
CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL



Minutes of the Ordinary Meeting held at the Tanyard in compliance with the Local Government and Elections (Wales) Act 2021

Monday 28th October 2024 – 6.30pm

1. Attendance

Community Councillors: Vice-Chair Caryn Hill, Owen Thomas, Ceri Lane, Simon Underdown, Linda Morgan, Robert Wiseman

Clerk: Nadine Dunseath

Also Present: 1 Member of the Public
Mr Sam Riley – Cardiffian

Apologies

Cllr Mike Jones-Pritchard (holiday)

Cllr Graham Walters (family commitments)

Cllr Ana Waite (work commitments)

SW Police (No PCSO available)

Vice-Chair Cllr Caryn Hill chaired the meeting.

2. Declaration, Registration and the Nature of Interests

None.

3. Police Matters

SW Police did not attend the meeting but had provided crime figures for August and September (included in item 10 Clerks Report) and crime figures for October as follows: - Anti-Social Behaviour 1; Burglary/Attempted (Residential) 1; Suspicious Circumstances 1; Theft/Attempted from Shop 1; Theft/Attempted from Vehicle 1.

SW Police had advised that there had been another report of a suspicious male hanging around the M4 underpass Taff Trail at school finishing times. SW Police have patrolled the area but have not identified the individual. Patrols will continue and they have asked for anything suspicious to be reported to them.

The next Cuppa with a Copper meeting will be held at Aion on Wednesday 30th October between 11am and 12 noon.

SW Police had met with the Community Council outside the Primary School to discuss parking issues and safety and will see if any improvements can be made following a meeting with the County Councillors in early November.

**AP Clerk to contact SW Police to enquire if a description of the suspicious male can be provided.*

4. MP, Senedd, County Councillor Matters

None.

5. Public Session

(i) Resident report regarding hanging baskets and a request that they are removed.

**AP Clerk to remind local contractor*

(ii) Mr Sam Riley attended the meeting from local newspaper The Cardiffian and advised he was interested in covering local stories as well as learning about local democracy. The Community Council suggested he may like to cover a story on upcoming Christmas events being organised in the village.

6. Matters arising from the Public Session

Actions noted in item 5.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 30th Sept 2024

Council Members all agreed to approve the minutes of the Ordinary Meeting on 30th Sept.
Council resolved to approve the minutes of the Ordinary Meeting on 30th Sept 2024.

8. Matters arising from the minutes and any remaining business from the meeting.

Item 5 Flytipping by Catherine Drive *AP Clerk to check if this has now been removed and if not to chase Wales & West.

Vegetation Merthyr Road Garden *AP Clerk to remind contractor to remove.

9. Updates from Working Groups

(i) To set budget and date for Christmas Together Event.

Council Members all agreed to arrange for Thursday 19th December.

Clerk circulated information on budget and costs from last year's event.

Council Members all agreed to enquire if a magician could provide the entertainment this year. *AP Cllr Morgan to make enquiries and to book if possible.

Cllr Morgan advised that Wales and West Housing Association had suggested they may be willing to cover the cost of entertainment at the event.

Council resolved to approve a budget of up to £800 for the Christmas Together Event.

**AP Clerk to check if snow machine liquid was required.*

(ii) Consideration of Festive Lights Quotations

It was noted that Centregreat had advised there were difficulties in placing a light to shine onto the fir tree on the green due to overhanging branches obscuring a clear line of sight, but they will confirm. *AP Clerk to request clarification.

Centregreat had suggested the tree may be able to be dressed in the summer months if an underground electric connection could be made, but the cost for this would be in excess of £2000. Council Members agreed to consider this for next summer.

The lamppost features had been installed which were the original features with some new bulbs, Clerk had enquired into why 4 new features had not been installed as requested and contractor had advised they could be changed if necessary. Council Members agreed to leave in place and to install the new for next year.

Clerk reported that the contractor had confirmed the LED trees would be returned and that all the lights would be up and lit by 18th November.

To approve purchase of 4 LED trees at £250 each

A quotation had been received for 4 LED warm white 4m trees at £250 each which would match the existing.

Council resolved to purchase 4 LED trees at total cost £1000

Council members agreed to install the trees on Saturday 9th November.

