



Minutes of the Meeting held at 6:30pm, May 17 2021 held online via Microsoft Teams

PRESENT: Councillors Mike Sherwood, Stuart Thomas, Karen Thomas, Ian Jones, Sandie Rosser, John Harrison, Jena Quilter, Gary Dixon, Sara Pickard, Teresa Filippini, Amanda Thorpe

Cllr Gavin Hill-John

Mike Colley for Pentyrch Save Our Surgery

Tim Goodson, Colin Belward, Arthur Cook, Claire Campbell for Creigiau Recreation Charity

Christine Nichols for Cardiff Standards and Ethics Committee: attended to observe.

In attendance: Helena Fox, Clerk

- 1. To receive apologies for absence:** Cllrs Ellis Owen
- 2. To receive any declarations of interest:** Cllr Sherwood declared a personal interest re the Creigiau Recreation Charity as a member DGA. Cllr Thorpe declared a personal interest re the Creigiau Recreation Charity as a member DGA and of Creigiau Cricket Club, Creigiau Tennis Club, Creigiau One Circuit Fitness Club
- 3. Public and press session:** The Chairman gave up to 15 minutes for this session since this was a long meeting.

Mike Colley: PCC had submitted an excellent objection to the planning application for a new surgery at Rhydlafer, emphasising the transport problems for reaching the new site. PCC said new travel arrangements must be in place in advance. The planning application will be heard by Cardiff on May 19. £15,000 of S106 funds will be provided to help with travel but there are no details about what this money is for and what the long-term plans are: there is no reference to frequency of a bus service. PCC has a chance to reinforce their arguments to send in views to the Cardiff Planning Committee and Cllr Hill-John can do the same and address the Committee. PCC were asked not to waste the opportunity to submit their objections again.

Colin Belward: any further costs to the charity of being responsible for tree maintenance at Creigiau Recreation Area will be a burden on the community.

The Chairman reconvened the meeting.

It was **RESOLVED** to move the item on Cardiff Councillors Reports to this part of the meeting.

- 4. To receive reports from Cardiff Councillors:** Cllr Gavin Hill-John:
 - 4.1. Pentyrch Surgery:** Cllr Hill-John did not object to the application. The S106 funds will be allocated now and will be detailed in any planning consent. They are likely to be used as a contribution to the provider of a service or provision of bus stops. There are still a variety of transport options being considered. There may be no exact answer at the Cardiff Planning Committee but there is likely to be a condition with any planning consent granted.

- 4.2. Creigiau play area: S106 funds had been used for the new equipment in Creigiau Play area but there were concerns from the community about the limited equipment installed.
- 4.3. Barber shop at Creigiau Inn: the relevant people have been informed on the planning rules.
- 4.4. Drainage: a lot of work is being done at the bottom of Heol Goch in Gwaelod y Garth. This will provide much better surface-water clearance. The drains were not blocked but the problem was further up the hill. The road will be closed May 29-30 for this work.
- 4.5. Heol Berry, Gwaelod y Garth: funding from Welsh Government will work on flooding problems.
- 4.6. Salem Terrace, Gwaelod y Garth: the main carrier drain is blocked and a huge special machine will have to be brought in. This will involve road closures and complex traffic management. Cardiff is working on this and there will be community engagement in advance.
- 4.7. Flood team: a scheme where local volunteers could take responsibility for reporting issues is being considered.
- 4.8. Waste collections: this has been a big problem in the PCC area and Cllr Hill-John has dealt with many complaints. The Cabinet Member for the Environment, Cllr Michael Michael, is happy with how things are working. Cardiff is dealing with some streets in Pentyrch and Gwaelod y Garth including buying small vehicles. Cllr Hill-John asked that people keep raising complaints with Cardiff.

