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## Minutes of the full Council Meeting held at 5pm, May 18 2020 online via Microsoft Teams

### This meeting is held under the following Welsh Statutory Instrument: The Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020

The requirement for the press and public to be present is temporarily suspended.

**PRESENT:** Councillors Mike Sherwood, Stuart Thomas, Teresa Filipponi, Amanda Thorpe, Karen Thomas, Sandie Rosser, Jena Quilter, Wynford Ellis Owen, Sara Pickard, Ian Jones

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllrs John Harrison, Simon Roberts
2. **To receive any declarations of interest:** There were none.
3. **To approve the Minutes of the Meeting held on March 16 2020:** The Minutes of the Meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Ellis Owen. All agreed. They will be signed by the Chairman with an electronic signature.
4. **Matters arising:**
  - a. The A5 flyer about the start of the Covid-19 lockdown was not produced because the Community Link delivery system was not available and local people delivered another form of flyer.
  - b. Lease of part of Creigiau Recreation Area: an asbestos survey and EPC had been done. PCC is pressing for completion by 31.5.2020. The Clerk will notify PCC if a delay looks likely.
    - i. CRC are committed to producing the schedule of condition on the Pavilion for PCC to agree. This could be an official survey or their own list.
    - ii. PCC has a clear understanding that if CRC want a better plan it is to be done at CRC's expense.
    - iii. The Lease will need to be circulated for signature and witnessing but this should be possible.
    - iv. It was **RESOLVED** to maintain the emergency delegations of powers as set out in the March 16 meeting and now to include the power to extend the MoU if absolutely necessary. Previous actions taken by the Clerk in consultation with Cllrs Sherwood and S Thomas since the March 16 meeting until today to extend the MoU to 31.5.2020 were approved.
5. **To receive an update on the PCC Finances, and Accounts for 2019-2020:** The Clerk assured the meeting that the delegated powers established at the March meeting had been followed. Payments online were first approved by Cllrs Sherwood and S Thomas before authorization from the bank. A record of these authorizations has been kept. No cheques have been signed.
  - a. Accounts 2019-20: this work is largely done and documents will be sent to the Internal Auditor shortly. The IA will have to be done remotely except for hard copies of some documents which will be delivered to the IA by the Clerk.
  - b. The Clerk gave a summary update on PCC's financial position at the end of 2019-20. This will be set out in full in the accounts which will be reviewed by the June Finance Committee. In brief, for 2019-20, PCC set a Precept of £155,000 and a budget of £161,456. It spent £163,905 with an income of £194,181. This leaves an underspend on the year of £30,276. At 31.3.20, PCC's physical assets stood at £131,380.42. As at 31.3.2020, PCC's General Fund stands at £41,464 from £16,833 a year before, an improvement from 14% of gross expenditure to 25%.

PCC's General Fund now meets the minimum 25% recommended. This is a significant achievement in two financial years during which the General Fund has increased from 2% at the end of 2017-18 to 25% at the end of 2019-2020. PCC's total funds include ear-marked reserves of £40,736 compared with £35,091 last year and the General Fund of £41,464 from £16,833.

- c. Capital Asset Transfer from Cardiff: the Covid-19 lockdown interrupted PCC's internal and external discussions on taking over land from Cardiff. The Clerk will look into ways of moving this forward so that PCC can properly calculate the costs before taking on other projects.

**6. To consider any actions needed in relation to Coronavirus including future PCC meetings:**

- a. PCC Meetings: having got Microsoft Teams working it was **RESOLVED** to hold the monthly main PCC meetings and monthly Finance Committee meetings remotely as scheduled. Planning will be dealt with as under the March 16 delegation. Other committees will meet as needed. PCC needs 5 members to be present at its Main Monthly meeting to be quorate and 3 members to be present at any Committee meeting.
- b. PCC Staff: Staff were thanked for their efforts to keep PCC running and to support the community during the lockdown. The CMOs asked to come back to work and are working alternate days to be able to work safely.
- c. As part of the Annual Meeting (yet to be scheduled) the Clerk will list all the regular direct debits and payments. In the meantime, it was **RESOLVED** to approve previously authorized direct debits within the budget limits agreed for this year.

**7. To discuss consultations and guidance documents:** There was nothing.

**8. To consider any correspondence received and not reported elsewhere:**

- a. The Welsh Government had issued an update on planning consultations for town and community councils. Any issues arising will be discussed at PCC's June meeting.
- b. Skate park at Creigiau Rec and drug use: Cllr Sherwood, as Chairman, had been in correspondence with a resident who had raised concerns. They were advised that the park is managed by Cardiff Council and to contact police but not to intervene personally. Cllr Graham Thomas has been kept informed. Cardiff's Parks Department will be contacted and PCC will post noticed on its boards and social media.

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

- a. There were no responses to planning applications.
- b. Many people had noticed the creation of a new and/or wider access into a field at the bottom on Heol Goch, Gwaelod y Garth. No planning application had been seen. There was great concern that a length of hedgerow had been removed during the nesting season which could be a wildlife crime. The Clerk will contact Cardiff's Planning Enforcement Officer and send photographs. Cllr Gavin Hill-John was aware.
- c. Heol Pant y Gored, Creigiau: creation of new passing bays. There continues uncertainly on when this will take place. The Clerk will ask for an update from Cardiff. Concern over removal of hedgerow during nesting season continues. One bay has been moved but was not part of the original plan. There is no quarry liaison meeting for June 10 and the quarry opening now pushed back to Q4. Tarmac are also pressing CCC for update on passing bays
- d. A DTC dumper truck has been seen driving fast thru Creigiau: the Clerk will report this to Persimmon.

- e. Closure of footpaths : paths on private land may be closed where that is lawful. Any concerns can be sent to the Clerk who will clarify the path status with Cardiff's Public Right of Way team.

**10. To receive reports from Councillors (Surgeries are suspended for the time being):**

<b>Councillor</b>	<b>Meetings/events attended and Comments</b>
Mike Sherwood	March Main Meeting
Stuart Thomas	March Main Meeting On the turning into Parc y Fro there is a big pile of rubble. The Clerk will report once photographs/details are received.
Sandie Rosser	March Main Meeting Reported the destruction of hedgerow at Primrose Field
John Harrison	March Main Meeting
Jenna Quilter	
Wynford Ellis Owen	Reported a blocked drain just beyond Queen Charlotte Drive/Brummel Drive that is smelling very badly.
Simon Roberts	March Main Meeting Reported the destruction of hedgerow at Primrose Field
Amanda Thorpe	March Main Meeting
Karen Thomas	March Main Meeting Reported a problem with off-road bikes emerging from a track at Clos Cefn Bychn. Walkers have been quite scared and the bikes are ridden at speed through the village. Could a horsegate be put in as a barrier to motorbikes? A report has been made to the Police who have requested more information. The Clerk will contact Cardiff to establish the land ownership.  Reported the destruction of hedgerow at Primrose Field
Sara Pickard	
Teresa Filipponi	March Main Meeting Reported the destruction of hedgerow at Primrose Field
Ian Jones	Reported the destruction of hedgerow at Primrose Field

**Date of the next meeting: June 15 2020 online via Microsoft Teams at 5pm**

The meeting closed at 18:25.

Signed by digital signature



Dated June 15 2020