

Clerk: Helena Fox
1 Ffordd Penuel
Pentyrch
Caerdydd CF15 9LJ

Ffon 029 2089 1417
Ebst: clerk@pentyrch.cc
Gwefan: www.pentyrch.cc

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerk: Helena Fox
1 Penuel Road
Pentyrch
Cardiff CF15 9LJ

Phone 029 2089 1417
Email: clerk@pentyrch.cc
Website: www.pentyrch.cc

Annual Report 2021-2022

Introduction from the Chairman

This is Pentyrch Community Council's fourth Annual Report. With each report, we want to let you know who we are, what we do and how we do it. More is expected of us as Cardiff Council's cuts reduce their services and as Welsh Government expects us to be more ambitious for our communities.

This is the first Annual Report that PCC has had to produce. Under the Local Government and Elections (Wales) Act 2021 all community and town councils in Wales must produce Annual Reports from 2021-2022 onwards.

This year was again dominated by the Covid-19 pandemic although there was more opportunity for events than last year.

PCC continues to hold all its meetings online using Microsoft Teams. We've found it a very convenient way to meet and more members of the public have attended than before. It is now the law that if PCC wants to return to face/face meetings it must also provide for the public and councillors to attend remotely. We will be looking into how best to do that next year.

PCC's office staff (the Clerk and Community Engagement Officer) have worked from home throughout the year but we have opened the PCC office and library on Friday mornings when the Covid regulations allow. Our two outdoor Community Maintenance Officers have continued to work throughout the year. PCC followed Welsh Government regulations and aligned with Cardiff Council where it could.

We have worked with several community partnerships and groups during this year:

- Parc: this group donated £5,000 to PCC to be spent on Memorial Park. We have used this generous donation to buy two child-friendly litter bins in the shapes of a frog and a bear, a new picnic table, and new bench. PCC has paid for a new fence that runs alongside the grassy footpath which we moved to make the path wider and safer for all users.
- Creigiau Recreation Charity/Elusen Hamdden Creigiau: PCC and CRC signed a Lease for the playing fields and pavilion at Creigiau Recreation Area on December 24 2020. PCC owns the site and CRC wanted a Lease so that they could have security of tenure that would allow them to apply for funding to upgrade the sports facilities. Not long after the Lease was signed, CRC/EHC ask to vary it and increase the land they manage. This was eventually agreed and CRC/EHC will have a slightly bigger area to manage and use for their planned development of the site.
- Love Where You Live: this is a national programme and PCC has been involved with the Cardiff programme throughout the year. We have been able to start up litter picks again, as the Covid regulations allowed. We continued to host a Terracycle project community collection points for recyclable packaging. We also now collect old spectacles and phones to increase recycling and sharing of unwanted items.
- Garth Rotary are still using the forecourt of the PCC office for their food storage bin and we are happy to help with this important project.

Summer 2022, Cllr Gary Dixon, Chairman

Who are we?

Pentyrch Community Council (PCC) is constituted under the Local Government Act 1972 and is at the most local level of local government. PCC has 13 members divided into 3 Wards : Gwaelod y Garth (2 Members); Pentyrch (6 Members); Creigiau and Capel Llanilltern (5 Members).

Council Members are elected in a contested election, elected unopposed (if no one stands against a candidate) or co-opted. Co-option takes place if there are fewer candidates than seats at an ordinary election or if no one comes forward to call an election following a casual vacancy.

PCC has 4 members of staff: the Clerk and Responsible Financial Officer; the Community Engagement Officer and two Community Maintenance Officers.



The Pentyrch Community Council area

PCC Contacts as at March 2022

All PCC councillors and the Clerk can be found on our website.

Creigiau : Stuart Thomas, Mike Sherwood, Jena Quilter, Amanda Thorpe, Claire Campbell

Pentyrch : Sara Pickard, Karen Thomas, Simon Roberts, Ian Jones, Gary Dixon

Gwaelod y Garth : Sandie Rosser, Teresa Filipponi

Clerk : Helena Fox

Community Engagement Officer : Deb Hunt

Community Maintenance Officers : Colin Davies, Gary Welsby

Changes during the year: Both Councillors John Harrison and Wynford Ellis Owen resigned from PCC in late 2021 and we thank them for their many years of dedicated service to the community. Cllr Claire Campbell was co-opted onto PCC in February.

With ordinary elections in May 2022, the terms of all current PCC councillors end then. PCC will have a new council after the May 5 elections for a new five-year term.

PCC representatives to outside bodies as at 31.3.2022

At each Annual Meeting in May, PCC sets up its statutory committees and nominates councillors to serve on them. It also nominates councillors to sit on external groups and organisations. This can change during the year provided the changes are agreed and minutes at a full council meeting.