PCC Members raised issues and Cllr Hill-John responded:

- T-junction on Heol Pant y Gored: heavily laden quarry vehicles will move slowly out of the turning to go down to the A4119. Advance warning signs of Slow Lorries Turning will be needed to warn traffic coming down the hill from Pentyrch. Cllr Hill-John will look into this.
- Creigiau play area: Cllr Hill-John is happy to be copied into emails about this.
- School places: there is big community concern about 154 pupils being unable to get into Radyr Comprehensive. Cllr Hill-John had had no complaints/queries about this. He will check to see if there are any local families affected.
- 20mph for Gwaelod y Garth: this is not in any plan for now but will be part of a future roll-out. Cardiff is working out from the higher to lower density communities and this is partly done on volumes of traffic with communities listed in priority order. Cardiff has limited funds for dealing with speeding issues and each road is risk assessed.
- New road sign for Garth Hill and Main Road: 5-6 weeks for this to be installed. Cllr Hill-John will help if the date is missed.
- PCC Members for Gwaelod y Garth will be kept up to date re the drainage works in Gwaelod y Garth. The Clerk was aware and had already said PCC will do what it can to help with community engagement.

The Chairman referred the meeting to the comments of Mike Colley on Pentyrch Surgery in the public part of the meeting and the comments of Cllr Hill-John.

It was **RESOLVED** to reaffirm PCC's objection to the new surgery because of the lack of an effective transport plan and that the transport plan be an absolute condition of any planning approval. PCC has had no direct consultation with Assura, the developer, or Cardiff over this issue and would welcome involvement. The letter will be copied to Assura and Llandaff surgery.

Cllr Jones raised a point of order asking that no one comment on an issue during voting - it can also be very hard to hear.

5. To approve the Minutes of the Meeting held on April 19 2021: The Minutes of the meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Harrison. All agreed. They will be signed by the Chairman with an electronic signature.

Cllr Hill-John left the meeting

6. **To approve the Minutes of the Extraordinary Meeting held on March 22 2021:** The Minutes of the meeting were proposed as accurate by Cllr Jones seconded by Cllr Pickard. All agreed. They will be signed by the Chairman with an electronic signature.
7. **To approve the Minutes of the Planning Committee Meeting held on May 5 2021:** The Minutes of the Meeting were proposed as accurate by Cllr Jones seconded by Cllr Rosser. 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 May 10 2021:** The Minutes of the Meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Harrison. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED**:
 - 8.1. to set up a working group to carry out an Internal Audit review and report back to full council. The Clerk will set up a meeting and explain the process.
 - 8.2. Tax and councillors' allowances: OVW has advised that discussions with Welsh Government are progressing and it may be that the £150 allowance will be accepted as outside of tax but other allowances may be taxable, including the care contribution. PCC will wait for the official position on this and then act on it.
 - 8.3. that suggestions for EMRs will be discussed by the audit review working group.
 - 8.4. Quotes for tree work: on the balance of risk to public safety PCC should move forward to appoint a contractor. Three anonymized quotes were circulated in advance. Requests for quotes based on PCC's tree survey were sent to three companies PCC has used in the past and knows to be qualified and insured:
 - 8.4.1. A: £12,020 : all arisings removed. Terrace Woodland: £4,660
 - 8.4.2. B: £10,940 : Terrace Woodland: £5,160.
 - 8.4.3. C: £15,930 : Terrace Woodland: £8,760 (all Terrace Woodland arisings removed)
 - 8.4.4. It was **RESOLVED** to delegate to the Clerk in consultation with Chairman and Chairman of the Finance Committee, which quote is chosen depending on who can start first and having checked some details of the quotes.
 - 8.5. Payment to CRC of electricity for the Pavilion: PCC agreed to refund costs incurred by CRAMC/CRC from June – December 2020 when PCC took over management. Refunds have been made for water and rates. CRC cannot provide detailed invoices for electricity use over the 2020 dates. It was **RESOLVED** to pay CRC £137.39 to include £87.39 standing charge and a contribution of £50 towards electricity costs as a goodwill gesture.
 - 8.6. Legal fees from CJCH, PCC's solicitor: a range of legal issues had been dealt with since January 1 2021 including the Lease with CRC and associated issues, and Memorial Park. It was **RESOLVED** to pay £975 + VAT and continue to be careful about requests made to the solicitor for information.
9. **To approve the Notes of the Wellbeing & Climate Change Group:** Cllr Thorpe reported that there had been a meeting recently and one will take place on May 17.
10. **To receive an update from the Transport group:** Notes had been circulated in advance. Cllr Jones reported that a meeting with Transport for Wales will take place on June 4 and will report to the June meeting.
 - 10.1. Cllr S Thomas raised concerns about a recommendation in the meeting notes about Heol Pant y Gored and access for pedestrians and cycles. It was explained that this referred to the long stretch of Heol Pant y Gored that runs between Pentyrch and the A4119 – not the stretch that runs from the T-Junction to Station Road, Creigiau. The suggestion was about working with the quarry with a view to having a new footpath and cycle path between Pentyrch and the A4119 where there is little or no pavement now and keeping pedestrians and cyclists completely off-road.
11. **To receive the report of the Community Engagement Officer:** This was circulated in advance but was late due to delay from the Clerk. It was agreed that the Clerk will bring forward to each meeting

