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## PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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### Minutes of the Meeting held at 6:30pm, February 15 2021 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. With the Teams login on the Agenda it is possible that the public will join as guests and PCC welcomes them.

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

Cllr Gavin Hill-John

Mike Colley for Pentyrch Save Our Surgery  
Rhiannon James, a student journalist, Cardiff University

In attendance: Helena Fox, Clerk

- 1. To receive apologies for absence:** There was none.
- 2. To receive any declarations of interest:** Cllr Thorpe declared a personal interest re the grant request from Creigiau Recreation Charity as member of Creigiau Cricket Club.
- 3. Public and press session:**

Mike Colley attended to discuss the proposed move of Pentyrch Surgery. There was a discussion about the number of residents in Pentyrch and other communities and the numbers registered as patients at Pentyrch surgery. There was disagreement between Mr Colley and Cllr Gavin Hill-John on these numbers. So as not to publish inaccurate figures these Minutes will be silent on that.

Mr Colley noted that PCC said it would write to the Cardiff & Vale Heath Board, Welsh Government, Llandaff Surgery and Cardiff Council raising its concerns about the proposed site. Replies received will be published in full in the Community Link.

Mr Colley said that the Pentyrch Save Our Surgery group will submit an article to the Link setting out their concerns. He was concerned that all the responses to PCC's letter would be similar.

- 4. To approve the Minutes of the Meeting held on January 18 2021:** 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.
  - 4.1. G1 bus:** Cllr Hill-John had no updated on this. Cllrs Rosser and Filipponi had submitted a report for the Link. They had had a positive meeting with Cardiff officers and felt that the issues had been heard and that Cardiff will try to accommodate Gwaelod y Garth residents. The new bus tender is hoped to go out in September and to include a smaller bus able move more easily through the village. A published timetable has also been requested. This meeting was attended by councillors from other areas of Cardiff and with this new good connection with Cardiff there is potential that it could help deal with the need for a bus service to the proposed Pentyrch surgery, and advanced bookings for buses.

5. **To approve the Minutes of the Planning Committee Meeting held on February 3 2021:** The Minutes of the Meeting were proposed as accurate by Cllr K Thomas seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature.

6. **To approve the Minutes of the Finance Committee Meeting held on February 8 2021:** The Minutes of the Meeting were proposed as accurate by Cllr Dixon seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED**:

6.1. to investigate other places to invest funds of similar standing to the CCLA and bring to the March Finance Committee.

6.2. to vire £3,500 from Salaries to increase the budget for Professional fees because PCC will not be employing the extra staff provided for.

6.3. that the Clerk liaise with Cardiff to try to find comparative salaries for PCC's 4 officers relative to Cardiff staff to be shared with the Staffing Committee to be held on February 24.

6.4. Lewis Arms car park: that pending discussions between the Clerk and Ei no legal costs be incurred.

6.5. That Community Link delivery costs remain unchanged at:

Village	Number of houses	£/edition
Pentyrch	1,001	50
Creigiau	c1,173	50
Capel	c50	15
Gwaelod	510	35

Delivery is £150/edition x 4 = £600/year

6.6. That Community Link advertising rates remain unchanged at:

- 6 cm x 9 cm B&W £15
- 9 cm x 13 cm B&W £30
- Colour £60
- A 10% deduction is overed for a year's advertising (4 editions) paid in advance
- After 4 continuous adverts are placed, PCC will ask the advertiser if they agree that their advert be included automatically, and PCC will invoice them after each issue.
- Any advertiser who has not paid after the invoice is issued and after a 3<sup>rd</sup> and final reminder will not be able to advertise again.

6.7. It was **RESOLVED** to place an order for a new decorative bench with Ogilvie's to take advantage of a £161 discount if done before March 31. The Climate Change and Wellbeing Group will be asked to choose a design.

6.8. CRC/EHC had applied for the £3,500 grant as previously agreed as part of the Lease discussions. It was **RESOLVED** to make the grant award. For 2021-2022 PCC will remind the Charity that PCC will expect to see a full set of accounts before the next grant submission and will hope to see a set of proposals for improvements which the grant will support.

7. **To approve the Notes of the Wellbeing & Climate Change Group:** Cllr Thorpe reported that the group had met since the last PCC meeting. Issues discussed included:

7.1. Land management: The Garth, Fairmeadow. The group wants to explore working with suitable responsible partners to help speed progress, such as Wildlife Trust, NRW.

7.2. Memorials: PCC's Community Engagement Officer and residents had raised the possibility of community memorial(s). This is discussed in more detail below.

7.3. Footpaths: Local volunteers had identified 120 footpaths in NW Cardiff. They have submitted detailed condition reports to Cardiff's Public Rights of Way Officer and received positive feedback. It is hoped to meet to find ways of working together to make repairs and improvements.

