



Minutes of the Meeting held at 6:30pm, December 20 2021 held online via Microsoft Teams

PRESENT: Councillors Mike Sherwood, Stuart Thomas, Karen Thomas, Sandie Rosser, Ian Jones, Jena Quilter, Sara Pickard

Members of the public:
Arthur Cook, CRC/EHC
Michael Taylor, CRC/EHC
Bethan Roberts CHC/EHC
Tim Goodson CHC/EHC

In attendance: Helena Fox, Clerk

1. To receive apologies for absence: Cllrs Simon Roberts, Teresa Filipponi, Amanda Thorpe, John Harrison, Gary Dixon; Cllr Gavin Hill-John

Cllr Ian Jones joined the meeting.

2. To receive any declarations of interest: Cllr Sherwood declared an interest in the item dealing with the lease between PCC and CRC/EHC as a member of Dynevor Gardening Association. Cllr Jones declared a Personal Interest in the grant to Gwaelod Rangers FC as his wife is a manager.

The Chairman adjourned the meeting for members of the public to speak.

3. Public and press session: there were no comments or questions from the public.

The Chairman proposed that the item on the lease between PCC and CRC/EHC be discussed here. All agreed.

4. To approve the varied Lease between PCC and CRC/EHC: Members had received directly from CRC/EHC an email setting out a request for further amendments to the lease and a copy of the suggested new document.

4.1. Cllr Sherwood and the Clerk had met with two trustees last week to discuss the further amendments to the varied lease.

4.2. Cllr Sherwood reminded the meeting that Fields in Trust had added Clause 11 to the original lease and that 11.8 requires that PCC maintain a high degree of oversight. PCC's solicitor had set out how this might be carried out in the amended Clause 3 in the version approved at PCC's November meeting. CRC/EHC continue to say that this is too onerous and arduous for them and for PCC.

Cllr Jena Quilter joined the meeting

4.3. CRC/EHC proposed an alternative reporting mechanism to comply with 11.8 and had sent the Clerk a booking agreement

4.4. Cllr Sherwood asked Bethan Roberts, Trustee, for comfort that no further changes are expected and she explained that the charity's chief concern was the administrative burden. Provided PCC's solicitor approves the proposed changes that should complete the lease, which the charity is keen to do.

4.5. Following a discussion where it was acknowledged that the proposed final changes were mostly small and everyone is keen for this matter to be completed it was **RESOLVED** that PCC submit

CRC's proposed changes to PCC's solicitor so that PCC can take legal advice on them; that PCC and CRC are in agreement that the reporting relationship meets 11.8 without being onerous on both. In favour: 6. Against: 0 Abstained: Cllr Sherwood

