
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 29th April 2024 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Graham Walters, Owen Thomas, Rob Wiseman, Ceri Lane, Ana Waite, Linda Morgan

Clerk: Nadine Dunseath

Also Present: 2 Members of the Public

Apologies

Cllr Simon Underdown (unwell)

Chair welcomed everyone to the meeting.

2. Declaration and Registration of Interest

None

3. Police Matters

SW Police did not attend the meeting but had reported crime figures for April as follows:

1 x stalking/harassment; 1 x criminal damage; 1 x theft; 1 x public order offence.

Non-crime figures for April were reported as follows:

2 x Anti-social behaviour; 3 x concern for safety; 1 x suspicious circumstances; 2 x domestic incidents; 2 x thefts via phone; 1 x animal concern.

(i) Inconsiderate parking. No matters raised.

(ii) Local resident asked for guidance on the procedure following a recent car break-in where information was given to the police but not followed up.

**AP Clerk to contact SW Police to confirm procedure.*

4. MP, Senedd, County Councillors Matters

(i) Cardiff Council Grass Cutting (GW)

It was noted that enquiries over grass cutting for the area opposite the hotel Merthyr Road was ongoing. Cardiff Council have placed no-mow signage on the area to allow native wildflowers to grow. It was noted to be mindful over high grass obscuring the view for motorists using the Coryton Interchange, but that Cardiff Council will be managing the area by cutting once a year in September.

It was suggested to cut a 1m area around the welcome signs to ensure this was not obscured.

(ii) Discarded Signs on Interchange (LM)

It was noted that discarded signage on the roundabout as well as litter reflects badly on the village image.

**AP Clerk to raise concern with County Councillors and Senedd Members.*

(iii) Traffic Lights on Coryton Interchange (GW)

It was noted that the timing of the traffic light signals on Coryton Interchange often resulted in a build-up of traffic through the village especially in the morning. It was suggested that extended timing could be requested for traffic leaving the village and consideration how traffic

flow through the village could be relieved.

**AP Clerk to contact SWTRA South Wales Trunk Road Agency.*

5. Public Session

2 members of the public attended the meeting.

(i) Local resident attended the meeting to advise that the grass bank on Wyndham Street has not been well maintained by Cardiff Council and that overgrowth has caused damage to the resident's adjacent fence. Resident would like to enquire if he would be permitted to apply weedkiller to ivy growing on his fence.

**AP Clerk to contact Cardiff Council.*

(ii) Phil Lloyd from Aion Church attended the meeting to provide an update on community work completed by a group from Texas who had recently visited the village. The group had attended assemblies in both Tongwynlais and Coryton Primary Schools and helped with repairs to the Tongwynlais Primary School playground shelter which is intended to be converted into a bookstore, clothes store, and pantry. The group made improvements to Merthyr Road Garden with cutting back overgrowth and lopping branches where possible. It was noted that some areas could not be trimmed back at this time due to nesting birds. The Church group were keen to continue their help by recementing and relaying of paving slabs. The group from Texas had also completed a village litter pick on Saturday 27th and tidied the grass area behind the bus stop adjacent to the garden.

It was noted that local business Breedon had offered aggregate and labour for staff to complete community days.

The group from Texas had offered to purchase a bench to place in the garden area.

**AP Council to produce plans and obtain quotes to repair the shed*

**AP Clerk to write letter of thanks to Aion and Texas group for their help.*

(iii) It was noted that St Michaels Church was hosting Aion in the church grounds for Whitsun on Sunday 19th May for hymns and prayers and the event was open to all to attend.

**AP Clerk to advertise on Council website.*

(iv) The Renew Café at Aion Church is open to the community every other Wednesday 10am-12 which is a free event. The event includes cuppa with a copper.

**AP Clerk to include information in next Council newsletter.*

(v) The Aion Church had recently hosted a comedy night which was very successful.

6. Matters arising from the Public Session

Actions noted in item 5.

Chair Mike Jones-Pritchard thanked the members of the public for attending the meeting, who thanked the Council for their time and left the meeting.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 25th March 2024

Council Members all agreed to approve the minutes of the Ordinary Meeting on 25th March.

Council resolved to approve the minutes of the Ordinary Meeting on 25th March 2024.

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

(i) Chair had been in contact with local business owner regarding bins and it was noted that two had been removed with the business making arrangements to remove the remaining bins.

(ii) Flooding on Castle Road/Catherine Drive junction had been reported again to Cardiff Council who attended to clear the gullies and the flood water has been resolved.

