

Clerc: Helena Fox
1 Ffordd Penuel
Pentyrch
Caerdydd CF15 9LJ

Ffon: 029 2089 1417
Epost: clerk@pentyrch.cc
Gwefan: www.pentyrch..cc

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerc: Helena Fox
1 Penuel Road
Pentyrch
Cardiff CF15 9LJ

Phone: 029 2089 1417
Email: clerk@pentyrch.cc
Website: www.pentyrch.cc

Minutes of the full Council Meeting held at 7pm, March 16 2020, at Pentyrch Village Hall

PRESENT: Councillors Mike Sherwood, Stuart Thomas, Simon Roberts, Teresa Filipponi, Amanda Thorpe, K Thomas, S Rosser, J Harrison

Mike Colley for Pentyrch Neighbourhood Watch
Gary Dixon, candidate in Pentyrch Ward election

Cllr Graham Thomas

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllrs Jena Quilter, Wynford Ellis Owen, Sara Pickard; Cllr Gavin Hill-John
2. **To receive any declarations of interest:** Cllr Thorpe as a member of Creigiau Cricket Club and Creigiau Recreation Charity and Dynevor Gardening Association; Cllr Sherwood as a member of Dynevor Gardening Association.

It was agreed to move the item on Coronavirus to Virus this point in the meeting:

3. **To consider any actions needed in relation to Coronavirus:** The Chairman referred to Central Government statements made March 16 and acknowledged that this would be a challenging time. PCC needs to ensure that the business of PCC can continue particularly if there cannot be face to face meetings. The Clerk had taken advice from Cardiff Council. Authority can be delegated to the Clerk with certain specific exclusions as set out in PCC's adopted Finance Regulations.
 - a. It was **RESOLVED** that:
 - i. Delegated powers be given to the Clerk to deal with actions related to the Coronavirus emergency in discussion with the Chairman and Vice Chairman with the full Council kept informed.
 - ii. The Clerk be given delegated powers to cancel PCC's April meeting on H&S grounds if needed. Members of the public will be advised not to attend for safety reasons but cannot be excluded.
 - iii. Delegated powers be given to an Emergency Committee comprising three Members including the Chair, Vice Chair (if available) with the Clerk present when possible to deal with any actions related to the Coronavirus emergency.
 - iv. In the absence of the Clerk, the Emergency Committee to work with the Community Engagement Officer.
 - v. The Clerk be delegated powers to respond to planning applications on behalf of the Planning Committee following email discussions by the Planning Committee to avoid face to face meetings.
 - vi. To avoid face to face meetings electronic initialling of invoices for payment be accepted with email chains as audit and wet initialling when Members are available.
 - vii. Any staff who have to follow Central Government guidance and self-isolate have the assurance that they will be paid in full.
 - b. PCC members were concerned about support that PCC can give to the community. Already, flyers are being delivered to households to offer advice and identify those needing help. PCC will continue to help with this with the Community Engagement Officer leading on it. There was concern about keeping in contact with residents by phone if they are physically isolated.

- i. It was **RESOLVED** to produce A5 colour bilingual double-sided glossy flyers delivered via the Community Link delivery team. This would ask for volunteers to put their names forward, the areas they can help in and those who are in need of help. The leaflet will include latest government advice, key phone numbers, websites and the phone number of a PCC Member or a mobile set up as a forwarded phone for the office. Cllr S Thomas agreed to work with the Community Engagement Officer.
 - 1. Delivery costs: £150 for distribution plus reasonable printing costs. Cllr S Thomas will get quotes from the Community Link printers.
- ii. The Clerk will set up a new webpage on the PCC website.
- c. It was **RESOLVED** to close the PCC office and library as a public space until the Coronavirus emergency is over. A sign will be placed on the door.

It was agreed to move the item on the Lease to Creigiau Recreation Charity to this part of the meeting.

