



Minutes of the Annual Meeting held at 06:30pm, September 21 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.

ANNUAL MEETING

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

In attendance: Helena Fox, Clerk

1. To elect a Chairman of the Council and receive the Chairman's declaration of office:

Nominations were asked for.

- 1.1. Cllr K Thomas nominated Cllr Sherwood, seconded by Cllr Ellis Owen. Cllr Sherwood accepted the nomination.
- 1.2. Cllr Rosser nominated Cllr S Thomas, seconded by Cllr Harrison. Cllr S Thomas accepted the nomination.
- 1.3. It was agreed that Cllr Ellis Owen chair this item since Cllrs Sherwood and S Thomas had to leave the meeting as per the rule that the Chairman must not preside over an election at which s/he is a candidate and must leave the room and not vote.
- 1.4. Cllrs Sherwood and S Thomas left the meeting and their rooms and the Clerk was asked to telephone them once a decision had been made so that they could return.
- 1.5. Cllr Ellis Owen took the Chair. He congratulated Cllrs Sherwood and S Thomas on the effective leadership team they had created since they took office.
- 1.6. A vote was held on each candidate in turn: Votes for Cllr Sherwood: 4. Votes for Cllr S Thomas: 5.
- 1.7. It was **RESOLVED** that Cllr Stuart Thomas be Chairman until May 2021. The Declaration of Acceptance of Office will be signed digitally. The Clerk phoned both Members so that they could re-join the meeting. Cllr S Thomas thanked the Council for the support. Cllr Sherwood thanked the Council for their support during his extended term and wished Cllr S Thomas every success.

2. To appoint a Vice Chairman: Cllr Ellis Owen nominated Cllr Sherwood, seconded by Cllr K Thomas. Cllr Sherwood accepted the nomination.

- 2.1. It was **RESOLVED** that Cllr Sherwood be Vice Chairman until May 2021. He thanked his colleagues for their support.

3. To receive apologies for absence: Cllr Simon Roberts; Cllr Gavin Hill-John;

4. To appoint representatives to outside bodies: The current list had been circulated in advance and the following appointments were **RESOLVED**:

- 4.1. Cardiff Standards and Ethics Committee: Cllr Stuart Thomas
- 4.2. Primary school governors. Governors are appointed until the end of their term of office
 - 4.2.1. Pentyrch Primary School – Simon Roberts
 - 4.2.2. Creigiau Primary School – Jena Quilter

- 4.2.3. Gwaelod y Garth Primary School – The Clerk will ask Cardiff when the term of the current RMCC governor ends since PCC wishes to fulfil its role in naming a governor to the school.
- 4.3. Pentyrch Sports Association – John Harrison, Sara Pickard
- 4.4. Pentyrch Village Hall – Simon Roberts
- 4.5. Gwaelod y Garth Village Hall – Teresa Filippini
- 4.6. Pentyrch Neighbourhood Watch – John Harrison, Ian Jones as back up
- 4.7. Taffs Well Quarry (Cemex) Liaison Committee – Simon Roberts, Stuart Thomas
- 4.8. North West Cardiff Group – Mike Sherwood, Stuart Thomas, Karen Thomas
- 4.9. Creigiau Quarry Liaison Committee – Mike Sherwood, Stuart Thomas, Amanda Thorpe, Karen Thomas, John Harrison, Jena Quilter
- 4.10. One Voice Wales Area Committee – Stuart Thomas, Mike Sherwood, Karen Thomas as backup
- 4.11. OVW Larger Councils – Stuart Thomas
- 4.12. Lan Group – Teresa Filippini
- 4.13. Penrhys Pilgrimage : Simon Roberts
- 5. To appoint statutory or standing committees:** The Chairman and Vice Chairman are automatic members of all committees except Disciplinary and Appeals. There must be a minimum of 3 members/committee for it to be quorate. The current list had been circulated in advance and the following appointments were **RESOLVED**:
- 5.1. Staffing Committee – Sandie Rosser, Jena Quilter, Wynford Ellis Owen
- 5.2. Disciplinary/Grievance : this is called as needed
- 5.3. Appeals Committee : also called as needed
- 5.4. Planning – John Harrison, Sandie Rosser, Karen Thomas, Ian Jones, Simon Roberts
- 5.5. Finance, to include Internal Audit – John Harrison, Wynford Ellis Owen, Karen Thomas
- 5.6. Consultations – as needed based on interest and knowledge
- 5.7. Business Plan – Wynford Ellis Owen, Karen Thomas, Amanda Thorpe
- 5.8. Buildings and Estate – John Harrison, Karen Thomas, Amanda Thorpe, Ian Jones
- 5.9. H&S – Amanda Thorpe, Jena Quilter, Karen Thomas, Sandie Rosser, Ian Jones
- 5.10. Community Link – Stuart Thomas
- 6. To set meeting dates for the Standing Committees:**
- 6.1. Planning : first Wednesday of each month
- 6.2. Finance : second Monday of every month
- 6.3. Staffing : twice a year or as needed
- 6.4. Building & Estates : quarterly
- 6.5. H&S: quarterly
- 6.6. Business Plan : once per Council term
- 6.7. Consultations : as needed
- 6.8. Committee times/dates will be confirmed at their first meetings
- 7. To appoint an Internal Auditor:** It was **RESOLVED** to appoint Jo Howell, ACA whom PCC consider to be independent, competent and qualified to act as Internal Auditor.
- 7.1. The Clerk will send the letter of appointment and check how long Ms Howell has been IA for PCC.
- 8. To approve Councillor Allowances :** mandatory allowances are provided for in the budget.
- 8.1. The Chairman asked Cllr Sherwood to take the Chair for this item and declared a Personal Interest.
- 8.2. It was **RESOLVED** to budget for the mandatory allowances as required and budget for a Chairman's Allowance of £200 for 2021-2022
- 8.3. Cllr K Thomas noted that the Independent Remuneration Panel for Wales advises Councils against expressing personal views on accepting mandatory allowances so as not to create peer pressure to decline them. The Clerk confirmed that Members should write to her personal saying if they wished to refuse such allowances.

