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## PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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### Minutes of the Meeting held at 6:30pm, October 19 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, Karen Thomas, Wynford Ellis Owen, Sara Pickard, Ian Jones, Sandie Rosser, John Harrison, Jena Quilter, Amanda Thorpe, Simon Roberts

Tracey Enright, Practice Manager, and Dr Marina Arulanandam, Llandaff Surgery  
Cllr Frances Lewis, St Fagans Community Council  
Gary Dixon

In attendance: Helena Fox, Clerk

- 1. To receive apologies for absence:** Cllr Gavin Hill-John
- 2. To receive any declarations of interest:** Lease between PCC and CRC, Creigiau Recreation Area:  
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 discuss the plans to relocate Pentyrch Surgery:** Tracey Enright, Practice Manager, and Dr Marina Arulanandam attended the meeting. The Clerk noted that it is important that PCC has a good understanding of the situation so that Members and staff can answer residents' questions, where it can, accurately. PCC has been aware of plans to relocate the surgery for some time including when the matter was confidential for commercial reasons and has previously agreed to work with the surgery to help inform the community. PCC has put posters about the community consultation on its noticeboards and social media.
  - 3.1. Ms Enright explained that Llandaff & Pentyrch Surgery had been awarded funding to build a new surgery for the Pentyrch branch surgery with the expectation that the development would provide for the LDP growth in the area. These include Plasdwr in Radyr/St Fagans and the Persimmon site in Creigiau. PCC will be kept updated as the project moves forward. Patient engagement around the move to a new site is most important. Some 1,700 patients are registered at the Pentyrch site.
  - 3.2. Historically, Llandaff surgery was unable to buy the GP Pentyrch premises of Dr Benedict despite several attempts but wanted to provide a local service and found temporary local sites including the Acapela and the last 7 years in a portacabin. This is clearly not ideal because of their limited access and space, especially during Covid-19 The surgery building developers,
  - 3.3. Assura have been appointed as the third-party developers. Twenty-five sites in and around Pentyrch were considered and via a rigorous process this was narrowed to six sites: including Fairmeadow, the rugby club, the land beside Pentyrch Primary School, Pentyrch Village Hall including the squash courts and land east of the portacabin and a Rhydlafer site. The Rhydlafer site was chosen as deemed the best site.
  - 3.4. The new surgery will be able to give many more services than the current Pentyrch site. It may include a community room and have a social space for people to meet to have coffee, particularly if they have to wait before getting transport home.

- 3.5. Pre-planning approval has been given for the site. While much of this initial planning stage was confidential for commercial reasons, there is now an 8-week public engagement consultation. This originally was to include face to face mini surgeries but now due to covid-19 has to be digital. The Micro-site is live and the surgery is keen to gather local opinions and concerns. Through the feedback from the Micro-site, the surgery/health board & developers will identify any further engagement requirements to work through concerns. One of the biggest concerns for residents is transport links to the new site and the surgery is very aware of this and is looking for ways to minimize disruption. Based on an assessment made by Pentyrch Surgery staff, very few patients actually walk to the surgery. When the surgery was closed for some 2 months because of Covid-19 patients travelled to Llandaff and that worked well. The Pentyrch branch has now re-opened.
- 3.6. Church Road is the obvious route between Pentyrch and Rhydlafar and most of the new LDP developments. Had the surgery stayed in Pentyrch, the traffic travelling up to Pentyrch from the LDP developments would have been considerable – many more than Pentyrch people travelling down to the Rhydlafar site.
- 3.7. Residents of Rhydlafar have raised a petition with some 270 signatures. for the loss of green space in their community, however the space is not deemed as green space, it is a verge belonging to highways.
- 3.8. A FOIA request has been made about the process of site selection and Llandaff & Pentyrch surgery hope that the response will show the work and process leading to identifying the site.
- 3.9. Ms Enright is liaising with PCC's Community Engagement Office and Cllr Gavin Hill-John on communications and transport issues in particular. A small committee will be set up to look at this.