(iii) **AP Clerk to place a request for volunteers to help with the summer festival on the Council newsletter.*

(iv) Cefn Garw Quarry – ongoing

(v) **AP Clerk to chase Cardiff Council regarding smart heating controls for the Tanyard.*

(vi) **AP Clerk to chase Pughs regarding village signs gardens*

(vii) **AP Clerk to chase Cardiff Council regarding responsibility over fencing by allotments Castle Road.*

(viii) **AP Clerk to chase Cardiff Council regarding overgrown trees on lane from Pantgwynlais.*

(ix) It was noted that overgrowth from the A470 was affecting the pavement along the road from the village towards Taffs Well. **AP Clerk to report to SWTRA and Cardiff Council.*

(x) It was noted that a fallen tree had blocked a path from the bridleway to the football field,

but the path was not a recognised maintained footpath. It was suggested that the forest rangers may be able to assist.

9. Updates from Working Groups re: Future Projects

(i) Tanyard Working Group

The working group met on Tuesday 23rd April and discussed usage of the Tanyard, what else could be done and other benefits to the community. It was suggested a community survey could gain ideas on how else the building could be used. Cllr Walters reported he had acquired the deeds to the building and circulated copies to all members.

Council agreed to reimburse Cllr Walters costs for the deeds.

Council agreed to arrange another meeting for a future date and to get advice on use of capital funds and any covenants on the deeds.

(ii) Newsletter

Clerk circulated a draft newsletter to all members.

**AP Clerk to arrange defib training and to include date in newsletter.*

**AP Cllrs to send any other items to include to the Clerk.*

10. Clerks Report of Correspondence.

April 2024

Sparrows Field – 1st Castell Coch Scout group have requested use of the field for a campfire and singalong night. Permission has been granted provided they follow Scouting guidance and replace the turf at the end, ensure all burning or smouldering embers are put out and they take away all they bring with them.

Litter – Resident concern regarding litter at the recreational field.

Allotment Shed Trees – Volunteers from Aion have offered to complete a nesting survey and to trim back tree branches where needed around the allotment shed at Merthyr Road Garden.

Flytipping – An incident of flytipping Ironbridge Road has been reported to Cardiff Council.

Annual Report 23-24 The Annual Report is due to be completed.

Updates from March Meeting

Item 6.i Bins Chair has spoken with business owner who is waiting for bins to be emptied and will chase with contractor.

Item 8 – Namebadges The Community Council namebadges order is complete and badges have been distributed to members.

Item 8 – Christmas Competition Gift cards have been provided to the best dressed house competition winners and the trophy has been engraved with best dressed street.

Item 8 – King's Portrait The King's Portrait has been received and displayed at the Tanyard.

Item 10 Cefn Carw Quarry Cardiff Council Planning have advised that hardcore was laid at the site to improve arrangements and a gate installed to improve security. Work has currently halted whilst required permissions are confirmed.

Item 10 Ash Tree removal Clerk has contacted three further contractors requesting quotations to remove the ash trees along the allotments roadside to include traffic management.

Item 10 Asbestos Removal Quotations Cardiff Council have advised they are unable to recommend asbestos removal contractors. They provide a collection service to dispose of asbestos, but this only applies to residential properties. Two quotations have been received, with a further comparable quotation still to obtain.

Item 10.i Bee Orchids Cardiff Council have advised that although the green space opposite the hotel was adopted by them, they are unaware who is mowing the land. They are supportive of leaving the area to flower and have installed biodiversity signs.

Item 10.i- Website Template Update The Community Council website template has been updated.

Item 10.i Defib training sessions Clerk has contacted Calon Hearts to suggest dates for training.

Item 11.i.v Carpet Contractor has confirmed they will fit the new carpets in the Tanyard on 13th and 14th May.

Item 11.v Flower Bulbs Advice has been received that it is not the right time of year to plant flower bulbs. Local resident is completing a survey of the grass verges to advise further on where can be planted and which areas should be left to encourage native species.

Item 11.vi Hybrid Meeting Technology Clerk has purchased an adaptor to enable the microphone to be used with a laptop. Other items still to be sourced.

Item 13.i. Litter Bin Cardiff Council have advised that they will empty the public waste bin by the Spar on a more frequent basis.

Item 13.ii Amberol Order The £250 grant from Amberol has been used to purchase an additional hanging basket for the village with fittings, and 4 replacement brackets.

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

Sparrows Field - *AP Groundsman to cut back overgrowth from perimeter after nesting season ends in July.

Carpet – volunteers to be arranged for weekend 11th & 12th May to clear furniture in Tanyard from the carpeted areas.

