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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Meeting held at 6:30pm, June 21 2021 held online via Microsoft Teams

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

Gwaelod residents: Jackie James, Gareth Burris

Colin Belward, Tim Goodson of CRC/EHC

Ann Angell

Mike Colley for Pentyrch Save Our Surgery

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllrs Ellis Owen, Simon Roberts
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. **To discuss the role of the Vice Chairman:** It was **RESOLVED** that Cllr Karen Thomas is the Vice Chairman and that Cllr Stuart Thomas will act as back up Vice Chairman as needed. They will decide which of them attends committee meetings. When both attend, Cllr Karen Thomas takes precedence.
4. **Public and press session:** The Chairman adjourned the meeting for members of the public to speak.
 - 4.1. Jackie James addressed the meeting about the water run-off from the Garth that started some 18 months to 2 years ago. There seem to be large pools of water in woodland owned by PCC. They are newly formed and may have been caused by falling trees blocking established water courses. There does not seem to have been maintenance in the woods recently. There are also concerns about old mining works. The footpath was partly redirected 7-8 years ago which made heavy footfall during the pandemic cause erosion and more water run off washing pebbles and mud into the service lane at the back of Main Road. There has been damage already to a garage. Simon Dooley of Cardiff Council visited in midwinter and said that something ought to be done. He suggested a consultant visit and make an action plan. Residents ask that PCC appoint a consultant and find a solution to the water. There is a safety aspect to the pools of water and the area is promoted as an area for children being used by the primary school in Gwaelod y Garth. Residents would like to have the footpath route returned to its old route which might help groundcover regrow. The stile into the woods has been broken for at least 7 years – and needs repair. Many new kissing gates have been installed in the area and would like this stile replaced. Residents would appreciate any help that is causing a lot of anxiety for 3-4 houses.
 - 4.2. Ann Angell thanked PCC for the opportunity to speak. Ms Angell is a West Walian and has lived in Creigiau since 1995 and raised her children there. The family is closely involved in local community groups and the local school. Ms Angell works for a Welsh language children's charity.

In the Community Link Ms Angell saw that there were proposals to revise PCC's Welsh Language policy and feels that PCC's policy should reflect the Welsh language skills of the community and strengthen its use and not detract from it any way or only reflect the skills of current Members. Ms Angell is a volunteer coordinator for Welsh learners and speakers: many are fully fluent and would like to offer their services with translations. Ms Angell stressed that she was not criticising PCC but there have been some issues in the last few years and was extending the hand of friendship and offering help.

4.2.1. Cllr Sherwood thanked Ms Angell for her most generous offer. PCC needs a consultative team to help move this forward. Ms Angell said she would be delighted to be involved and Cllr Sherwood thanked her for the offer. The Clerk will be in touch

Ms Angell left the meeting.

The Chairman reconvened the meeting.

The following item was **RESOLVED** to be moved up the agenda:

5. To discuss the issue of water run-off from PCC's Gwaelod y Garth woodland: Background information from residents had been circulated in advance.

5.1. Cllr Sherwood opened the meeting to comment following Ms James' address. PCC Members had spoken with residents and there was general support for seeking expert advice so that PCC had a good understanding of the issues before taking further decisions. PCC's land ownership in the area is shown on its Assets page of the website.

5.2. It was **RESOLVED** to commission a consultant to survey and report on this matter, seeking advice from Simon Dooley of Cardiff Council for suggestions.

Ms James left the meeting.

6. To approve the Minutes of the Annual Meeting held on May 17 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.

7. To approve the Minutes of the Ordinary Meeting held on May 17 2021: The Minutes of the meeting were proposed as accurate by Cllr Dixon seconded by Cllr Jones. 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 June 14 2021: The Minutes of the Meeting were proposed as accurate by Cllr Dixon seconded by Cllr K Thomas. All agreed. They will be signed by the Chairman with an electronic signature.

Cllr Dixon took the meeting through the Ear-Marked Reserves in the table below. He drew attention to the increase for play equipment and the hope that PCC could replace its diesel Toyota pickup with an electric vehicle.

8.1. Cllr S Thomas suggested that £1,000 to £2,000 be added to election costs. The Clerk noted that £1,000 had been added as per budget. Since the elections were in May 2022 further increases could be dealt with in the 2022-2023 budget. The Clerk will get an estimate of likely costs from Cardiff.

8.2. It was **RESOLVED** to accept the EMRs as set out in the table below and:

8.2.1. PCC should carry out a cost/benefit analysis of the PCC office, led by the Finance Committee, gathering views and thoughts over the next 6 months and feeding into the Business Plan for 2022-27 and the new council term in May 2022.

8.2.2. that the Clerk investigate the options for debit and credit cards from the Co-Operative Bank with a pre-paid or automatic limit of £200 and report back to the Finance Committee. PCC currently has a debit card for the Clerk only to use. There will be adequate safeguards in place.

