



Minutes of the Meeting held at 6:30pm, April 19 2022 held online via Microsoft Teams

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

Cllr Gavin Hill-John

Members of the public:
Colin Belward
Emma Wilkins

In attendance: Helena Fox, Clerk

- 1. To receive apologies for absence:** Cllrs Simon Roberts, Amanda Thorpe
- 2. To receive any declarations of interest:** there were none.
- 3. Public and press session:**

Emma Wilkins addressed the meeting about the planning application for the land south of Creigiau. Her concerns focused on changes to the proposal from the LDP including bus routes in/out of Creigiau from the site. Ms Wilkins had also written to PCC Members in advance.

Colin Belward asked to see copies of the Lease and Licence between PCC and CRC. There is detritus on the field and would like help with clearing this. Noted an agenda item on management of the Creigiau Recreation Area and would be happy to work with PCC on this. A lot of work is being done.

Cllr Sherwood commented that several Creigiau residents had asked why CRC does not yet have a lease. Since CRC has had a lease since December 2020 he wondered how this misunderstanding had arisen. Mr Belward claimed that the existing lease was not usable because all plans are linked and cannot move forward until the amended lease is signed.

- 4. To approve the Minutes of the Meeting held on March 21 2022:** The Minutes of the meeting were proposed as accurate by Cllr S Thomas 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 April 5 2022:** 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.
- 6. To approve the Minutes of the Planning Committee Meeting held April 6 2022:** The Minutes of the meeting were proposed as accurate by Cllr K Thomas seconded by Cllr Jones. 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 April 11 2022:** The Minutes of the meeting were proposed as accurate by Cllr S Thomas seconded by Cllr K Thomas. All agreed. They will be signed by the Chairman with an electronic signature. Following recommendations was **RESOLVED** to:
 - 7.1. add two reserves as budgeted: £1500 vehicle and £750 ride-on mower and increase the EMRs to £85,684. The Deposit Account will be amended.
 - 7.2. that the new Council act on its healthy financial position and spend funds for the benefit of the community and bring its General Fund in line with policy – see below.
 - 7.3. to amend the Investment Policy to read that the Council will keep a guideline of one month's regular expenditure in the Current Account.

- 7.4. to treat the CCLA as a short-term investment until otherwise advised by Audit Wales.
- 7.5. that the Reserves Policy be left unchanged but to highlight the reserves position to the new council to look at rebalancing its General Fund which is too high at 43% of its expenditure for 2021-2022. It was noted Covid has curtailed PCC's actions for the last two years and things are not back to normal yet.
- 7.6. The Finance Committee meet on May 9th - and this is now confirmed for 4pm
- 7.7. The May salaries, pension and HMRC to be authorized in April
- 7.8. The process of approval and the process of authorizing on the bank are separate processes and should be done by at least two councillors. See 16 below for bank signatories.
- 7.9. to award a grant of £500 Pentyrch Rugby Football Club for its public Platinum Jubilee event on June 5.
- 7.10. Pentyrch History Society had previously approached PCC and PCC had agreed to work with PHS on a bespoke decorative bench for Don Llewellyn. It was **RESOLVED** that PCC meets the cost of purchase and installation of an Ogilvie bench up to £1,200 and that PHS fundraise for the additional cost to remember Don Llewellyn. PHS will be asked to help with design. The Clerk will liaise with PHS and the bench manufacturers.
- 7.11. **To consider a donation from Pentyrch Horticultural Show:** Cllr Amanda Thorpe had informed the Finance Committee that the Committee for the Pentyrch Horticultural Show will be disbanding shortly, with three key members moving out of the area. There is £1,739.67 currently in the Show's accounts and the Committee would like to pursue with PCC the option of closing down the Show's bank account and transferring the money to PCC in a ring-fenced donation. In the short term, if the Show is resurrected, then there is some money available. In the medium to long term, if the Show is permanently discontinued, then the Show's money to be given to local community groups. It was **RESOLVED** that PCC accept the donation and retain it for up to 36 months in an Ear Marked Reserve and if the show was not running by then the funds become available to community or school growing projects.
- 7.12. **Internal Audit Review:** The documents were circulated in advance and received, and no changes were recommended to the documents.
- 8. To approve the Minutes of the confidential Staffing Committee Meeting held on April 11 2022:** The Minutes of the meeting were proposed as accurate by Cllr Quilter seconded by Cllr S Thomas. All agreed. They will be signed by the Chairman with an electronic signature.
- 8.1. **Jubilee:** The main PCC event will take place on Thursday June 2 which is a public holiday: the lighting of the beacon on The Garth. It was **RESOLVED** that the Clerk be able to approve up to 2 days extra time worked per staff member over the Jubilee weekend.
- 8.2. It was **RESOLVED** by full Council that PCC consider a Locum Clerk for June and perhaps to continue if recruitment fails.
- 8.3. The new Clerk's recruitment: The post will be re-advertised on April 21 online with a closing date of May 8. Local advertising was started before Easter.