- 4. **To decide on a draft Lease to Creigiau Recreation Charity:** It was **RESOLVED** to approve the draft Lease and send it to CRC and Fields in Trust for their consideration. Cllr Rosser abstained.
- 5. **Public Session (length of adjournment at Chairman's discretion):** The Chairman limited the session to 5 minutes in light of the time spent on the Coronavirus emergency.
 - a. Mike Colley:
 - i. 50 PRow: he thanked the Clerk for distributing a letter from PNW. The letter was self-explanatory.
 - ii. Church Road: a public meeting was held about a week ago with two courses of action agreed: a petition on re-surfacing, speed limits, kerbs, etc. This has some 600 signatures. It was accepted that PCC cannot sign the petition but councillors can sign as individuals. Mr Colley left a copy of the petition for people to sign. If road work does not start and is not what is expected, there will be a demonstration by residents with Cardiff notified in advance. There will be a meeting with Cllr Gavin Hill-John at the end of March and a meeting with Cardiff in April. This is being brought forward to be as soon as possible.
 - 1. Cllr K Thomas noted that emergency vehicles had had difficulty reaching Pentyrch because of the road closed sign at Church Road. Mr Colley replied that this was already been looked into by Cllr Hill-John.
- 5. **To consider and decide on any matters arising from the Public Session:** It was **RESOLVED** that PCC ask Cardiff to make emergency access to its communities clear to emergency vehicles during the road closure and diversions. Copies to Cllrs Hill-John and G Thomas.
- 6. **To receive reports from County Councillors:** Cllr Graham Thomas praised PCC for its action on the Coronavirus. He had spoken to Highways Officers about the road closure/diversion signs.
 - a. He was unable to attend the Creigiau Quarry Liaison meeting from which meeting notes have not yet been circulated.
 - i. Cllr S Thomas noted that the quarry opening is now delayed until September. There has been no application for removal of the hedgerow and this now runs into the bans on hedgerow disturbance although Cardiff still expect the passing bays to be completed by June. Cllr G Thomas will enquire. Fencing has been completed and PCC needs to consider this where the quarry/PCC share a boundary. Water run-off will be initially into Nant Coslech and ultimately only into Canada Lakes. The quarry will need water for wheel-washing and dust control.
 - b. Flooding has been a serious local problem. Please let Cllr G Thomas know of any particular locations. PCC members listed:
 - i. the Frog Pond over-topped, as it has done before and there is blocked culvert at Ty Nant Road and Frog Pond;
 - ii. A4119 opposite and above the church is silted over because of run-off from Star Lane.
 - iii. Church Road at De Courcey's was flooded.
 - c. Heol Pant y Gored road closure work should be finished by the due date.

d. Site E: comments are still being accepted on the Pre-Application Consultation.

7. To approve the Minutes of the Meeting held on February 17 20 2020: The Minutes of the Meeting were proposed as accurate by Cllr Filipponi seconded by Cllr S Thomas were signed by the Chairman.

Cllr Karen Thomas left the meeting.

8. To receive the Minutes of the Finance Committee meeting held on March 9 2020: The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Harrison and agreed by all. They were signed by the Chairman. It was **RESOLVED**:

- to transfer £10,000 from the CCLA top up the current account.
- that while the council passwords are currently kept in a sealed, dated envelope in a locked cupboard, they will now be kept by the Chairman in a safe place. If they need to be opened, this will be done in front of a witness.

9. To receive the report of the Clerk: The report was taken as read.

- Memorial Park path: Cardiff had offered to meet to discuss the change of use for 50 Pentyrch to allow horses. PCC awaits possible dates but in light of the Coronavirus does not expect that to be soon. Pentyrch Neighbourhood Watch and a resident had asked that a community consultation take place. Cllr Filipponi had attended the recent PNW meeting on behalf of PCC. Some concern was raised in the meeting about people from outside the community having a say in any consultation. Cllr Sherwood noted that the path is a public right of way open to all. PCC will wait until this matter is taken forward by Cardiff and will raise residents' concerns.
- All PCC informal meetings and events have been cancelled including Spring Ward meetings, litter picks and walks.
- Love Where You Live: Litter Pick in Gwaelod y Garth was held on March 7. The turn-out was not great.