7.4. PCC budget: the group was really pleased high amount sof funds for community projects.

- 7.5. More PCC Members and the Community Engagement Officer had joined the group. This will strengthen links between PCC and the community.
- 7.6. Wellbeing Forum: within the community, a separate group had started to look at wellbeing. It will meet online again at the end of February to discuss environmental issues. Those attending to date all worked/involved in community groups. The idea of the group is to be a kind of town hall surgery with the community. All welcome to attend.
- 7.7. Friends of the Garth: a Friends group has been suggested and thought be a good idea but too early in PCC's work on its vision for the area.
- 7.8. Cardiff is a UNICEF child-friendly city. PCC area is a community that could have some 'please play here signs' to encourage outdoor play.
- 7.9. Safeguarding: Tom Pusely of Cardiff's Youth Team might be able to help with this policy.
- 8. To receive an update from the Transport group:** Cllr Sherwood reported that the group had met with Cllr Hill-John and drafted its Terms of Reference. These will be circulated to PCC. The group will meet on March 4 at 4pm to hold its first official meeting.
- 9. To receive the report of the Community Engagement Officer:** This had been circulated in advance. There were no queries.
- 10. Matters arising not reporting elsewhere:** there were none.
- 11. To receive reports from Cardiff Councillors:** Cllr Gavin Hill-John reported:
- Heol Goch: significant resurfacing is planned (when the weather allows) from Viaduct Road to the base of the hill. The work will look at surface water drainage and may be able to make some improvement if not fix it completely.
  - Seren Terrace: blocked drains are on the list for being sorted out.
  - Waste collection changes w/c February 22. There is a new reporting system for missed collections and will be added to the Cardiff App shortly. Cllr Hill-John will communicate with residents too.
  - Covid is still using many resources within Cardiff Council.

Cllr Thorpe noted that two traffic calming measures were being replaced by Creigiau Primary School and Church Hall. This was welcomed and is probably part of the area 20mph limit.

Cardiff's Creigiau play area was removed in January. When will the new one be installed?

Cllr Filipponi thanks Cllr Hill-John for opening communication with Cardiff over the G1 bus. It is important to keep this conversation going for both Gwaelod and for the wider area, particularly for the proposed new surgery site. Cllr Hill-John will try to attend future meetings and said the officers were open to keeping these meeting going.

Cllr Hill-John had not heard from Cllr Graham Thomas.

Cllr Hill-John left the meeting.

- 12. To consider a response to the Ombudsman's Code of Conduct Consultation:** this had been circulated in advance. The response deadline had been extended to March 21. Cardiff Standard and Ethics Committee meets March 3. Cllr S Thomas can contribute any feedback from this.
- 12.1. It was **RESOLVED** to establish a working group to draft a response for the March meeting: Cllrs Sherwood, S Thomas, K Thomas and the Clerk.
- 12.2. Code of Conduct training: Cllr Dixon has completed the OVW module and noted it was a very worthwhile session.
- 13. To discuss community memorials:** there had been some requests and discussion on social media about memorials to individuals and also to everyone affected by the Covid pandemic generally.

- 13.1.1. It was **RESOLVED** to explore the possibility of honour rolls in each village, consulting with each community and families about the names of the dead to list. In Pentyrch, Don Llewellyn would be nominated by PCC. Rededications could be held when a new name was added.
- 13.1.2. Memorial garden: following a discussion it was **RESOLVED** to let more time pass but that PCC will find a way to recognize the suffering of its communities during the time of Covid and that the communities will be involved in the decision about what is eventually done. This will be reviewed in September 2021. Ideas included a memorial garden or quiet space in each village, a stone memorial on The Garth. PCC would have to consider budgetary implications and long-term maintenance.
- 13.1.3. Other suggestions made: a PCC memorial award as a prize for school history project; history/interpretation board for The Garth.
- 13.2. Memorial benches: PCC is occasionally asked if a family can install a memorial bench. It is important to be fair and consistent and to consider locations and long-term maintenance.
- 13.2.1. It was **RESOLVED** to draft a policy to cover these kinds of requests. The Climate Change and Wellbeing Group will make a first draft and refer to full council at a later date.

#### **14. To discuss a H&S contract:**

- 14.1. The Finance Committee recommended a contract with Ellis Whittam which is only £17/month more than the previous contract. Ellis Whittam agreed that if PCC takes out a 5-year contract it can have a 1-year break clause at no extra cost.
- 14.2. It was **RESOLVED** to delegate this to the H&S Committee with meets February 16.

#### **15. To discuss a request from the Creigiau Recreation Charity to move ahead with the footpath project:**

Some years ago, when the then Creigiau Recreation Area Management Committee (CRAMC) was granted planning permission to develop the Rec it included a boundary path from the access road, past the tennis courts and along the western (Sustrans/old railway) boundary. During the lease discussions it was agreed, informally, that PCC would work with CRC/EHC to allow them to install the path and give permission to cross the lease boundary where needed. The lease boundary is marked with survey pins but since they can be moved the legal boundary is as shown on the lease plan. PCC is responsible for maintaining all boundaries at the Rec and has been doing so in the last few weeks. CRC have done some voluntary clearing on low-level overgrowth coming from the Sustrans land. CRC now ask to formalise that agreement and sent draft documents.

