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# CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL

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

**Monday 24<sup>th</sup> June 2024 – 6.30pm**

## **1. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Graham Walters, Owen Thomas, Ceri Lane.

**Clerk:** Nadine Dunseath

**Also Present:** 2 Members of the Public

## **Apologies**

Cllr Linda Morgan (helping with festival events)

Cllr Caryn Hill (family commitments)

Cllr Ana Waite (personal commitments)

Cllr Simon Underdown (personal commitments)

SW Police

## **Absent**

Cllr Rob Wiseman

## **2. Declaration and Registration of Interest**

None.

## **3. Police Matters**

SW Police did not attend the meeting but had reported crime figures for June as follows: -  
stalking/harassment 2; violence without injury 1; public order offences 3; criminal damage 1.

Chair advised that SW Police had confirmed the statement provided regarding a recent social media post was accurate.

Council member raised issue of man approaching women on Taff Trail and requested update.

*\*AP to contact SW Police.*

## **4. MP, Senedd, County Councillor Matters**

None.

## **5. Public Session**

2 members of the public attended the meeting.

(i) Local resident reported that the electric box near to the school had an open door.

Cllr Graham Walters advised he would check the box after the meeting.

(ii) Local resident reported the kerb had dropped on the corner of Cae Lewis.

Cllr Graham Walters advised he would report this on the Cardiff Council App.

(iii) Local resident reported that Community Council Grounds person had trimmed back low branches from a fir tree on grass area Greenmeadow, and the overhanging bushes by the village hall had been trimmed, as well as the overgrowth obscuring the Taff Trail road sign.

(iv) Local resident reported that overgrowth was encroaching through the railings from the school grounds on Ironbridge Road. Chair Mike Jones-Pritchard advised he would contact the school.

(v) Local resident reported the broken fence by the golf course had not yet been repaired.

Chair Mike Jones-Pritchard advised it was the business' responsibility.

(vi) Local resident reported another bench was due to be placed on Catherine Drive green area as well as planters.

## **6. Matters arising from the Public Session**

Actions noted in item 5.

## **7. Consideration & Approval of the minutes of the Annual Statutory and Ordinary Meeting on 28<sup>th</sup> May 2024**

Council Members all agreed to approve the minutes of the Annual Statutory and Ordinary Meeting on 28<sup>th</sup> May.

**Council resolved to approve the minutes of the Annual Statutory and Ordinary Meeting on 29<sup>th</sup> May 2024.**

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

(i) Social Media Policy – it was noted a template policy had been provided by One Voice Wales and the council had a media policy which could benefit from a review. *\*AP Clerk to contact other community councils to see if any had a policy.*

(ii) Road signage – it was noted 2 signs remain on the Coryton Interchange but at least one refers to a diversion route, that may be current and a line of cones is placed in front of a section of armco that is being renewed.

(iii) Remote Heating - *\*AP Clerk to contact Cardiff Council for update*

(iv) Market Street – it was noted that local coffee shop owner had been contacted by the Clerk and PCSO and are happy to provide a reminder to customers leaving the premises that they are entering a one-way street.

(v) Groups of cyclists – concern raised regarding cyclists travelling up Ironbridge Road onto Merthyr Road who do not stop at the junction. *\*AP Clerk to contact Cardiff Council to enquire if a give way sign could be placed opposite the junction.*

(vi) Fallen Tree – it was noted this was on private land.

(vii) Overgrowth – it was noted that Cardiff Council would be attending to trim back overgrowth on footpath entrance to recreation field.

(viii) Resident letters – Chair apologised for any misunderstanding about confidentiality of complainants and advised that One Voice Wales had confirmed the correct process had been followed under Data Protection law where in this instance the complainant had requested their name was not shared.

## **9. Updates from Working Groups**

### **(i) Consideration of social media policy**

See item 8.

### **(ii) Polytunnel Project Update**

Chair reported the cover had been fitted, one door still to fit but the polytunnel could be used by the gardening club. Thanks to volunteers for helping to fit the cover.