key issues raised in the report and answer any questions, where possible. The report will also be considered by the Finance Committee and Wellbeing and Climate Change Working Group.

- 12. Matters arising not reporting elsewhere:** there were none.
- 13. To receive the Internal Audit Report and Action Plan 2020-2021:** These were circulated in advance and had been seen by the Finance Committee. It was **RESOLVED** to receive the Internal Audit Report and Action Plan.
- 14. To approve the accounts for 2020-2021:** These were circulated in advance and had been seen by the Finance Committee. Cllr S Thomas proposed and Cllr K Thomas seconded approval of the accounts. It was **RESOLVED** to approve the accounts.
- 15. To complete the Annual Governance Statement of the Annual Return 2020-2021:** The Chairman led the meeting through the questions on p4 of the Annual Return. This has been seen by the Finance Committee. It was **RESOLVED** to answer yes to questions 1-8 Yes and not applicable to Q9. The Annual Return will be signed digitally by the Chairman, as was done last year.
- 16. To decide on the variation to the Lease between PCC and CRC/EHC:** Cllr Dixon had taken feedback from all interested parties in the community, with at least four site meetings, and considered boundary variations to give CRC/EHC space to start their plans for a path. A substantial amount of work and money had been spent on this and PCC wanted to expedite this matter. The existing lease and proposed plans were circulated in advance. Responding to Colin Belward's concern about costs to the community it was noted that PCC's Precept covers the whole PCC area and that CRC/EHC already has the ability to request a grant and this has now been specifically mentioned for the oak tree. CRC had a grant of £3,500 in 2020-2021 and there is another £3,500 grant in PCC's budget for 2021-2022. It was **RESOLVED:**
- 16.1. That in accordance with the minimum increased area plan put forward by CRC/EHC, the revised boundary to go to PCC's current fence-line boundary in the west and south. To the north, and abutting DGA land and the wildlife triangle, there is an existing natural raised bank with mature hedge/trees on top. This is a natural northern boundary to the leased land. The revised boundary to be at the top of the bank.
 - 16.2. Close to the access road (shown blue), the revised leased land will exclude the parking area and rocks and run in a straight line from the north boundary to where it makes a 90 degree turn along the edge of the carpark up to the access road kerb. The rocks and grass between the car park area and the Pavilion to fall within the revised leased land.
 - 16.3. All existing fences on the west and southern boundaries to be included in the revised leased land.
 - 16.4. In order to protect any hedge or tree it is recommended that the following be added to the most appropriate clause of the tenant's obligations: *and not to remove any hedges or trees without PCC consent, such consent not to be unreasonably withheld or delayed.*
 - 16.5. PCC will also consider formalizing the boundaries between PCC and DGA.
 - 16.6. The large oak tree on the field will be included in the leased land and should be the responsibility of CRC to maintain. CRC can be given the opportunity to request a grant should they ever need it.
 - 16.7. PCC will continue to be responsible for all PCC land outside the leased land. This will be less than before. No changes in the lease are needed.
 - 16.8. Ash-die back: responsibility for tree work associated with the current ash die-back outbreak be addressed in a simple side letter with CRC.