**AP Clerk to contact local resident to enquire if an electric source could be supplied to enable a display on the grass bank opposite the school.*

To approve purchase of 3 plug boxes at £24 each

Council resolved to purchase 3 plug boxes at £24 each and agreed to purchase more if required to complete the display.

It was noted to confirm the plug size on the tree before purchasing.

(iii) Consideration of daffodil bulb planting and purchase of bulbs.

Cllr Underdown advised that if daffodil bulbs were to be planted for the Spring this should be done at this time of year. Clerk advised that money had been set aside in this year's budget to purchase flower bulbs.

Council resolved to purchase daffodil bulbs up to a budget of £75

(iv) Newsletter

Council Members discussed the newsletter and drafting of articles and noted that it may be best to arrange poster adverts for the Christmas events. Cllr Morgan advised that a leaflet had been distributed to all residents. Cllr Thomas agreed to draft a newsletter and to discuss with Chair Mike Jones-Pritchard to ensure it covered all the requirements.

10. Clerks Report of Correspondence.

October 2024

Village Planters The village planters had been removed from the village. Clerk contacted Cardiff Council enquiring if this was a misunderstanding and requested that they are returned as soon as possible. Cardiff Council Parks Department have returned the planters and planted them up with additional pollinator plants for the village.

IRPW The Independent Remuneration Panel for Wales has published its draft report for 2025-26 with Councillor allowance payments unchanged from this year.

Charter Meeting Clerk attended a meeting with other Community Clerks and the new Cardiff Council Monitoring Officer which was a good opportunity to meet some new Clerks and to raise issues. Clerk provided feedback on the Council grass cutting contractors whose policy not to collect clippings may cause slip hazards if grass is across pavements.

Monitoring Officer has advised that agenda item for declaration of interests should also include the nature of the interest.

Nature Towns and Cities Funding Clerk attended a webinar to learn more about the grant funding opportunity. This funding is for a minimum of £250,000 and must include all green spaces within an area with a view that an application be submitted as a partnership for all landowners working in collaboration. The team highlighted smaller grant schemes may be more suitable to the Community Council garden project.

Finance A half yearly VAT reclaim has been submitted to HMRC and received which will assist with cashflow for the financial year.

Tanyard Downpipe The downpipe at the side wall of the Tanyard has broken and requires repair.

1st Castell Coch Scout Group Tongwynlais Cubs and Scouts group will be relocating from Bethesda Chapel to the Tanyard from January 2025. The group are aware that the last Monday of the month coincides with the Council meeting and the hall will be unavailable and have advised they will make alternate arrangements that week. The group have asked for a small storage area at the hall.

Banking Lloyds Bank have advised that the main treasurer's account will be changing to a business account from January 2025 and that there will be a monthly account maintenance charge of £4.25 applied to the account.

Model Financial Regulations One Voice Wales and the National Association of Council Clerks have published new model financial regulations for 2024. Clerk advises the new regulations should be reviewed alongside the existing policy to ensure new requirements are covered.

North Cardiff Woodlands Project The project team has been successful in submitting an expression of interest to the Nature Network Fund to apply for funding to improve local woodlands. The Community Council has sent a letter of support to the next stage of the application process.

SE Wales Strategic Development Plan Cardiff Council will be contacting all Community Councils soon as part of the consultation process.

Website Accessibility The Website company have advised new accessibility regulations have been implemented, and they will update the Community Council coding to ensure full compliance at no additional cost.

Updates from September Meeting

Item 3 Police Matters Crime figures have been provided for 1st August to 30th September as follows:- ASB – 3; Burglary (Commercial) – 1; Criminal Damage (Vehicle) – 2; Criminal Damage – 2; Suspicious Circumstances – 1; Theft/Attempt Theft (overall) – 6; Theft/Attempt from Vehicle – 1.

There has been a change in PCSO for the village with PCSO Park, PCSO Lewis and PCSO Roberts now in place. SW Police hope to carry out community speed watch around the village soon.

Item 4 Food Waste Bags Cardiff Council have confirmed they can provide a weekly delivery of food waste bags, red & blue recycling bags and hygiene bags every week to the Tanyard. They no longer support a distribution from local businesses but wish the service to be provided from council run or

community premises.

