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## Minutes of the Meeting held at 6:30pm, March 21 2022 held online via Microsoft Teams

**PRESENT:** Councillors Mike Sherwood, Stuart Thomas, Sandie Rosser, Sara Pickard, Teresa Filipponi, Amanda Thorpe, Gary Dixon; Jena Quilter, Ian Jones, Claire Campbell

Members of the public: there were none.

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllrs Simon Roberts, Karen Thomas
2. **To receive any declarations of interest:**
  - 2.1. Cllr Sherwood declared an interest in the item dealing with the lease between PCC and CRC/EHC as a member of Dynevor Gardening Association.
  - 2.2. Cllr Thorpe declared a personal interest in the item dealing with the lease between PCC and CRC/EHC as a member of Creigiau Cricket Club and secretary of Dynevor Gardening Association and in the matter of a grant as Chairman of Keep Creigiau Tidy.
  - 2.3. Cllr Campbell declared a personal interest in the item dealing with the lease between PCC and CRC/EHC as a member of Creigiau Cricket Club.
  - 2.4. Cllr Jones declared a personal interest in the item dealing with the lease between PCC and CRC/EHC as a member of Cambria Bowmen.
3. **Public and press session:** there were none.
4. **To approve the Minutes of the Meeting held on February 21 2022:** The Minutes of the meeting were proposed as accurate by Cllr Dixon seconded by Cllr Filipponi. All agreed. They will be signed by the Chairman with an electronic signature.
5. **To approve the Minutes of the Extraordinary Meeting held on February 28 2022:** The Minutes of the meeting were proposed as accurate by Cllr Thorpe seconded by Cllr S Thomas. All agreed. They will be signed by the Chairman with an electronic signature.
6. **To approve the Minutes of the Planning Committee Meeting held March 2 2022:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Jones. All agreed. They will be signed by the Chairman with an electronic signature.
  - 6.1. It was **RESOLVED** that the Planning Committee note strategic developments in RCT and the Vale of Glamorgan during the preparation of Replacement LDPs.
7. **To approve the Minutes of the Finance Committee Meeting held on March 14 2022:** The Minutes of the meeting were proposed as accurate by Cllr Dixon seconded by Cllr S Thomas. All agreed. They will be signed by the Chairman with an electronic signature.
  - 7.1. It was **RESOLVED** to make the following budget virements:
    - 7.1.1. 4130 Professional Fees: £3,000 from 4400 Community Growing Projects to cover legal fees on the lease with CRC.
    - 7.1.2. 4240 Community Link Expense: £434 from 4400 Community Growing Projects.
    - 7.1.3. 4340 IT: £100 from 4400 Community Growing Projects
    - 7.1.4. 4500 Parks Repairs and Maintenance: £2,200 - from 4400 Community Growing Projects. PCC budgeted £5,000 for the Memorial Park fence but placed a more expensive contract so the extra expenditure is £1,735.75
  - 7.2. It was **RESOLVED** to:

- 7.2.1. transfer £120,000 to the CCLA on receipt of the Precept in April in 4 tranches of £30,000 being the most that can be moved at any one time. The Clerk will draw up the transfer documents in advance so that they can be made to the CCLA as quickly as possible.
- 7.2.2. pay the sum of £75 as an allowance to a councillor who had been absent from PCC for a year, in line with advice from One Voice Wales.
- 7.2.3. to consider Jubilee grants at each of its Finance Committee through June 2022.
- 7.2.4. That the following grants be awarded:
  - 7.2.4.1. Tuesday Club be awarded a grant of £100 towards the cost of new tables and a Jubilee tea under the Power of Wellbeing

Cllr Quilter joined the meeting.

- 7.2.4.2. Keep Creigiau Tidy be awarded a grant of £150 towards insurance and running costs under the Power of Wellbeing
- 7.2.4.3. Creigiau Cricket Club be awarded £500 towards an artificial roll-out wicket under the power of Local Government (Miscellaneous Provisions) Act 1976, s.19. Cllrs Campbell and Thorpe abstained.
- 7.2.4.4. Ty Hafan be awarded £100 under the Power of Wellbeing.
- 7.2.4.5. Happy Gathering be awarded a grant of £50 towards the cost of a Jubilee lunch under the Power of Wellbeing.
- 7.2.5. to pay the Clerk 16.25 extra hours for work done in February due to extra work arising from the incomplete February Finance Committee including longer February meeting prep and meeting time; storm admin; and Extraordinary Meeting 28.2.2022

Cllr Pickard joined the meeting.

