**Minutes of the Meeting held at 6:30pm, November 16 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, Teresa Filipponi, Karen Thomas, Wynford Ellis Owen, Sara Pickard, Ian Jones, Sandie Rosser, John Harrison, Jena Quilter, Amanda Thorpe, Simon Roberts, Gary Dixon

In attendance: Helena Fox, Clerk

Rhiannon James, Press

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 approve the Minutes of the Meeting held on October 19 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.
4. **To approve the Minutes of the Planning Committee Meeting held on November 4 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.
5. **To approve the Minutes of the Finance Committee Meeting held on November 9 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**:
   1. to make the usual Christmas payment of £35 to each member of staff.
6. **To approve the Notes of the Wellbeing & Climate Change Group:**  The Notes of the meeting held on October 19 were circulated in advance. The proposals were deferred to the December Finance Committee and Main meetings.
   1. Fairmeadow:
      1. It is now too wet to cut again and will be done as soon as possible in the Spring.
      2. Cllr K Thomas had researched the terms of the Lease and summarised this for the meeting. PCC can run projects that comply with the lease terms but PCC would need consent from Cardiff, the landlord, for any sublease to another group but that consent is not to be unreasonably withheld. There was agreement that seeking Cardiff consent for any project was wise.
      3. It was **RESOLVED** that the Clerk first seek consent from Cardiff for allotments/community gardens.
      4. Once there is clarity on this use of Fairmeadow, the community will be consulted. A list of lease-compliant schemes will be compiled for later PCC discussion before being put to the community in, but not limited to, the February Community Link.
      5. For the record: Fairmeadow comprises 2.8 acres held by PCC (the Tenant) under a 999 year Lease from Taff Ely BC (the Landlord) dated 29th March 1996.   *(Plan shown on PCC website.)* Rent is £1 p.a. Permitted Uses: All recreational purposes together with all purposes reasonably ancillary thereto. Cardiff Council is the successor in title to Taff Ely BC.
   2. Garth Mountain: PCC own much of the Garth. Cllr K Thomas referred the meeting to reports about off-road motorbikes being ridden on the Garth including a video posted online on 31st October (Pentyrch Community Group Facebook) showing 5 off-road motorbikes (without number plates) being ridden at speed down from the top of the Garth, passing close to a group of walkers with children. A further report states that the bikes were ridden at speed through Pentyrch village and along Cefn Bychan.
      1. It is illegal to drive or ride a mechanically propelled vehicle without lawful authority on common land, moorland or land not forming part of a road, or on any road which is a footpath, bridleway or restricted byway (Road Traffic Act 1988 S34).
      2. A local farmer had commented on social media that the Garth is land where livestock must be allowed peaceful grazing, which is thoughtfully, sympathetically and responsibly managed. Wildlife must be protected. The Garth deserves all the respect that it has had for the past 100 years and more*.*
      3. Following a discussion it was **RESOLVED** that:
         1. PCC review the existing public signage at the main entry point to the Garth and arrange for new signage to be installed which makes it explicitly clear that unauthorised motorised vehicles and motorbikes are strictly prohibited.  New signs to have separate bilingual versions. The No Entry sign to be larger.
         2. Advice be sought from Cardiff and NRW to determine how best to physically prevent illegal access such as installation of barriers, fences, gates, boulders, ditches. A Zoom meeting with NRW is already planned.
         3. Authorised users of the Common and residents - particularly Commoners/local farmers and walkers, horse riders, together with PCC maintenance officers - be consulted about possible solutions.
         4. The PCC budget for 2021-2022 to include funding for new barriers.
         5. The police be informed and any regular times the bikes are seen be noted.
   3. Cefn Bychan: Cllr Dixon noted that off-road bikes were also using the track with an entrance at Cefn Bychan. Cllr K Thomas noted that the track is an adopted highway and used by horses as well as cyclists and walkers. PCC has raised this issue in its recent letter to Paul Orders. As an adopted highway it was in existence before 1835 and was probably the old route to Pentyrch. As such, bikes might have legal right to use the track. PCC can lobby Cardiff about barriers at Cefn Bychan.
7. **To receive a report from the Youth Council Working Group:** There had been no meeting. The project is delayed by the latest lockdown. The Group will try to meet before PCC’s December 21 meeting so that any plans can be brought forward.
8. **Matters arising:** These were dealt with above.
9. **To discuss the plans to relocate Pentyrch Surgery:** Members had sent comments to the Clerk which had been circulated in advance. Members may respond to the local consultation as private individuals but not on behalf of PCC.
   1. It was **RESOLVED** to write to Llandaff Surgery making formal PCC’s concerns about transport to and from the new site for PCC residents who cannot drive. The letter will be published online and in the next Community Link.
   2. Councillors raised concerns about the loss of the local surgery and the possibility that the pharmacy will move to the new site. However, it is understood that the decision to move the surgery has been made. It was hoped that, if the pharmacy did move, there might be a small Pentyrch satellite branch and that home deliveries will continue.
   3. PCC has the legal power under Local Government and Rating Act 1997 S26-29 to spend money on community transport schemes.
10. **To receive reports from Cardiff Councillors:** there were none.
    1. Cllr Graham Thomas hopes to be more present from December.
    2. Cllr Gavin Hill-John had hoped to attend tonight. Cllr Rosser had hoped to raise the issue of the Gwaelod-y-Garth G1 bus service. She is canvassing residents on bus use and how they are affected by the current service. A service that relies on people having smart phones leaves those without them at a significant disadvantage and they tend to be the more vulnerable and older residents.
       1. The Clerk will work with PCC Councillors Rosser and Filipponi to produce a bilingual leaflet for inclusion with the Link and drop-off sites suggested. The leaflet also be available by email.
