
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 July 2024 – 6.30pm

Vice-Chair Cllr Caryn Hill chaired the meeting.

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Graham Walters, Owen Thomas, Ceri Lane, Simon Underdown, Rob Wiseman.

Clerk: Nadine Dunseath

Also Present: 1 Member of the Public
SW Police

Apologies

Cllr Linda Morgan (personal commitments)

Cllr Ana Waite (work commitments)

Cllr Mike Jones-Pritchard (arriving late for personal commitments)

2. Declaration and Registration of Interest

None.

3. Police Matters

SW Police attended the meeting and reported crime figures for July as follows: -
Anti-social behaviour 2; Suspicious Circumstances 1; Vehicle obstruction 1; Theft from vehicle 2; Theft general 1.

SW Police were aware of another theft from vehicle, but this had not been reported and they encouraged reporting all crimes no matter how small they may seem as it helped to build case profiles. Guidance was provided on crime prevention for vehicle theft to not leave valuables in the vehicle and to ensure it is kept locked. SW Police offered to provide a leaflet of guidance to the Clerk to display on noticeboard and social media, and advised that 2-3 vehicle thefts in a month for a village this size was a lot, but there was a big problem in Cardiff at the moment. A report of a car and suspected drug use was reported to SW Police.

(i) Parking

Parking issues were reported to SW Police with the problems worse around the school area during drop-off/pick-up times. It was noted that the school is currently on holidays with issues less than usual. Traffic hold-ups around Coryton were reported and traffic cutting through the village from the A470 and from Caerphilly.

PCSO advised that they undertake school patrols on a rota basis. They had noted that restrictions outside the school were limited and less than other schools in the area, they were working with Cardiff Council to suggest improvements.

A recent incident of an individual approaching women on the Taff Trail was discussed and Police patrols were ongoing. Safeguarding advice had been provided.

Cllr Caryn Hill thanked the PCSO for attending the meeting.

Cllr Mike Jones-Pritchard joined the meeting with apologies, PCSO thanked the Community

Council and left the meeting. (6.55pm). Cllr Caryn Hill continued as Chair of the meeting.

4. MP, Senedd, County Councillor Matters

Apologies had been received from Cllr Kate Carr.

(i) Recycling

The new recycling collections were discussed, and it was noted that there were some collection issues but that the scheme was new to the village and waste operators may need time to get up to speed with collections and local needs.

It was agreed for the Community Council to monitor the collections and report any issues to the Clerk to address with Cardiff Council, and to add an agenda item for the next meeting in September to review.

Issues included missed collections, items spilled from lorry and being left on road. **AP Clerk to contact Cardiff Council.*

An individual who previously had an assisted collection had reported the service retracted due to new arrangements and accessibility to the property. **AP Clerk to contact Cardiff Council and County Councillors.*

Council discussed whether there would be an increase in general waste tonnages compared to the previous arrangements. **AP Clerk to contact Cardiff Council to request information.*

(ii) Overgrowth

It was noted that the overgrowth to the entrance of the football field from the Taff Trail had not yet been cut back, but the gate had been removed, overgrowth encroaching pavement Merthyr Road had not yet been cut back but had been scheduled by Cardiff Council as part of the winter programme. Overgrowth on hedges Ironbridge Road was making the lane very narrow. **AP Clerk to contact Cardiff Council.*

5. Public Session

1 member of the public attended the meeting.

(i) Local resident reported that ragwort was growing on grass verges and pavements around the village.

It was noted that this plant is not harmful to domestic pets and not a notifiable plant.

6. Matters arising from the Public Session

None

7. Consideration & Approval of the minutes of the Ordinary Meeting on 24th June 2024

Council Members all agreed to approve the minutes of the Ordinary Meeting on 24th June. **Council resolved to approve the minutes of the Ordinary Meeting on 24th June 2024.**

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

Items covered in Clerk's report item 10.

9. Updates from Working Groups

(i) Consideration of social media policy

It was noted that generic social media policy did not include local need and it may be better practice to develop a bespoke policy on general welfare, which could include use of social media. **Clerk to contact social services/county council for template policy or guidance document*

(ii) Polytunnel Project Update

Doors still to fit but the polytunnel could be used by the gardening club.

Local business Breedon had offered aggregate to use as paths around the school gardening club area. It was agreed to request 3 tons of small chippings/gravel. **AP Cllr Wiseman volunteered to liaise with Breedon to arrange delivery.*

(iii) Newsletter

Council thanked Cllr Owen Thomas for writing an article on local resident. Cllr Thomas advised that a copy of the article had been provided to local resident to proofread.

Cllr Mike Jones-Pritchard advised there were still some articles required that he intended to write as soon as possible, and suggested the newsletter could be published to include winter event information.

10. Clerks Report of Correspondence.

July 2024

Fallen Tree Greenmeadow Clerk has reported the fallen tree on the footpath behind Greenmeadow Drive to Cardiff Council who have removed.