Body	Representatives	Meets	Remit
Cardiff Standards and Ethics Committee	Stuart Thomas	At CCC offices	To represent the 6 Cardiff Community Councils until 2022.
Primary School Governors	Pentyrch Primary School: Simon Roberts Creigiau Primary School: Jena Quilter Gwaelod y Garth Primary School: to be filled in 2022	As per each school's arrangements.	PCC can nominate representatives to act as an extra governor of primary schools only. The PCC member is a full member of school governing body with all the responsibilities the role brings. Appointments are for 4 years.
Pentyrch Sports Association	Gary Dixon Sara Pickard	As per PSA arrangements	PCC has a long history of involvement with the PSA.
Pentyrch Village Hall	Simon Roberts Ian Jones (back up) as of September 2021	As per PVH arrangements	PCC owns the land that PVH sits on. To support the hall

Gwaelod y Garth Village Hall	Teresa Filipponi	As per GVH arrangements	To support the hall
Pentyrch Neighbourhood Watch	Ian Jones	As per PNW arrangements	To support the group
Taffs Well Quarry (Cemex) Liaison Committee	Stuart Thomas Simon Roberts	About 3 times/year	To liaise with the quarry and other groups affected by its work
North West Cardiff Group	Mike Sherwood Stuart Thomas Karen Thomas	Every two months or so	To represent NW Cardiff communities on issues around the LDP, with a particular focus on transport
Creigiau Quarry Liaison Committee	Mike Sherwood Stuart Thomas Amanda Thorpe Karen Thomas Jena Quilter		To liaise with the quarry and other groups affected by its work
One Voice Wales Area Committee	Stuart Thomas Mike Sherwood Karen Thomas		To keep up to date with issues affecting our sector
OVW Larger Councils	Stuart Thomas	Quarterly	To keep up to date with issues affecting larger CCs
Lan Group, Gwaelod y Garth	Teresa Filipponi	As needed	
Penrhys Pilgrimage	Simon Roberts Amanda Thorpe (back up)	As needed	Partnership project with groups/councils along the route.

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	Meets	Remit
Staffing	Gary Dixon Sandie Rosser Jena Quilter Claire Campbell	Twice a year or as needed	<p>Admission of the Public and Press</p> <p>The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.</p> <ul style="list-style-type: none"> i. To review staffing structures and levels and make recommendations to the Council. ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance. iii. To review staff salaries and terms of conditions and make recommendations to Council. iv. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk. v. To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action. vi. To appoint members to hear any formal grievance. vii. To review health and safety at work for all Council employees. viii. To review all Council policies that relate to staff employment on an annual basis. ix. To ensure the Council complies with all legislative requirements relating to the employment of staff. x. To consider any necessary delegations and make recommendations to full council
Disciplinary/Grievance	Will depend on the issues and people involved	as needed	To follow PCC’s Disciplinary and Grievance Procedures and make recommendations to Full Council

Appeals	Will depend on the issues and people involved. Must be different from anyone involved in any disciplinary or grievance process	as needed	To follow PCC's Disciplinary and Grievance Procedures and make recommendations to Full Council
Planning	Simon Roberts Ian Jones Sandie Rosser Karen Thomas	Meets 1 st Wednesday of each month at 11am on Teams	has delegated powers to respond to all statements of discharge of conditions and all planning applications as they affect the PCC area.
Finance (to include Internal Audit)	Karen Thomas Gary Dixon Teresa Filipponi	Meets 2 nd Monday of each month at 11am on Teams	delegated powers to approve purchase orders for budgeted items up to £2,000 and set pre-paid debit card expenditure limits and approve top ups Agenda items: <ul style="list-style-type: none"> • Monthly bank reconciliations • Twice yearly Internal Audit Reports • Investments of Council funds • Expenditure and income against budget • Budget preparation • Budgeted expenditure over £2,000 as previously approved by Main Council • Overtime for staff (excluding changes to permanent worked hours) • Petty cash
Consultations	members as per knowledge/interest	as needed	To draft responses to consultations for decision by Main council.
Business Plan	Karen Thomas	Once per council term	to complete and drive implementation of the Business Plan to oversee the Village Plan Questionnaire and the follow-up Village Plan

Buildings and Estates	Karen Thomas Amanda Thorpe Ian Jones	Quarterly	to discuss issues affecting the land and property owned and managed by PCC which includes 1 Penuel Road, Creigiau Rec Pavilion, parks, graveyards, play area and Garth Mountain
Community Link	Stuart Thomas: editor Ian Jones Amanda Thorpe Teresa Filippini Sandie Rosser Chris Priday: proof reader	No meeting. Quarterly editions	To compile and check Community Link editions
Health & Safety	Karen Thomas Jena Quilter Sandie Rosser Ian Jones	Quarterly	To ensure that PCC's policies, procedures and working practices regarding health and safety meet or exceed any legal obligations, with the object of promoting the well-being and safety of PCC's employees, and others who may be affected by its activities. To consider any necessary delegations and make recommendations to full council. To review Action Plans produced by Key Safety Solutions and make recommendations to Main Council.
Jubilee Committee	Ian Jones Jena Quilter Sandie Rosser	As needed	To make decisions about PCC event arrangements and support local groups with any financial decisions to be referred to full Council.

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	Amanda Thorpe Stuart Thomas Karen Thomas Sara Pickard Simon Roberts Ian Jones Teresa Filipponi	As needed	To help meet the national and Cardiff Wellbeing of Future Generation Act goals through projects in the PCC area
Youth Council	Stuart Thomas Sara Pickard Jena Quilter Teresa Filipponi Amanda Thorpe Ian Jones Amanda Thorpe Sandie Rosser	As needed	To establish a Youth Council in the PCC area, working with Cardiff Council and local schools
Transport		As needed	

What do we do?