PCC Members raised several issues with responses from Llandaff surgery below:

- Could a flexibus service provide a link between Pentyrch and the new surgery?
  - This is being looked at. Cllr Hill-John has suggested that such a service might also link to the Royal Glamorgan Hospital.
- Who owns the Rhydlafar site and how was the number of patients walking to the current site measured?
  - Cardiff Highways own the site.
  - Surgery staff have been asking and noting the numbers who come on foot. No one will be left without a GP.
- What is the time scale of the project?
  - A planning application will probably be submitted after Christmas, but things do keep changing, especially due to Covid-19.
  - Building is hoped to start May 2021 and complete in spring 2022.
- Will the new developments in Creigiau be serviced by this new surgery, as well as the land closer to Radyr?
  - Yes
- Pentyrch pharmacy: what will happen to this important local service?
  - This is on the survey and respondents can comment on it.
  - Discussions are taking place with Pentyrch Pharmacy.
  - The Health Board and Welsh Assembly imagined a hub/spoke model that keeps surgeries and pharmacies together.
  - Pentyrch Pharmacy, which is a private business, does deliver and could continue to.
  - Pentyrch Pharmacy has been on its present site 7-8 years.

The Chairman, Cllr S Thomas, thanked Ms Enright and Dr Arulanandam for joining the meeting. The next Community Link will include a piece on this matter – provided PCC can distribute it under Covid-19 restrictions.

Ms Enright and Dr Arulanandam thanked PCC for the opportunity to attend and suggested that Assura and the communications team from the Health Board could meet with PCC. That would help PCC to participate in communication to local residents. Cllr Frances Lewis of St Fagans Community Council asked that St Fagans CC be involved because they also want to be informed and give out good information.

Ms Enright and Dr Arulanandam and Cllr Lewis left the meeting

4. **To Co-Opt a member to fill the vacancy in the Pentyrch Ward:** Gary Dixon was the only resident to reply to PCC's advertisement which was issued because no electors responded to the official call for an election. Mr Dixon attended the Teams meeting and his application had been circulated in advance. He took questions from several Members present.
  - 4.1. Mr Dixon introduced himself and explained that he has lived in Pentyrch for four years. He stood in the recent contested election, was not successful but remained keen to take part in village life and to join PCC. Mr Dixon recently retired from Lloyds Bank and brings a range of commercial finance skills. His personal motivators are the wonderful village of Pentyrch, its environment, roads, infrastructure, and the effects of Cardiff's LDP.
  - 4.2. Following brief questions on his financial experience and the need for a council to act on majority decisions it was **RESOLVED** to co-opt Gary Dixon as a Member of PCC for the Pentyrch Ward. The chairman welcomed Mr. Dixon onto the Council. The Declaration of Acceptance of Office will be signed remotely due to the Covid-19 restrictions and then sent to Cardiff Council.
5. **To approve the Minutes of the Meeting held on September 21 2020:** The Minutes of the Annual and Ordinary Meetings were proposed as accurate by Cllr Sherwood seconded by Cllr Jones. All agreed. They will be signed by the Chairman with an electronic signature.

Cllr John Harrison left the meeting.

6. **To approve the Minutes of the H&S Committee Meetings held on October 5 2020** The Minutes of the Meeting were proposed as accurate by Cllr Jones seconded by Cllr Thorpe. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED**:
  - 6.1. that PCC pay for staff flu shots at approximately £12.50 each for staff who need or wish to have one and do not qualify for a free vaccination. Cllr Thorpe explained that this was good employment staff wellbeing practice and with GP's surgeries fully-booked it will enable staff to use local pharmacies.
  - 6.2. The Key Safety contract for H&S consultancy expires on November 5 2021 but following the meeting held last autumn Key Safety extended the get out clause by 12 months so that PCC has an opportunity to cancel the contract on 5<sup>th</sup> November 2020.
    - 6.2.1. Following a discussion it was **RESOLVED** that the Clerk be asked to find a more appropriate contractor and not renew the contract with Key Safety. Any new potential contracts will be put to the H&S Committee.
7. **To approve the Minutes of the Planning Committee Meeting held on October 7 2020:** The Minutes of the Meeting were proposed as accurate by Cllr K Thomas seconded by Cllr Roberts. All agreed. They will be signed by the Chairman with an electronic signature. The Clerk will work with Members on a list of outstanding planning and any other issues to be sent to Cardiff.
8. **To approve the Minutes of the Finance Committee Meeting held on October 12 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Ellis Owen. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED**:
  - 8.1. to transfer £25,000 from the CCLA to the Co-Operative Bank Current Account.
  - 8.2. to give the Finance Committee delegated powers to instruct the Clerk to transfer funds between the CCLA and Co-Operative Current Accounts.
  - 8.3. that each member of the Finance Committee be able to authorize payments online.
  - 8.4. to establish a PCC Community Support Fund with initial funds coming from current year's underspends followed by additional funds included in the 2021-2022 budget. Distribution of these funds will be subject to community involvement and specific application criteria.
  - 8.5 that these Financial Regulations (the text and 2 diagrams) be further amended to change 6.3 to remove '*or properly delegated officers*' from the second sentence and the last bracketed phrase "*(one authorised officer and one member or two authorised officers at minimum)*" and then be approved by full council. Cllr Thomas thanked Cllr Sherwood for his efforts on this.