On other variations suggested by CRC to clauses in the existing lease the following was **RESOLVED:**

- 16.9. Clause 3.13: to remove the potential obligation on CRC to clear other people's rubbish from the access road the following changes will be made: "*Subject to the terms of clause [3.10] *the Tenant shall keep any parts of the Property which are not built upon clean and*

tidy and free from obstruction and shall not obstruct the Accessways and Paths. ~~so that they are freely accessible~~”. The numbering will be corrected.

- 16.10. Clause 3.24.3: leave as is.
- 16.11. Clause 3.30: *this will be changed to increase the number of TENs that are permitted by PCC in the Lease from 10 to 15 per calendar year. Any further additional TENs required can still be requested by CRC under the terms of the Lease. PCC and CRC could possibly deal with this by CRC submitting an advance schedule of events for, say, the next six months, which could then be considered by PCC well in advance of the actual events.*
- 16.12. Cllr S Thomas proposed an amendment and Cllr Harrison seconded that the clause be changed to align the number of TENs allowed by CRC to Cardiff’s limit, as the Licencing Authority. The proposal failed on a vote.
- 16.13. Clause 3.35: to delete this clause *because PCC and FiT requirements on hiring and licensing are also covered under clause 3.26.6 b) and under clause 3.30.2.* PCC could ask for an annual summary report eg 20 children’s parties, letting weekly for nursery. And any letting for more than 5 days: to notify PCC.
- 16.14. Clause 11.6b: leave as is. This is one of several clauses added by FiT and PCC did not agree to a change.
- 16.15. Clause numbering: to be corrected where needed
- 16.16. to defer a decision on access through a new Oxford gate to the June meeting as this meeting was running long.
- 16.17. The Clerk will write to CRC/EHC setting out these resolutions and seeking its acceptance or rejection of each.

17. To receive an update on the Memorial Park Public Right of Way: it was **RESOLVED** to defer this to the June meeting because the meeting was running long.

18. To discuss PCC’s preparations for Operation London Bridge PCC started to look into this before the lockdown. It was **RESOLVED** to defer this to the June meeting after the working group have looked at SLCC guidance updates.

19. To discuss any consultations: The LDP review launches at the end of May and some of you will be attending a pre-launch online event.

20. To decide on Planning: there were none.

21. To consider any actions needed in relation to Coronavirus including future PCC meetings: There was nothing new to report.

22. 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 Transport Group CRC Meeting
Stuart Thomas	Finance Committee Planning Committee Main meeting Wellbeing and Climate Change Group

	CRC meeting
Karen Thomas	Main Meeting Finance Committee Planning Committee Wellbeing and Climate Change Group CRC meeting
Sandie Rosser	Main meeting Planning Committee CRC meeting Thanked the Community Engagement Officer for printing papers for the meeting.
John Harrison	Main meeting Planning Committee Finance Committee Pentyrch Neighbourhood Watch CRC meeting
Jenna Quilter	Main meeting
Wynford Ellis Owen	Apologies received
Simon Roberts	
Amanda Thorpe	Main Meeting Wellbeing and Climate Change Group
Sara Pickard	Main meeting Wellbeing and Climate Change Group
Teresa Filipponi	Main Meeting Wellbeing and Climate Change Group
Ian Jones	Main meeting Planning Committee Wellbeing and Climate Change Group Transport Group CRC meeting
Gary Dixon	Main meeting Finance Committee CRC meetings

Date of the next meeting: June 21 2021 online via Microsoft Teams at 6:30pm

The meeting closed at 21:53.

Signed by digital signature _____ Dated June 21 2021