Tanyard The toilet cistern in the ladies toilet has been replaced with thanks to Cllr Graham Walters.

PAT testing PAT Testing has been completed at the Tanyard with thanks to Cllr Graham Walters.

Overgrowth A request has been sent to Cardiff Council to cut back the green area Ironbridge Road as it has become too overgrown for the Community Council equipment. They have advised the green will be cut back within the next 21 days.

Overgrowth A request has been sent to Cardiff Council to trim the overgrowth encroaching onto the pavement from the hotel Merthyr Road, who have confirmed the cut back will form part of the winter maintenance programme.

Pavement Cardiff Council have resurfaced some sections of pavement on Merthyr Road.

Strimmer Grounds Person has sent the strimmer for repair.

Cardiff Council Recycling Bins All residents in Tongwynlais should now have received new recycling containers to use from mid-July collections.

School Crossing Light Clerk reported to Cardiff Council that one of the amber flashing lights on the school crossing sign on Merthyr Road was not working and this has been repaired.

Energy Contract Opus Energy have advised that the business energy contracts for electricity and gas at the Tanyard will be transferred to eDF from the Autumn. Comparable quotations have been sourced by the Clerk.

Village hall wall Resident has reported that there is damage to the corner of the village hall wall. It is noted this is the responsibility of the village hall committee.

Lamppost Resident has reported that a panel on the front of the lamppost corner of St Michaels Close is not tightly secured. This has been reported to Cardiff Council who have repaired the lamppost.

Flytipping Resident report of fly tipping. It was noted that this was on private land, however Chair has contacted house owner and item removed.

North Cardiff Woodlands Project The group thanked the Council for the letter of support to their bid to the Woodland Investment Grant but advised they were unsuccessful in the final round of the bid. The group are reapplying to the Nature Networks Funding with the project unchanged and asked if the Council could provide a letter of support.

Updates from June Meeting

Item 3 Police Update SW Police have provided the following update regarding a recent incident on the Taff Trail "We are aware of a recent incident reported to us concerning a male who is believed to have been hanging around in the bushes in the vicinity of the Taff trail/ Iron Bridge Road and has approached a young girl walking home from Radyr Comp. Officers attended the area and conducted a search following the call however the male was not located. The Cardiff Council Park rangers have been made aware and will be conducting more frequent patrols of the area. Suitable advice has been given to students of Radyr Comp advising against walking home alone through the secluded area, and parents have also been made aware. If you can pass on this advice to any other concerned residents that would be appreciated."

Item 8 Cefn Garw Quarry Resident reports of lorries entering the site with hardcore waste.

Item 8 (i) Social Media Policy Old St Mellons Community Council, Lisvane Community Council and Radyr & Morganstown Community Council have shared copies of their social media policies, which are based upon the template policy provided by One Voice Wales.

Item 8 (ii) Road Signage Clerk has again contacted Cardiff Council regarding discarded road signage and has received a response from the cabinet member for Waste, Street Scene and Environmental Services advising that officers have been instructed to ensure that any of the Council's traffic management signage not currently in use to be removed from the interchange along with any identified as discarded. Other contractors may be undertaking works on behalf of SWTRA and may occasionally place sign frames and cones at the side of the carriageway in advance as preparation for works undertaken.

Item 8 (iii) Remote Heating Tanyard Clerk has contacted Cardiff Council IT department directly but to date has not received an update on the request.

Item 8 (v) Groups of Cyclists Clerk has received a response from the Policy and External Affairs Officer at Sustrans regarding cyclists using the Taff Trail through the village who have advised to contact

Cardiff Council with the support of County Councillors to see if any highway adjustments could be made along the carriageway, as Sustrans has no authority to act on this. They have suggested informal signage could be used such as “thank you for driving and cycling considerately through our village” and offered to send a representative to attend a future Council meeting to discuss the issues and help engage with developing any interventions to make the village a safer place for all. An invitation has been sent to Sustrans for them to attend a future Council meeting, who have confirmed they will attend the next meeting in September.

Item 9 (iii) Village Planters Cardiff Council has advised that they would be able to provide pollinator plants for the planters, but enquired if a community group may be able to take over responsibility of planting and maintenance of the village planters as they are no longer able to do so due to resources. They advised that if no community group can take over responsibility the planters may be removed.

Item 10 Broken Fence and Flytipping Cardiff Council have advised that the fence is privately owned and they have no responsibility to repair the broken section, but they will investigate the flytipping to get the items removed.

Item 10 Garden Waste Bins Resident has advised that garden waste bins have been collected from the lane off Castle Road, residents and Clerk had contacted Cardiff Council again, who have apologised and advised they will monitor future collections. Recycling containers were not collected.

Item 10 Defib/CPR Training Defib/CPR Training was delivered on 15th July with thanks to Calon Hearts who have also provided information leaflets which have been shared on social media and in the village noticeboard.