8.6 To make the following adjustments/virements to the budget which are summarised below. The full explanation was circulated in advance.

- Income is reduced by £2,950 and Expenditure is reduced by £2,665. With £5,000 moving to an EMR for Capital Asset Transfer.

Income

<b>Item</b>	<b>Annual Budget Sum</b>	<b>Over or Under 15% Q2 variance</b>	<b>Explanation of Variance between Actual Income and end of Q2 Budget</b>	<b>Adjustments Recommended to Annual Budget Sum</b>
Grants	100	Under	None received or expected	Reduce to £0
Rental wayleave	250		Tenancy at Fairmeadow earned £10/month and ended after May.	Reduce to £150
Community Link	3,500	Under	Link 109 produced and ad income coming in	Reduce to £1,500
Scouts grass cutting	200	Under	Two cuts made to date but no invoice issued	Reduce to £50
Creigiau Rec	1,200	Over	Old CRAMC payment of £1,200 received plus rental income	Increase to £1,800
Other income	1,200	Under	None received or expected. This is for unexpected income.	Reduce to £0

Expenditure

<b>Item</b>	<b>Annual Budget Sum</b>	<b>Over or Under 15% Variance</b>	<b>Explanation of Variance between Actual Expenditure and end of Q2 Budget</b>	<b>Adjustments Recommended to Annual Budget Sum</b>
Staff salary	71,975	Under	Budget includes £ for extra hours and staff not yet used.	To be confirmed following Staffing Committee
Staff expenses	1,500	Under	Less travel costs due to Covid-19	To be confirmed following Staffing Committee

Training	2,000	Under	Training reduced during Covid-19	Update after Q3 reviews
Members costs	3,450	Under	Some allowances from 2019-20 paid	£1950 mandatory allowance. £200 for Chairman's allowance
Professional fees	3,831	Over	Over - extra legal costs for CRC Lease	Increase to £5000. £1500 from Grants Others for VE Day 75
Insurance	1,834	Over	Insurance for year now paid	Increase to £1920
Website	2,460	Under	Money allocated for compliance with site accessibility. Work not yet done.	Reduce to 400
Grants other	9,400	Under	Only one grant made re PPE made in Pentyrch. Grant to Pentyrch Cricket Club to be paid in October	Reduce by £1,500 to £7,900
Election costs	0		This is an EMR expenditure	Review at Q3
Community Link	5,560	Under	Link 109 produced with others to follow	Reduce to £4000
Civic Reception	400	Under	Cancelled due to Covid-19	Vire to cover Freeman/ Freewomen awards.
Hall hire	300	Under	No meetings held in halls due to Covid-19	Reduce to £100
Postage	200	Under	Few letters mailed due to Covid-19	Reduce to £100
CAT	5,000	Under	Not progressing due to Covid-19	Move to new EMR
Woodlands	700	Under	Survey done with invoice to be paid October	Add new budget line for tree work. Annual cost can vary wildly hence the EMR. Need to budget for tree replanting.
Creigiau Rec	0	Under	EMR of £5,000	Cover these expenses from other surpluses where possible. Increase budget to £1500 from other reductions.

**9. To approve the Minutes of the Staffing Committee Meetings held on October 13 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. It was **RESOLVED:**

- 9.1. that PCC remain in step with Cardiff Council over staff pay during the Covid-19 emergency.
- 9.2. that CMOs return to working their full hours provided that they maintain Covid-19 protocols and consider these when assessing certain tasks that might involve working closer than 2m apart and that they are clear that they are free to shelter at home or self-isolate as needed and will be paid as usual, should that happen. It was also noted that since the CMOs are a public face of PCC they should set a good example for the public re social distancing.
- 9.3. Fire-break lockdown October 23 – November 9 2020 : during this period CMOs will work separate days.
- 9.4. delegated powers were given to the Clerk with Cllr Quilter, S Thomas and Sherwood if it becomes necessary to make further decisions around staff working.
- 9.5. that staff appraisals be postponed until staff can meet face to face. The annual salary review will continue without an appraisal this year.
- 9.6. that this recruitment of a Clerk's Assistant be postponed. Although recruitment documents: job description, personal specification, application form, draft contract have been drafted, this is not a good time to take on new staff. A new staff member cannot properly be mentored at a distance.
- 9.7. that the office remain closed to the public.
- 9.8. that the Clerk purchase a basic mobile phone to receive forwarded calls from the office during office hours. This will be tried out first using a phone lent by Cllr S Thomas. A new SIM card will need to be bought.
- 9.9. HMRC tax exempt home allowance is a maximum of £26/month per person: that the Clerk to be given the full £26/month and the CEO be given £13/month to reflect their respective working hours, back dated to April 1 2020. This will total £468 for one year. Cllr S Thomas noted that OVW will be raising an expense of this kind for Members with IRPW.
- 9.10. to put on hold the discussions with Cardiff about transfer of grass and other land to PCC.

