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Minutes of the Meeting held at 6:30pm, July 19 2021 held online via Microsoft Teams

PRESENT: Councillors Mike Sherwood, Stuart Thomas, Karen Thomas, Gary Dixon, Sandie Rosser, Sara Pickard, Teresa Filippini, Amanda Thorpe

Cardiff Cllr Gavin Hill-John

Dave Christopher, Emma Phillips for PARC

Colin Belward, CRC

Dave Aspden, Ans Aspden

Mike Colley, Pentyrch Neighbourhood Watch

In attendance: Helena Fox, Clerk

1. To receive apologies for absence: Cllrs Ellis Owen, Simon Roberts, Ian Jones, John Harrison, Jena Quilter

2. To receive any declarations of interest: there were none.

3. Public and press session: The Chairman adjourned the meeting for members of the public to speak.

- Dave Christopher, as Chairman of PARC, the group working with PCC to fund-raise for Memorial Park, Pentyrch reported that to date the group had raised close to £40,000 through events, Scarecrow trail, donations and grants. They now want to finish this and complete the project, having made some major achievements. Replacing the fence is the final piece along with benches, picnic table and bins. He had sourced some indicative figures of fencing costs and hoped that some football space could be used in the green space end of the park.
- Colin Belward: asked for an update on the revised Lease with CRC. He asked for wood chippings left on the field for some four months to be removed. He asked if a copy of the recent report from Cardiff Standards & Ethics was available - the Clerk said it was on PCC's website.
- Dave Aspden commented on how lovely it was to see the numbers of children using Memorial Park and that its upgrade was a remarkable achievement.
- Mike Colley wanted to check all Councillors had received his letter about the path at Memorial Park. The Clerk confirmed it had been sent twice from her and once from him.

The Chairman reconvened the meeting.

4. To approve the Minutes of the Ordinary Meeting held on June 21 2021: The Minutes of the meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Dixon. All agreed. They will be signed by the Chairman with an electronic signature.

4.1. It was **RESOLVED** to clarify the issue around committee meeting times and set them as 6:30pm for evening; 10:30am or 2pm in the day.

5. To approve the Minutes of the H&S Committee held June 23 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** as follows:

- 5.1. to commission an asbestos report for 1 Penuel Road on the advice of Ellis Whittam. Following discussion with the Chairman and others this is booked for July 20 with Anchem at a cost of £425.
- 5.2. In future budget years, that the H&S Committee have its own budget to ensure all the basic H&S needs are covered and that the committee have delegated powers to spend within that budget. Cllr S Thomas voted against.
- 6. To approve the Minutes of the Planning Committee held July 7 2021:** The Minutes of the meeting were proposed as accurate by Cllr K Thomas seconded by Cllr Dixon. All agreed. They will be signed by the Chairman with an electronic signature.
- 7. 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 recommendations. It was **RESOLVED**:

- 7.1. to make the following virements set out in the table below. This doesn't change the overall budget but moves

Items over 25%	Explanation	Action
PAYE NI	In the budget, tax had not been deducted from the salaries line item to show net salaries only. Notification of any national pay rise for the year is awaited.	£5,930 to be vired from Staff Salary to PAYE/NI. Total budget is not altered. RESOLVED
Woodland	Land to be surveyed is a little larger this year to ensure all ash die-back is included. Once survey is received will inform budget in subsequent years.	Vire £140 to cover extra survey area increase HF: suggest taking £140 from Park Maintenance (£400) RESOLVED

- 7.2. that Cllrs Gary Dixon and John Harrison be added to online banking and Cllr Dixon be made a signatory to the account.
- 7.3. that payments for May 2022, particularly salaries, be approved before the elections. The proper arrangements will be confirmed.

Cllr Filipponi joined the meeting.

- 7.4. to make an imprest expenditure of £100 each to PCC's two Community Maintenance Officers. This is a one-time payment to cover purchases on behalf of PCC such as fuel and PPE. The staff members will return the sum or its balance on leaving PCC's employment. There will be a new nominal code in the accounts.
- 7.5. having reviewed new finance information to award Pentyrch Cricket Club £488 towards practice nets and youth teams under the Power of the Local Government (Miscellaneous Provisions) Act 1976, S19. The club will be asked to submit an article to the Community Link to publicize the grant and expenditure so that the community is aware. Cllr S Thomas votes against.
- 7.6. to replace the bench at Lon y Fro open space from the Parks Miscellaneous budget (£1500) with a recycled plastic bench at a cost of up to £278 + VAT.
- 7.7. that expenditure is made from the Memorial Park EMR: picnic table £718 + VAT; 2 bins £556 + VAT.

