



Minutes of the full Council Meeting held at 5pm, July 20 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 Filippini, Karen Thomas, Wynford Ellis Owen, Sara Pickard, Ian Jones, Sandie Rosser, Simon Roberts, John Harrison

Cllr Gavin Hill-John

In attendance: Helena Fox, Clerk

- To receive apologies for absence:** Cllrs Jena Quilter, Amanda Thorpe; Cllr Graham Thomas
- To receive any declarations of interest:** Cllr Sherwood: personal interest as a member of Dynevor Gardening Association re Creigiau Recreation Area
- To approve the Minutes of the Meeting held on June 16 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr Filippini. All agreed. They will be signed by the Chairman with an electronic signature.
- To approve the Minutes of the Finance Committee Meeting held on July 13 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr K Thomas. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED:**
 - To make Budget adjustments as follows:

Item	Annual Budget Sum	Over or Under 15% Q1 Variance	Explanation of Variance between Actual Expenditure and end of Q1 Budget	Adjustments Recommended to Annual Budget Sum
Staff salary	85,759	Under	Budget sum is gross for tax and NI and pension. Budget includes £ for extra hours and staff not yet used.	Decrease to £70,500 to adjust to net salaries paid to existing staff and including estimates for extra staff/hours
Payroll	72	Over	Cost of Sage One increased by about £1/month after budget was set.	Increase to £84
PAYE, NI	5,100	Over	Budget sum shows employees and employers contributions combined. Budgeted sum is correct for Employer only	Increase to £13,655 to include Employer and Employee NI and tax for existing staff. Would be a small increase if extra staff hired but this is hard to estimate now
Pension	15,123	Over	Report shows employees and employers contributions combined. Budgeted sum is correct for Employer only	Increase to £20,340 to show Employer and Employee contributions for existing and extra staff
Creigiau Rec	5,000	Under	The £5000 is an EMR	No budget allocated for Rec expenditure. Use EMR and adjust EMR for next year's budget.

- That Cllr Sherwood amend the draft Financial Regulations based on the Internal Auditor's suggestions and the Committee's comments. These will be reviewed at the next Finance Committee. Once agreed by the Finance Committee, the draft will be sent to Once Voice Wales for their opinion. After that, it will go to full Council.

- c. To allocate up to £500 from the Ear-Marked Reserve for Creigiau Recreation Area for the purchase of metal survey pins, the length to be agreed by the Clerk in discussion with the Community Maintenance Officers. PCC Members had met on-site with CRC members. The position of the boundary will need to be marked in advance and the position of the pins added to a drawing. It was noted that CRC's future planned boundary path would cross in and out of the lease land. The pins will establish the boundary and protect trees for the future.
- 5. To approve the confidential Minutes of the Staffing Committee Meeting held on July 8 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr S Thomas. All agreed. It was **RESOLVED** to accept the recommendations of the Committee on staff recruitment, staff leave and Covid-19 related issues.
- 6. To approve the Notes of the Wellbeing & Climate Change Group held on June 24 2020:** The Notes were received. It was **RESOLVED**:
- a. To allocate up to £500 to purchase native British-sourced bulbs for planting across the community such as native bluebells, snowdrops, woodland anemones, snakes-head fritillaries as part of the Love Where you Love programme and also in lieu of VE Day funded community activities. Planting to be carried out by volunteers in each village.
 - b. To confirm a reduction in PCC grass cutting in some specific appropriate areas of the community, in consultation with CMOs. This is to encourage a more biodiverse community, to act as an educational message on the value of 'wilder' grass areas and to reduce the time and fuel spent on grass cutting. Members will send location ideas to the Clerk. Areas will be marked with an explanatory sign for the public. PCC does not cut grass in Gwaelod y Garth but can work with the community on bulb planting later in the year. Gwaelod y Garth would like to install planters and this will be discussed with Cardiff.
 - c. Tree planting: PCC's commitment to plant two trees for every one felled and the possibility of a new woodland was referred back to the group for further discussion. Coppicing of hazel along Mountain Road will start in winter 2020.
- 7. Matters arising:** There were none.
- 8. To receive reports from Cardiff Councillors:** Cllr Gavin Hill-John had not submitted a report and took questions. Cardiff Council remain heavily focused on Covid-19 issues.
- a. Persimmon site, Capel Llanilltern: houses were demolished for being built in the wrong place.
 - b. Gwaelod y Garth: the current two planning appeals relate only to applications made for the land on the right going up Heol Goch. There is still no planning application for the new entrance to Primrose Field on the left. Enforcement are not making site visits but are very aware of the situation. There is no further news at the moment.
 - c. Gwaelod y Garth G1 flexi buses: the issue of booking return journeys for passengers who cannot use the app is being looked into as is the practicality of using a small bus during the trial period. Major retailers may be willing to book a return bus for users, eg Asda, but this is to be confirmed. There is no phone box in Whitchurch for passengers to book a return bus.
 - d. 20mph speed limit will not be brought forward as part of the Covid-19 support to local shopping areas in Gwaelod y Garth.
 - e. Church Road: after a favourable survey work will start in August or autumn. Details to be finalized in a meeting next week.
 - f. Heol Pant y Gored: re-surfacing due at the lower stretch has not yet happened. Cllr Hill-John will look into this and the resurfacing of Bronllwyn.

