



Minutes of the Meeting held at 6:30pm, July 18 2022 held online via Microsoft Teams

PRESENT: Councillors Gary Dixon, Mike Sherwood, Sandie Rosser, Sara Pickard, Jena Quilter, Louise McGrath, Gareth Downs, Ian Jones, Karen Thomas

Members of the public: Yvonne Krip, John Yarrow

- 1. To receive apologies for absence:** Cllr Stuart Thomas; Cardiff Cllr Rhys Livesy
- 2. To consider any application for Co-option onto PCC:** Applications for Co-Option received before the deadline of July 15 were considered and decided on. Two candidates

Cllr Jones left the meeting for technical reasons

- 2.1. Cllr Rosser proposed and Cllr K Thomas seconded that Yvonne Krip be Co-Opted onto PCC for the Pentyrch Ward. It was so **RESOLVED**.
- 2.2. Cllr Quilter proposed and Cllr Jones seconded that John Yarrow be Co-Opted onto PCC for the Creigiau Ward. It was so **RESOLVED**.
- 2.3. The Clerk will contact the new Members to arrange the signing of the Declaration of Acceptance of Office.
- 3. To receive any declarations of interest:** There were none.
- 4. Public and press session:** No issues were raised.
- 5. To approve the Minutes of the Meeting held on June 20 2022:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Quilter. All agreed. They will be signed by the Chairman with an electronic signature.
- 6. To approve the Minutes of the Planning Committee Meeting held July 6 2022:** The Minutes of the meeting were proposed as accurate by Cllr Rosser seconded by Cllr K Thomas. All agreed. They will be signed by the Chairman with an electronic signature.
- 7. To approve the Minutes of the Extraordinary Meeting held on July 6 2022:** The Minutes of the meeting were proposed as accurate by Cllr Rosser seconded by Cllr Sherwood. 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 July 11 2022:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr McGrath. All agreed. They will be signed by the Chairman with an electronic signature. Following recommendations from the Finance Committee it was **RESOLVED** to accept the Committee's recommendations as follows:

Nominal Code	Budget	Comments	
4130	Professional fees	These are made up of: Solicitors: £725 Recruitment: £1,050 Audit: £175 Land Reg fees: £60 Rialtas: £179	There are final accounts from our solicitors for the CRC lease due. Check again after Q2 for any adjustment
4170	Grants: S137	Because of Jubilee grants you have spent more than 25% at the end of Q1.	No adjustment needed. Check again after Q2
4240	Community Link	This is for Link 116 printing and delivery. It was a larger edition	No adjustment needed. Check again after Q2

		than usual because of the election and Jubilee.	
4260	Fuel	Busy time of year with grass cutting and machines in frequent use.	May need to increase this because of the large increase in fuel costs nationally. No adjustment needed. Check again after Q2
4540	Seats	1 bench has been bought for Banc yr Avon.	There will be the bench to pay for Don Llewellyn but some of that will be refunded by Pentyrch History Society. No adjustment needed. Check again after Q2

It was **RESOLVED** that PCC readvertise the Clerk's role in September. The Clerk will liaise with One Voice Wales on this who OVW will do this within the existing contract apart from any travel.

9. **To appoint members of PCC committees and external bodies:** PCC Members were nominated to represent PCC on outside bodied and standing PCC committees and working groups. The update list will be circulated and published online. It was **RESOLVED** that members be appointed as follows:

Body	Representatives
Primary School Governors	<u>Pentyrch Primary School</u> : TBC <u>Creigiau Primary School</u> : Jena Quilter. The term ends in February 2023 and it was agreed that Jena Quilter serve a second term. <u>Gwaelod y Garth Primary School</u> : Ian Jones was nominated to be a PCC governor for the term of office starting January 2022
Pentyrch Sports Association	Gary Dixon Ian Jones
Pentyrch Village Hall	Louise McGrath (Yvonne Krip is a non-PCC member already)
Gwaelod y Garth Village Hall	TBD
Pentyrch Neighbourhood Watch	TBD
Taffs Well Quarry	Mike Sherwood
North West Cardiff Group	Mike Sherwood John Yarrow Karen Thomas Gary Dixon
Creigiau Quarry Liaison Committee	Stuart Thomas Jena Quilter
One Voice Wales Area Committee	TBD
OVW Larger Councils	TBD
Llan Group, Gwaelod y Garth	Sandie Rosser
Penrhys Pilgrimage	As needed

Statutory or standing committees

Chair and Vice Chair are automatic members of all Committees except Disciplinary/Grievance and Appeals.

All committees need 3 members to be quorate.

Committee	Members
Staffing	Jena Quilter (Chair) Sandie Rosser Yvonne Krip Louise McGrath
Disciplinary/Grievance	Will depend on the issues and people involved
Appeals	Will depend on the issues and people involved. Must be different from anyone involved in any disciplinary or grievance process
Planning	Chair: Cllr Karen Thomas John Yarrow Sandie Rosser Mike Sherwood
Finance (to include Internal Audit)	Chair: Cllr Sherwood Louise McGrath Sandie Rosser Yvonne Krip
Consultations	members as per knowledge/interest
Business Plan	Louise McGrath Sandie Rosser Yvonne Krip Gareth Downs
Buildings and Estates	Karen Thomas Louise McGrath Yvonne Krip Gareth Downs with Business Plan
Community Link	Stuart Thomas: editor Ian Jones Sandie Rosser
Health & Safety	Louise McGrath Sandie Rosser

PCC Working Groups

These groups comprise PCC Members and residents. They are not formal PCC committees or subcommittees and meet on specific areas of interest and make recommendations to full council.