    3. While PCC understand that times are challenging, PCC would appreciate some feedback from its Cardiff Councillors even if it was to explain why they could not attend PCC meetings.
11. **To approve a PCC Safeguarding Policy:** Cllr Thorpe had written a draft policy in association with Cardiff Council for use with the Youth Council and this was circulated in advance.
    1. It was **RESOLVED** to defer this matter to the December meeting to allow the Clerk to gather more information.
    2. One Voice Wales advised that the permanent Clerk should have the ultimate responsibility for ensuring the policy’s implementation and be designated as the responsible person; this could be a shared responsibility with designated members.
    3. It may be necessary for the Staffing Committee to meet to assess the extra work for the Clerk.
    4. It was noted that while ensuring two adults were always present when the Youth Council met was straightforward, this must also include online meetings and that youth work came with extremely high levels of responsibility and thus risk for PCC and staff and councillors involved. PCC must understand the risks fully and must be as professional as possible.
12. **To review PCC Committee Membership**: It was **RESOLVED** that Cllr Dixon join the Finance Committee.
13. **To discuss the Memorial Park boundary:** The Lewis Arms is restricting use of the car park next to Memorial Park for its customers only. The Clerk had circulated a number of documents in advance including Land Registry plans and PCC’s Lease from the Royal British Legion.
    1. Lewis Arms applied to enlarge the car park in 2003 (and extend the pub building). As part of the consent for this, Cardiff stated that access to the play area and route to join public path and the path for horses should be protected.
    2. Comparing the Land Registry Plans there is no overlap between the Lewis Arms Title and the Memorial Park Title. There is a tiny triangle of untitled land between the two titles registered.
    3. The Clerk has asked Cardiff whether it has records of any Highways land ownership based on the words ‘town planning road’ written on the PCC Lease plan.
    4. It was **RESOLVED** to meet with the Lewis Arms and discuss how to manage the fact that there are some parking places on PCC land and clarify access to the play area in light of the proposed parking restrictions.
14. **To discuss use of local suppliers by PCC:** Cllr Sherwood proposed that since shopping local is something that is encouraged PCC could have a shop local policy and consider the cost of transport miles.
    1. It was **RESOLVED** to buy local where possible and reasonable. Purchasing regions are to be considered in this order: 1. PCC area. 2. Within Cardiff. 3. South Wales. 4. Elsewhere
15. **To receive an update on the Lease between PCC and CRC for Creigiau Recreation Area and make any decisions:** Progress, albeit slowly. The final CRC declaration has been received by PCC’s solicitor. PCC’s solicitor has seen the official plan CRC produced and asked for some changes to it and the Clerk will follow up with CRC on progress.
    1. It was confirmed that PCC does wish to reintroduce the clauses about the boundary pins. These are permanent markers.
16. **Consultations**: Documents were circulated in advance.
    1. Strategic Development Plan consultation and an accompanying consultation on Corporate Joint Committees: PCC supports the responses compiled by the NWCG
    2. Planning Policy Wales: compulsory purchase: by January 19 2021: It was **RESOLVED** to refer this to the NWCG and make no PCC comment.
    3. Cardiff Boundary recommendations:
       1. County Councillors have been asked by PCC for their latest views.
       2. PCC responded to this in June 2019: *Pentyrch Community Council currently shares a Cardiff Council Member for its Creigiau Ward with St Fagans.  PCC would like a change to one Cardiff Council Member for a new Creigiau Ward and that a new separate St Fagans Ward be created with its own Cardiff Council Member.  This is justified by the significant increase in community sizes due to the house building as part of Cardiff’s Local Development Plan. PCC proposes no change to its Pentyrch Ward.*
       3. PC has no further comment but it was **RESOLVED** to write to Welsh Government about PCC’s omission from the document.
17. **Planning:** 
    1. Gelynis Farm, Morganstown: The Clerk has tried to find out more about the proposals for temporary Metro works at the farm but it is hard to find – even Mark Drakeford AS was not notified in advance. PCC is now signed up for Metro email updates.
       1. The Radyr & Morganstown Association Zoom meeting held November 16 had a presentation on this matter and the Metro generally by Transport for Wales. The meeting will be published on the R&M website.
       2. The farm has been bought by Welsh Government.
       3. The project is going ahead. Rail development does not to go through the regular planning system and there is little that the community can do apart from ask to be properly informed – there seems to have been little or none of this in advance. There may be community benefit by way of improvements to the Mound Field skate park and sports field and its changing rooms once the site is no longer needed for the rail works.
       4. There are concerns in R&M that once the rail work has completed the site will be left as a brownfield site with a new bridge (which seems to be going between the back of the farmhouse (Grade 2\* listed building) and the M4 bridge) and may open up the area to future development. The farm applied to be considered for development in the current Cardiff LDP and was refused.
       5. The Transport for Wales website says: *We’ve already started work on the South Wales Metro, with the construction of our new £100 million depot and Metro Control Centre in Taff’s* Well, Rhondda Cynon Taff.  Our Taff’s Well depot will be home to our new Metro trains as well as 400 train crew, 35 maintenance staff and 52 Metro Control Centre staff.
       6. PCC is concerned about the effect on the wider area and will communicate any information with its residents.
    2. 20/02256/DCH, 11 MAES-Y-DDERWEN, CREIGIAU, CARDIFF, CF15 9JS. REVISED 2-STOREY SIDE EXTENSION. Following a discussion on the amended application it was **RESOLVED** to object again to this application on the same grounds as before. Although PCC notes that the plan has been changed it continues to feel that the development is over-bearing.
18. **To consider any actions needed in relation to Coronavirus including future PCC meetings:** There was nothing new. Now that the Firebreak has ended CMOs can work their full hours.
19. **To receive reports from Councillors**:

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| **Councillor** | **Meetings/events attended and issues raised**  **All meetings in the previous month unless stated** |
| Mike Sherwood | Main Meeting  Finance Committee  Planning Committee |
| Stuart Thomas | Finance Committee  Planning Committee  Main meeting  Community Link 110 |
| Sandie Rosser | Main meeting  Commemorative bench, Gwaelod y Garth: Cardiff have given consent for a plaque to be fitted in memory of a previous Clerk: William J George, Clerk to Pentyrch Parish Council 1952 - 1976  G1 bus service. A letter from Cardiff to M Drakeford was circulated in advance.  Bus drivers and facemasks: there is no legal requirement for drivers to wear masks. All passengers aged 11+ must wear masks but not drivers. |
| John Harrison | Main meeting  Planning Committee  Finance Committee |
| Jenna Quilter | Main meeting |
| Wynford Ellis Owen | Main meeting  Finance Committee  Bus shelters for Creigiau update. The Clerk will check.  Commemorative WW benches: get Welsh plaques and weld on top of existing plaques. |
| Simon Roberts | Main meeting  Planning Committee  Local development concerns |
| Amanda Thorpe | Main Meeting  Food bank collection on Friday November 20 and December 14. |
| Karen Thomas | Main Meeting  Finance Committee  Planning Committee  Motorbikes on The Garth – report circulated in advance  Invite the Community Education Officer to give a short report to the monthly meeting. The Clerk will invite her. |
| Sara Pickard | Main Meeting |
| Teresa Filipponi | Main Meeting  Pentyrch: 136 bus service has had problems in Cardiff where the bus stop cannot easily be seen and people have missed return buses. It leaves from Greyfriars from a new stop and due to road works in Cardiff, stops have been moved or skipped and it is a bit of a lottery. Cllr Gavin Hill-John will be contacted. This has been an issue for over a year. Buses need to be flagged down and this is unacceptable.  Stagecoach can be contacted at: Bus users UK; PO Box 1045, Cardiff CF11 1JE  The Clerk will write to Cardiff officers concerned. |
| Ian Jones | Main meeting  Planning Committee |
| Gary Dixon | Main meeting  Speeding vehicles: Community Speed Watch. On Heol y Pentre the record speed in a 20mph zone is 45mph. At 45mph there is a very high death rate for pedestrians.  CSW is suspended because of Covid and PCC will ask for it to be restarted.  This needs to be recorded on Cardiff iShare map. |

**Date of the next meeting: December 21 2020 online via Microsoft Teams at 6:30pm**

The meeting closed at 8:46pm.

Signed by digital signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated December 21 2020