DPP is that it should be submitted this week.

School Busses: This national issue has caused much concern amongst some residents. Members will be aware the upcoming changes to bus regulations means that School Busses will not be able to accept fee paying passengers from January 2020. The problem appears to be an unintended result of accessibility legislation from 2000. The Council and local MPs are raising it with Welsh Government and DfT in the hope that a clarification can be made that will allow the current situation to be overcome and communicated ahead of the Spring Term.

LDP Summary online: The Council have put Strategic Site monitoring documents live on the Council's website. The documents provide a summary of information relating to Strategic Sites allocated in the Local Development Plan (LDP) including:

1. Planning Histories – where new applications have been received and which applications have been determined,
2. Development Activity – which sites are currently under construction and an indication of how many homes / premises have been completed,
3. Infrastructure Provision – the supporting infrastructure that has been agreed through S106 agreements and details of those works and other associated projects that are in the pipeline, or are currently being undertaken.

They will be updating the documents twice a year to include images of new homes and supporting facilities as the sites are developed.

Cllr Gavin Hill-John reported:

Pedestrian Crossing Main Road: Work continues to provide a safe crossing and has generally met with approval.

Church Road: In conjunction with Neighbourhood Watch I will be preparing a petition to be signed asking the Council to invest in a scheme of works to improve the condition of the road and also measures to reduce speed.

Parking on South Glade and Riverglade: no incidents have been reported to the police. There is some inconsiderate parking and residents should report to 101 any illegal parking or parking that is causing accidents. Cardiff will not investigate inconsiderate parking only.

PCC will notify Creigiau residents about the Site E application and encourage them to respond. PCC's Planning Council will produce the response.

Cllr K Thomas noted that there is no mention at all of Pentyrch in the LDP review documents. It seems to be the only community that is not mentioned on the map. Cllr G Thomas and Hill-John will look into this.

Cllr S Thomas had sent initial comments to Cllr G Thomas re the Heol Pant y Gored passing bays: 20mph speed limit, road priority for traffic leaving the quarry so that the bays can be used by traffic driving towards the quarry. This should help keep vehicles off the pavements.

Cllr Ellis Owen asked Cllr G Thomas to look into use of Welsh names for new developments.

Cllr Filipponi asked for an update on the new Gwaelod y Garth bus contract: Cllr Hill-John said that it is still not out for consultation.

Bus passes for people over 60 need to be renewed. PCC is looking into whether it can offer help with this from its office.

Cllrs Graham Thomas and Gavin Hill-John left the meeting.

8. To approve the Minutes of the Meeting held on August 19 2019: The Minutes of the Meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

9. To approve the Minutes of the Building & Estates Committee held August 28 2019: The Minutes of the Meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

10. To approve the Minutes of the Planning Committee meetings held on August 28 and September 11 2019:

10.1. The minutes of the meeting held on August 28 were proposed as accurate by Cllr S Thomas, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

10.2. The minutes of the meeting held on September 11 were proposed as accurate by Cllr S Thomas, seconded by Cllr Priday and agreed by all. They were signed by the Chairman.

11. To receive the Minutes of the Finance Committee meeting held on September 11 2019: The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr Davies and agreed by all. They were signed by the Chairman.

11.1. It was **RESOLVED** that a grant of £50 be made to Creigiau Cantorian with an opportunity for the group to apply again in December when a copy of the last audited accounts will be required. (Local Government Act 1972, s.145: arts)

11.2. Having approved expenditure on solar-powered Christmas trees at the August meeting it was found that the trees cost £98 each not £78. It was **RESOLVED** to increase the expenditure to allow for 5 trees for each of the three villages on the same budget terms as before. (LGA 1972, s144: tourism)

11.3. It was **RESOLVED** that the Clerk attend the 2019 AGM/conference of the SLCC at a cost of £375. (LGA 1972 S111)

11.4. Having reviewed the products available from The Parish Noticeboard Company, Greenbarnes and Notice Board Co (UK) Ltd it was **RESOLVED** to order one board from The Parish Noticeboard Company at £540 + £35 header + VAT. This was the least expensive board of the large size that PCC needs. If the board meets PCC's needs, a further 4 will be ordered. (LGA 1972 S142).

11.5. The grant for Memorial Park play equipment was dealt with above.

12. Matters arising:

12.1. Post Office: Pentyrch Post Office hopes to re-open October 28

12.2. Site visits of PCC land: PCC will visit the land it owns and manages.

12.3. Memorial Park, Pentyrch: in April 1994 PCC advertised that it wanted to take ownership of the land around Memorial Park that falls outside the land it leases from the Royal British Legion

and for which no owner can be found. The Clerk will look into how to register this with the Land Registry which may involve legal advice and costs. A Building & Estates Committee will be called.