10. To receive the note of the Well-being and Climate Change Working Group: These were received. The next meeting may have to be via email. The CCLiPRoW have been put in touch with Tarmac.

- A letter had been received from Mark Drakeford, AM praising PCC for its support of the national declaration of a climate emergency and offering advice and support.

11. Matters arising: It was **RESOLVED** to ask the current energy supplier to update the smart meter at Penuel Road.

Gary Dixon left the meeting.

9. To consider requests for grants:

9.1. Eisteddfod Llangollen 2020 – this event has been cancelled.

9.2. Children's Wales Air Ambulance – It was **RESOLVED** not make a grant since it was outside PCC's area.

Mike Colley left the meeting

9.3. Creigiau Cricket Club: the latest accounts were circulated in advance together with a request for funding. It was **RESOLVED** to make a grant of £200 towards the cost of training equipment.

10. To approve PCC's plans for Operation London Bridge: there was nothing further to report.

11. To adopt policies on complaints and planning code of practice: These had been circulated in advance. It was **RESOLVED** to adopt both policies.

12. To decide on a response to the Welsh Audit Office: consultation on Future Audit Arrangements for Community Councils in Wales. It was **RESOLVED** to approve the draft circulated by the Clerk in advance.

13. To receive the Independent Remuneration Panel for Wales Annual Report February 2020: This was received.

14. To discuss consultations and guidance documents: There was nothing.

15. To consider any correspondence received and not reported elsewhere:

15.1. Stewart Penman Reid letter: circulated in advance

15.2. Mark Drakeford, AM letter: circulated in advance

16. To discuss planning matters not covered by the Planning Committee: The Clerk will work with Cllr Sherwood on any application missed by the recent Planning Committee which was not quorate.

17. To receive reports from Councillors and Surgery Reports:

Councillor	Report
Mike Sherwood	February Main Meeting Finance Committee 9.3.2020 Creigiau Ward surgeries cancelled
Stuart Thomas	February Full Council Well-being & Climate Change Working Group 3.3.2020 Finance Committee 9.3.2020
Sandie Rosser	Once again I have received complaints about the Gwaelod bus. There have been problems with the 8.50 am bus spasmodically not turning up for the last two weeks. Specifically, this week Monday, Thursday and Friday. I have re-iterated numerous times that pensioners in their 80s are the main users of the Gwaelod bus and for them to walk to Taff Well or to the Main Road for a bus is a long way for them. A resident has tried phoning NAT but was "fobbed off" by excuses; bus broken down, drivers off sick. Have asked Cllr Hill-John to let the relevant departments know we are still experiencing problems, and when can we expect the draft tender to come to the PCC? Pensioners have been advised to self-isolate if they have the coronavirus, how can they do this if they cannot shop for food to see them through this illness?

John Harrison	February Main Meeting Finance Committee 9.3.2020 Community Speed Watch
Jenna Quilter	February main meeting
Wynford Ellis Owen	February Main Meeting Staff meeting 26.2.2020 Finance Committee 9.3.2020
Simon Roberts	February Main Meeting Route checking for Gwaelod y Garth walk (now cancelled) Research into cyclists on the Garth
Amanda Thorpe	February Main Meeting Well-being & Climate Change Working Group 3.3.2020 Gwaelod y Garth litter pick Creigiau midnight litter pick Dementia-friendly training
Karen Thomas	Well-being & Climate Change Working Group 3.3.2020
Sara Pickard	February Main Meeting
Teresa Filipponi	February Main Meeting Well-being & Climate Change Working Group 3.3.2020 Gwaelod y Garth litter pick Dementia-friendly training Will start surgeries in Gwaelod y Garth when possible

Date of the next meeting: April 20 2020 at Pentyrch Village Hall at 7pm

The meeting closed at 21:01.

Signed _____ Dated April 20 2020