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## Minutes of the Meeting held at 6:30pm, December 21 2020 held 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, Karen Thomas, Wynford Ellis Owen, Ian Jones, Sandie Rosser, John Harrison, Jena Quilter, Amanda Thorpe, Simon Roberts, Gary Dixon

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllr Sara Pickard, Teresa Filipponi; 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 approve the Minutes of the Meeting held on November 16 2020:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Dixon. All agreed. They will be signed by the Chairman with an electronic signature.
  - 3.1. Minute 6.3: Letter to Paul Orders: no response has been received and a copy of the letter will now be sent to lead officers in Planning.
4. **To approve the Minutes of the Planning Committee Meeting held on December 2 2020:** The Minutes of the Meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Roberts. All agreed. They will be signed by the Chairman with an electronic signature.
5. **To approve the Minutes of the Finance Committee Meeting held on December 14 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:**
  - 5.1. To award the following grants:
    - 5.1.1. Penrhys Pilgrimage: £200 towards the cost of signage in the PCC area under Local Government Act 1972, s.144 (encouraging tourism)
    - 5.1.2. Gwaelod Rangers FC: £200 towards the cost of coaching fees for FAW courses under Local Government (Miscellaneous Provisions) Act 1976, S19.
      - 5.1.2.1. Cllr Ian Jones declared a personal interest because his wife is a team manager for the under 9s.
  - 5.2. To place the noticeboard in Capel Llanilltern, PCC needs to apply for consent from Cardiff. With a Community Councils 50% fee concession this will cost £230 (50% of £460). It was **RESOLVED** to make the application and pay the fee.
  - 5.3. PCC has an ear-marked reserve of £350 for a defibrillator for Creigiau. There is now an opportunity help install one via Garth Rotary and Community Heartbeat Trust. Installation is planned for early January 2021. It was **RESOLVED** to use the reserve and The Trust will invoice PCC for £339.
  - 5.4. It was **RESOLVED** to approve expenditure of up to **£75** paid to PCC's solicitors for land searches around Memorial Park as part of steps needed to take re adverse possession of land.

- 6. To approve the Minutes of the Staffing Committee Meetings held on December 9 2020:** The Minutes of the Confidential 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:**
- 6.1. That PCC discuss this issue further and redraft a Safeguarding Policy based on the Barry TC policy, amended as appropriate for PCC for general use. Time may be needed in the February 2021 meeting to discuss this question in more detail.
  - 6.2. Salaries 2021-2020: to budget for a spine point increase for each member of staff and cost of living increase in line with the NALC/OVW national scale. Actual salary amounts will be discussed in the March Finance Committee.
  - 6.3. A meeting be requested with Cardiff's Youth officer (Lee Patterson) the Clerk and Cllrs S Thomas, Sherwood and Ellis Owen to discuss concerns about the Youth Council and the Safeguarding policy generally. The meeting to take place before the PCC February meeting.
  - 6.4. that one Councillor from each village work with the CE Officer to keep each other up to date with what's going on, including any working groups.
    - 6.4.1. Pentyrch : Ian Jones
    - 6.4.2. Gwaelod y Garth : Teresa Filipponi and Sandie Rosser
    - 6.4.3. Creigiau : Amanda Thorpe
  - 6.5. Community Link: to increase PCC's profile by expanding the Community Highlights pages and include short reports from councillors with specific areas of interest when relevant.
- 7. To approve the Notes of the Wellbeing & Climate Change Group:** Meeting notes were circulated in advance.
- 7.1. One Planet: PCC has written to Cardiff to say that it wants to work with Cardiff on this. Some successful online meetings have taken place.
  - 7.2. Fairmeadow: still awaiting response from Cardiff over land use. Lots of community interest in making more of this space but will need careful consultation with residents. It is hoped to have an article in February's Link to sound out community interest.
  - 7.3. Planters: awaiting response from Cardiff over sites.
  - 7.4. Christmas: communities holding events as best they can. The Creigiau event has been cancelled. The Pentyrch event was able to take place before lockdown.
  - 7.5. Community Support Fund: an ear-marked reserve has been set up and funds in the budget bring it to £3,800 so far. In the February Link the community will be invited to express interest for projects that bring benefit to the communities.
  - 7.6. PCC supporting local community: see recommendation above from Staffing Committee
  - 7.7. Drovers Way and bikes: agenda item below
  - 7.8. Community Walks: the Link will be used to promote local walks. The group will look into the possibility of PCC producing self-financing community walking guides. Cardiff's Public Rights of Way Team will be consulted.
- 8. Matters arising:** H&S: The Clerk will be summarising PCC's H&S policies and procedures and looking for a new consultancy in the New Year.
- 9. To review a draft budget for 2021-2022.** The Finance Committee had reviewed the latest draft in some detail which was circulated in advance. This meeting was an opportunity for other Members to make suggestions or submit them to the Clerk. Members are invited to attend the January Finance Meeting if they wish to observe the final detailed review.
- 9.1. The Precept request form has been received from Cardiff for completion in January.
  - 9.2. The PCC area Band D Equivalentents have increased from 3,316 to 3,369 during the year.
  - 9.3. Budget suggestions:
    - 9.3.1. Decorative bench for Frog Pond: £785 + delivery
    - 9.3.2. PCC litter bins around the community
    - 9.3.3. Christmas streetlights: this is something PCC has discussed over the years. A resident has now raised it and suggested a local GoFundMe to help pay for them
    - 9.3.4. Creigiau defibrillator annual electrical check and insurance. c£100/year
    - 9.3.5. Planters in Gwaelod y Garth: bought or made in-house