- 4.6. The Clerk will contact PCC's solicitor straight away and provide the proposed changes and booking agreement provided by the charity. The Clerk will suggest that PCC's solicitor liaise with Bethan Roberts
5. **To approve the Minutes of the Meeting held on November 15 2021:** The Minutes of the meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Jones. All agreed. They will be signed by the Chairman with an electronic signature.
6. **To approve the Minutes of the Confidential Staffing Committee Meeting held on November 24 2021:** The Minutes of the meeting were proposed as accurate by Cllr S Thomas seconded by Cllr Rosser. All agreed. They will be signed by the Chairman with an electronic signature. It was **RESOLVED:**
 - 6.1. To accept the reports and instruct OVW to move to the next stage in recruiting a new Clerk
 - 6.2. To give delegated powers to the Staffing Committee to take all steps to provide for the recruitment of the new Clerk.
 - 6.3. that all staff each receive one scale point increase for 2022-23.
 - 6.4. to add to the budget for 2022-23 costs for an apprentice to work with the CMOs.
 - 6.5. to engage OVW to look at other PCC roles, apart from the Clerk, including the possibility of a CMO apprentice, to consider any grants to support an apprentice and accept the OVW quote of £978 for this work.
 - 6.6. to look at increasing office opening times in Spring and in line with Welsh Government guidelines. This was deferred to later in the meeting.
 - 6.7. that the CMOs start a programme of internal redecoration where possible taking into account roof repairs.
7. **To approve the Minutes of the Planning Committee Meeting held December 1 2021:** The Minutes of the meeting were proposed as accurate by Cllr K Thomas 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 Meetings held on December 13 2021:** 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. Cllr Sherwood took the meeting through the recommendations from the Finance Committee and it was **RESOLVED** that:
 - 8.1. PCC offer to take over care and repair of the two Cardiff Council benches in Gwaelod y Garth on Riverglade and PCC will use recycled materials if Cardiff agrees to this transfer.
 - 8.2. Young Ones had requested a grant to help fund children's fitness and wellbeing sessions for those less well-off in PCC's community. The Clerk had asked Young Ones how it will monitor, record and evidence the need in the PCC area and the estimated number of children who would benefit from a reduced fee.
 - 8.2.1. It was **RESOLVED** to defer this to the January meeting until the information is received from Young Ones.
 - 8.3. Gwaelod Rangers Football Club had requested a grant for a defibrillator but were not sure how much they needed so it was **RESOLVED** to defer this to the January meeting until the information is received from GRFC. It was noted that Western Security Systems have recently installed an external defibrillator on their building on Heol Goch and this might effect GRFC's application to Welsh Government because of the distance criteria.
 - 8.3.1. Defibrillator maintenance costs could be considered by PCC for the first year.
 - 8.3.2. Cllr S Thomas thanked the Clerk and Community Engagement Officer for getting all PCC area defibrillators added to the Cardiff iShare map.
 - 8.4. It was **RESOLVED** to award a Christmas bonus of £35 to each of PCC's four members of staff.
 - 8.5. It was **RESOLVED** to pay 5 hours extra time for the Clerk worked in November due to weekend work so Members had information in time for meetings.
9. **To approve the Minutes of the Planning Committee Meeting held December 13 2021:** 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.

- 9.1. **21/02719/DCH** CONVERSION OF EXISTING BUNGALOW INTO A 2 STOREY 4 BED HOUSE SAMANTHA, HEOL PANT-Y-GORED, CREIGIAU, CARDIFF, CF15 9NF. It was **RESOLVED** to comment that the detailed design should reflect the character and nature of the existing area and that there is no undue loss of privacy for neighbours.
- 10. To receive an update from the Wellbeing & Climate Change Group:** There was nothing since the group had not met.
- 11. To receive an update from the Transport group:** Cllr Jones is still waiting for Transport for Wales to confirm dates.
- 12. To receive an update from the Works Project Working Group:** The updated Work Plan was circulated in advance. The Clerk had noted that this document needs to be more realistic in the time it takes to update and the details PCC wants. The group will consider how amend this.
- 13. To receive the report of the Community Engagement Officer:** This was circulated in advance. The Report was accepted.
- 13.1. **Bus Route 136:** Members noted that very poor service on this route is a continuing problem partly due to buses starting from a different depot from other local buses. Cllr Gavin Hill-John previously explained that Cardiff Council are in discussions with Stagecoach and about the service contract. Residents have complained about the service with waits of up to two hours.
- 13.2. It was **RESOLVED** to make a Freedom of Information request to Stagecoach asking for details of interruptions to their Route 136 service and whole and part-cancellations (any bus that started a journey but failed to reach its scheduled destination) on routes both from Cardiff to Pentyrch and from Pentyrch to Cardiff from August 21 2021 to December 21 2021. Once that information is received the Clerk will write to the Traffic Commissioner for Wales with the data and asking for an investigation into the Route 136 service.
- 13.2.1. The Clerk will also follow up with Mark Drakeford's office on a proposed meeting with Caro Wild, Cardiff Council.

Events

Laid a wreath on behalf of PCC at this year's Lan memorial: very poignant service.

St Catwgs church carol service on the 14.12.21: Cllr Quilter gave a reading.

Santa's Parade – Sunday 19th December at 6.00 p.m. PCC staff driving truck/trailer with Santa's Sleigh.

PCC Library is open every Friday from 10-12.

Forthcoming Great British Spring Clean: contacted the local schools: two have shown an interest.