Item 5(ii) Public Bin Cardiff Council have advised that the public bin on the lamppost by the village hall has been vandalised and a replacement has been ordered.

Item 5 (ii) Tollhouse Cardiff Council have written to advise they are concerned regarding an individual charging for viewings of the Tollhouse, they have informed the Historical Society and asked to be contacted if a reoccurrence or any further matters of concern.

Item 9(ii) Gardening Club The gardening club have advised they would like to purchase seeds and compost for the children and requested the donation go via the school. Clerk has contacted the local gardener to remove the hanging baskets at the gardening club request.

The gardening club are delighted with the new pathways created at the school and expressed thanks to the Community Council and all volunteers for improving the area and safety of children and staff.

Item 13(vi) Weeds Cardiff Council have confirmed that their street cleansing team will attend priority streets to clear weeds from pavements and gutters. A list of priority streets has been provided by the Clerk.

(i) Any matters arising from the Clerk's report

1st Castell Coch Scout Group Community Council agreed to a small storage area.

Banking *AP Clerk to query new monthly charge.

11. Financial Matters – To receive the Finance Report for October

Clerk presented the financial report for October to the Community Council with expenditure as follows: -

Expenditure

Staff Wages & Expenses Sept	-£1,090.93
HMRC PAYE Q2	-£514.84
Office 365 annual licence renewal	-£59.99
Window Cleaner	-£20.00
Tesco Mobile September	-£10.00
BG Lite Elect September	-£71.90
eDF Gas September	-£31.87

(i) Approval of Payments

Clerk reported the payments to be made in October as follows: -

End of Month Payments to be approved: -

Staff Wages & Expenses Oct	tbc
WAO Audit Fees 23-24	-£200.00
Gardening Club Donation	-£200.00

Community Council approved the payments to be made.

(ii) To consider donation to Christmas Hamper Appeal

Community Council all agreed to donate £300 to the Christmas Hamper Appeal

Community Council resolved to donate £300 to Christmas Hamper Appeal.

(iii) To receive the Q2 Bank Reconciliation

Community Council received the Q2 Bank Reconciliation which had been approved and confirmed by Cllr Ceri Lane.

(iv) Consideration of Q2 Budget vs Actual

Clerk had circulated the Q2 Budget vs Actual report and highlighted that the budget line for Councillor Remuneration should be increased to take into account the payment for office

consumables which was made late for 23-24 and a further payment for 24-25 was also required. All agreed to amend this budget line and to take the additional amount required from the reserves.

12. Planning Matters

*(i)24/02382/FUL First Floor Unit 6 Greenmeadow Springs Business Park Village Way Tongwynlais Cardiff CF15 7NE
Change of use of first floor unit from office space to expansion of existing ground floor dental practice.*

(ii)24/02347/NMA 46 Castell Coch View Tongwynlais Cardiff CF15 7LA

Proposed Non-Material Amendment to Planning Permission 22/00278/DCH - A slight raising of the roof ridge line, and an increase in the height of the garage door.

Community Council made no comments on these proposed developments.

13. Councillors Reports.

(i) (LM) Grass Bank Mill Road

It was noted that the grass bank on Mill Road, although left uncut to encourage wildflowers, had become very overgrown with brambles, and that wild gardens required an annual cut to encourage wildflowers for the following year. All agreed to ask the Community Council Groundsperson to cut back.

(ii) (CH) Hi-Vis Vest

It was noted that hi-vis vests for Community Councillors were required during events. **AP Clerk to check how many vests were available and if any additional were required to be ordered for upcoming events.*

(iii) (RW) Village Noticeboard

Cllr Rob Wiseman asked if the Community Council noticeboard could be used to place a display for the Historical Society. All agreed.

(iv) (OT) First Light Christmas Market

First Light Coffee Shop were hoping to arrange a German-style Christmas market in mid-December. **AP Clerk to check date for event.*

14. Any urgent matters for information only

None

The next meeting to be scheduled for Monday 25th November.

There being no further business Chair thanked everyone for attending. The meeting closed at 8pm.