- 10. To discuss the plans to relocate Pentyrch Surgery:** PCC is waiting for notice of the planning application to which it will respond. All Members will be notified once the application is out for consultation, particularly Pentyrch Members. Please see comments below at Item 14.
- 11. To receive reports from Cardiff Councillors:** there were none. The Chairman will write to both Cardiff Councillors about their attendance at PCC meetings and the lack of updates.
- 12. To receive an update on the Lease between PCC and CRC for Creigiau Recreation Area and make any decisions:** PCC's solicitor is now working directly with CRC, at CRC's written request. There is a possible completion date of 23<sup>rd</sup> December but FiT's approval is needed to some minor amendments caused by Creigiau Tennis Club's request to register its lease with the Land Registry as of June 1 2020. PCC was not notified by the club, the Land Registry or CRC about this at the time but CRC has now notified PCC's solicitor. If no progress is made and the matter is not completed by January 13 2021, PCC will call an online meeting with CRC and PCC councillors.
- 13. To discuss issues to refer to Cardiff Council involving scrambler bikes, Drovers Way and Caerau Lane, Pentyrch:** There was a discussion on working with Cardiff on the urgent problems with the scrambler bikes and the physical state of Drovers Way (a name given by some residents to the old lane that runs parallel to Heol Goch):
- 13.1.1. Physical barriers/gates might stop scrambler bikes. On the Garth there are too many access points. PCC should gather information from the community to help discourage bikers from coming to the PCC area.
  - 13.1.2. It will be important to consider the needs of horses.
  - 13.1.3. It was **RESOLVED** to arrange an online meeting with representatives from Cardiff footpaths and highways to explain what the community (walkers, riders, cyclists) is saying to PCC and discuss installation of barriers
- 13.2. The Police asked PCC whether it could supply signage for Caerau Lane to warn speeding vehicles in a lane without pavements that is used by pedestrians and horses. The Police thought that PCC had a budget from Cardiff for this kind but it doesn't. This will be passed on to Cardiff.
- 14. To discuss any correspondence:**
- 14.1. Pentyrch Neighbourhood Watch's letter on Pentyrch Surgery, which was copied to PCC, was circulated in advance. Following a discussion it was **RESOLVED**:
    - 14.1.1. To follow up with Llandaff Surgery's suggestion for a meeting that was proposed in October.
    - 14.1.2. To request support from county councillors on transport issues and address this in the meeting above.
    - 14.1.3. To set up a PCC Transport Working Group in the New Year. Initial members: Cllrs Harrison, Sherwood and K Thomas.
    - 14.1.4. Issues raised by PCC Members in the discussion:
    - 14.1.5. PCC had made representation to Llandaff Surgery about the community's needs and concerns. The proper formal process to select a new site did not require either PCC or the community to be consulted.
    - 14.1.6. The new surgery with good new facilities will be a big local benefit. Pentyrch deserves a good service and ideally should have a satellite service in Pentyrch and a pharmacy. But there are budget constraints and the decision to close the old Pentyrch surgery was not taken lightly by Llandaff.
    - 14.1.7. Issues of primary health care provision and transport were raised during the Cardiff Local Development Plan consultation. PCC worked hard to engage its residents about these future changes but only the Save Creigiau came forward.
    - 14.1.8. PCC attended SE Wales Transport consultative sessions where PCC area concerns were represented. It made no difference in the final report.