Amberol Order – Cllr Walters advised that 6 hanging basket brackets required replacing with 4 ordered from Amberol, 2 further were required.

*AP Clerk to order 2 hanging basket brackets at best price.

(ii) Consideration of 23-24 Annual Report

Council agreed for Clerk to produce a draft annual report based on last year's template and to circulate to all for consideration at the next meeting.

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

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

Expenditure

Staff Wages & Expenses March	BACS	-799.55
HMRC PAYE Q4	BACS	-324.4
Cllr Allowances	BACS	-1404
One Voice Wales Annual Membership	BACS	-340
Christmas Prizes - giftcards	BACS	-100.00
ICO Data Controller Annual Fee	dd	-35.00
Tesco Mobile March	dd	-10
Opus Energy Gas Bill April	dd	-85.42
Opus Energy Elect Bill April	dd	-86.49
Council Tax	BACS	-1267.76
ID Management NameBadges	BACS	-147.48
TEEC Annual Webhosting	BACS	-259.20
My Window Cleaner	BACS	-20.00

(i) Approval of Payments to be made

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

End of Month Payments to be approved: -

Staff Wages & Expenses April	tbc
Pughs - School Gardening Compost	-96.99
Amberol Grant (Hanging Basket & Brackets) - Shipping costs	-36

Community Council approved the payments to be made.

(ii) To receive the 23-24 Annual Statement of Account and Annual Bank Reconciliation
Clerk circulated the 23-24 Annual Statement of Account and Annual Bank Reconciliation.
Council resolved to approve the Annual Statement of Account and Annual Bank Reconciliation.

12. Planning Matters

(i) 24/00675/HSE Forest Lodge Rhiwbina Hill Proposed Garage and workshop.

Council noted that the plan was large and expressed concern of the impact of the proposal on ecology and biodiversity of site which it was hoped the Planning Authority would take into consideration.

**AP Clerk to send letter to Planning Authority.*

13. Councillors Reports.

(i) Update from Historical Society re noticeboards (RW).

Cllr Wiseman reported that the historical society had received funding from Breedons to sponsor a history board to be placed by the tollhouse which was currently in production. It was hoped a second board could be placed by the green adjacent Pantgwynlais/Merthyr Road to provide information and a photo of the manor house that once stood at Greenmeadow. Bi-lingual wording for the sign is currently being confirmed. The Historical Society were hoping to place further noticeboards at the village square providing information about the Lewis Hotel, and by Castell Coch providing information on the vineyards.

Cllr Wiseman advised that the Historical Society were hosting talks at the tollhouse as part of the summer festival where they hoped to receive donations towards the project from attendees.

(ii) Update on Aggregate Donation (RW)

Cllr Wiseman reported he had spoken with Breedon who had offered aggregate for village projects.

(iii) Large Groups of Cyclists (SU)

Item deferred to next meeting.

(iv) Council Process (LM)

Chair advised that the process for dealing with matters that arise during the month is to email the Clerk who would advise if an extra-ordinary meeting could be arranged or if the matter could be addressed using delegated authority. Chair advised that Cardiff Council Members Services could only be contacted by the Clerk as per their agreement.

Cllr Morgan raised a recent matter of candidate sites for the Cardiff Council Local Development Plan that may affect Maes Y Draenog. Clerk confirmed a letter from the Community Council had been discussed at a previous meeting and submitted to Cardiff Council who confirmed the comments would be considered as part of their consultation process.

(v) Woodland (LM)

Cllr Morgan reported that residents of Cae Lewis were concerned about litter in the woodland. Council discussed options for addressing the litter such as arranging a litter pick and it was noted the landowner had offered to arrange a skip if volunteers were available to help collect the litter.

**AP Clerk to contact landowner to enquire into further plans for the area*

**AP Clerk to contact Cardiff Council to enquire into responsibility of fly tipping on private land.*

(vi) Litter Bins (CL)

Cllr Lane enquired if Cardiff Council have a procedure for clearing rubbish around a public litter bin and advised that a new bin had been placed at Fforest Fawr car park which was a new arrangement between Natural Resources Wales and Cardiff Council.

**AP Clerk to request area around bin is cleared for Fforest Fawr car park and similarly at the football field.*

14. Any urgent matters for information only

None

15. Exclusion of Press and Public

To consider the exclusion of press and public for item 16 by reason of confidential nature of business. A council resolution is required.

It was noted that there was no press or public in attendance.

16. Staff Wages

****confidential minute****

It was noted that due to the last Monday of May falling on a bank holiday and it being school half term holidays that the next meeting to be scheduled for Monday 3rd June.

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