It was **RESOLVED** to move Item 24 to this point in the meeting.

- 9. To decide on planning applications: 19/02523/MJR: Site E:** A draft objection to this application was circulated in advance. It was **RESOLVED** to submit the objection with the following points added where not already included in the draft: the cycle routes still do not seem adequate; the provision of bus gates does not guarantee a bus service; some properties are proposed to be 3-stories tall which PCC thinks is out of keeping with the local area; a new commercial building is proposed and details will be requested. The current estate does have side roads with spurs to give access to Site E but these current roads were not built or designed to a standard to carry public transport buses. PCC understood that only emergency vehicles might have access to Site E. There are bus stops on Ffordd Dinefwr and A4119 already within prescribed walking distances from the proposed development.
- 9.1. PCC will publish its response in the Community Link and online.

10. To receive recommendations from the Jubilee Committee: an informal meeting was held April 14.

It was **RESOLVED** that the Jubilee Trail venues be:

1. Lan Memorial, Gwaelod y Garth
2. Gwaelod Woodlands
3. War Memorial, Pentyrch
4. The Garth signage board, beneath the trig point
5. St Catwgs Church, Pentyrch
6. Frog Pond, Creigiau
7. Creigiau Recreation Ground

Response from the community has been very low-key. There are no known Jubilee events in Gwaelod or Creigiau. In Pentyrch:

PCC's Beacon 2.6.22

PCC's Jubilee Trail April 30 – June 12

Garth Rotary 3.6.22 at Pentyrch Rugby Club – Musical Jamboree

Pentyrch Rugby Club 5.6.22

Happy Gathering and Gwaelod Tuesday Club are holding their own events, supported by grants from PCC.

11. To receive an update from the Wellbeing & Climate Change Group: There was no update. Cllr Thorpe had organised an informal social get together. The Ramblers had organized local walks and there will be a talk on invasive weeds on April 21 at Pentyrch Rugby Club. RSPB are running a city nature challenge at Creigiau Recreation on April 30 for families.

12. To receive an update from the Transport Group: the group did not meet and will be rearranged under the new Council. Cllr Sherwood hoped that the group would pick up its activities.

13. To receive an update from the Works Project Working Group: The Clerk had circulated an updated list of works projects in advance. The report was received.

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

15. To receive reports from Cardiff Councillors: Cllr Gavin Hill-John was present for his last meeting with PCC. In the run up to the local elections there are few projects to report on. He had enjoyed working with PCC for the last 7 years and thanked PCC for its positive engagement with Cardiff Council. The meeting thanked Cllr Hill-John for his positive support and help on a wide range of issues and especially for his support in the Creigiau Ward. It was **RESOLVED** to make a formal vote of thanks to Cllr Hill-John for all he had done for the community.

Cllr Hill-John left the meeting.

16. To discuss and decide on dates for advertising PCC vacancies for co-option: As of May 9, PCC will have 6 members and 7 vacancies. It may advertise for co-option after May 5 and before May 16. It was **RESOLVED** to run one advert in each Ward with a rolling set of deadlines as follows:

FRIDAY MAY 13 2022 for consideration at PCC's May 16 meeting.

FRIDAY JUNE 10 2022 for consideration at PCC's June 20 meeting.