14.2. OVW survey results: The survey documents were circulated in advance. No comments were made.

**15. Planning:** The Clerk will ask for extra time to respond to planning applications after its January 6 Planning Committee. This includes, but is not limited to: Parc y Justice Vodaphone application; FIRST FLOOR SIDE EXTENSION. 3 LLYS TUDFUL, CREIGIAU, CARDIFF, CF15 9JZ; Taffs Well Quarry.

15.1. Any further comments on the proposed M4 J34 to A48 relief road to be sent to the Clerk.

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

Following the sudden lockdown as of midnight Saturday December 19, the Clerk had recommended to the Chairman on the 20<sup>th</sup> that the outdoor staff be told to stay at home until January 4. The situation will be re-evaluated as January 4<sup>th</sup> approaches. It was so **RESOLVED**.

16.1. The Clerk will discuss next steps with the Chairman and Vice Chairman as January 4 approaches.

16.2. The Clerk will amend meeting agendas to make it clearer to the press and public that they are welcome to attend PCC online meeting. Ideally, any attendees will notify the Clerk in advance, but that is not required.

16.3. Members will look into running online surgeries in the New Year.

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

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Mike Sherwood	Main Meeting Finance Committee Planning Committee Staffing Committee Tree meeting with staff
Stuart Thomas	Finance Committee Planning Committee Main meeting Wellbeing and Climate Change Group Staffing Committee Standards and Ethics Committee, Cardiff Tree meeting with staff Meeting re boundaries at Creigiau Rec Meeting re fruit trees at Frog Pond Online meeting re One Planet Taffs Well Quarry Liaison meeting
Sandie Rosser	Main meeting Planning Committee  Commemorative bench, Gwaelod y Garth G1 bus service. "Tin on the Wall" initiative collection for Gwaelod and liaising with the School for receiving the fruit trees.  Plaque for the Will George bench to be collected before Christmas. Will put invoice in Pentyrch post box to refund Sandie.
John Harrison	Main meeting Planning Committee Finance Committee
Jenna Quilter	Main meeting
Wynford Ellis Owen	Main meeting Finance Committee

	Staffing Committee
Simon Roberts	<p>Main meeting  Planning Committee  Lan Memorial Service  Wellbeing and Climate Change Group  Remembrance Day Service  Quarry Liaison Meeting  Pentyrch School Governors Meeting</p> <p>Local development concerns  Storm drains Cleared Mountain Road Cardiff CC.</p>
Amanda Thorpe	<p>Main Meeting  Wellbeing and Climate Change Group</p> <p>"Tin on the Wall" initiative collection and liaising with the School for receiving the fruit trees.</p> <p>Heritage fruit trees have arrived but planting is delayed because of Covid.</p> <p>The Food Bank collection by all three communities had a tremendous response. More than 3,000 items were donated from Creigiau.</p>
Karen Thomas	<p>Main Meeting  Finance Committee  Planning Committee  Wellbeing and Climate Change Group</p> <p>Drafted response to Vale of Glamorgan Council on the proposed new road between M4 J34 and A48</p>
Sara Pickard	<p>Main meeting  Wellbeing and Climate Change Group</p>
Teresa Filipponi	<p>Main Meeting  Lan Remembrance  Wellbeing and Climate Change Group</p> <p>G1 bus service</p> <p>The Clerk reported in Cllr Filipponi's absence that she would like to meet with Cllr Gavin Hill-John to discuss next steps following PCC's survey of G1 bus users.</p>
Ian Jones	<p>Main meeting</p> <p>Was contacted about noticeboards having English-only headings. The Clerk has placed an order for new bilingual signs.</p>
Gary Dixon	Main meeting

The Chairman thanked Members and Staff for all their hard work during the year and wished everyone a very Happy Christmas and to stay well.

**18. Date of the next meeting: January 18 2021 online via Microsoft Teams at 6:30pm**

The meeting closed at 20:58.

Signed by digital signature \_\_\_\_\_ Dated January 18 2021