8.3. Grant requests to PCC:

8.3.1. It was **RESOLVED** to delay a grant to Pentyrch Cricket Club until a full set of accounts has been received.

8.3.2. It was **RESOLVED** to grant £125 to the new Gwaelod Tuesday Club towards establishment of the new group under the Power of Wellbeing - the group to let PCC know how it is doing in three months' time when a further grant will be considered. This grant is half the money requested. PCC's Community Engagement Officer will be asked to attend to liaise with the new group. Cllr Filipponi will support the new group. Cllr S Thomas voted against this resolution.

Cllr John Harrison joined the meeting

EMR	2021-2022	Suggestions from June Finance Committee	Comments
	£ as at 1.4.2021	£ to be added	
Vehicle reserve	9,500	3,500	Consider electrical replacement
Ride-on mower	4,500		
Election costs	9,464		
Woodland work	4,840	16,000	To deal with ash die-back
Garth Mountain Play equipment	4,000		
Defibrillator	6,625	10,000	Consider working with Cardiff and local groups to improve facilities in the PCC area
	11		Last funds claimed for Creigiau at start of 2021
Creigiau Rec drainage	5,000		
Members Allowances IRPW D43	1,500		
Capital Asset Transfer	5,000		
Community Support Fund	4,800	5,000	
PARC: Memorial Park		5,000	Set up June 2021
PCC office maintenance	1,000	1,000	new EMR for 2021-22
	56,240	40,500	Total: £96,740

These additions give total EMRs of £96,740. It should be noted that the £5,000 donated by PARC does not come from PCC funds.

9. To approve the Notes of the Wellbeing & Climate Change Group: Cllr Thorpe reported that there had been meetings in April and May – notes were circulated in advance. There had been two sessions with the community with residents contacting the group. Cllr Thorpe thanked PCC members who took part. This group is able to give more time to debating issues. There will be a return to the usual format at the next meeting, but the debates were very interesting. Cllr Sherwood hoped that this will be a model for other groups and looked forward to receiving group recommendations. He thanked everyone for taking part.

- 10. To receive an update from the Transport group:** Notes had been circulated in advance. Cllr Jones reported that the meeting with the Transport for Wales (TfW) Community Engagement Team was very useful. The next meeting will be in September for an update. The future of Cardiff CrossRail will be particularly interesting.
- 10.1. Cllr Rosser asked if there had been any discussion with TfW on the Gwaelod bus. Cllr Sherwood will put this on the agenda for the next meeting.
- 10.2. Meetings will be planned around Cllr Gavin Hill-John's diary to maximise the opportunity for him to attend.

- 11. To receive the report of the Community Engagement Officer:** This was circulated in advance. There were no questions.

Social media engagement: LDP consultation and links to Cardiff's website; warnings of scams (shared with PNW); road repairs/resurfacing on Heol Goch; PlayWales opportunities for children; Covid vaccination information

Office: prepared for H&S visit June 17; regular weekly visits for admin

Events: litter picks: new Cardiff officer in training and these will start when she is ready. Keep Wales Tidy may be able to loan PCC litter picking equipment. Tried to arrange a litter pick during the closure of Heol Goch for road repairs but Cardiff ruled it unsafe. Local residents are working hard doing their own litter picks.

Local issues reported to Cardiff: pot holes on Heol Goch; missed waste collections; fly tipping on Heol Pant y Gored, Mountain Road and Tyn y Coed woodlands; dirty/damaged road signs

Creigiau Quarry: attended liaison meeting as a resident and collated local concerns.

Community Link: collated all submissions, invoiced advertisers and have received all payments for Link 112. Preparing Link 113. This will include welcome information for new residents at Llanilltern Village including a list of clubs and societies and have asked local groups to submit information about themselves. Have worked with the sales office and a resident to arrange Link delivery to new households - currently done at no cost to PCC.

Garth Rotary: they continue to use PCC's forecourt for the food bank storage bin.

Defibrillators: residents are very pleased with the new defibrillator in the phone box opposite Creigiau Inn, installed by Garth Rotary with help from a grant from PCC. When allowed, there will be community training on defibrillator use which I will help organise.

- 12. Matters arising not reporting elsewhere:** there were none.
- 13. To receive reports from Cardiff Councillors:** there were none. Cllr Sherwood noted that Cllr Hill-John had been involved with the Community Speed Watch (CSW) teams in Pentyrch and the police. CSW is back in action in Creigiau and Pentyrch and there are many speeding vehicles in the PCC area. The Police have been asked whether more than a letter can be sent to drivers doing more than 37mph in a 20mph zone.
- 14. To discuss daytime committees and member participation:** A discussion was held to make sure that PCC Members are not excluded from sitting on committees because of the timing of meetings. Currently the PCC monthly meeting is always in the evening. Finance and Planning Committees meet regularly in the morning. Others meet as agreed amongst the members.
- 14.1. It was **RESOLVED** to make no change.