13. To receive the report of the Clerk

- 13.1. PCC Civic Reception: invitations have gone out and acceptances have been received from our AM, MP and Deputy Lord Mayor.
- 13.2. Capital Asset Transfer from Cardiff: Cardiff Parks are working up their list of possible sites and will produce A0 drawings of these for each of the 3 villages.
- 13.3. WW1 bench for Gwaelod y Garth: once Cardiff remove their old bench PCC will fit the WW1 bench overlooking the sports field.
- 13.4. Community Speed Watch: there are now two sets of equipment for Creigiau and Pentyrch. The teams are out regularly. It is hoped to get one going in Gwaelod and this partly depends on the police approving suitable watching spots. It is hoped to add more roads to both Pentyrch and Creigiau.
- 13.5. Bus Pass Clinic: a resident has offered to help others renew their bus passes online. This has to be done by December 2019. The Clerk will look into how this can be set up. There are quite a few older people locally who might not have easy online access.
- 13.6. History Walk: The Creigiau walk took place on September 14 with some 62 people attending. The Clerk will write to Don Llewellyn and his helpers to thank him.
- 13.7. Memorial Path: the path is in and is popular and welcome despite concerns about the surface. This is being checked with Taffs Well Quarry. Some damage has been done by a horse and bikes but local people have used that route for many years on horses, bikes as well as by foot. The surface should settle and become more robust over time. No signs will be put up for now. The Clerk now has technical drawings showing the electrical and gas services for the site.
- 13.8. Creigiau Quarry: a liaison meeting was held 11.9.19 and Cllr S Thomas' own notes have been circulated. PCC supports a 20mph speed limit for the length of Heol Pant y Gored from the quarry entrance to Robin Hill. Tarmac were in favour of this too. PCC will submit a response to the consultation starting September 23, drawn up by the September 25 Planning Committee. PCC will publicise the Tarmac public exhibitions as described above.
- 13.9. Cllr S Stuart will buy 1,000 daffodil bulbs as part of PCC's community enhancement project (Local Government (Wales) Measure 2011: Power of Wellbeing)

14. To approve the schedule of payments and receipts for August 2019: It was **RESOLVED** to approve the schedule of payments and receipts. The Clerk will check that the income detail is shown.

15. To decide on a PCC insurance Policy for 2019-20: Came & Co provided three quotations for renewing PCC's insurance policy. The Finance Committee had reviewed the quotation documents. It was **RESOLVED** that PCC renew their policy with Hiscox as recommended by Came & Co (and the Finance Committee) on a three year contract of £1,333.98/year (LGA 1972 S140). Came & Co confirm that changes can be made to the policy during the 3-year contract. Other quotes were for £1,565.81 and £1,641.33.

16. To decide on tree works following from tree survey: PCC's trees have been professionally checked. There is considerable ash dieback and a plan in place for felling affected trees. The Clerk had sent out a specification for quotes to deal with the 11 trees identified for work now. Two quotes had been received for £2750 and £1080 + VAT. A third is awaited. The Clerk was asked to check with PCC's regular contractor.

- 16.1. It was **RESOLVED** to delegate selection of quotes to the Clerk with the Chair and Vice Chair. This work will be paid for from the EMR of £4000 for tree work. (Open Spaces Acct 1906 s 9 & 10)

17. To decide that the Creigiau Recreation Charity having been formed all negotiations of a Lease, Business Plan and use of the Recreation Area be delegated to a working party of the PCC Building and Estates Committee. Any meeting which involves that working party either on its own or with CRAMC/Creigiau Recreation Charity to be quorate with a minimum of 3 Council

members present: The Charity is keen to start negotiating a Lease with PCC. To facilitate this and ensure proper PCC representation it was **RESOLVED** that at least three PCC Members from the Buildings & Estates Committee be present supported by the Clerk. Cllr Ellis Owen formally joined the committee. Any recommendations to be brought to full council. A first meeting is hoped to take place on September 18 when future meeting dates can be agreed.