### **(iii) Hanging Baskets**

Chair advised that 3 baskets were to put up with new brackets to be installed. Cllr Graham Walters advised he was working with local landscape gardener to fit the remaining brackets. It was noted that Cardiff Council had cleared the village planters. *\*AP Clerk to enquire when they would be replanted.*

*\*AP Clerk to contact Pughs Garden Centre for recommendations on plants that could be purchased for the planters by the cottages on Merthyr Road.*

### **(iv) Newsletter**

Chair advised that a few additional articles could be included such as the work at Castell Coch, pavement parking, polytunnel project, report on the festival and some articles in Welsh. Cllr Owen Thomas suggested a new section to include local residents feature articles.

## **10. Clerks Report of Correspondence.**

### **June 2024**

**Internal Auditor** – *Mr Alec Davies has written to advise he is retiring from his role as Internal Auditor. Clerk has sent a letter of thanks. Clerk has sourced a new Internal Auditor and will include the appointment and quotation for next meeting agenda.*

**Broken Fence & Flytipping** *Resident report of broken fence and flytipping Merthyr Road. Clerk has*

reported to Cardiff Council.

**Resident Enquiry** Resident complaint that garden waste bin has not been collected for a number of weeks and reported to Cardiff Council who have apologised and advised they will collect but have not done so. Clerk has advised resident she will contact Cardiff Council on resident's behalf.

**Standards and Ethics Committee Report** The report had been received following observations by Cllr Julia Charles at the February Community Council meeting which was complimentary to the council. It was noted an observation had been made about name badges which were on order at the time and had now been received.

#### **Updates from May Meeting**

**Item 10.i Social Media Policy** One Voice Wales have provided a template social media policy that may be considered for adoption. The Community Council has an existing historic media policy, and it may be good practice to review this to ensure it is still reflective of current legislation, and to include new information regarding use of social media.

**Item 10.ii Parking** PCSO's have confirmed they carry out regular school patrols on a rotational basis with other schools in the area, and address parking issues during that time.

**Item 11.i Hedges Merthyr Road** Cardiff Council Parks have confirmed they will attend to complete a remedial cutback to the overgrowth to stem the immediate issue, and return in the autumn months, after bird nesting season, to carry out a more comprehensive clearance.

Regarding perimeter cut on grass area opposite hotel, grounds person will be making a slightly wider cut in due course.

**Item 12.ii Zebra Crossing Light** Cardiff Council have repaired the broken light on the zebra crossing.

**Item 15 Gardening Club Polytunnel** Thanks to Community Council Members, Aion Chapel and local volunteers who have progressed with the school polytunnel project.

**Item 17 Boiler Service** The annual boiler service was completed on June 12<sup>th</sup>. Clerk spoke with engineer regarding Cardiff Council Library concerns on thermostat readings during legionella testing, Engineer has advised if the tap has reduced flow rather than turning on full, the water temperature should be hotter. Information has been passed on to Cardiff Council Library staff to see if this will remedy the issue.

**Item 17 Portable Appliance Testing** The annual testing is due at the Tanyard Hall. Clerk has received a quotation. Cllr Graham Walters advised he would complete the test.

**Item 17 Resident Letter** Thanks were received for the response clarifying litter picking arrangements in the village, and other Community Council policies. Following the refusal of the Chair to name the source of the communication, in response to an enquiry by a council member to disclose the name, the Clerk confirmed the process with One Voice Wales, who have advised that the correct process was followed. Permission should be sought from the sender/s, who has/have the right to remain anonymous under the Data Protection Act 2018 and GDPR Regulations. If permission is not given to share the name/names or contact details, as is the case in this instance, then the Clerk should redact these. Council Members should respect this position and not make personal enquiries of the Clerk, Chair, or other individuals, or it may be alleged they are breaching the Council's duty under the above legislation.

**Item 17 Discarded Signage** Clerk has requested the remaining discarded signs are removed.

**Item 17 Village Signs Gardens** The village signs gardens have been planted up by Pughs Garden Village with pollinator flowering plants. Community Council Waterer is happy to water the gardens during dry spells.

**Item 17 Ash Tree Removal** Clerk has sourced 4 quotations for the removal of a group of ash trees suffering from ash dieback disease with a further 2 companies declining to quote. One contractor has advised that only 1 ash tree out of the 7 requires felling at this time with a trim back advised for the remaining 6 trees.