15. To receive an update on the Memorial Park Public Right of Way – a letter and report from Cardiff Council was circulated in advance. This rules out changing the existing public footpath to a multiuse path and bridleway. The Cardiff report gives 3m path widths for a safe multi-use path/bridleway and PCC's new path does not meet that. PCC's path could be made wider when the new fence is put in leaving a grass strip for horses – provided it leaves enough space for play, proposed equipment, bins, etc

15.1. PCC could make this path a permissive path by putting up waymarkers and notifying Cardiff.

15.2. It was **RESOLVED** to consider widening the route by moving the fence (not widening the new path) if practical to 3m to facilitate multiuse. A decision will then be made about what to do. Members noted that a widened fence would reduce the play area and could bring financial costs to PCC. Bridleways are accessible to cyclists and safe cycling routes are needed as well as for horses. Cefn Bychan leads to an important area for many users.

16. To consider the response from CRC/EHC to the proposed variation of the Lease of Creigiau

Rec: The Clerk had written to CRC/EHC with the agreed proposals to vary the lease following the May 17 Ordinary Meeting. CRC/EHC responded and this was circulated in advance. It was **RESOLVED** (Cllr Sherwood abstained throughout):

16.1. to authorise the Clerk to have a new lease prepared on the basis of the Resolutions made in the May 17 2021 Ordinary Meeting. Suggested wording from CRC/EHC will be taken into consideration.

16.2. that CRC/EHC has permission to approach Cardiff about any necessary planning consent changes to the path since the new plans are wider than the original. This does not remove the need for detailed plans to be approved by PCC but allows CRC/EHC to make some progress. The clerk will help as best she can.

16.2.1. Cardiff Council confirms that the existing consent in the name of CRAMC does not need to be changed to CRC/EHC.

16.2.2. Any other variations to the existing planning consent will need approval from PCC at a full council meeting before CRC/EHC approaches Cardiff Council to seek such a variation

16.3. CRC/EHC to prepare a new revised lease plan.

16.4. PCC will proceed with and pay for a single revision of the current lease document prepared as per the April 19 2021 Ordinary Meeting resolution: "that while PCC supports the change to the boundary and will pay its own legal costs for this, other legal costs for further changes to modify the Lease should be covered by CRC/EHC unless the change relates to a clear error in the drafting of the Lease."

16.5. CRC/EHC to pay for the process of unregistering the existing lease, the preparation and signing of new CRC/EHC Statutory Declarations, and registering the new lease with the Land Registry.

17. To decide on the access gate at Creigiau Recreation Area: A recommendation had previously been made to replace the old kissing gate with an Oxford gate. Photos were circulated in advance with CRC/EHC's preferred plan. It was **RESOLVED** that:

17.1. The existing metal/wood kissing gate will be removed at PCC's expense and reused, if possible.

17.2. A new Oxford Gate will be paid for by CRC/EHC and DGA: half capital costs each. PCC will calculate its installation costs for one day's work for two staff plus materials and request a contribution.

17.3. The Clerk will draft a timetable.

18. To discuss PCC's preparations for Operation London Bridge: PCC started to look into this before the lockdown. Following the recent death of HRH Prince Philip, PCC wanted to put its plans in place as soon as possible. The working group met and notes went out shortly before this meeting. The meeting was content with progress made to date and it was acknowledged that there would be costs associated with this and everything will be arranged as far as possible in advance:

- 1.1. The Clerk to write to Cardiff Council to establish what plans and arrangements they have and whether this will include Community Councils
- 1.2. The parish is at present in a state of flux as The Rev Michael John has left the parish in the last few days to take up a post elsewhere. PCC will contact the Wardens in a few weeks to establish the up-to-date position. Matters to discuss with the church: a special religious service, attendance by the PCC Chair and arrangements for ringing the church bells (once for each year of HM The Queen's life)
- 1.3. It was considered that the most appropriate places for the books of condolence would be Creigiau Church Hall, Council Office Pentyrch and Gwaelod Village Hall, attended by PCC staff and/or Members between 9.00am to 11.00am and 5.00pm until 7.00pm.
- 1.4. A photograph is needed for the website and a framed photograph on a dark blue frame with each book of condolence. The framed photographs are Crown Copyright and are available from Royal Images at a cost of £92.40 each. PCC has an image that can be used for its website and can be printed for noticeboards. It is recommended that the same locations be used as the books of condolence for floral tributes.
- 1.5. The home page of PCC's website should be a single black page with an image of the deceased, a message from the Chair, a link to the official online book of condolence, information on the PCC Books of Condolence, placing of flowers and local civic and religious services. It was a recommendation that a shadow page in this format be prepared now so that it is ready.
- 1.6. PCC noticeboards will be cleared during the mourning period save for a notice giving the same information as the PCC website – see above.
- 1.7. Armbands will be bought as soon as possible for use for those attending with the books of condolence.
- 1.8. On the date of death all staff can be sent home early. The day of the state funeral will be a public holiday unless it falls on a Saturday. PCC should be prepared to pay overtime if needed for staff to carry out any of the above duties.
- 1.9. All notices will be in Welsh and English.

