

## PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

**Minutes of the full Council Meeting held at 7.00pm, 19th December 2016, at the Village Hall, Pentyrch.**

**PRESENT:** Councillors: Stuart Thomas (Chairman), Sandie Rosser, Christine Priday, John Harrison, Clare Bath, Jeanette Troughton, Wynford Ellis Owen, Graham Thomas, Philippa Hill-John, Sara Pickard, Brynmor Jones, Chris James

Also present: Mark Drakeford, AM  
Mike Colley, Chairman of Pentyrch Neighbourhood Watch

In attendance: Helena Fox, Alec Davies

**APOLOGIES: -** Councillors Nikki Howard, Gavin Hill-John  
Barbara Rodd, Pentyrch Village Hall

### 121 Police Matters

PC Joe Rees and PCSO Richard Davies attended. The crime figures for the period 22 November – 19 December were as follows:

- Creigiau ~ 4 incidents of anti-social behaviour (ASB); 1 burglary (dwelling house); 1 theft from motor vehicle; 0 thefts; and 3 instances of damage; 2 other crimes.
- Pentyrch ~ 0 incidents of ASB; 1 burglary (shed); 0 theft from a motor vehicle; 2 thefts; 2 instances of damage and 6 other crimes.
- GYG ~ 1 incident of ASB; 1 theft, 1 damage 1 other crimes.

The next PACT meeting will be at 7pm on January 30 at Creigiau Golf Club. PACT meetings will now be quarterly with surgeries held locally, eg at Rhydrafar Spar.

A speed watch had been carried out on Cardiff Road in the afternoon rush hour: 3 cars were recorded speeding with a top speed of 40mph. This will be repeated in January and the Chairman suggested that this be done during the morning rush hour. PCSO Davies will send PCC any future report.

There was a short discussion about illegal drugs in the area and the police noted that it is not a serious problem at the moment.

PC Greg Lloyd may be appointed Neighbourhood Beat Manager and this will be confirmed in the New Year.

There were no other questions for the officers who left the meeting and the Chairman wished them compliments of the season.

### 122 Public Session

Mike Colley, Chair of Pentyrch Neighbourhood Watch, thanked Alec Davies for all his active and positive help and cooperation with PNW over the years. He wished Mr Davies well in his retirement.

Mark Drakeford thanked PCC for the invitation to attend and said he was always glad to visit and catch up personally on local issues, albeit once a year. He also thanked Mr Davies for the co-operative working relationship over the years and was sure it would continue with the new Clerk.

## 123 Matters Arising from the Public Session

There were no matters arising.

## 124 County Council Matters

Cllr Graham Thomas noted that outline permission has been granted for the development of houses along the A4119 as part of Strategic Site C in Radyr and Fairwater. Any detailed conditions will follow. Over the issue of dangerous parking at Creigiau Primary School, Cllr Thomas had met with the head teacher. Cardiff Council's enforcement officer will meet with the head and make an unannounced visit to the school. It was noted that this might be worth repeating with other local schools.

The Chairman thanked the County Councillor for his contribution.

## 125 To consider a Village Plan

The Chairman reported that this has not been progressed and will be updated in January.

## 126 To receive the Minutes of the full Council Meeting held on 21 November 2016

The minutes were proposed as accurate by Cllr Owen, seconded by Cllr Troughton and agreed by all. They were signed by the Chairman.

## 127 Matters Arising from the Minutes not reported elsewhere

Cllr Owen asked about progress on the PCC website. The Clerk reported that the web provider had been hard to make contact with and Cllr Owen will follow this up.

## 128 Clerk's Report

The Clerk thanked everyone for welcoming her to PCC. She thanked the Chairman for the flowers she received on her first day and for being made so welcome by councillors and staff. She thanked Alec Davies for his patience during the handover and Colin Davies for a tour of the PCC open spaces.

### 128.1 Grants

Three grant applications had been made to the Council. This is the third quarter for grant considerations with only one grant application received and a total of £200 has been awarded. There is therefore £1,300 left for distribution. Following a review of the applications and a discussion Cllr Owen proposed and Cllr Priday seconded that the following grants be made:

- a. Pentyrch Bowling Club: £300 towards the cost of preparing the internal surrounds of the new clubhouse.
- b. Coed y Bedw SSSI Nature Reserve: £482.41 for tools for local volunteers to manage the Reserve which is owned and managed by the Wildlife Trust of South and West Wales (WTSWW).
- c. Creigiau Football Club: £200 towards the cost of new Crossbars to ensure a safe playing environment.

It was so **RESOLVED**

### 128.2 Christmas Bonus

It was proposed by Cllr Hill-John and seconded by Cllr Troughton that Christmas bonuses to the two Community Maintenance Officers of £35 each be approved. It was so **RESOLVED**.