PCC owns and manages land and buildings, supports local projects, represents the community in local and national consultations and lobbies on your behalf on local concerns, particularly highway maintenance, traffic and public transport, quarries, planning and development.

There is an increasing bureaucratic burden in running community councils as our work is affected by more laws and regulations. We want to operate professionally and meet the required or recommended standards. Much of this official work is done by the Clerk.

The Clerk manages the council and advises Members on the law and best practice. As RFO she is responsible for managing the finances and preparing accounts for audit. The Community Engagement Officer liaises with our villages in our growing range of community projects and events which are detailed later. She runs our social media profile on Facebooks and helps produce the Community Link magazine and supports the Clerk with administrative tasks. The Community Maintenance Officers manage the land we own and keep it in good order. This involves grass

and hedge cutting, woodland management, repairs to fences and benches. They also pick up litter five days a week and deal with fly-tipping where possible. You may be familiar with our silver Toyota truck with the PCC logo on its side.

We deal with regular questions and concerns from the general public and help them to sort them out. Typically these involve broken street lights, unemptied rubbish bins, bins not collected, drains blocked, fly tipping, roads and pavements.

We publicize information on our website (www.pentyrch.cc) and on Facebook. We also have 7 noticeboards in the community for official PCC business and community use.

PCC owns and manages the following land and buildings:

Community Assets: Property

Garth Common (freehold)
Memorial Park, Pentyrch (99 year lease from 1951)
Pentyrch Village Hall (freehold)
Bronllwyn Graveyard, Pentyrch (freehold)
Ael y Bryn & Lon y Fro open spaces (freehold)
Garth Villa Woodland (freehold)
Parc y Felin Woodland (freehold)
Terrace Woodland, Creigiau (freehold)
Penuel Road Graveyard, Pentyrch (999 year Lease from 1996)
Fairmeadow Fields, Pentyrch 999 (lease)
Creigiau Recreation Ground (freehold)
Carpark land at Pentyrch Village Hall (freehold)
Pantbach, Pentyrch (freehold)
Lon y Fro, Pentyrch (freehold)
Land south of Cefn Bychan (freehold)
Cefn Bychan/Fairmeadow Woodland
Castell y Mynach Open Spaces
Land off Ffordd Dinefwr, Creigiau
Millennium Mosaic, Pentyrch

Community Assets: Other

Public benches: 39
Council Noticeboards: 7
Historical postcards
Memorial Park Playground Equipment
Commemorative Benches: 3 WW1
Commemorative Benches: 1 WW2
Decorative Bench at Frog Pond, Creigiau
Decorative litter bins at Memorial Park, Pentyrch
Picnic table at Memorial Park, Pentyrch
Bench at Memorial Park, Pentyrch
Bench at Lon y Fro, Pentyrch
7 PCC logo street litter bins

How do we do what we do?

PCC, like all town and community councils, must make its decisions in public and these are done in our monthly meetings held on the 3rd Monday of every month except August. We used to spend four months in each of Creigiau, Pentyrch and Gwaelod y Garth but all meetings took place online this year. All Minutes can be found on our website. We have long put our Minutes online as soon as practical after each meeting. From May 2021 it was a legal requirement to put at least basic information including who attended meetings and what decisions were made online within seven working days.

PCC has a number of committees to deal with specific aspects of our work: the Finance Committee meets on the 2nd Monday of every month; the Planning Committee meets on the 1st Wednesday of each month. Other committees meet quarterly or as needed: Building & Estates; Business Plan, Staffing; Health & Safety.

We now have two working groups that meet regularly: Wellbeing and Climate Change Group and a Transport Group. These groups are not official PCC meetings so can meet as and when they want and can involve members of the public. Recommendations are then made to PCC's Finance Committee and/or Main Council meetings for decisions. The Wellbeing and Climate Change Group has a particular interest in environmental issues such as footpaths, tree planting and land management. The Transport Group has a particular interest in the Cardiff Metro and how it will help improve services in the PCC area.

Creigiau councillors have held monthly surgeries in the Church Hall as way of meeting informally with residents who can raise issues and concerns which PCC can act on or refer on to the right person. These didn't start up again until later in the year.

In summary, councillors make decisions and officers/staff carry them out. No councillor can take a decision on their own on behalf of the council because they are part of a corporate body that can only act after a majority vote. Decisions can be delegated to a committee or subcommittee or another council or to the Clerk and this has to be recorded in the Minutes.

The public and press have a legal right to attend all PCC main and committee meetings and can only be excluded for specific confidential items such as staffing matters or where the financial interest of the council and thus the community could be disadvantaged, for example when a large contract is being prepared for tender.

Like all community and town councils, PCC is funded by the Precept: this is levied via Council Tax and collected, for us, by Cardiff Council, and paid to PCC each April.

We also have contributions to our income from the solar panels on our building at 1 Penueel Road; land rental and easement fees; burial fees; advertisements in the Community Link and occasional donations. We can apply for grants but none were applied for this year.