19. To receive any update on the plans to relocate Pentyrch Surgery: The Clerk reported that a Zoom meeting will be held by the Community Health Council for the community on June 30 at 7-9pm and is publicized on social media. A meeting was held online between PCC, the surgery and Assura (developers) on June 7.

- 19.1. Cardiff transport, public services and community transport officers met with Assura and the surgery. Cardiff are working on transport planning in NW Cardiff overall and bus service tenders are planned for late 2021.
- 19.2. Assura have contributed £15,000 S106 funding for the new surgery site only. LDP developers are looking at S106 for transport in NW Cardiff, particularly the more rural areas.
- 19.3. PCC asked for a meeting with the developers and Cardiff's transport team to represent local views.
- 19.4. PCC offered to share contacts with Transport for Wales with Cardiff.
- 19.5. PCC suggested a 24hr dispensary as is being installed in Creigiau. Could the PCC site be a possibility?
- 19.6. Whether Pentyrch Pharmacy moves is subject to a formal assessment and licencing process.
- 19.7. Construction of the new site could start in January 2022 with 40 weeks to complete.

- 19.8. Assura have a Community Fund for grants up to £5,000 for projects improving health outcomes, inequalities, social prescribing. PCC are publicising this on social media.
- 19.9. Regular updates will be made through the Link.

20. To discuss the use of Time Credits by PCC and its community partners: Information was circulated in advance.

- 20.1. It was **RESOLVED** to consider the use of Time Credits and the Climate and Wellbeing Group will explore the possibilities. This can be publicized in the Community Link.
- 20.1.1. Keep Creigiau Tidy looked at this but found it hard to find a place to spend the Time Credits. PCC might have to look into a way of spending them.

21. To discuss any consultations: The LDP review launched at the end of May and PCC Members attended a pre-launch online event. PCC has publicised the first of several consultations for the public to contribute to. A new webpage on the PCC website gives links to Cardiff's LDP pages. This has been promoted on PCC's social media.

22. To decide on Planning: Applications were deferred to the July 7 Planning Committee.

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

24. 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 Transport Group Pentyrch Surgery meeting 20mph limits tend to need Community Speed Watch teams to enforce them. Creigiau and Pentyrch teams are looking for more volunteers and the police are looking for more locations for teams to monitor. Gwaelod needs a team and if one can be formed, the Police will scout for sites. There are site difficulties in Gwaelod. Cllr Sherwood has asked the Police for a piece to go into the Link and help recruit volunteers and will pass on the August 8 deadline.
Karen Thomas	Main Meeting Finance Committee Wellbeing and Climate Change Group
Stuart Thomas	Finance Committee Main meeting Wellbeing and Climate Change Group Operation London Bridge Pentyrch Surgery meeting

	Creigiau Quarry Liaison meeting Cllr S Thomas will attend the OVW AGM takes place on July 5 and would like Cllr John Hughes of St Fagans CC to retain the Chairman.
Sandie Rosser	Main meeting Operation London Bridge
John Harrison	Main meeting Finance Committee Pentyrch Surgery meeting Cardiff LDP Pentyrch Neighbourhood Watch
Jenna Quilter	Main meeting Operation London Bridge Pentyrch Surgery meeting
Wynford Ellis Owen	Apologies received
Simon Roberts	Apologies received
Amanda Thorpe	Main Meeting Wellbeing and Climate Change Group Operation London Bridge Creigiau Quarry Liaison TEAMS Meeting Ramblers Cymru & Cardiff PROW Outdoor Meeting: to put together 6 guided walks. Local role would be to help choose routes, note any improvements/repairs and test the routes. Play Wales & Cardiff Council Youth/Play Services Outdoor Meeting
Sara Pickard	Main meeting Wellbeing and Climate Change Group
Teresa Filipponi	Main Meeting Wellbeing and Climate Change Group Pentyrch Surgery meeting Asked for an update from Mark Drakeford on the expansion of the 20mph limit to Gwaelod when he attends on July 19.
Ian Jones	Main meeting Transport Group Wellbeing and Climate Change Group
Gary Dixon	Main meeting Finance Committee Pentyrch Surgery meeting

Date of the next meeting: July 19 2021 online via Microsoft Teams at 6:30pm

The meeting closed at 20:58.
Signed by digital signature

_____ Dated July 19 2021