8. To receive an update from the Wellbeing & Climate Change Group: The group had met and submitted two proposals to this meeting, circulated in advance. This was received. Cllr Thorpe led the meeting through the two proposals. It was **RESOLVED** that:

- 8.1. that Pentyrch Community Council join the Tempo Time Credits scheme. Cllr Thorpe will lead on this. Tempo Time Credits is Wales-based. There is no cost for groups or organisations to join the Tempo Time Credit Cymru Network.
- 8.2. that Pentyrch Community Council appoint a competent external wildlife group to assess the nature, land management, community growing, opportunities (and any risks) for 3 parcels of PCC land: Garth Villa Woodlands, Gwaelod-y-Garth, Terrace Woodlands, Creigiau and Fairmeadow, Pentyrch), providing a report documenting best options for the future management and use of this land, in terms of the community, nature and climate change. This could inform the new Community Council following the May 2022 elections and for wider community & interested-party consultation on the effective and sustainable management of this land for future generations.
 - 8.2.1. Local Places for Nature and local Woodland Trust group will be contacted for advice to be presented to PCC at a future meeting. The Clerk will work with the Wellbeing and Climate Change Group.

9. To receive an update from the Transport group: There was no update another meeting is planned with Transport for Wales and it will be interesting to see what Mark Drakeford AM has to say when he attends the September meeting.

10. To receive the report of the Community Engagement Officer: This was circulated in advance.

- 10.1. Cllr S Thomas asked about the hedge at Pentyrch Primary School. The Clerk explained that the CEO had persuaded Cardiff to trim back the hedge. It was noted that the same problem exists at Creigiau Primary School.

Events

New contact within CCC for: Love Where You Live who helped organise a Covid-regulated litter pick for Pentyrch and Gwaelod Y Garth on Saturday 10th July. Not a brilliant turn out but worth doing. Details will be in the Community Link.

Keep Wales Tidy have agreed to let PCC have 10 litter picks and hoops etc so we can loan these out to anyone local to do a small litter pick as and when. Hopefully will be at the office on the 23rd July.

General community issues and concerns

- After three postponements Cardiff Council has now completed the resurfacing of Main Road, Gwaelod y Garth
- New bins are ready to be placed in Memorial Park
- Still chasing CCC re: refuse collections and now contacting Michael Michael by email.
- attended a public zoom meeting regarding the proposed new surgery
- Reports of hanging branches from tree at Lon Y Fro dealt with by CMO
- Speeding on Heol Y Pentre, Bronllwyn and Church Road: reported this to Richard Davies, PCSO, Highways and GoSafe. Working with Richard Davies to organise posters to encourage speed watch volunteers.
- Reported nuisance parking at Benedict Court, Pentyrch to the police on behalf of a lady living in the flats – cars parked on both sides of the side road, a police officer was going to call to see her.
- Legality of speed limit signage entering Creigiau from Llantrisant Road: Cardiff planning & transport will review and make appropriate adjustments so that the speed limit can be enforced.
- Organised the cutting back of two hedges at Pentyrch Primary School
- Reported weeds appearing on footpaths in various areas also grass verges
- There has been some anti-social behaviour of older children in the Memorial Park and a neighbour has asked if the gate can be made to close more quietly. This may be dealt with by the new fence.

Creigiau Quarry

The next blast was planned to be on the same basis as last time, amended from Wednesday 14th July to Friday 16th July.

Community Link

Started collating articles and ads for Community Link 113

Garth Rotary

Training for use of the new defib in Creigiau is being arranged.

LDP 2021 - 2026

Encouraging residents to take notice of the latest development regarding the new LDP by way of links and reminders.

Miscellaneous

- Shared information to the schools (school holidays fast approaching) from the RNLI regarding safety in the water, and they appreciated this and would share with children/parents.
- Help promote Playwales: they may have a plan for playgroups for children in the school holidays.
- Sharing information regarding vaccination centres.
- Plan to organise some training for CPR/Defib as soon as possible
- The new Gwaelod y Garth lunch club starts on the 4th August: have offered to help them and publicise the group.
- Promoting Keep Wales Tidy.
- Promoting summer smiles Cardiff festival for the young people.
- Shared information regarding new flecsi bus feature for Gwaelod y Garth residents.

Cllr Gavin Hill-John joined the meeting.

11. Matters arising not reporting elsewhere:

- 11.1. Cllr Thorpe asked for an update on the request to Cardiff for a copy of the Register of Commoners. The Clerk reported that Cardiff was unable to find it. It was noted that the Swansea Register is online. The Clerk will try at a more senior level and copy in Cllr Gavin Hill-John.