PCC Priorities for 2021-2022

In recent years, PCC's ambitions have not always kept pace with its staff resources and we had hoped to be able to take on a Deputy Clerk and perhaps an Apprentice Community Maintenance Officer. Unfortunately, that has been stopped by Covid but it is still part of PCC's planning for next year.

We publish the Community Link and made the decision to increase it from 3 to 4 editions a year, only to be interrupted by Covid last year. This year we hoped to achieve 4 editions and were able to do that. We are very grateful to the local groups who help deliver the Link: Dynevor Gardening Association, Garth Rotary, Gwaelod Rangers Football Club, and Andrew Davies for Scouts

We had hoped to set up a Youth Council in the PCC area and that was another project prevented by Covid but we will put it back on our agenda for next year.

Community enhancement projects included 7 new PCC litter bins, a decorative bench at the Frog Pond, Creigiau; a bench at Lon y Fro, Pentyrch, and a new picnic table in Memorial Park (thanks to Parc). We also replaced part of the fence at Memorial Park and widened the footpath there to make it safer for all users. We had intended to provide planters for Gwaelod y Garth but in the end Cardiff Council did that.

Ash die-back has meant that PCC has had to fell many trees which has hugely changed some parts of the community, especially in The Terrace Woodlands in Creigiau.

PCC Finance

For more detail on PCC's finances, see the Finance page of PCC's website: www.pentyrch.cc

Income & Expenditure

For 2020-2021, PCC set a Precept of £175,000 and a budget of £186,636. It spent £136,545 with an income of £181,186. This leaves an underspend on the year of £44,641.

For 2021-2022, PCC set a Precept of £175,000 and a budget of £198,853. It spent £162,472 with an income of £189,252. This leaves an underspend on the year of £36,381.

Assets

At 31.3.2021 PCC's assets stood at £135,068.69. At 31.3.2022 the assets stood at £139,922.91. During the year we bought decorative litter bins, a picnic table and bench for Memorial Park, Pentyrch; a bench at Lon y Fro, Pentyrch; 7 street litter bins

A record of the Council's assets is kept on the PCC computer system. A detailed list is part of PCC's annual accounts.

It is important to note that local government finance does not account for depreciation of assets and we have to record the value as the original cost paid. Where no cost is known we show the value as £1.

As the Balance Sheet shows, after taking account of debtors and creditors the net assets of PCC are £139,923 compared with £126,841 at the previous year end.

General Fund and Ear-marked Reserves

As at 31.3.2022, PCC's General Fund stands at £70,186 from £81,311 a year before, a slight decrease from 59% of gross expenditure to 43%. PCC's General Fund now exceeds the minimum 25% recommended below and this will be highlighted to the new council as it plans its finances for 2023-2024.

Year	General Fund £	Expenditure for year £	General Fund as % of Expenditure
2021-22	70,186	162,472	43
2020-21	81,650	136,545	59
2019-20	41,464	163,905	25
2018-19	16,833	120,134	14
2017-18	1,781	109,225	2
2016-17	18,916	112,190	17
2014-15	33,159	102,147	32
2013-14	40,158	85,715	47
2012-13	39,576	129,805	30
2011-12	85,177	93,241	91

Population Change

PCC's population did start to grow during 2021-2022 with the development at Llanilltern Village. By February 2022 there were some 183 new households. If the whole site is built, then there will be some 1,500 households all together.

March 2022 saw the first planning application for Site E, the land south of Creigiau and north of the A4119. When complete this will add some 650 new homes to the PCC area.

When Cardiff Council's Council Tax department set the Band D Equivalent (BDE) number each December, they take into account expected completions of new homes during the coming year. They also bear the burden of any uncollected council tax although the average collection rate is 98.5% for Cardiff, and higher in the PCC area.

Recent figures for BDEs for the PCC area:

Year	Band D Equivalents
2008-09	3105

2009-10	3097
2010-11	3121
2011-12	3121
2012-13	3127
2013-14	3108
2014-15	3131
2016-17	---
2017-18	3258
2018-19	3263
2019-20	3280
2020-21	3316
2021-22	3369

The table below shows the Council Tax contributions paid in the PCC area towards the Precept. The increase in households meant that there was a small decrease in the tax paid to PCC:

Council Tax Band	PCC contribution 2018-19 £/year	PCC contribution 2019-20 £/year	PCC contribution 2020-21 £/year	PCC contribution 2021-22 £/year
	Precept: £143,000	Precept: £155,000	Precept £175,000	Precept £175,000
A	29	32	35	35
B	34	37	41	40
C	39	42	47	46
D	44	47	53	52
E	54	58	64	63
F	63	68	76	75
G	73	79	88	87
H	88	95	106	104
I	102	110	123	121

Cardiff Council gave the number of properties in the PCC area as of February 2020 as:

Village	Number of Properties	Number of Streets	Number of Electors
Gwaelod y Garth	511	20	915
Pentyrch	1,002	46	1,925
Creigiau & Capel Llanilltern	1,074	50	2,139
Total	2,587	116	4,979

Cardiff gave the number of properties and electors in the PCC area as of January 2021:

Village	Number of Properties	Number of Streets	Number of Electors
Gwaelod y Garth	510	20	922
Pentyrch	1,001	46	1,913
Creigiau & Capel Llanilltern	1,223	50	2,134
Total	2,734	116	4,969

The latest figures from Cardiff show the number of properties and electors in the PCC area as of April 2022:

Village	Number of Properties	Number of Streets	Number of Electors
Gwaelod y Garth	511	20	923
Pentyrch	1,004	46	1,930
Creigiau & Capel Llanilltern	1,396	55	2,359
Total	2,911	121	5,212

This shows that the number of homes has increased by 324 and the number of electors by 233 in just over two years – with many more to come.