### 128.3 Change of Bank Signatories & Business Online Banking

The Co-operative Bank can only issue credit cards to limited companies. A debit card would allow the Clerk to make purchases on the rare occasions where best value is only available through suppliers where PCC does not have credit facilities or online. Cllr James proposed and Cllr Rosser seconded that PCC apply for a debit card with a daily expenditure limit of £500 and all transactions would be recorded and PCC informed in the usual way. It was so **RESOLVED**. The Clerk will investigate whether other banks would issue PCC a credit card.

The new Clerk has now been given access to the bank account online.

#### 128.4 Cllr Nikki Howard

Cllr Howard had contacted the Clerk to say that she is resigning from PCC. The Clerk has advised that since there is less than six months until the May 2017 elections Cardiff Council does not have to issue a notice for an election. The seat can remain vacant until May 2017.

#### 128.5 Office Equipment

Cllr James proposed and Cllr Hill-John seconded that PCC spend up to £500 on a laptop including software to enable the Clerk to type the Minutes at meetings. This would save a considerable amount of time and enable Minutes to be produced more quickly. It will also enable the Clerk to have electronic copies of papers at meetings. It was so **RESOLVED**. It was suggested that the Clerk speak with Orbits and Andrew Davies to get some quotes to be sent to the Chairman and Vice Chairman.

#### 128.6 CRAMC Grass Cutting Tender

The grass cutting tenders closed on 12<sup>th</sup> December and there were three applicants who are referred to below as, Contractors A, B & C. The below table reproduces their costs from the completed tender schedule and bills of quantity and illustrates the differences between the applicants.

Relevant requirement	Contractor		
	A	B	C
Grass cutting of the sports ground and its surrounds (25 cuts)	£2,500.00	£3,500.00	£5,625.00
Aeration (Spiking)	£200.00	£100.00	
Chain Harrowing & Rolling of the sports ground	£120.00	£100.00	£320.00
Fertiliser (Autumn) for the sports ground	£200.00	£250.00	£455.00
Fertiliser (Spring) for the sports ground	£220.00	£250.00	£455.00
Spring Vertidrain for the sports ground	£200.00	£450.00	£2,500.00
Seeding/Raking of the penalty areas on the Football Pitch	£90.00	£200.00	£150.00
Weed Control of the sports ground	£200.00	£200.00	£455.00
<b>Maximum Total Cost</b>	<b>£3,850.00</b>	<b>£4,950.00</b>	<b>£9,960.00</b>

Cllr John Harrison joined the meeting.

As Councillors can see there is a huge discrepancy between costs. None of the applicants is from within the PCC area and the Clerk's recommendation would be that Contractor A represents best value. It was proposed by Cllr Hill-John and seconded by Cllr James that PCC award the contract to Contractor A subject to two references. It was so **RESOLVED**. CRAMC will monitor the work done. The Chairman suggested that CRAMC have sight of the contract, having previously seen the tender document.

#### 128.7 PCC Health and Safety and Risk Assessments for Management of Open Space

As part of the new Clerk's orientation it was proposed by Cllr Hill-John and seconded by Cllr Bath that a review of existing policies be brought together and presented to PCC in the New Year. It was so **RESOLVED**. Any staff training would be identified.

#### 128.8 Cardiff Charter

The Council had received a request from Lisvane Community Council to support their argument that the Charter set out community councils' direct role in S106 and CIL negotiations. The suggested wording was: *[Cardiff Council] Will set up a mechanism to obtain and discuss the views of community councils on the application of S.106/Community Infrastructure Levy funds arising from developments within their areas.* The matching community council commitment

would be to give views in a timely manner when approached. It was proposed by Cllr Rosser and seconded by Cllr G Thomas that PCC support this. It was so **RESOLVED**. The Clerk will write to LCC, with a copy of its recent letter to Cardiff Council, and follow up on PCC's previous letter to Cardiff on this matter.

Mark Drakeford noted that the Wales Bill is in the House of Lords in its final stages. A late amendment by the government may be proposed that would devolve responsibility for the Community Infrastructure Levy (CIL) to the Welsh Government. This would mean a new rule book for the way CIL operates and community councils' experience could be fed into the process. A public consultation would be held. Cllr G Thomas asked Mr Drakeford about Cardiff Council's decision not to levy CIL on the Local Development Plan's large strategic sites. Mr Drakeford noted that there are mixed views on use of CIL and S106, especially on the strategic sites and it's not clear which is better.