12. To receive reports from Cardiff Councillors: Cllr Gavin Hill-John reported:

- 12.1. waste collection problems continue to be an issue across all wards for Cardiff.
- 12.2. work is completed on Main Road, Gwaelod y Garth and it is hoped drainage will be much improved with less surface water next winter.
- 12.3. Heol Pant y Gored safety road signage for quarry lorries turning is unresolved.
- 12.4. consultation on Pentyrch Primary School: there is the possibility of a significant investment in the school which would be a great asset to the village and allow more extra-curricular activities. Population statistics and forecasts predict a fall in primary school numbers so single-form primary schools may become less viable in future. The consultation will start on September 13 2021.

Q&A from PCC Members:

- Flecsi bus in Gwaelod y Garth: there has been a return to a very large bus from the smaller size. Cllr Hill-John will look into this.
- Community Link: August 8 is the deadline. Can this include the information about Pentyrch Primary School? Cllr Hill-John will include it in his report.
- Any news on Cllr Graham Thomas: there are issues re the Creigiau play area. Cllr Hill-John had not but will continue to help as best he can in Creigiau.

13. To receive an update on the Memorial Park Public Right of Way: a site-visit by the Building & Estates Committee was held on July 16 and reported back to this meeting and a letter had been received from Pentyrch Neighbourhood Watch. Cllr Sherwood briefed on-site meeting. A discussion followed and it was **RESOLVED** to work with PARC to:

- confirm and mark a new proposed wooden fence line at a site meeting to move the fence in to the play area putting the tree on the path edge and straightening up fence alignment to smooth out the dog-leg and improve visibility thus widening the area adjacent to the path along its length and improving sight lines for all users. This involves moving two benches and bins

- get new quotes in PCC's name with the amended fence route and refer to the low-pressure gas main and include the service map for information
- include a gate from the level part of the new path as well as at each end
- consider further widening the path at car park end to make it safer for horses and bikes.
- consider the best way to provide mini goals, perhaps running east-west to minimize risk of balls landing on footpaths.
- designate the PCC path a permissive path and register it with Cardiff

Gavin Hill-John left the meeting

14. To discuss a Business Plan review: It was agreed that a Business Plan review would help draft the budget for the in-coming council for 2022-2023 which has to be submitted to Cardiff before the end of January 2022, months before the election.

14.1. It was **RESOLVED** to set up a task and finish group to look at an outline Business Plan for the new council to consider and to inform the budget for 2022-2023. Group members: Cllrs Sherwood, S Thomas, Dixon and Rosser. Cllr S Thomas will lead. The review of the PCC office would be a separate task but will inform the Business Plan and budget.

15. To received Cardiff Council's Standard & Ethics Committee Review and Report on May meeting:

It was **RESOLVED** to receive the Report which is on the PCC website. There are no action points apart from a suggestion to changing PCC Members Teams name to add Cllr.

16. To receive an update on the issue of water run-off from PCC's Gwaelod y Garth woodland: The Clerk had circulated in advance a quote for a survey of this land.

16.1. It was **RESOLVED** that the Clerk obtain two other quotes from hydrological engineers for comparison.

17. To discuss land at The Cottage, Pentyrch: PCC had been approached by the owners of The Cottage, Cefn Bychan because there is an odd overlap of their house with PCC's land. The owners were present in the meeting. Having lived in Pentyrch since 1999 and having cultivated part of this land for years, the owners want to sort this out and, having benefited from the land, want to give something back to the land owners, the people of Pentyrch, via PCC.

17.1. Clerk had circulated two Land Registry title plans and the planning decision letter from 2003, PCC's plan and recent photos of the very overgrown boundary.

17.2. Advice will be sought from the Land Registry if necessary.

17.3. There is serious Japanese knotweed in the area that PCC treats. The owners would want the JKW to be taken into consideration as part of the land value.

17.4. PCC does not generally sell its land to residents but this is an odd situation where a house has been sitting on PCC land for more than twelve years.

17.5. It was **RESOLVED** that PCC will receive from the owners their plans for acquiring a piece of land from PCC which the house currently stands on and the clerk will get a valuation from the Valuation Office Agency and the owners may get their own valuation. The owners will pay PCC's costs. A site meeting will be arranged.

18. To receive any update on the plans to relocate Pentyrch Surgery: A public meeting was held online on June 30. Members and staff of PCC attended. Those who signed up for the meeting received an update. It will be mid-September before there is any further information but some of the up-coming meetings can be attended by the public. PCC will publicise these meetings on the website and social media – making sure any link is clickable.