As the number of new homes rises, PCC will have the option of increasing its income while keeping the amount levied the same/household but from more homes. Any increase needed in the Precept levied will be spread over more households, reducing the effect per household.

Grants

The following payments were made during the 2021-2022 financial year:-

S.137 and Power of Well Being Grants Awarded

• Gwaelod Tuesday Club	£125 + £100
• Ty Havan	£100
• Keep Creigiau Tidy	£150
• Happy Gathering	£50
• Gwaelod y Garth Primary School Xmas	£50
• Creigiau Primary School Xmas	£50

Total S137 payments made £625

Other Grants Made

Pentyrch Cricket Club	£488
Pentyrch Sports Association 2020	£200
Pentyrch Sports Association 2021	£200
Pentyrch Bowls Club	£250
Creigiau Cricket Club	£500
Creigiau Recreation Charity	£3,500
Total other grants made	<u>£5,138</u>

PCC APRIL 2017 TO MARCH 2022

May 2022 elections bring to an end a five-year council term for PCC and all local government in Wales. Below is a summary of PCC finances across the five years to 31.3.2022.

1 Income & Expenditure

For 2017-18, PCC set a Precept of £91,000 and a budget of £101,051. It spent £109,225 with an income of £98,541. This left a budget overspend on the year of £8,174.

For 2021-2022, PCC set a Precept of £175,000 and a budget of £198,853. It spent £162,472 with an income of £189,252. This leaves an underspend on the year of £36,381.

Note: the expenditure figure below for 2019-2020 is inflated by the Entrust grant for play equipment at Memorial Park, Pentyrch.

Year	Expenditure £	Precept £
2021-22	162,472	175,000
2020-21	136,545	175,000
2019-20	163,905	155,000
2018-19	120,134	143,000
2017-18	109,225	91,000

2 Assets

At 31.3.2017, PCC's assets stood at £95,484. At 31.3.2022 they stand at £139,618. The increase is due to the purchase of tools, new PCC noticeboards, new benches, play equipment, litter bins, IT equipment. This is detailed in PCC's Asset Register.

It is important to note that local government finance does not account for depreciation of assets and we have to record the value as the original cost paid. Where no cost is known we show the value as £1.

PCC's cash reserves:

Year	Current Ac	Deposit Ac	CCLA	Petty Cash	Total
March 2017	12,021	17,845	N/A	134	£30,000
March 2022	9,316	83,434	55,610	219	£153,620

3. General Fund and Ear-marked Reserves

As at 31.3.2022, PCC's General Fund stands at £70,186 from £18,916 for March 2017, an improvement from 17% of gross expenditure to 43%.

The Ear Marked Reserves are now held in the Deposit Account.

Year	General Fund	Ear-marked Reserves	Total
March 2017	£18,916	£12,356	£31,272
March 2022	£70,186	£83,434	£153,620

Year	General Fund £	Expenditure for year £	General Fund as % of Expenditure
2021-22	70,186	162,472	43
2020-21	81,311	136,545	59
2019-20	41,464	163,905	25
2018-19	16,833	120,134	14
2017-18	1,781	109,225	2
2016-17	18,916	112,190	17

Previously, it was recognized that gross expenditure showed a pattern of alternating higher and lower spending years. The Precept had been less than expenditure in all but one of those years. PCC has increased its general reserves and its ear-marked reserves to make the council much more financially secure.

In 2017-18 PCC recognized that its General Fund was significantly low and budgeted £5,000 in 2018-19 to increase the General Fund, repeating this for 2019-20. It also conducted a rigorous budgeting review to ensure that all necessary expenditure was properly reflected in the budget.

4. Population Change

PCC's population has increased over the last five years with much more growth to come as the big housing developments on either side of the A4119/Llantrisant Road are completed. These could add 2,150 new homes to the PCC area.

Council Precepts are based on Council Tax Band D Equivalent (BDEs). If all the houses in an area were rated D then the number of houses would be the same as the BDEs. If all the houses in an area were rated H then the BDEs would be twice the number of homes because Band H pays twice what a Band D household pays.

Figures for BDEs for the PCC area over the council term:

Year	Band D Equivalent
2017-18	3258
2018-19	3263
2019-20	3280
2020-21	3316
2021-22	3369

The table below shows the Council Tax contributions paid in the PCC area towards the Precept over the 5-year term:

Council Tax Band	PCC contribution 2017-18 £/year	PCC contribution 2021-22 £/year
	Precept £91,000	Precept £175,000
A	18.62	34.63
B	21.72	40.40
C	24.83	46.17
D	27.93	51.94
E	34.14	63.49
F	40.35	75.03
G	46.55	86.57
H	55.86	103.89
I	65.17	121.9

The Local Government Elections (Wales) Act 2021

The Local Government and Elections (Wales) Act 2021 (the Act) provides for the establishment of a new and reformed legislative framework for local government elections, democracy, performance and governance.