Item 10 (i) Grant Funding An officer from Cardiff Development and Regeneration Team met with the Clerk to complete a site visit of the Tanyard and gain a further understanding of the asbestos removal project and use of the community hall. The officer has advised that the Community Council has successfully completed round 1 of the application process, with round 2 being site visits to premises where necessary. A decision on the grant application should be completed by mid to late August.

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

Village Planters Council agreed to take over responsibility of the village planters, on the basis that Cardiff Council provide pollinator plants. It was noted that local business Pughs Garden Village had provided a list of plants that could be purchased. It was agreed to look at Autumn pollinator plants.

North Cardiff Woodlands Project Council agreed to provide letter of support.

Remote Heating *AP Clerk to continue to chase.

Legionella Testing *AP Clerk to chase response if temperatures were now compliant.

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

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

Staff Wages & Expenses June	BACS	-£1,375.71
HMRC PAYE Q1	BACS	-£630.00
Welsh Water - half yearly bill	BACS	-£103.49
Senior Citizens Tea Party	BACS	-£89.71
Polytunnel Tape & Clips	BACS	-£64.76
Tesco Mobile June	dd	-£10.00
Opus Energy Gas Bill July	dd	-£27.70
Opus Energy Elect Bill July	dd	-81.08

(i) Approval of Payments to be made

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

Staff Wages & Expenses July	tbc
Castlecare - cistern replacement & PAT testing	-160.4

Community Council approved the payments to be made.

(ii) Consideration of Internal Auditor quotation and appointment (£200)

All agreed to appoint Paul Egan as the internal auditor.

Community Council resolved to appoint Paul Egan as the Internal Auditor at £200.

(iii) To receive the Q1 Bank reconciliation

Cllr Ceri Lane confirmed and approved the Q1 Bank reconciliation.

(iv) To receive the Q1 Budget vs Actual report

Clerk had circulated the Q1 Budget vs Actual report and had noted that the annual council tax bill had been higher than expected. Clerk suggested that a small amount of reserves could be used to cover the payment. All agreed.

Community Council resolved to amend budget lines as suggested.

(v) Consideration of Energy Contracts.

Current provider OPUS Energy had written to advise the contracts would be transferred to eDF Energy in September 2024 and had provided new contract prices. Clerk had obtained comparable quotes from an energy broker.

Community Council resolved to change contracts and providers to the best available quotations for electricity and gas provided by the broker.

**AP Clerk to arrange new contracts.*

(vi) IRPW Payment for office consumables (£52)

Clerk advised that council members were eligible to receive an annual payment of £52 to cover costs of office consumables, which was a separate allocation to the annual councillor allowance payment. Clerk advised that it was mandatory for the Council to offer this payment, but council members may opt out in writing to the Clerk if they did not wish to receive this payment. It was noted that payments relating to 23-24 financial year would be made and reported by end of September.

**AP Cllrs to contact Clerk if they wished to opt-out of the 23-24 office consumables payment.*

It was noted that the annual budget may need amendments to cover the additional cost required.

12. Planning Matters

None

13. Councillors Reports.

(i) Placement of road signs (SU)

It was reported that the yellow diversion sign on Merthyr Road as vehicles enter the village from Taffs Well roundabout was obscuring the direction sign and many visitors to the village had taken the wrong turn. It was also noted that on occasions signage was placed on pavements.

**AP Clerk to contact Cardiff Council.*

(ii) Bin It was noted that the bin in the castle car park had been removed leading to littering.

**AP Cllr Underdown to contact Cadw.*

(iii) History Boards

Cllr Wiseman reported that history information board to be placed by the Tollhouse was nearing completion, and that he hoped to provide artwork for a second sign to be placed in front of the grass area Pantgwynlais at the next Council meeting in September. Cllr Wiseman requested that the Clerk seek permission from Cardiff Council on behalf of the history society to place the board, and it was noted it would be more appropriate for the history society to contact Cardiff Council directly.

**AP Clerk to provide history society with contact details for Cardiff Council.*

(iv) Village Signs Gardens It was noted that the wooden posts surrounding the gardens required some replacing and to put this item on the agenda for the next meeting in September.

**AP Cllr Walters to source quotations.*

(v) Green Waste It was noted that green waste from a recent cutback of overgrowth still remained in Merthyr Road gardens and the amount was being added to by residents.

**AP Cllr Mike Jones-Pritchard offered to contact local landscape gardener who had previously offered to remove.*

(vi) Christmas Lights

It was noted that the Clerk and Chair had been requesting a meeting with local contractor to discuss this year's display, but it had not been forthcoming. **AP Clerk and Chair to chase.*

It was noted that an electrician was required to test led tree lights from last year's display for repair and that replacement poles were required for a tree. All agreed to place item on September agenda.

14. Any urgent matters for information only

None

It was noted that the next meeting to be scheduled for Monday 30th September.

There being no further business Cllr Caryn Hill as Chair thanked everyone for attending. The meeting closed at 8.10pm.