Cllr Gavin Hill-John left the meeting.

- 9. Cllr S Thomas proposes that the Clerk is requested to immediately place an order for four notice boards the same as the one ordered last financial year and sited outside the Council Office in Penuel Road, Pentyrch:** It was **RESOLVED** to purchase and install:
- 9.1. One notice board to be sited outside Creigiau Primary School to replace the one blown down earlier this year
 - 9.2. One notice board to be sited adjacent to the bus stop opposite Creigiau Church Hall
 - 9.3. One notice board to be located in Gwaelod y Garth in consultation with Gwaelod members

9.4. One notice board to be sited in Capel Llanilltern

It was further **RESOLVED** that:

9.5. The possibility of discounts for more noticeboards will be explored to see if it would be cost-effective to order more. If not, the four above will be ordered.

9.6. PCC will not have sponsored noticeboards anywhere in the PCC area.

10. To receive an update on the Lease with Creigiau Recreation Charity and make decisions: An email was sent by CRC to all PCC Members on July 16. A list of 100 changes to the Lease was received by the Clerk on July 20. The Clerk is currently managing the Rec.

11. It was **RESOLVED** that

- a. PCC resigns its membership of CRAMC and notes that with the formal end of the Memorandum of Understanding at 31.5.2020 there is no continuing relationship between PCC and CRAMC.
- b. the latest significant changes to the Lease submitted by CRC are not acceptable to PCC and the March draft lease, reaffirmed in June, still stands.
- c. PCC's working group of Cllrs Sherwood, S Thomas, K Thomas and Ellis Owen to respond to CRC that this whole matter must be resolved by September 10 and PCC will not continue discussions after that.
- d. One final meeting will be offered to the CRC/PCC working group by Zoom.
- e. If the Lease is not agreed by September 10, PCC will approach other sporting groups in Creigiau to offer them the possibility of a management agreement.
- f. If there is no one available to take on the running of the Rec, PCC will prepare to run it itself and prepare a schedule of charges for users.

12. To consider a response to Julie James AS/MS re ideas for the post-Covid-19 future of Wales: the letter was circulated in advanced. It was **RESOLVED** that PCC use the NW Cardiff Group response as a basis of their response which the Clerk will circulate and draft a PCC version for submission.

13. To receive Reports from Councillors on cycling on the Garth and Creigiau Primary School: Both reports were circulated in advance.

Cllr Pickard left the meeting.

- a. It was **RESOLVED** that Cllr Roberts join the Wellbeing and Climate Change Group which will seek advice from conservation groups and Cadw and report to the next meeting and consult with farmers.