The major package of reforms includes electoral reform, a general power of competence for principal councils and eligible community councils; more consistent and coherent collaboration and joint working; voluntary mergers and increasing public participation in local government.

The Act received Royal Assent on 20 January 2021 and provides for a phased approach to introducing various provisions. Where dates of coming into force for particular provisions are known, they have been specified in the summary below.

Elections

The Act provides for the extension of the local government franchise to allow 16 and 17 year-olds to be able to register to vote in Welsh local government elections and any poll in Wales which uses the local government franchise such as mayoral elections and referendums. The May 2022 local government elections are the first that these young people can vote in.

Public participation

The Act makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings – where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents from 1 May 2021.

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.

From 5 May 2022 people presiding over community and town council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting.

Community Council Annual Reports

From April 2022 community and town councils will have a duty to prepare and publish a report about the council's priorities, activities and achievements. The first report must relate to the financial April 2021- March 2022 and be published as soon as reasonably practicable after April 2022.

The Power of General Competence

These are changing times for Community & Town Councils. PCC faces both challenges and opportunities. We want to be ready for change so that we can continue to serve our communities.

The Act provides eligible community councils with a general power of competence, with the aim of bringing about more effective, capable and innovative local government. The general power will allow eligible community councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade.

It is considered the general power will allow eligible community councils to be more innovative, and move away from a position where they have to identify a specific power in order to undertake a particular activity, to one in which it is assumed they can do something unless there is a statutory restriction preventing it.

The conditions which community councils must meet, in order to be able to resolve themselves an 'eligible community council' are:

- at least two-thirds of the total number of members of the council have been declared to be elected, whether at an ordinary election or at a by-election,
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations, and
- the council satisfies the audit condition.

The power to exercise the general power of competence for eligible community councils will come into force on 5 May 2022. PCC will be able to decide in May whether it meets these criteria. The Clerk is qualified and it has clear audits so the key issue will be whether at least 9 Members are elected.

Conduct of members

It is already the case that all community councils are required to adopt a code of conduct and all community councillors are expected to have high standards of conduct whether they are part of a political group or not.

Training of members and staff of community councils

Community and town councils will have a duty to consider training from 5 May 2022 for councillors and community council staff, and publish the first training plans by November 2022. It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively.

Engagement with Cardiff Council and community partners

Cardiff Council has a Charter with all its six community councils. This has improved the contact between PCC and Cardiff including quarterly meetings between the Clerk, other community council clerks in the Cardiff area and senior Cardiff officers. We have good working relationships with Highways and other departments and that has helped to get repairs scheduled and done.

Through the NW Cardiff Group we liaise with our neighbouring community councils both in Cardiff and RCT as well as Cardiff Civic Society and community associations in Llandaff, Danescourt and Radyr and Morganstown. The group has had a fairly quiet year in 2021-22 but this will change as the Replacement LDP consultation process continues through 2022-23 and beyond.

Well-being of Future Generations (Wales) Act 2015

Although PCC is not yet big enough to have to show its activities against the seven well-being goals of the Act we have decided to make a start, as the Act encourages us to do. Councils with income or expenditure over £200,000 have a duty under this Act. We want to show how we are already helping to achieve some of the national and Cardiff goals and to help us and you identify other things we could be doing. Where we can, we will promote sustainable development in your communities.

Sustainable development is an over-arching theme of Welsh Government – one of the first governments in the world to understand the importance in planning for the needs of present and future generations.

The Well-being of Future Generations (Wales) Act 2015 defines sustainable development as improving the economic, social, environmental and cultural well-being of Wales. The national well-being goals together explain what is meant by the well-being of Wales.

Cardiff Council has a duty under the Act to produce a Well-Being Plan and show how it will work to help achieve the seven national goals.

The national and Cardiff goals are:

National Well-being Goals	Explanation	Cardiff's Goals
Prosperous	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	A Capital that works for Wales
Resilient	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	Cardiff grows in a resilient way
Healthier	A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.	Safe, confident and empowered communities
More Equal	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances).	Cardiff is a great place to grow up

Cohesive Communities	Attractive, viable, safe and well-connected communities.	Supporting people out of poverty
Vibrant culture and thriving Welsh language	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.	Cardiff is a great place to grow older
Globally responsible	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.	Modernising and integrating our public services

What is PCC doing now that contributes to the Well-being Goals for Wales and Cardiff?