FRIDAY JULY 15 2022 for consideration at PCC's July 18 meeting.

FRIDAY SEPTEMBER 16 2022 for consideration at PCC's September 19 meeting.

17. To add PCC Members to the Co-Operative Bank and CCLA mandates: It was **RESOLVED** that Cllrs Jena Quilter and Ian Jones be added to ensure four signatories with Cllr S Thomas, M Sherwood (who retires from PCC in May). Cllr Dixon is in process of being added.

18. To discuss future management of the Lan Memorial, Gwaelod y Garth: Cllr Filipponi updated the meeting. The group looking after the Lan have approached PCC informally to suggest that PCC discuss with Cardiff, the landowner, taking on the responsibility for managing the memorial and Memorial arch itself. The details would need full consideration and the commitment needed from PCC but the group wanted to raise it with PCC as something that might be needed in future.

18.1. It was **RESOLVED** that the Clerk will open discussions with Cardiff Council.

19. To consider guidelines for the participation of the public at PCC meetings: Draft Statutory Guidance on the new public participation rules that will apply from May was circulated in advance. PCC largely meets these guidelines already. It was **RESOLVED** to move forward without specific guidelines and review this as needed.

20. To receive an update on the amended the Lease between PCC and CRC/EHC: Fields in Trust had approved the Lease and the Licence on April 11 2022 and the Clerk was working with PCC's solicitor to get the Lease signed and this matter completed. There are a number of steps to be taken by PCC and CRC. This includes statutory declarations for CRC (as done before), registrations with the Land Registry and, finally, signing the Lease.

20.1. The Clerk was asked to get a timetable from PCC's solicitors having been pressed to explain the solicitor's work priorities by Cllr Campbell.

20.2. Cllr Sherwood noted that a Lease has been in place since December 2020. CRC had made requests about land management that is outside the lease and is under PCC's management or is already under CRC management where the lease is clear about obligations. Installation of the Oxford gate was to be a project between CRC and DGA but had not progressed despite being unrelated to the amended lease. The Clerk had previously asked PCC staff to check maintenance issues and undertake any necessary work.

20.3. Cllr Stuart Thomas noted that this matter of a lease with CRC had taken many years. He felt there was a strong underlying tension between CRC and PCC and that this must change and the two organisations must work closely together. Cllr S Thomas said that PCC had not acted in good faith and was not playing fair with CRC. He requested a meeting with CRC to go through all the issues raised. Cllr Campbell agreed with Cllr S Thomas and together they pressed the Clerk to provide evidence and investigate past contractors and their work.

20.4. The Chairman noted that PCC will have to consider the staffing report from OVW and what time is available. PCC has let land management contracts where cost has been the major driver. PCC will have to match what it can do against resources.

20.5. Cllr S Thomas said that PCC should pay a subcontractor to tidy the site if needed and that public perception of PCC was important. The Chairman cautioned that PCC should be careful to check facts against quality of any disputed work.

20.6. It was **RESOLVED** that:

20.6.1. The new Council will ask some PCC Members to meet with CRC and review positive proactive working arrangements for the future.

20.6.2. PCC needs a member of staff with project management experience to run PCC's works contracts and PCC should move forward with recruiting a Deputy Clerk with reference to project management.

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

Events

Queens Platinum Jubilee: planning meetings

Local Government Elections May 5 2022: Notices posted and community notified

Litter Pick Pentyrch/Gwaelod – 3rd September (to be confirmed)

General community issues/concerns

G1 bus returning to old timetable from 25th April for Gwaelod Y Garth

Creigiau Rec: anti-social behaviour at skate park.

Many complaints about the current 136 Bus Service.

Creigiau Quarry

There will be no blasting in 2022. Next liaison meeting in July

Garth Rotary

Food bank collections continue. Tin on the wall will continue as a once a month collection.

Musical jamboree event on 3rd June: proceeds go to local charities.

South Wales Police/PCSO reports to Richard Davies

Cuppa with a copper will be held once a month in 3 locations: communities notified.