- 7.2.6. approve expenditure of £98.40 + new chains £39 + adjusters £13 + new shackle £10 and new shackles for the other swings £22 + VAT to replace the toddler swing at Memorial Park
- 7.2.7. proceed with the updated quote received from Ogilvies for the butterfly and bee bench for Banc yr Avon at £1103; plaque £62; bolt down kit £14 = £1179 + £105 delivery = £1284 + VAT
- 7.2.8. pay the invoice from Emroch for the Memorial Park fence at £6,735.75 + £1,347.15 VAT, as expected.

- 8. To receive an update from the Wellbeing & Climate Change Group:** Cllr Thorpe noted that there was tree planting on the Gwaelod football field by Cardiff Council as part of Coed Caerdydd and new planters from Cardiff have arrived. Litter picks took place in Pentyrch in Gwaelod y Garth. The Group will next meet on April 2. Cllr Rosser thanked Cllr Thorpe for arranging the planters from Cardiff.
- 9. To receive an update from the Transport group:** The group had not met. There may be time for one meeting before the Elections. There has been nothing from TfW. There are also issues of buses to discuss. Cllr Jones will call a meeting.
- 10. To receive an update from the Works Project Working Group:** The Clerk had not be able to update the document. This will be updated for the year end and for the new Council. The group will meet before the end of April.
- 11. Matters arising not reporting elsewhere:** There were none.
- 12. To receive reports from Cardiff Councillors:** There were none.
- 13. To manage risk and make arrangements for the May elections:** In order to minimise the financial risk to PCC during the transition to a new council following the May elections the Finance Committee recommends the actions below. PCC's Internal Auditor has seen the recommendations and thought them very sensible:
  - 13.1. A minimum of three PCC Members be on the bank and CCLA mandates. This will be reviewed in August.
  - 13.2. Delegated powers be given to the Clerk to pay staff salaries, HMRC, pension contributions and invoices due by phone should PCC have no mandate in place for one month from May 9 2022. Any extension will be a further decision for full council to make. This only to

take place if there are no PCC Members who are signatories on the account. All payments needing approval will still be approved in the usual way.

- 13.3. Approval of payment of salaries and other payments for May and June be made in April should this be necessary while there are PCC Members to approve and authorise online. Payment will be set on the bank for payment at the end of the month. Payments can be recalled if needed.
- 13.4. Cllr Dixon be put on the bank mandate and CCLA now.
- 13.5. The Finance Committee scheduled for May 9 is the first day newly elected councillors can meet: the Clerk will confirm this. If so and at least three current Finance Committee members can meet then this meeting can go ahead as scheduled. Both the PCC Chairman and Vice Chairman remain in office until May 16 whether they stand for election or not.
- 13.6. The Planning Committee meeting on May 4 may proceed as normal.
- 13.7. The Clerk will update PCC's Risk Management Schedule to reflect these decisions.

**14. To review the new Clerk's recruitment:** The post was re-advertised on March 11 until March 20.

- 14.1. It was **RESOLVED** that the Staffing Committee continue to hold interviews on April 5 and readvertise later if necessary. An Extraordinary meeting will be held at 6:30pm on April 5. Delegated powers be given to the Staffing Committee to authorise advertising costs up to £1,500 to be placed by One Voice Wales if necessary.
- 14.2. The Staffing Committee will discuss this and with OVW on March 23.

Cllr Gavin Hill-John joined the meeting: There was no specific update.

1. Cllr Jones: Heol Berry Fields, Gwaelod y Garth: pavilion/changing rooms have been condemned by Cardiff. Is there anything that can be done to make them useable for the some 150 children that are in Gwaelod Rangers Football Club and for the Jubilee? Cllr Hill-John will follow up on this and will keep PCC closely in the loop.
2. Cllr Dixon: there was little notice for the temporary road closure of Heol Goch for tree felling. Cllr Hill-John noted that the request came from the private landowners and as a temporary road closure longer notice was not needed. Highways are trying to minimize the number of vehicles using Gwaelod and the Mountain Road hairpin bend as an alternative route.
3. Cllr Thorpe: Creigiau Play Area is still not fully fenced and the contractor has left the site. Cllr Hill-John will follow up on this.

Cllr Hill-John left the meeting.

**15. To update PCC Committee membership:** It was **RESOLVED** that Cllr Campbell join the Staffing Committee where there is a vacancy. All committee memberships will be reviewed at the May Annual Meeting in the usual way.