#### 128.9 Welsh Government Consultation : Welsh Transport Appraisal Guidance (WelTAG)

WelTAG 2017 provides guidance for the development, appraisal and evaluation of transport related projects. The opportunity has been taken to reduce the length of the guidance and to embed the principles of the Well-being of Future Generations (Wales) Act 2015. PCC will register its interest in attending workshops.

#### 128.10 Community Link

There was a discussion about PCC's Admin Assistant helping to draft each Link edition in Microsoft Publisher, already installed on the computer. This could assist the editor and speed up the process of producing the Link. It was proposed by the Chairman and seconded by Cllr James that this be reviewed in February once the new Clerk has settled in. It was so **RESOLVED**. Any training on Publisher could be done by the Chairman.

Mr Davies noted that the Community Link is close to breaking even financially due to increased advertising and lower printing costs. However, costs will increase with more copies being needed due to new house building. Cllr James noted that delivery arrangements in Gwaelod y Garth needed to be reviewed along with the donations made for deliveries, where the sums have not changed for some time. £55 is spent mailing 77 copies of the Link to outlying properties.

#### 128.11 Pension

The pension provider for the Clerk is now the Local Government Pension Scheme. The starter form has been completed and sent to Cardiff Council, who administer the scheme. The Pensions Regulator has been notified of the change.

#### 128.12 Covert Surveillance Cameras

The issue of surveillance cameras, following the vandalism to the memorial trees on the Garth and fly-tipping, was discussed. The cost of these cameras has reduced considerably and a high-definition battery-operated camera can be bought for about £75 + batteries and charger. It was proposed by Cllr Hill-John and seconded by Cllr Rosser that PCC first determine whether this is lawful and if necessary, install a notice in the general area and purchase a camera with rechargeable batteries and charger. It was so **RESOLVED**

#### 128.13 Personal Visit to Office

Barbara Rodd wished to record her thanks to Alec Davies for all his years of support for Pentyrch Village Hall.

### **129 Schedule of Payments and Receipts**

Payments of £6,431.71 and receipts of £2,242.91 were recorded for November 2016. Acceptance of the figures was proposed by Cllr Owen; seconded by Cllr Hill-John and agreed by all.

Cllr Harrison noted the Barrister's fees for advice on Creigiau Quarry. It was noted that it was right and proper to represent residents' interests. There was a general feeling that over issues

like Creigiau Quarry and the LDP the voice of communities is given little weight by Cardiff Council.

### 130 Planning Applications

There were two planning applications to consider.

#### Applications

**16/02622/MNR** Glas Fryn, Pen y Waun, Pentyrch. It was **RESOLVED** that the Clerk write to Cardiff Council noting the loss of garden and bungalow where residential areas need a range of housing types. The provision of sufficient off-road parking will be raised.

**16/02705/DCH** 7 Heol Gam, Pentyrch. No comments were made.

### 130 Correspondence

2.12.16 Acapela: Cllr Owen raised the issue of the allegations of grave desecration at Acapela. The Clerk advised that an email had been sent and a full response received which had been circulated to all councillors. Cllr Priday had offered to speak to Mr Wigley and the Clerk had suggested the council office for a meeting. Cllr Priday reported that Mr Wigley had advised that the issues appear to have been resolved and there had been no desecration of graves as alleged. Some old collapsed grave stones have been kept and will be used as part of a retaining wall. The work is taking longer than hoped. There have been no further incidents.

### 131 Councillors' Reports

Date	Councillor	Report	Action Taken
23.11.16	John Harrison	I would be grateful if the footpath between Ael y Bryn and the School on Bronllwyn, Pentyrch, could be cleaned by CCC, as it is now becoming quite slippery and nothing has yet been done. In addition, I would like to thank Matthew Wakelam of Cardiff Council and Cllr Gavin Hill-John for their action on the crossing at Bronllwyn. Cardiff Council are taking action.	<i>Email to C2C</i>
8.12.16	Chris Priday	Clearly as a former chapel secretary at Horeb I would be more than happy to meet with Hywel with any other concerned Councillors to discuss this matter. I have attended many concerts at Acapela and have always found Hywel and Catrin amenable to discussions and open to any comments/suggestions for improving the venue while retaining the character of the building.	<i>Clerk offered Council Offices as a meeting venue</i>
12.12.16	Jeanette Troughton	Follow up request re broken style on Footpath 48.	<i>Email to CCC PRow officer who has asked for action to be taken.</i>
13.12.16	Sandie Rosser	There has been fly tipping at Banc yr Afon, Riverglade and litter on river bridge between Gwaelod and Taffs Well: could a new litter bin be installed. Land ownership would need to be established.	<i>Email to C2C</i>

There being no other business, the Chairman wishes everyone a Merry Christmas and Happy New Year. The meeting closed at 20:43 pm

Chair \_\_\_\_\_

Date \_\_\_\_\_