Climate Change and Wellbeing Group	Louise McGrath Sandie Rosser Karen Thomas
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	Sara Pickard Ian Jones Jena Quilter
Youth Council	Gareth Downs Jena Quilter Ian Jones John Yarrow Sara Pickard
Transport	Ian Jones Mike Sherwood John Yarrow Cardiff Members
Communications	Gary Dixon Ian Jones Mike Sherwood Louise McGrath

10. To approve amended PCC Financial Regulations. Amended Regulations with a new section 19 on sale or lease of council land or buildings had been circulated in advance. The Finance Committee recommend approval.

10.1. It was **RESOLVED** to approve the amended Financial Regulations to include a new section on sale or lease of council land or buildings

11. To approve the addition of the Deputy Clerk to PCC's bank mandate and approve delegated powers to the Finance Committee during the transition of new staff. In preparation for a change in council staff it was **RESOLVED** to:

11.1. Add the new Deputy Clerk to the bank mandate

11.2. Set up staff pay and other expenditure for August and September for processing in August

11.3. That the Deputy Clerk joins the Cardiff and Vale Local Government Pension Scheme

12. To receive an update from the Wellbeing & Climate Change Group: There was no update.

13. To receive an update from the Transport Group: There was no update.

14. To receive the report of the Community Engagement Officer: this was received and no comments made.

15. Matters arising not reporting elsewhere: Cllrs Jones noted that the June Minutes needed the date corrected.

16. To receive reports from Cardiff Councillors: Cllr Dixon noted that Cllr Livesy has been very proactive and been responding to issues raised.

17. To receive an update on Pentyrch Primary School expansion: PCC remains concerned that there is no effective traffic solution in the plan. Cardiff promotes walking to school and active travel plans, which is supported by PCC but there are local issues in Pentyrch that need to be resolved. This will be raised through the planning consultation process and the RLDP.

18. To discuss S106 funding in the PCC area: PCC will continue to liaise with its Cardiff Councillors particularly since none live in the PCC area. PCC hopes to have a full brief on this at its September meeting.

19. To discuss the extension of PCC's Lease with Llandaff Surgery: PCC and Llandaff Surgery signed a 3-year lease for use of the land at Pentyrch Village Hall to site the portacabins used as a satellite GP surgery. The lease expires in November 2022. It had been hoped that the new surgery building would be open by then but because of the delay cause by challenges to the process, the building work has not started. The Health Board has to confirm the portacabins are fit for purpose. If so, then Llandaff Surgery may ask PCC for an extension of the lease.

19.1. It was **RESOLVED** that PCC offer Llandaff Surgery the opportunity to renew the lease for an agreed period with three months' notice by either party and with terms to clear the site at the termination of the lease. The legal costs for both parties are paid by Llandaff Surgery as before.

Cllr Jones rejoined the meeting

- 20. To discuss management of the Lan:** The Clerk is waiting for a response from Cardiff about the issues involved in PCC taking over maintenance of the Lan Memorial. This could be a project with Gwaelod y Garth Village School.
- 21. To receive an update on the Youth Council project:** The working group will restart this project.
- 22. To approve the draft PCC Annual Report for 2021-2022:** The draft Annual Report was circulated in advance. It was **RESOLVED** to approve the Annual Report. The Clerk was thanked for her hard work.
- 23. To approve the PCC Training Plan for 2022-2023:** A draft plan was circulated in advance. It was referred to a task and finish group of Cllrs Dixon, McGrath and Quilter for review and then referred to the September main meeting.
- 24. To receive an update on the commemorative bench for Don Llewellyn:** The bench and plaque were ordered in June:
 - 1.1. Blue plaque commissioned 8.6.2022 at £355 + VAT from Croft Cast Signs
 - 1.2. Bench commissioned 1.6.2022 from David Ogilvie with plaque agreed by PHS at £985 + VAT + Delivery £105. Total : £1442 + VAT
- 25. To discuss any consultations:** PCC will draft a response to the extension of the Wellbeing of Future Generations Act. This will be considered at the September meeting. There is information on the Future Generations Commissioner's website.
- 26. To decide on planning applications:** Cardiff has refused prior approval for the telecoms mast at High Corner, Pentyrch on the grounds of impact of the environment and highway safety concerns.
- 27. To receive reports from Councillors:**

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Gary Dixon	Main meeting Extraordinary Meeting Planning Committee Finance Committee
Jenna Quilter	Main meeting Extraordinary Meeting
Ian Jones	Extraordinary Meeting Electrical waste is being dumped and burned in Creigiau. It has been reported to NRW and Cardiff but little action has been taken. The Clerk will follow up with NRW and cc Cardiff Members
Sandie Rosser	Main meeting Extraordinary Meeting Planning Committee Finance Committee A mossy path off Garth Olwg will need resurfacing and Cardiff now says it does not have the budget. This is
Sara Pickard	Main meeting Extraordinary Meeting
Stuart Thomas	Main meeting
Mike Sherwood	Main Meeting

	Planning Committee Finance Committee Community Speed Watch are restricted by the Police on H&S issues, meaning a Police officer must be present with the group. The PCSOs will have new powers to record vehicle speed and be able to issue fines.
Karen Thomas	Extraordinary Meeting Planning Committee
Louise McGrath	Planning Committee Finance Committee
Gareth Downs	

Cllr Sherwood left the meeting for technical reasons
 Cllr Krip left the meeting.

28. To consider whether to meet in August: It was **RESOLVED** not to hold an August meeting.

It was noted that this was the Clerk’s last full PCC meeting before her retirement. PCC thanked the Clerk for her service to PCC over the last five and a half years.

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

The meeting closed at 20:45

Signed by digital signature

Dated September 19 2022