Working with Cardiff's Love Where You Live to coordinate a clean-up in the New Year.

Creigiau Santa Run 18th December to raise money for Friends of Creigiau School

Community Link

Creigiau Tennis Club are planning a big spread in the link in February and August 2022 to celebrate the Club's centenary.

General community issues/concerns

Local defibrillators: these are not being checked regularly. Liaising with Calon Hearts who say the onus to check if pads and batteries are working is the responsibility of the individual groups – they will be contacted and local groups signposted to Calon Hearts. Local sites will be registered on Heartsafe and Cardiff's iShare map.

136 Bus Service has had a lot of complaints on social media. Informed Cllr Gavin Hill-John and heard from bus company that they are short of drivers.

Cows loose again in Gwaelod y Garth: PCSO informed.

Continuing problems of dogs off leads and causing problems for farmers.

Rubble reported on payment opposite school: reported and removed

Bins not emptied in Cefn Bychan: reported.

Storm Arwen trees down in various locations but all sorted and cut back or moved by local residents

Concerns about potholes by Canada Lodge & Lakes, reported to Cardiff

Creigiau Quarry

One lorry got lost in Creigiau were informed about a lorry in the wrong area of Creigiau, he wasn't supposed to be going to Creigiau Quarry and was totally lost!

A Phil Webb lorry was seen driving through Pentyrch but we weren't given the exact reg/time/date etc to query this.

Cllr Hill-John has met with Cardiff Highways about the sharp turn for quarry vehicles turning into/out of Heol Pant Y Gored. Signs will be made easier to see and vegetation cut back.

Garth Rotary

Food bank/Tin on the Wall is still doing well.

Lots of Christmas Presents were dropped off at the office for donation to underprivileged children.

South Wales Police/PCSO reports to Richard.

Promote SW police contacts.

Publicise online scam warnings.

Publicise road rules for e-scooters.

Reported problem parking at Cefn Bychan and Bronllwyn.

Shared crime prevention tips

Asked PCSO if he could visit a few local groups in the New Year to introduce himself as a few passing comments saying not seeing the police, he is happy to do this. He was hoping that Cuppa with a Coppa might be introduced.

Miscellaneous

Worked with Garth Rotary to provide names to Global Bites to recognize people who had contributed to their community.

Lots of books donated to the PCC library. Will promote library on social media and noticeboards. Two volunteers are helping keep the library tidy.

Environment/Sustainability event at Gwaelod Village Hall may lead to a Community Link article.

Promoted Keep Wales Tidy's new dog-fouling campaign/posters - Leave only your paw prints

Information shared with the community

Cardiff Bus Strategy

Cardiff's LDP consultation

Vaccination centres and walk-ins

Cardiff Metro at Taffs Well

General waste collection dates etc

Pentyrch Surgery to let residents know they are not doing the booster jab, letters will be sent out informing residents as to when and where to go (various locations)

Cefn Colstyn Farm - various issues around dogs off-lead and improvements to footpaths.

Cardiff activities for the over 50s

Contact for Welsh Ambulance Service

Roadworks on the M4 affecting Coryton are due to be completed by the 16th December.

RNLI – take extra care storm Brava, high winds and large seas.

Samaritan's details

Coronavirus/omicron updates

Ongoing Issues reported to Cardiff Council

Path in poor repair 1 – 6 Villas, Gwaelod

Verges encroaching onto roads towards Creigiau Park, Capel Llanilltern

Poor road surface at old quarry entrance on Heol Goch.

Rocks/stone falling from the bank at bottom of Heol Goch after heavy rain

Street sign posts broken, dirty or faded completely

Large potholes appearing on the zig zag path, Gwaelod y Garth

14. Matters arising not reporting elsewhere: There were none.

15. To receive reports from Cardiff Councillors: There were none.

16. To discuss advertising a vacancy in the Creigiau Ward to fill by co-option: It was **RESOLVED** to advertise in the New Year with a deadline of February 21 meeting. The term of any co-opted Member will end in May 2022.