New posters about speeding/volunteers

Community information: on-line scams, emergency help lines

Community Link

Community link 116 deadline 29th April for delivery by end of May. Secured 15 advertisers for PCC's 10% off offer for advertising in 4 editions.

Street Issues/Concerns

Trees encroaching onto pavement, blocked road drains, pot holes on pavements.

Road surface repair near to Acapela, Heol Goch and pavement repair on Penuel Road: poor quality reported. Many complaints about poor quality repairs to pot holes in various locations.

Pavements in GYG in very poor condition, reported on several occasions

Potholes: Heol Goch sunken drains and old quarry entrance. Heol Pany y Gored near Canada Lodge & Lakes.

Verges encroaching onto roads towards Creigiau Park/Capel Llanilltern, reported to CCC

Street sign posts: replaced on High Corner, Pentyrch.

Footpaths and open space concerns

Footpath 51, Field Terrace, Pentyrch is in a very poor repair, uneven, slippery and dark.

Footpath concerns: Broken gate, close to the BT telephone exchange, Creigiau

Fairmeadow: flytipping

Footpath slippery from Gwaelod towards Taffs Well Bridge, reported on many occasions.

Path in poor repair 1 – 6 Villas, Gwaelod, residents have to walk on the road. Reported this to CCC

Large potholes appearing on the zig zag path, Gwaelod, reported.

Coed Caerdydd: tree planting too place at Gwaelod y Garth sports field. Community notified.

Miscellaneous

Lambing season – public reminded to keep dogs on a lead

Shared information: Taff's Well men's club, Innovation Strategy for Wales, bird flu warnings, gas/electric metre readings before 1st April; new legislation on use of mobile phones while driving. NHS Spring Campaign – Keep Active. Play schemes for Easter holidays. Pentyrch Neighbourhood Watch meeting/Richard PCSO speaker. Dog fouling warnings.

Thank you to all PCC volunteer litter pickers

Recycling at PCC office: stamps on behalf of RNIB. Old mobile phones on behalf of Ty Hafan. Old spectacles and hearing aids.

22. To consider writing in support of an Early Day Motion to establish an appropriate and effective sanctions mechanism to deal with local councillors found guilty of bullying and harassment:

Draft letters from SLCC were circulated in advance. There was no resolution proposed on this.

23. To receive an update on the plans to relocate Pentyrch Surgery: The Minister's decision is expected by April 20. No update on Minister's decision to date.

24. To discuss any consultations: there were none.

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Mike Sherwood	Main Meeting Extraordinary meeting Planning Committees Finance Committee Staffing Committee Transport Group
Karen Thomas	Extraordinary meeting Planning Committee Finance Committee

Stuart Thomas	<p>Main Meeting Extraordinary meeting Planning Committee Finance Committee Staffing Committee</p> <p>Thanked all retiring councillors for their hard work.</p>
Sandie Rosser	<p>Main meeting Extraordinary meeting Planning Committee</p> <p>G1: had requested a written timetable to go on PCC's noticeboards.</p>
Jena Quilter	<p>Main meeting Extraordinary meeting Staffing Committee</p> <p>A4119: requested that Community Speed Watch consider this. Cllr Sherwood noted that safe places are decided by GoSafe and GoSafe might be able to risk-assess somewhere safe for CSW.</p>
Simon Roberts	Apologies received
Amanda Thorpe	Main Meeting
Sara Pickard	<p>Main meeting Extraordinary meeting</p>
Teresa Filipponi	<p>Main meeting Extraordinary meeting Finance Committee</p> <p>Large tree fallen on Pentyrch 25 footpath.</p>
Ian Jones	<p>Mail meeting Extraordinary meeting Planning Committee Jubilee meeting</p> <p>Thanked all the retiring Councillors for their support and help over the last two years.</p>
Gary Dixon	<p>Main meeting Extraordinary meeting Staffing Committee</p> <p>Notes that Cardiff do not advise PCC about road closures.</p>

Date of the next meeting: Annual and Ordinary Meetings May 16 2022 online via Microsoft Teams 6:30pm

The meeting closed at 20:45.

Signed by digital signature

Dated May 16 2022