**16. To receive the report of the Community Engagement Officer:** This was received.

Cllr Dixon left the meeting.

Cllr Jones drew the meeting's attention to the Community Engagement Officers request to discuss increasing PCC's involvement as site to receive certain local recycled materials including TerraCycle, small electrical goods.

Cllr Filippini noted that PCC may be asked to take on some responsibility for managing the land around the Lan Memorial in Gwaelod.

It was **RESOLVED** to wait for the One Voice Wales reports on working hours for PCC staff to check that there are sufficient PCC resources. PCC needs to investigate how this recycling could and should be done by a council and by PCC in particular. There is also the issue of the appearance of many recycling bins on the forecourt. There may be a better site for this. PCC would need to receive a considered and costed proposal.

## EVENTS

Litter pick with Cardiff Council held Saturday 5<sup>th</sup> March Pentyrch in Pentyrch and then Gwaelod y Garth

Keep Creigiau Tidy Litter Pick Sunday held 20<sup>th</sup> March

PCC Library is open on a Friday from 10.00 a.m. to 12 noon

Working on Jubilee events

Local Government Election May 5 2022 notices

## GENERAL COMMUNITY ISSUES/CONCERNS

Issues reported to Cardiff : pavements, bins, verges, footpaths, drains, road surfaces, road signs; fly tipping; street lights; very poor road/pavement pothole repairs, burst pipe

Damaged bus shelter at bottom of Heol Goch reported and now repaired

Poor bus service

## Creigiau Quarry

Footpath re-routing to be discussed at PCC's April Planning Committee

## South Wales Police/PCSO reports

Reintroduced cuppa with a copper once a month in 3 locations.

New posters for Community Speed Watch publicized

## Miscellaneous

Shared wide range of information for local residents: walking routes, road works, bird flu, half-term play schemes, bus/cycle routes, job/careers week with Cardiff Council, Air Ambulance, NRW consultation on N Cardiff Woodlands, Cardiff waste strategy, driving lessons in the care sector, Pentyrch Primary School expansion, Local Government Elections

**17. To adopt a PCC Member/Officer Protocol with Codes of Conduct for Members and Officers:** The Clerk had circulated a draft Protocol with the recommendation that it be adopted with its accompanying Codes of Conduct. This is recommended by the new self-assessment tool for financial management and governance being pilot-tested now and produced by Welsh Government, OVW and SLCC. PCC faces many changes with the coming Election, a new Clerk, perhaps new Deputy Clerk and it is the right time to have a proper Protocol in place so that relationships within a growing council are clear. PCC adopted the Members Code of Conduct when it was amended in 2016, as it was required to do by Welsh Government.

Cllr Quilter dropped out of the meeting for tech reasons.

17.1. It **RESOLVED** to adopt the Protocol and Code of Conduct for Officer and to re-adopt the Welsh Code for Members

**18. To future-proof the production of the Community Link magazine:** It was **RESOLVED** to leave any changes to production of the Community Link to the new council. Cllr Pickard thanked Cllr S Thomas for the article he put together for her and Cllr Rosser thanked him for all his hard work in compiling the Link. All agreed.

**19. To receive and comment on the Independent Remuneration Panel for Wales Report:** This document details the allowances and expenses community and town councillors in Wales can claim. The Report was received. There were no comments.

**20. To receive an update on the amended the Lease between PCC and CRC/EHC:** The Clerk instructed PCC's solicitors on February 23 with the decisions made at the February 21 PCC meeting. As a result of the legal advice on the Licence it was **RESOLVED** to that certain clauses be as follows:

3.1.a The Licensee agrees and undertakes to pay to the Licensor the fee of £ \_\_\_\_\_ ("Licence Fee") on the last day of each month and proportionately for any period of less than a month.

3.1.b The first such payment being for the period from and including the first day of the Licence Period to the last day of the Licence Period together with such VAT as may be chargeable on the Licence Fee,

3.1.c deleted as CRC/EHC requested.

3.2.c. not to share occupation or use of the Premises or any part of them

3.2.d. not to allow more than 80 people to be inside the pavilion situated at the Premises at any one time subject to compliance with any fire regulations for the time being in force;

The Clerk will now send the Lease and, when amended, Licence to Fields in Trust for approval.

20.1. Tennis Club: The Club is installing new spotlights for the courts and CRC/EHC ask permission for the new cables to be installed alongside the path that runs from the road to the courts. They have also written to Fields in Trust.