17. To discuss a draft PCC budget for 2022-2023: a draft budget and an explanatory Report on Key Decisions had been circulated in advance.

17.1. The draft budget was recommended by the Finance Committee to main Council and Cllr Sherwood thanked the Finance Committee for its hard work to date.

- 17.2. Cllr Sherwood took the meeting through each key decision and the budget was amended or recommendations made and it was **RESOLVED** to refer the budget back to the January Finance Committee.
- 18. To decide on working with Pentyrch District Local History Society on a memorial bench for Don Llewellyn**
- 18.1. It was **RESOLVED** to work with PDLHS to commission a memorial bench with funds raised by the society and PCC will install and maintain. The Clerk will liaise with the group over design and manufacture. A site has been identified close to Pentyrch Village Hall.
- 19. To receive an update on a survey of water run-off from PCC's Gwaelod y Garth woodland :**
- 19.1. The survey report was shared with householders who replied to PCC.
- 19.2. The Clerk has tried to contact Cardiff's officer by email and phone and not had a response.
- 19.3. Natural Resources Wales said that surface water over their land was not within their remit and the Clerk has sought support from Mark Drakeford's office on cooperation from NRW. Local NRW contacts will be explored.
- 19.4. The Clerk will continue to seek further advice for the householders.
- 20. To discuss PCC's approach to the Local Development Plan Review and Consultations:** The current Strategic Options consultation (deadline is February 8) and Cardiff Civic Society's vision statement had been circulated in advance.
- 20.1. Cardiff's LDP team have agreed to meet with PCC members and discuss the RLDP generally. The Chairman and Vice Chairman and Clerk met online with Cardiff's Head of Planning on Friday December 17th and Members had been updated. Overall, the RDLP is likely to have many fewer new houses than the last LDP and most on brownfield and city centre sites.
- 20.1.1. Cardiff will have a community engagement programme, which it considers to be very important, but face/face contact has to be limited.
- 20.1.2. PCC will work with Cardiff to set up online meetings with PCC and community. Community engagement is key for promoting and encouraging residents to engage with the RDLP process.
- 20.1.3. PCC will publish information in the Community Link, social media and its website.
- 20.2. The Clerk will share links for Candidate Sites with all PCC Members and online explaining that the sites are nominations only and no decision has been made on whether they will be part of the RDLP or not – a consultation on the sites will take place in future.
- 20.3. Cllrs Sherwood and K Thomas had attended a NWCG meeting with only 6 other attendees. NWCG will contact Cardiff Civic Society and suggest that NWCG work with CCS to produce coordinated joint responses. The NWCG secretariat is yet to be resolved but will not be provided by PCC.
- 21. To receive an update on the Governance and Financial Management Self-Assessment Toolkit pilot:** PCC is pilot-testing this excellent document produced by Welsh Government, One Voice Wales and the Society of Local Council Clerks. It is going to be a big help in checking, recording and monitoring what we do and how we do it. It will be an excellent tool as part of the handover to a new Clerk.
- 22. To discuss ideas for HM The Queen's Platinum Jubilee celebrations:** Cllr Jones had explored possible activities and documents were circulated in advance. Restrictions caused by Covid cannot be known but have to be considered. Possible Jubilee projects:
- 22.1.1. Beacon on the Garth: PCC has a metal beacon basket and this could be lit on the Garth. Cllr Jones had liaised with the Williams family who farm the Garth and they are happy to work with PCC and think such a plan is workable and stock can be managed and will not be adversely affected. A beacon is much safer than a bonfire.

- 22.1.2. Jubilee Trail: £499 + VAT – this is a virtual reality community trail that creates 7 locations accessed through smart phones. The Clerk will add this to the budget but final decisions do not need to be made until April 2022.
- 22.1.3. Jubilee Forest: PCC could identify some land for this and link with Coed Caerdydd and the Welsh Government’s plan to donate a tree to every household in Wales.
- 22.1.4. Torch relay: this will depend on Covid regulations
- 22.1.5. Commemorative mug for school pupils.
- 22.1.6. Cllr Jones was thanked for his hard work.
- 22.1.7. It was **RESOLVED** to progress the Beacon, Jubilee trail and investigate the costs of commemorative mugs with perhaps designs from each school. Cllrs Jones and S Thomas will look into the cost of the mugs.