**10. To approve the Notes of the Wellbeing & Climate Change Group:** The Notes of the meeting held on June 24 and October 15 2020 were circulated in advance. It was **RESOLVED:**

- 10.1. The next edition of the Community Link will include the 'red' circular walk to promote it and links to the Penrhys Pilgrimage Way website for their walks in general as well as PCC's community.
- 10.2. To research the possibility of putting all PCC community walks in a book for free distribution to the community. A small group of Pentyrch residents could mirror the route research done by the Creigiau Walking Group.
- 10.3. That the Clerk write to Cllr Gavin Hill-John that PCC would like to support participate and implement with the One Planet Cardiff. PCC owns and manages many areas of land and could be part of a joint management and improvement scheme with Cardiff.
- 10.4. To purchase 4 planters, compost and plants/bulbs for Gwaelod y Garth with funding vired from the Love Where You Live budget to Community Enhancement with additional funding, if needed, from the new PCC Community Support Fund. Cardiff's approval is being sought.
- 10.5. PCC's usual Christmas trees and lights is being arranged. Creigiau 23 will be approached to see if they would consider bringing their Santa's Sleigh to the other villages, with help from local groups.
- 10.6. To revisit the support PCC helped organize at the start of the Covid-19 emergency and ensure that it is clear when a project is PCC-led.

**11. To receive a report from the Youth Council Working Group held on September 18 2020:**

- 11.1. The group met with Lee Patterson of Cardiff Council Youth Services and there is a plan to meet on November 27. With lockdown and Christmas coming it was agreed to postpone this until after the New Year.
- 11.2. Safeguarding Policy: PCC was advised to adapt the All Wales Safeguarding Protocol. Cllr Thorpe will draft a policy based on good practise examples which can come to the November 16 Main Meeting.
- 11.3. The group would need at least one adult member with an enhanced DBS check present at Youth Council at all times.

- 11.4. It is suggested that the Youth Council start with 5-10 members and allow interest to grow. There will be no initial selection process. The October/November Firebreak lockdown will affect older pupils.
- 11.5. Cllr Pickard apologised for not being at the last meeting and wants to be involved.

**12. Matters arising:** These were dealt with above.

**13. To receive reports from Cardiff Councillors:** There were none.

**14. To receive an update on the Lease between PCC and CRC for Creigiau Recreation Area and make any decisions:**

- 14.1. Fields in Trust (FiT) have now approved the Lease.
- 14.2. PCC's solicitor advised that PCC contribute to the cost of printing CRC's large Schedule of Conditions document. This has now been done at a maximum cost to PCC of £50.
- 14.3. CRC are making progress on the Land Registry-compliant plan.
- 14.4. PCC had allocated a grant of £3,500 for CRC. It was **RESOLVED** that PCC make this grant to CRC provided the Lease is executed by March 31 2021. A second grant of £3,500 will be written into the budget for 2021-2022.

**15. To discuss maintenance and future use of Fairmeadow, Pentyrch:** Maps were circulated in advance. Several Councillors had visited the site. More than one resident has suggested that PCC look at the future use for this land which is leased from Cardiff. There has been talk about allotments for individuals, community groups and schools.

- 15.1. It was **RESOLVED** to arrange a second cut of the grass at a cost of approximately £250.
- 15.2. The 999-year Lease with Cardiff will be checked for any restrictions on use.
- 15.3. PCC needs to be consistent about how it works with community groups, following the model used with Dynefor Gardening Association and CRC, both at PCC land at Creigiau Recreation Area. Any project should be a joint project between PCC and the community and a piece will be written for the next Community Link to gather support.
- 15.4. The Clerk will explore the National Heritage Lottery Grant scheme for community gardens and allotments, starting from £10,000.
- 15.5. Any new use of the land may need approval from Cardiff.
- 15.6. The Climate Change and Wellbeing group will be involved in this.