PCC Activity	Prosperous A Capital City that works for Wales	Resilient Cardiff grows in a resilient way	Healthier Safe, confident and empowered communities	More Equal Cardiff is a great place to grow up	Cohesive communities Supporting people out of poverty	Culture Cardiff is a great place to grow older	Global Modernising and integrating our public services
PCC				X	X	X	
Museum				X	X	X	
Library				X	X	X	
Land management		X	X	X	X	X	X
Litter collection	X	X	X	X	X	X	X
Community grants			X	X	X	X	
Play and Recreation			X	X	X		

Christmas trees and parade			X	X	X	X	
Floral decorations			X	X	X	X	
Cardiff's RLDP community representation		X	X	X	X	X	
Graveyards					X	X	
Love Where You Live		X	X	X	X		
Volunteering	X	X	X	X	X	X	X
Community orchard		X	X	X	X	X	
Allotments		X	X	X	X	X	
Quarry liaison groups		X	X		X	X	
NW Cardiff group		X	X		X	X	
Civic Reception			X	X	X	X	
Remembrance Sunday					X	X	
Community Link			X	X	X	X	
Response to Coronavirus Emergency		X	X	X	X	X	
Coed Caerdydd		X	X		X		
Platinum Jubilee					X	X	
New benches and litter bins		X			X		
New noticeboard					X		

PCC is small compared with Cardiff but we have grown over the last few years and we want to be fit for the purpose of serving our communities as more is expected of us.

A Prosperous PCC Area

We try to use local contractors and suppliers for our work. We provide hanging baskets in Pentyrch which decorate the shopping area at High Corner. We are working with community groups in Creigiau and Gwaelod y Garth to improve the floral decorations and together have taken over Cardiff's planters. We provide Christmas trees for the shops at Pentyrch and Creigiau Inn and Gwaelod y Garth Village Hall.

Through our extensive litter-clearing by our CMOs and local community groups, we keep our communities cleaner and encourage people not to drop litter in the first place. Community events had be put on hold due to Covid but will be starting up again as soon as possible.

A Resilient PCC Area

PCC owns some 300 acres of land, most of that being parts of the Garth Mountain including woodland. We own the Recreation Field and allotments at Creigiau and Pentyrch Village Hall which is managed on our behalf by the Hall Management Committee.

A dramatic local effect of the lockdowns was the big increase in people walking in the area. It was good to see people out and about, when safe, and getting to know their local area better. It did come with downsides too: more litter, more wear and tear on gates and styles and consider surface wear at the ancient monuments on the Garth. Cadw and PCC are keeping an eye on the Garth and hoping that a quieter summer and good weather encourages the grass to grow back.

Just over a third of PCCs budget pays for the management of land we own or lease. It covers a range of tasks including the mowing of grass from small strips of land on housing estates to the field at Creigiau Rec and Fairmeadow at Pentyrch and keeping our trees healthy and safe.

Pentyrch Surgery submitted a planning application to move from its temporary portacabins at Pentyrch Village Hall to a new site in Rhydla far, at the junction of Church Road and the A4119. This proposed move met with a mix of opposition and support. People living in Pentyrch did not want to lose their local surgery, and perhaps the local pharmacy too, and many were concerned about the transport problems of reaching the new site. PCC represented these views to Llandaff Surgery (of which the Pentyrch site is a satellite), to the developers, Cardiff Council, the Local Health Board and Welsh Government. The proposed new surgery will have a much wider range of services and facilities for patients and staff and is needed to provide primary care for the growing population in NW Cardiff as a result of the big LDP housing developing along the A4119.

Cardiff's Local Development Plan will be reviewed in 2021. PCC was an active participant in the previous LDP process and as part of the NWCG appeared at the LDP Hearings before the Inspectors and lobbied hard on behalf of our communities. We will be active in representing our community in this new consultation. Many of the issues we identified in the existing LDP arose and we will again focus particularly on transport and infrastructure. We accept that more housing is needed and are not NIMBYish about the future, but we want developments to be planned well and planned around good public transport. After Covid, there are new priorities to be considered now that more people are likely to be working from home and we have seen the huge importance of access to public open space.

There has been no progress, that we are aware of, on the LDP Site E: the land between Creigiau and the A4119 – so on the other side of that road from the Persimmon development.

The reopening of Creigiau Quarry has brought changes to Heol Pant y Gored with the creation of passing spaces. There are understandable concerns about the effect of blasting and multiple lorry trips and traffic safety. Footpaths have been re-routed and some will be lost but there are plans to provide alternatives. PCC is a member of the quarry liaison group and makes frequent representation to meetings about these and other issues as they arise. During the year, there were some pauses in extraction. PCC supported proposed changes to the entrance to the quarry on Heol Pant y Gored to make the junction safer. We were disappointed that Cardiff did not agree to new safety signage where Heol Pant y Gored makes a right-angle turn south towards the A4119. We have kept an eye on any quarry traffic using banned routes and reported them quickly.

PCC land is affected by the sad loss of ash trees to ash die-back disease. We expect to lose most of the ash in the UK in the next few years. PCC's trees get an expert check every year and we then act on all the work recommended to be done in the coming year. You will notice trees being felled across our community and we will be planning for replanting. It will bring about dramatic changes in some places. We have joined with Coed Caerdydd and My Tree, Our Forest to help re-plant or let trees regenerate naturally, whichever is best for the site.

A Healthier PCC Area

By maintaining public open spaces, recreation and play facilities, managing our land and giving grants to local sports groups we help to provide the infrastructure for healthy living. We know from the Village Plan Questionnaire that you want more play facilities for children and young people and we are pleased to have been able to work with PARC to provide more of that.

Play Wales have again used some areas of PCC land for children's activities and we are delighted to be able to help with that.