- 9. To adopt new and amended PCC Policies:** Standing Orders were amended February 2020 and were not presented for update. Financial Regulations have been amended and will come to the October meeting
- 9.1. It was **RESOLVED** to reaffirm the following policies: Risk Management, Investment Strategy, Reserves Policy, Co-Options Policy,
- 9.2. PCC will need a safe-guarding policy for work to be done with the Youth Council. Advice will be sought from Cardiff Youth Services, OVW, Key Safety to make sure any policy meets necessary standards and legislation.
- 10. To sign and date the H&S Statement:** will have to be done remotely this year.
- 11. To consider and decide on fees payable to PCC for land and burials:** Cllrs Sherwood and Thorpe declared a personal interest as members of Dynefwr Allotment Association
- 11.1. It was **RESOLVED** to follow the Church in Wales burial fees for 2020
- 11.2. It was **RESOLVED** to set a rent for Dynefwr Gardening Association of £170 a year. Cllrs Sherwood and Thorpe abstained.
- 12. To consider the payment of any subscriptions falling to be paid annually:** It was **RESOLVED** to approve annual subscriptions to One Voice Wales and Society of Local Council Clerks.
- 13. To consider and approve payment of direct debits for utilities, services and rates:** It was **RESOLVED** to approve the payment of direct debits as follows:
- 13.1. British Telecom: phone and broadband
- 13.2. 1&1 Ionos: email and website
- 13.3. Cardiff Council: rates for Penuel Road
- 13.4. Opus: electricity and gas supply to Penuel Road
- 13.5. Sage: Sage One payroll service
- 13.6. Siemens: photocopier lease
- 13.7. Key Safety: H&S consultancy
- 14. To consider and approve payment of other regular payments.** It was **RESOLVED** to approve the payment of other regular payments as follows:
- 14.1. Staff salaries: monthly
- 14.2. HMRC: tax and NI contributions: monthly
- 14.3. Cardiff and Vale Pension Fund: pension contributions: monthly
- 14.4. Cardiff Council: waste collection at Penuel Road and Bronllwyn Graveyard: monthly
- 14.5. Digital Systems: photocopier usage: quarterly
- 14.6. Dwr Cymru: water supply to Penuel Road: quarterly
- 14.7. Alarm and fire extinguisher servicing/tests: Penuel Road: annual
- 14.8. Vehicle and trailer insurance: annual
- 14.9. Council insurance: annual
- 14.10. Toyota truck: tax and MOT: annual
- 14.11. Tree condition survey: annual
- 14.12. Memberships: OVW and SLCC: annual
- 14.13. Audit: annual (external) six monthly (internal)
- 15. To inspect any deeds and trust instruments in the custody of the Council.** This could not be done due to meeting remotely.
- 16. To consider whether the pay and conditions of service of existing employees of the Council shall be reviewed:** It was **RESOLVED** that the Finance Committee bring forward a review of the pay and conditions for staff to a future meeting.

Minutes of the full Council Meeting held at 06:30pm, September 21 2020 online via Microsoft Teams

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ORDINARY MEETING

PRESENT: Councillors Stuart Thomas, Mike Sherwood, Karen Thomas, Wynford Ellis Owen, Sara Pickard, Ian Jones, Sandie Rosser, John Harrison, Jena Quilter, Amanda Thorpe.