**16. To discuss the IRPW draft annual report:** This was circulated in advance. PCC made no comments.

**17. To discuss traffic volume and speed on local roads:** Cllr Simon Roberts noted that traffic speed is worse. Cardiff Road, Creigiau used to have a police speed camera van. A piece will be written for the next Community Link to include the following and remind readers that all Links are on the PCC website.

- 17.1. The maximum speed recorded on Cardiff Road by Community Speed Watch is just over 40mph in a 30mph limit. The Creigiau Group is out regularly when permitted by the Police and Covid-19 limits. More CSW volunteers are needed to run more CSW sessions and be a strong community presence.
- 17.2. Bronllwyn and Heol y Pentre, Pentyrch both have a 20mph and vehicles have been seen travelling at twice this. Both are on the CSW rota.
- 17.3. The Clerk will ask if the Police van can be brought back. A particular vehicle and bike are alarming residents and PCC has had a number of complaints about them.
- 17.4. Groesfaen, RCT now has average speed cameras at the start/end of the village but that is on the A4119, a major access road for Cardiff. CCC will only use average speed cameras where a serious accident has taken place.
- 17.5. The Cardiff App can be used to report speed concerns.
- 17.6. [www.Crashmap.co.uk](http://www.Crashmap.co.uk) shows all serious accidents reported
- 17.7. New cameras monitoring vehicle access around the schools and new 20mph limit signs are being installed by Cardiff.

**18. To consider any actions needed in relation to Coronavirus including future PCC meetings:** All issues were dealt with above.

**19. To consider planning applications:** Two applications had come in after the September Planning Committee and were deferred to the November 4 Planning Committee.

**20. Consultations:** Two consultations on the Strategic Development Plan consultation and Planning Policy Wales compulsory purchase were deferred to the November main meeting. Cllr Sherwood noted that it is important to respond on behalf of the community to maintain what protections.

**22. To receive reports from Councillors:**

Councillor	Meetings/events attended and Comments
Mike Sherwood	September Main Meeting Finance Committee October Planning Committee Staffing Committee
Stuart Thomas	Finance Committee October Wellbeing and Climate Change meeting Youth Council Planning Committee September meeting Staffing Committee H&S Committee Standards & Ethics meeting One Voice Wales Area Meeting One Voice Wales Larger Council Meeting Site meeting at Fairmeadow Fields. Site Meeting at Gwaelod y Garth CC Camera on Tynant Road Building waste at Parc y Fro entrance again – previously a licence was needed. Bridleway No 85 has been reduced by a domestic fence
Sandie Rosser	September meeting Staffing Committee H&S Committee Youth Council meeting Site Meeting re planters at Gwaelod y Garth Bulbs ready to plant and distributed including to the Gwaelod y Garth Primary School Gwaelod y Garth needs more litter bins and PCC could consider budgeting for them. Why has Cardiff removed a bin?
John Harrison	September meeting Planning Committee Finance Committee October Site meeting at Fairmeadow Fields.
Jenna Quilter	September meeting Staffing Committee Wellbeing and Climate Change meeting Residents have complained about the passing bays on Heol Pant y Gored
Wynford Ellis Owen	September meeting Finance Committee October

	Raised concerns about the length of this meeting which is much longer than is good for the wellbeing of Members and staff. Must prioritize the important few.
Simon Roberts	Planning Committee Attended Pentyrch Litter pick Storm Drains cleared By Cardiff CC, Mountain Road Pentyrch. Tree felling on Mountain Road was noted
Amanda Thorpe	Wellbeing and Climate Change meeting Youth Council meeting H&S Committee Site meeting at Fairmeadow Fields. Site Meeting re planters at Gwaelod y Garth Creigiau litter pick Bulb planting Plants given to Creigiau Primary School
Karen Thomas	September Meeting Finance Committee October H&S Committee Planning Committee Wellbeing and Climate Change meeting Pentyrch Surgery: PCC will be publicizing information in the Community Link and PCC should have its own formal response.
Sara Pickard	September Meeting Cllr Pickard is the new Welsh Government Disabled People Employment Champion and was congratulated by all present
Teresa Filipponi	September Main Meeting Wellbeing and Climate Change meeting Litter pick, Gwaelod y Garth Bulbs will be planted Exploring whether Pentyrch Post Office could provide a service for Gwaelod y Garth.
Ian Jones	September meeting Youth Council meeting H&S Committee
Gary Dixon	No comment yet

**Date of the next meeting: November 16 2020 online via Microsoft Teams at 6:30pm**

The meeting closed at 21:22.

Signed by digital signature \_\_\_\_\_

Dated November 16 2020