- 15.1. Following a discussion it was **RESOLVED** to arrange an online meeting to discuss the details of the proposed path with CRC. Cllrs S Thomas, Sherwood, Harrison, K Thomas and Dixon with the Clerk.

#### **16. To discuss the plans to relocate Pentyrch Surgery:** The following update was given:

- 16.1. PCC met with Llandaff Surgery and Assura, the planning consultant, and architect earlier on February 15. This was the first meeting between PCC and Assura. PCC raised the issue parking spaces. Cardiff's planning guidance requires 15 spaces, but the building will have 25.
- 16.2. It was noted that Llandaff Surgery have to deliver health care in the community to a defined budget and it is not, in the Surgery's view, viable to maintain a satellite surgery in Pentyrch and to fulfil all their other primary health care functions. The proposed new development is part of a much wider primary health care strategy in the region. The portacabins of the current surgery are in increasing disrepair so things need to be progressed as soon as possible.
- 16.3. There was genuine concern shown in the meeting about all the issues raised by residents from Pentyrch, particularly transport, and the needs of the wider catchment area too.
- 16.4. In NW Cardiff, the aspiration for the 50:50 modal split was very difficult to reach without good public transport and there is likely to be 70% private car use for some time to come. PCC asked that be taken back to Cardiff to demonstrate the special needs for NW Cardiff that Cardiff should recognize when looking at parking spaces and transport needs.
- 16.4.1. The PCC Transport Working group will include this issue in its meeting.
- 16.5. The Clerk had written to the Minister for Health and Social Care, Cardiff and Vale Health Board, Cardiff Council and Mark Drakeford as the Assembly Member as agreed at the January meeting

16.6. Llandaff Surgery have met with Cardiff transport officers about public transport links to the new site. They do seem to be working hard to sort this out.

16.7. An update on the surgery will appear in the next Community Link with three PCC letters printed in full: the letter from November 2020 to Llandaff Surgery, PCC's response to the planning application and the latest letter to the Minister and Health Board.

**17. Planning:** there was none.

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

Outdoor staff continue to work separate days to minimize the risk of spreading Covid-19. This will continue while the Welsh Government maintains the current lockdown rules and the level of virus in the community is dangerously high.

**19. To discuss a draft PCC Safeguarding Policy:** this was circulated in advance. It was hoped to have met with Cardiff's Youth Team to discuss this but they were not available because of Covid duties.

19.1. It was **RESOLVED** to refer the draft policy to both the H&S and Staffing Committees.

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

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Stuart Thomas	Finance Committee Planning Committee Main meeting Wellbeing and Climate Change Group  OVW Larger Council meeting OVW Area Forum meeting Pentyrch Surgery meeting with Llandaff Surgery and Assura
Mike Sherwood	Main Meeting Finance Committee Planning Committee  Pentyrch Surgery meeting with Llandaff Surgery and Assura
Sandie Rosser	Main meeting Planning Committee  G1 bus meeting
John Harrison	Main meeting Planning Committee Finance Committee  Pentyrch Neighbourhood Watch
Jenna Quilter	Main meeting
Wynford Ellis Owen	Main meeting  Welsh Language Scheme: having looked at the WLS there are things for PCC to consider. Online translation tools are very effective but they can be very literal, so someone does need to check them.

	Cllr Ellis Owen asked for a leave of absence for five months to provide psychological support to doctors as part of his professional commitments. It was <b>RESOLVED</b> to accept his apologies for the next five months. The Clerk will check whether there is an official time limit.
Simon Roberts	Main meeting
Amanda Thorpe	Main Meeting Wellbeing and Climate Change Group  Food bank donation point at Creigiau Church Hall Defib: hoping to put this in the old phone box in March
Karen Thomas	Main Meeting Finance Committee Planning Committee Wellbeing and Climate Change Group  Pentyrch Surgery meeting with Llandaff Surgery and Assura  Memorial Park  Church Road: there is a two-day closure and the Clerk will check the details.
Sara Pickard	Main meeting Wellbeing and Climate Change Group  Pentyrch Surgery meeting with Llandaff Surgery and Assura
Teresa Filipponi	Main Meeting Wellbeing and Climate Change Group  G1 bus meeting
Ian Jones	Main meeting
Gary Dixon	Main meeting Finance Committee

**21. Date of the next meeting: March 15 2021 online via Microsoft Teams at 6:30pm**

The meeting closed at 20:40.

Signed by digital signature \_\_\_\_\_ Dated March 15 2021