23. To receive an update on the plans to relocate Pentyrch Surgery: PCC met with the CHC on 16.11.2021 to get an update. The latest update was made by 14.12.2021 from the Community Health Council: *South Glamorgan CHC is now formally in dispute with Cardiff and Vale University Health Board regarding the proposed re-provision of Pentyrch Surgery. We are going through a mediation (Independent facilitator) process which we hope would facilitate both the CHC and Health Board in finding a satisfactory way forward on the main points. We are going into this process with a desire to find a way forward which will address the issues raised by the communities affected. The CHC role within the service change process is to act as an honest broker ensuring that the voices of communities affected, including their observations, concerns are heard whether they be in support or not of the proposals.*

- 23.1. Llandaff Surgery continue to meet with Cardiff over the transport links and are optimistic they will be in place for the new surgery.
- 23.2. All other progress is on hold during mediation and it is not known how long that will take.
- 23.3. PCC will continue to keep the community informed through its website, Community Link and social media.
- 23.4. PCC continues to be very concerned about effect of the extended delay on the future of GP services to the Pentyrch community.

24. To discuss any consultations:

- 24.1. The proposed expansion of Pentyrch Primary School and establishment of nursery provision at the school: 14.12.2021 - 25.01.2022: It was **RESOLVED** that PCC will respond and has publicised the consultation to the community.
- 24.2. The Clerk will ask the school’s Head Teacher and Governors for a meeting to discuss the issues and help inform PCC’s response. Cllr Gavin Hill-John will also be consulted.
- 24.3. A public consultation meeting will be held on January 13 on Teams. PCC Members will attend.

25. To decide on planning applications: there were none

26. To receive reports from Councillors: Members had raised concerns about the sudden increase in risk from the Omicron variant of Covid-19. The Clerk noted that Cardiff Council had advised all staff to work from home where possible. Wales will have new restrictions from, at least, December 27th which will include 2m social distancing and working from home where possible. PCC will continue to follow the guidance from Welsh Government and Cardiff.

- 26.1. It was **RESOLVED** to delegate to Clerk, in discussion with Chair and Vice Chair and Deputy Vice Chair, any action needed for PCC to fully comply with any new rules/legislation from Welsh Government and liaise with Cardiff to stay in step with Cardiff policies. The PCC library will be closed for the time being. Office staff will continue to work from home. The Clerk had already advised the CMOs and they may have to return to working separately/

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Mike Sherwood	Main Meeting

	<p>Staffing Committee Planning Committees Finance Committee</p> <p>CRC meeting LDP meeting with Cardiff NWCG meeting</p> <p>Creigiau Quarry Liaison meeting</p>
Karen Thomas	<p>Main Meeting Staffing Committee Planning Committee Finance Committee</p> <p>CHC meeting LDP meeting with Cardiff NWCG meeting</p> <p>Wellbeing and Climate Change Group</p>
Stuart Thomas	<p>Main Meeting Staffing Committee</p> <p>Cardiff Standards and Ethics Committee</p> <p>Wellbeing and Climate Change Group</p> <p>CHC meeting</p> <p>Creigiau Quarry Liaison meeting</p>
Sandie Rosser	<p>Main meeting Staffing Committee Planning Committees</p>
John Harrison	<p>Main meeting Planning Committees</p> <p>Pentyrch Neighbourhood Watch</p>
Jenna Quilter	<p>Main meeting Staffing Committee</p>
Simon Roberts	<p>Apologies received</p>
Amanda Thorpe	<p>Main Meeting Wellbeing and Climate Change Group</p>
Sara Pickard	<p>Wellbeing and Climate Change Group</p>

Teresa Filipponi	Apologies received
Ian Jones	Main meeting CHC meeting
Gary Dixon	Main meeting

Date of the next meeting: January 17 2022 online via Microsoft Teams 6:30pm

The meeting closed at 21:53

Signed by digital signature

Dated January 17 2022