14. To decide on Creigiau Market and its use of PCC land: The proposal is that a modified Creigiau Community Market is held on the car park at Creigiau Recreation Field on Saturdays starting August 8. This is because it is not currently safe to use the Church Hall. Once the Hall can be used again, the Market will move back there.

- a. It was **RESOLVED** that PCC support this request and the Clerk pursue this, checking that all proper guidelines and procedures are followed. There would be no charge for the first session but thereafter there will be a charge.

15. To discuss and decided on community projects: various projects had been put forward. It was **RESOLVED** that :

- a. PCC fund a replacement bench plaque for Will George, previous clerk to PCC. The bench belongs to Cardiff Highways.
- b. The Community Engagement Officer run a community campaign to reduce litter, looking at projects in other UK and overseas communities.
- c. The Covid-19 pebbles decorated by local children to celebrate NHS and other keyworkers be given a permanent location on PCC land. Cllr Roberts will discuss this with the community and liaise with the Clerk and Community Engagement Officer.
- d. The community book-lending hub in Creigiau is supported in principle but should wait until the Covid-19 situation is safer.

- e. Signage at Memorial Park for use of paths by pedestrians, horses and bikes be deferred until discussions with Cardiff have taken place.
- f. The request to use Fairmeadow as a cycle track be referred to the Youth Council as one of its first projects. It was noted that Fairmeadow is currently earmarked for allotments.

16. To consider any actions needed in relation to Coronavirus including future PCC meetings: The Clerk will simplify the home page of the PCC website.

Cllr Rosser left the meeting

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

Councillor	Meetings/events attended and Comments
Mike Sherwood	June Main Meeting July Finance Committee July Staffing Committee Site visit at Rec
Stuart Thomas	June Main Meeting July Finance Committee July Staffing Committee Site visit at Rec Wellbeing and Climate Change July meeting Youth Council group met with Cardiff Youth Services and observed Cardiff Youth Council. The Group will meet July 29 and report to the September meeting.
Sandie Rosser	June Main Meeting July Staff Meeting Gwaelod y Garth bus service meeting with Cllr Hill-John 2.7.2020 Youth Council group met with Cardiff Youth Services and observed Cardiff Youth Council. The Group will meet July 29 and report to the September meeting. <i>Reported street lights Numbers 23, 25 and 29 not working. Now all fixed and working.</i> <i>Reported concerns about pavement condition along Main Road: reported to Cardiff. Pavement last inspected January 2020.</i>
John Harrison	
Jenna Quilter	June Meeting July Staff Meeting
Wynford Ellis Owen	June Main Meeting July Finance Committee July Staffing Committee Site visit at Rec
Simon Roberts	<i>Had the blocked Storm drains cleared by Cardiff highways on Mountain Road Pentyrch .</i>

	<i>Potholes fixed on mountain road via fix my street</i>
Amanda Thorpe	June Main Meeting Wellbeing and Climate Change July meeting Youth Council group met with Cardiff Youth Services and observed Cardiff Youth Council. The Group will meet July 29 and report to the September meeting.
Karen Thomas	June Main Meeting July Finance Committee
Sara Pickard	June Meeting
Teresa Filipponi	June Main Meeting Wellbeing and Climate Change July meeting Youth Council group met with Cardiff Youth Services and observed Cardiff Youth Council. The Group will meet July 29 and report to the September meeting. Gwaelod y Garth bus service meeting with Cllr Hill-John 2.7.2020
Ian Jones	June meeting Youth Council Group meeting

18. To set a date for the Annual Meeting: The Clerk proposed to call the Annual Meeting on September 21. It was agreed to hold it and the ordinary September meeting on the same night, as usual.

Date of the Annual Meeting and next ordinary meeting: September 21 2020 online via Microsoft Teams at 5pm

The meeting closed at 19:33.

Signed by digital signature _____ Dated September 21 2020