**Item 17 Hybrid Meeting Equipment** Cardiff Council Democratic Services have advised they do not have any spare audio-visual equipment as this is reallocated within the authority.

**Item 17.iii.c Defibrillator/CPR Training** Calon Hearts will be providing the training session on Monday 15<sup>th</sup> July 6pm Tanyard for anyone to attend. Thanks to Cllr Ana Waite for volunteering to produce a poster to advertise the event.

**Item 17.iii.d Hanging Baskets** Replacement brackets have been installed and hanging baskets put up with thanks to local businessman Paul Moruzzi and Cllr Graham Walters. The 2 additional replacement brackets have been received.

**Item 20.i Cyclists** Clerk has contacted owner of local coffee shop regarding reminders for cyclists leaving the premises that they are entering a one-way street. Local PCSO has also contacted the business owner and commented they were extremely helpful. Coffee shop owner and manager of the local bike shop have already been in discussions on how to help the situation and noted that the road signage on Market Street is not very clear.

**Item 20.ii Fallen Tree** Cardiff Council have advised they are not responsible for the fallen tree and suggested that the owner is sourced via land registry.

**Item 20.iii Overgrowth** Cardiff Council Parks have confirmed that they are not responsible for trimming the overhanging branches on the footpath from Ironbridge Road alongside the river as this is the responsibility of the land owner.

National Grid have confirmed they will be trimming away as much growth as possible to widen the footpath and will begin spraying treatment of knotweed in September. Cardiff Council has confirmed that the knotweed is the responsibility of the land owner to manage, where it is not an offence to have growing on land but an offence to allow to spread onto neighbouring property.

Overhanging branches on the footpath entrance to the recreational field has been reported to Cardiff Council with a request to trim.

**(i) Consideration and Approval of Grant Funding Application.**

Council approved the funding application to the Cardiff Development and Regeneration Team to remove the asbestos ceiling tiles at the Tanyard Hall. \*AP Clerk to submit.

**(ii) Any other matters arising from the Clerk's report**

The boiler engineer's comments were noted. \*AP Clerk to seek clarification from Cardiff Libraries if the temperature of the water was compliant.

**11. Financial Matters – To receive the Finance Report for June**

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

**Expenditure**

Internal Audit 23-24	BACS	-£175.00
Collar Bars & Presentation Box	BACS	-£220.00
Carpet Services	BACS	-£1,377.00
Hanging Basket Plants & Delivery	2x cheques	-£275.00
Staff Wages & Expenses May	BACS	-£1,204.20
Amberol - 2 hanging basket brackets	BACS	-£103.20
SSE Energy - Christmas Lighting supply 22-23	BACS	-£112.58
Tesco Mobile May	dd	-10.00
Opus Energy Gas Bill June	dd	-47.91
Opus Energy Elect Bill June	dd	-93.56
Limegreen Annual Boiler Service	BACS	-90.00
Window Cleaning Tanyard	BACS	-20.00

**(i) Approval of Payments to be made**

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

**End of Month Payments to be approved: -**

Staff Wages & Expenses June	tbc
HMRC PAYE Q1	£432.80 + Month 3
Welsh Water Half-yearly water bill	£103.49
Polytunnels expenses – clips & tape	£64.76

**Community Council approved the payments to be made.**

**(ii) Consideration of Historical Society Funding request**

Chair suggested to reaffirm the Community Council position from February 2023 to support the project in principle, but further information was still required for the sign to confirm location, permission from landowner to site sign, cost, content and timescale. All agreed to defer item until further information was available.

**(iii) Consideration of Ash tree removal quotations.**

4 quotations had been provided. All agreed to approve quotation from Cardiff Treescapes of £1760+VAT to fell the one diseased tree and trim branches on surrounding ash trees.

**Council resolved to approve the quotation from Cardiff Treescapes of £1760 +VAT**

**12. Planning Matters**

None

**13. Councillors Reports.**

**(i) Placement of road signs (SU)**

defer to next meeting.

**14. Any urgent matters for information only**

None

It was noted that the next meeting to be scheduled for Monday 29th July.

There being no further business the Chair thanked everyone for attending. The meeting closed at 7.15pm.