18. **To receive the External Audit Report:** This had not yet been received.
19. **To discuss the Lease between Pentyrch Village Hall and Llandaff Surgery:** PCC has a lease for 3 years with the doctors of Llandaff Surgery. The Lease expires on November 15 2019 and PVH and the surgery would like to extend it. The Clerk had been sent information setting out the new terms and these had been circulated in advance.
 - 19.1. It was **RESOLVED** that a new Lease be drafted to include new terms and continue the current arrangement whereby PVH benefits from the rental income. The Clerk will liaise with PVH and the surgery and PCC's solicitors who drew up the existing Lease.
20. **To decide on admin support for PCC's office staff:** The Clerk will draw up a job specification to go to the Staffing Committee to provide help with to the Clerk and Community Engagement Officer.
21. **To receive an update on development at LDP Site E, Creigiau (North of Llantrisant Road):** A response from the planning consultants to PCC's PAC response was circulated earlier in the day. The planning application has gone to Cardiff Planning and will be out for consultation in a week or so. PCC will publicize this in the usual way and as soon as possible. A meeting with the planning consultants will be arranged after the next Planning Committee (September 25).
22. **To receive an update and make any necessary decisions re Penuel Graveyard:** There was no update on this matter.
23. **To discuss Remembrance Day 2019:** Remembrance Sunday will be November 10. A better PA system is being explored.
24. **To discuss a Climate Change Policy for PCC:** This was deferred to October. Cllr Thorpe will produce a position paper, with Cllr Filipponi.
25. **To discuss consultations and guidance documents:**
 - 25.1. **Public Rights of Way:** this was previously circulated. The closing date is October 14. It was **RESOLVED** to delegate the drafting of a response to the Clerk and Cllr Roberts. The draft will be circulated for comment before submission.
 - 25.2. **National Development Framework:** it was **RESOLVED** to delegate this to the Clerk who will adapt the response from the NWCG and present it at the October meeting.
26. **To discuss Brofiscin Quarry:** An unsatisfactory response was received earlier in the day from NRW and forwarded to PCC and NWCG and to Mark Drakeford, AM and Cllr Graham Thomas with a request for support.
 - 26.1. The Clerk had been approached by a Creigiau resident who is a feature writer for the Western Mail. She had been researching the quarry for a while and the Clerk put her in touch with the Chairman and, having discussed it with the Chairman, sent her copies of correspondence between PCC and NRW, none of which is confidential. The Clerk had said on behalf of PCC that it was seeking reassurance from NRW that residents can be sure that there is no pollution from the quarry entering the local environment, particularly in light of the 2000+ new homes planned for the area. As of yet, PCC is not reassured.

27. To discuss the work of the North West Cardiff Group: The group met on 4.9.19. The feasibility study to reopen the old rail line from Cardiff to Creigiau is being done now by Transport for Wales.

27.1. The meeting discussed the LDP consultation expected in 2020 which leads into the new LDP consultation. This raises concerns about managing the Secretariat, currently done by the Clerk. NWCG will have to look at this seriously since the amount of work involved will be considerable. Cllr S Thomas had noted in the NWCG 4.9.19 meeting that the Clerk's workload is presently more than heavily committed within PCC and serious consideration will have to be given regarding the workload that the review and LDP will require.

27.2. It was **RESOLVED** that PCC will continue to be an active member of NWCG but that the PCC Clerk cannot run the secretariat for the LDP. PCC will make a reasonable financial contribution to be agreed by the group. The Clerk agreed that the workload would be unmanageable.

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

29. To discuss planning matters not covered by the Planning Committee: There were none.

30. To receive reports from Councillors and Surgery Reports:

| Councillor | Report | Action Taken |
|--------------------|---|--------------|
| Mike Sherwood | 28/08/2019 Building & Estates Committee Planning Committee 28.8.19 11.9.19 Finance Committee 9.9.19 Creigiau Ward Surgery | |
| Stuart Thomas | 19/08/2019 Full Council 28/08/2019 Building & Estates Committee 28/08/2019 Planning Committee 30/08/2019 Standards & Ethics 04/09/2019 North West Group Meeting 09/09/2019 Finance Committee 09/09/2019 Creigiau Recreation Charity Meeting 11/09/2019 Planning Committee 11/09/2019 Tarmac Liaison Meeting | |
| Chris Priday | August main meeting 28/08/2019 Building & Estates Committee Planning Committee 28.8.19 11.9.19 Library | |
| Simon Davies | August main meeting 28/08/2019 Building & Estates Committee Finance Committee 9.9.19 | |
| Sandie Rosser | August main meeting Planning Committee 28.8.19 11.9.19 | |
| John Harrison | August main meeting Community Speed Watch : 3 sessions | |
| Jenna Quilter | August main meeting | |
| Wynford Ellis Owen | Finance Committee 9.9.19 CRC meeting 9.9.19 | |
| Simon Roberts | August main meeting | |
| Amanda Thorpe | August main meeting | |

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| Karen Thomas | NW Cardiff Group 4.9.19 Planning Committee 11.9.19 | |
| Sara Pickard | August main meeting Invited on October 14 to attend the Annual Women of the Year Lunch and Awards in London. PCC formally congratulated Cllr Pickard. | |
| Teresa Filipponi | August main meeting Meetings with residents | |

Date of the next meeting: October 21 19 2019 at Gwaelod y Garth Village Hall 7pm.

The meeting closed at 21:20

Signed _____ Dated October 21 2019