PCC signed a Lease with Creigiau Recreation Charity/Elusen Hamdden Creigiau for the playing fields and pavilion at Creigiau Recreation Area on December 24 2020. PCC owns the site and CRC wanted a Lease so that they could have security of tenure that would allow them to apply for funding to upgrade the sports facilities. Not long after the Lease was signed, CRC/EHC ask to vary it and increase the land they manage. This was eventually agreed and CRC/EHC will have a slightly bigger area to manage and use for their planned development of the site. We look forward to the charity's project taking shape in the coming year.

We were delighted to see that Creigiau Tennis Club was successful in its bid for funding from the Sports Council of Wales for new floodlights. The club's courts are at Creigiau Recreation Area so fall within PCC's site there.

The allotments run by Dynevor Gardening Association at the Creigiau Recreation Area continue to be an inspiration of local growing.

A More Equal PCC Area

PCC has a legal duty to treat all people according to their needs. A key outcome of the Village Plan Questionnaire was the need for more play and recreation opportunities for young people and for those to be age-appropriate. Our work with PARC has helped deliver that for Memorial Park, Pentyrch. The Lease between PCC and the Creigiau Recreation Charity/Elusen Hamdden Creigiau came about as a request from the community to take back control and make its own decisions about a much-valued local amenity.

A long-running issue in Gwaelod y Garth has been the poor bus service to Whitchurch. It is frustrating how long it is taking to resolve. We have lobbied on behalf of residents for improved ways of booking the Fflecsi bus, asking particularly that the company give proper service for people who do not have smart phones or are comfortable online. There have been some improvements during the year with a return to a published time-table but things are by no means perfect with a change to the bus route leaving people too far from the Whitchurch shops.

A PCC Area of Cohesive Communities

Although called Pentyrch Community Council, our area includes Gwaelod y Garth, Pentyrch, Creigiau and Capel Llanilltern. Each village has a strong and proud history and identity. Many of the projects we run and support encourage community participation within and amongst those four villages.

More homeowners have moved into the new development in Capel Llanilltern. We welcome our new neighbours and are making sure that they all receive a copy of the Community Link.

PCC fully supported the community anti-speeding campaigns in Pentyrch and Gwaelod y Garth. We asked GoSafe to have more visits to the area. PCC asked Cllr Gavin Hill-John and Cardiff Highways to request a speed table to control speed and a safer crossing point for school pupils. The SafeSchools initiative might help in Gwaelod y Garth too. Community Speed Watch was put on hold for many months due to Covid-19 and can only operate where approved by Police. More places in the local areas will be risk-assessed. The more local people who volunteer to be part of a local team, the better.

PCC has published its Community Link magazine for several decades and volunteers have helped deliver it to every household. Each edition is also available online. The Link reports on official council information, local planning decisions and lots of updates from local groups and schools. It is an excellent way for our communities to find out what has been going and what's planned in the next few months.

PCC installed a new noticeboard in Capel Llanilltern during the year. In many ways, social media and the web has overtaken them but they still have a role to play in communities where not everyone is online.

A PCC Area of Vibrant Culture and Thriving Welsh Language

We maintain a small museum of local history, artefacts and memorabilia at our Penuel Road office which has sadly been closed throughout this year. We run a community library, which has also had to close for the year, of donated books in Welsh and English that provides a good selection for local people to borrow. Regular donations help keep the contents refreshed and we take any unwanted books to a local charity. The office is available for free rental for anyone wanting to run Welsh language classes or groups.

PCC helps organize the annual Remembrance Service at Pentyrch War Memorial.

We started an annual Civic Reception in 2017 as a way to thank our communities for all the hard work they do during the year to help keep our villages vibrant. This has not taken place for 3 years, but we will start it again as soon as it is safe and sensible to do so.

We have liaised with the community over possible projects to celebrate the Platinum Jubilee of HM The Queen in June 2022.

A Globally Responsible PCC Area

The Council has a duty to use its resources wisely and prudently and we have taken steps to improve our reserves, as set out above. We have set aside Earmarked Reserves to support projects such as new play equipment, Creigiau Recreation Area, and woodland management as well as helping plan for replacing more expensive equipment such as our truck and ride-on mower. We now have duties under the Environment Act Wales (see below).

Our solar panels off-set some of our electricity costs from conventional power supplies. We are moving to battery-powered tools where we can to reduce our use of petrol and diesel. We support the TerraCycle recycling scheme with a collection box at the office. We are changing our mowing regimes to leave areas of grass to grow long and encourage wildflowers to grow and plan to sow some wildflower seed in coming years.

Environment (Wales) Act 2016

The Biodiversity and Resilience of Ecosystems Duty: The Environment (Wales) Act 2016 introduced an enhanced duty (the S6 duty) for public authorities. This means that PCC must seek to maintain and enhance biodiversity as best it can and in so doing promote the resilience of ecosystems. PCC should, therefore, embed the consideration of biodiversity and ecosystems into its early thinking and business planning, including any policies, plans, programmes and projects, as well as its day to day activities.

PCC seeks to meet its duties under the Act by:

- Managing its trees and grassland to promote biodiversity
- Managing its ponds and streams to promote biodiversity
- Minimize its use of herbicides
- Encourage wildflowers in grassland
- Control invasive non-native species such as Himalayan balsam and Japanese Knotweed

Helena Fox

Clerk to PCC

July 2022