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllr Teresa Filipponi, Simon Roberts; Cllr Gavin Hill-John
2. **To receive any declarations of interest:** Cllr Sherwood: personal interest as a member of Dynevor Gardening Association re Creigiau Recreation Area; Cllr Thorpe: personal interest as a member of Creigiau Cricket Club and Dynevor Gardening Association re Creigiau Recreation Area
3. **To approve the Minutes of the Meeting held on July 20 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature.
 - 3.1. Planning Inspectorate: Ty Newydd, Gwaelod y Garth: the appeals have not been determined as yet
 - 3.2. 6a: native bulbs: ordered and due in the next week for some £378
 - 3.3. 6b : The Clerk needs location suggestions for planters before asked Cardiff for consent
 - 3.4. 9: Noticeboards. The Clerk reported that a 10% discount was available for order of 5 or more. The price of £537/board including board, legs and header was as last year. There is £3,125 in the budget. It was **RESOLVED** to order 5 boards with legs at £2,416 including discount and 1 board without (for Pentyrch shop wall). The extra board with legs will be placed in Gwaelod. The Clerk will ensure any consents are received. Once the new board is put in place in Creigiau, on PCC land close to the bus stop opposite the Church Hall, the board opposite Creigiau Inn will be removed.
4. **To approve the Minutes of the Meeting held on September 2 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature.
5. **To approve the Minutes of the Planning Committee Meeting held on August 5 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Pickard seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature.
6. **To approve the Minutes of the Planning Committee Meeting held on September 2 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Thorpe seconded by Cllr Ellis Owen. All agreed. They will be signed by the Chairman with an electronic signature.
7. **To approve the Minutes of the Finance Committee Meeting held on August 12 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Ellis Owen seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature.
8. **To approve the Minutes of the Finance Committee Meeting held on September 14 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Sherwood seconded by Cllr K Thomas. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED**:

- 8.1. That a Chairman's allowance be set at £200 for 2020-21 and for subsequent years this to be decided at the Annual Meeting.
- 8.2. To award a grant to Pentyrch Cricket Club of £214.00 towards the cost of junior cricket equipment.
- 8.3. Not to agree to sale of PCC land on the grass verge along Ffordd Dynefwr.
- 8.4. To allocate up to £400 towards the cost of five glass awards for Freewomen and Freeman.
- 9. To approve the Notes of the Wellbeing & Climate Change Group:** It was **RESOLVED** to defer this to October meeting.
- 10. To receive a report from the Youth Council Working Group held on September 18 2020:** The Report was circulated in advance and received. Good progress has been made and success will depend on young people who will be prepared to lead. The group is working with Cardiff Youth Services on how to recruit young people and to set up proper procedures and safeguarding.
- 11. Matters arising:** These were dealt with above.
- 12. To receive reports from Cardiff Councillors:** There were none. Cllr S Thomas had written to both following the last Creigiau Quarry Tarmac meeting but there has been no reply to date. Cllr S Thomas will follow up in particular with Cllr Graham Thomas.
- 13. To renew the Council's insurance policy 2020-2021:** PCC had previously agreed a 3-year contract with Came & Co starting October 2019; this is the second of those three years.
- 13.1. It was **RESOLVED** to approve the policy and premium of £1,393.10. Adjustments can be made once the Lease for Creigiau Recreation Area is signed.
- 14. To set dates for the co-option of a member to fill the vacancy in Pentyrch Ward:** This vacancy having been advertised for election by Cardiff Council and no call for an election coming forward, PCC may now co-opt a new Member.
- 14.1. It was **RESOLVED** to advertise the Pentyrch Ward vacancy online and on noticeboards with a deadline for receipt of applications of noon on Monday October 12. Applicants will be asked to attend the October 19 meeting for a decision.
- 15. To receive an update on the Lease between PCC and CRC for Creigiau Recreation Area and make any decisions:** The draft Lease is with Fields in Trust (FiT) and we await their decision on whether to approve it. Until approval is given, the Lease cannot be completed. FiT have asked for a clause to be inserted which has been done.
- 15.1. PCC has set out, on its solicitor's advice, to CRC the legal procedures needed to complete the Lease. While CRC appears to no longer have its own legal representation this seemed helpful without crossing the line into advising CRC.
- 15.2. PCC and CRC agreed to delineate the boundary of the leased land using professional 33cm steel barbed survey pins. These were set at 10m intervals on three sides of the site by PCC staff on a line agreed on site by Cllrs S Thomas and Sherwood and three CRC Trustees. There have been questions on social media about the reason for the pins and whether they are a trip hazard. PCC staff have checked the pins are flat to the ground, and will continue to do so, and explained their purpose.
- 15.3. CRC had written to Mark Drakeford AS/MS raising concerns about the negotiations with PCC and Mr Drakeford had replied. Cllr Sherwood, as then Chairman, had replied to Mr Drakeford.
- 15.4. The Clerk was asked to check PCC's total legal costs to date.
- 16. To consider any actions needed in relation to Coronavirus including future PCC meetings:** Following this meeting the Clerk will call a Staffing Committee, as discussed in the Finance Committee to look at where things are as we move into the winter.