18.1. CHC Service Planning Committee, Monday 10th August 2021 at 10am. The Registration Form for this meeting will be available on the CHC website from Monday 2 August 2021 to Midday Monday 9 August 2021.

18.2. CHC Executive Committee, Wednesday 14th September 2021 at 10amThe Registration Form for this meeting will be available on our website from Monday 6 September 2021 to Midday Monday 13 September 2021.

18.3. Both meetings will be available on YouTube.

19. To discuss any consultations: the Minister for Finance and Local Government has published the consultation: '*Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021*'. It was **RESOLVED** that PCC would make no response. Councillors may make personal responses. The consultation will be open 28 June 2021 to 24 September 2021.

20. To decide on Planning: Applications were deferred to the August 4 Planning Committee.

21. To consider any actions needed in relation to Coronavirus including future PCC meetings: PCC continues to follow the lead of Welsh Government and Cardiff Council and was discussed in the confidential Staffing Committee.

22. To decide on a meeting for August 16 2021: There is no scheduled PCC full council meeting in August but may be held if needed. It was **RESOLVED** not to hold a meeting on August 16. The Finance and Planning Committees will meet in August as will any task and finish groups.

23. To receive reports from Councillors: Date of the next meeting:

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Mike Sherwood	Main Meeting Finance Committee H&S Committee Transport Group Creigiau Quarry Liaison meeting
Karen Thomas	Main Meeting Planning Committee Finance Committee Wellbeing and Climate Change Group Pentyrch Surgery public meeting
Stuart Thomas	Finance Committee Main meeting Wellbeing and Climate Change Group OVW area meeting 5 th July – notes had been circulated Cardiff Standards & Ethics meeting 7 th July. CCC Code of Conduct refresher training 29 th June. Pentyrch Surgery public meeting Creigiau Quarry Liaison meeting
Sandie Rosser	Main meeting Planning Committee H&S Committee

John Harrison	Main meeting Finance Committee Planning Committee Pentyrch Surgery public meeting Pentyrch Neighbourhood Watch
Jenna Quilter	Main meeting Pentyrch Surgery meeting
Wynford Ellis Owen	Apologies received
Simon Roberts	Apologies received
Amanda Thorpe	Main Meeting Wellbeing and Climate Change Group
Sara Pickard	Main meeting Wellbeing and Climate Change Group Cllr Pickard told PCC that, sadly, its long-time past Member, Brynmor Jones had died. PCC had granted him the Freedom of Pentyrch. Cllr Ellis Owen will be asked if he would write a piece for the Community Link to recognize Mr Jones' years of public service.
Teresa Filipponi	Main Meeting Wellbeing and Climate Change Group
Ian Jones	Main meeting Planning Committee H&S Committee
Gary Dixon	Main meeting Finance Committee Pentyrch Surgery public meeting

The Chairman closed the public meeting and moved to a confidential meeting from which the Press and Public were excluded under the Public Bodies (Admission to Meetings) Act 1960 to deal with staffing issues that include confidential information.

24. To approve the Minutes of the Confidential Staff Committee Meeting held on July 15 2021: The Minutes of the confidential meeting were proposed as accurate by Cllr Sherwood seconded by Cllr K Thomas. All agreed except Cllr S Thomas who voted against. They will be signed by the Chairman with an electronic signature. It was **RESOLVED:**

24.1. to engage OVW to evaluate the PCC clerk's role and assist with recruitment based on the quote of £1809 from OVW circulated in advance. Paul Egan will be invited to meet with Staffing Committee to talk this through. Cllr S Thomas voted against.

24.2. to recruit a Clerk's Assistant to succeed the current Clerk, ideally with CiLCA, or a mandate to take CiLCA, ideally taking advantage of Welsh Government grants. A later recruitment of a new Assistant with, or studying for, CiLCA would give PCC two qualified officers and help PCC in the long term. Time should be allowed for training/study as well as contributing useful work to PCC.

- 24.3. that the Finance Committee look at the financial implications of this and have a thorough understanding of the costs for Asst Clerk and possible increase of CMO time.
- 24.4. to ask staff if they would be comfortable having appraisals online via Teams or another platform.
- 24.5. to reaffirm that PCC follows the NALC pay scale and its cost-of-living annual increases.
- 24.6. costs for an upgrade of the Clerk's PC was deferred to the Finance Committee for an adequate specification.

The meeting closed at 20:54.

Signed by digital signature _____ Dated September 20 2021