20.2. It was **RESOLVED** to consent to the laying of the cables and photographs of the project were requested for a Community Link to show the improvement work at the Rec.

**21. To receive an update on a survey of water run-off from PCC's Gwaelod y Garth woodland:** The Clerk had sent information and links from NRW to residents but had had no response, again, from Cardiff. It was **RESOLVED** to write to the residents to say that PCC has done all it can do.

21.1. The Clerk noted that footpath improvement works were hoped to be carried out on Pentyrch 17 as it runs up from Main Road through Gwaelod Woodlands.

**22. To discuss ideas for HM The Queen's Platinum Jubilee celebrations:** Cllr Jones, the Community Engagement Officer and Clerk had met to discuss a range of event ideas. Cllr Jones had met with Mrs Williams who farms on the Garth and who will work with PCC on the Beacon lighting. The Clerk had circulated a list of probable events in advance. The Clerk had registered PCC with the official Beacon projects and with the Jubilee Trail.

Cllr Quilter rejoined the meeting.

It was **RESOLVED**:

22.1. to set up a Jubilee Committee with delegated powers to make decisions about PCC event arrangements and support local groups with any financial decisions to be referred to full Council. Both official and informal meetings will be held as needed. The public can attend committee meetings but not vote. PCC Members: Cllr Ian Jones, Sandie Rosser and Jena Quilter.

22.2. The Chairman of PCC will light the Beacon

22.3. To approve the site the Beacon as proposed by Cllr Jones and Mrs Williams and shown on What3Words: lives.rules.outlawing. This is a fairly large flattish spot visible from Pentyrch with easy access on the main footpath. PCC is very grateful to the Williams family for their help and support. This is also an opportunity to help educate members of the public on the need to respect and protect the Garth and the rest of the beautiful countryside that some take for granted. Sky larks nest on the ground and can be destroyed by dogs off leads. The farm is planning a Summer Fair in August in collaboration with the Royal Welsh Agricultural Society. Further details will be provided in due course.

22.3.1. that if local events on PCC land are arranged through the Jubilee Committee they will be covered by PCC insurance.

**23. To receive an update on the plans to relocate Pentyrch Surgery:** The Minister's decision is expected by April 20. Cllr S Thomas suggested that the PCC offices might be helpful to the practice. The Clerk will raise this with the Llandaff practice.

- 24. To decide and discuss any issues related to Covid-19:** It was **RESOLVED** that the Clerk will call a H&S Committee meeting since the last one was not quorate and discuss this.
- 25. To discuss any consultations:** Welsh Government's 'Consultation on how to measure the inclusion of migrants in Wales' is live and PCC Members can respond as private individuals.
- 26. To decide on planning applications:** Land adjacent to Llantrisant Rd, M4 J33, Cardiff - Pre-Application Consultation. Following a discussion it was **RESOLVED** that PCC would object on the grounds that this application appears to go against the proposed RLDP which prioritises brown-field development with houses that are affordable and near places of work.
- 26.1.1. The Clerk will ask Cardiff's LDP team for a briefing meeting after the May Elections.
- 26.1.2. Meeting was December 17.

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

<b>Councillor</b>	<b>Meetings/events attended and Issues raised All meetings in the previous month unless stated</b>
Mike Sherwood	Main Meeting Extraordinary Meeting Planning Committees Finance Committee  Creigiau Quarry Liaison meeting
Karen Thomas	Main Meeting Extraordinary Meeting
Stuart Thomas	Main Meeting Extraordinary Meeting Finance Committee  Cllr Thomas noted the sad news that Dr Peter Jones had died. He had been a PCC Councillor, Borough Councillor and local GP for many years.  Creigiau Quarry Liaison meeting
Sandie Rosser	Main meeting Extraordinary Meeting Planning Committee
Jenna Quilter	Main meeting Extraordinary Meeting  Cllr Quilter noted that railings at the Frog Pond need checking.
Simon Roberts	Apologies received
Amanda Thorpe	Main Meeting Extraordinary Meeting
Sara Pickard	Main meeting Extraordinary Meeting
Teresa Filipponi	Main meeting Extraordinary Meeting Finance Committee
Ian Jones	Planning Committee Jubilee meeting Jubilee meeting on The Garth
Gary Dixon	Main meeting Extraordinary Meeting Finance Committee
Claire Campbell	Extraordinary Meeting following co-option

**Date of the next meeting: April 19 2022 online via Microsoft Teams 6:30pm**

The meeting closed at 21:00.

Signed by digital signature

Dated April 19 2022