17. To consider planning applications: These applications had come in after the September Planning Committee and were considered:

- 17.1. 20/01699/MNR CONSTRUCTION OF TWO DWELLINGS LAND AT MOUNTAIN ROAD, PENTYRCH. This proposal has addressed previous concerns on an earlier application that was withdrawn. PCC will note the need to protect pedestrian use of the pavement in front of the site from parked cars that could block the footway.
- 17.2. 20/01691/DCH. PROPOSED REAR SINGLE STOREY EXTENSION TO REPLACE CONSERVATORY SWN Y DERW, 8 MAES-Y-GOLLEN, CREIGIAU, CARDIFF, CF15 9JW PCC: makes not comment at this time.
- 17.3. 20/01703/MNR. RETROSPECTIVE CHANGE OF USE FROM Paddock/ AGRICULTURAL LAND TO PRIVATE DOMESTIC GARDEN LAND AT 9 BRYN BRIALLU, CREIGIAU, CARDIFF, CF15 9PR It was **RESOLVED** to object on the grounds that the land is the Special Landscape Area and Green Wedge.
- 17.4. 20/01728/DCH REAR AND SIDE DOUBLE STORY EXTENSION CAPEL HOUSE, HEOL ST Y NYLL, CAPEL LLANILLTERN, CARDIFF, CF5 6HF PCC notes that this is a local historic house but it is not listed. The proposal is to substantially increase its size in a very modern style. Cardiff Civic Society have objected on the grounds that it will ruin an important historic house and is not in keeping with the style and scale of the local area or local heritage. It was **RESOLVED** to object to the application on the same grounds as CCS.
- 17.5. PRNO/20/00010/MNApRp DEMOLITION OF SINGLE STOREY BUILDING SERVONETIC CONTROL INSTRUMENTS LTD, VIADUCT ROAD, GWAELOD-Y-GARTH, CARDIFF, CF15 9JN PCC: makes not comment at this time.

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

Councillor	Meetings/events attended and Comments
Stuart Thomas	July Main Meeting Finance Committee August, September Wellbeing and Climate Change June 24 meeting Youth Council Planning Committee August September 2 meeting Community recycling centres are open with amended arrangements
Mike Sherwood	July Main Meeting Finance Committee August September Planning Committee August, September Community speed watch has started again
Sandie Rosser	July Main Meeting Planning Committee August, September September 2 meeting Cllr Rosser asked if there was a response to Mark Drakeford’s letter to Caro Wild re the bus service issues. The Clerk reported nothing yet. Flecsibus is still causing complaints. The residents are not being served.

	Cllr Rosser had not heard back from Cllr Hill-John and the Clerk will ask about the new service contract.
John Harrison	July Meeting September 2 meeting Planning Committee September Finance Committee September
Jenna Quilter	
Wynford Ellis Owen	July Main Meeting September 2 meeting Finance Committee August, September
Simon Roberts	July meeting September 2 meeting Planning Committee August, September <ul style="list-style-type: none"> • Storms drains cleared Mountain Road Pentyrch • Grass cut in Cardiff CC areas in Pentyrch • Defective streetlight number 6 reported Troed-y-Garth Pentyrch • Footpath sign replaced Heol-y-Parc Pentyrch
Amanda Thorpe	Wellbeing and Climate Change June 24 meeting Youth Council meeting Heol Pant y Gored passing bays are being installed Play Wales sessions will be held at half term on PCC land where possible
Karen Thomas	July Main Meeting Finance Committee September
Sara Pickard	July Meeting
Teresa Filipponi	July Main Meeting Wellbeing and Climate Change June 24 meeting Youth Council meeting
Ian Jones	July meeting Youth Council meeting Resident expressed disappointment that Pentyrch has not got average speed cameras. This was referred to the Cardiff Councillor

Date of the next meeting: October 19 2020 online via Microsoft Teams at 6:30pm

The meeting closed at 20:55

Signed by digital signature _____ Dated October 19 2020