
CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL



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

Tuesday 28th May 2024 – 6.30pm

1. Election of a Chair

Cllr Ceri Lane nominated Cllr Mike Jones-Pritchard as Chair, seconded by Cllr Simon Underdown. Unanimously agreed.

Council resolved to appoint Cllr Mike Jones-Pritchard as Chair

2. Election of Vice-Chair

Cllr Ceri Lane nominated Cllr Caryn Hill as Vice-Chair, seconded by Cllr Owen Thomas. Unanimously agreed.

Council resolved to appoint Cllr Caryn Hill as Vice-Chair

3. Attendance

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

Clerk: Nadine Dunseath

Also Present: 2 Members of the Public

Apologies

Cllr Rob Wiseman (family commitments)

Cllr Owen Thomas (leaving early for work commitments)

SW Police

4. Other Appointments

(i) One Voice Wales Representative

Cllr Ceri Lane and Cllr Caryn Hill

(ii) Health and Safety Representative

Cllr Caryn Hill

(iii) School Governor

Cllr Ana Waite

5. Consideration of any new committees, and/or Working Parties

No new committees or working parties required at this time.

6. Declaration and Registration of Interest

None given at the meeting. Chair advised that the annual register of interests should be reviewed.

**AP Clerk to circulate existing register of interests for councillor review.*

7. Re-adoption of Policy Documents (Standing Orders, Financial Regulations, Data Protection and FOI Policy, Press/Media Policy, Risk Management, Complaints Procedure, Biodiversity Plan, Litter Policy, Lettings Policy, Welsh Language Policy).

All agreed to re-adopt the policy documents

Council resolved to re-adopt the policy documents.

8. Consideration of the Internal Auditor's Report 2023-24

It was noted that the internal auditor's report raised no matters of concern or recommendations. All agreed to approve the internal auditor's report.

Council resolved to approve the internal auditor's report 2023-24

9. Consideration and Approval of the Annual Return 2023-24

All agreed to approve the annual return and agree the financial statement.

Council resolved to approve the Annual Return 2023-24

END OF ANNUAL STATUTORY MEETING
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**10. Police Matters**

SW Police did not attend the meeting but had reported crime figures for May as follows:  
2 x Anti-social behaviour; 2 x Theft (General); 1 x Theft (from vehicle); 1 x Criminal Damage (Vehicle); 1 x Suspicious Circumstances.

SW Police advised that they meet every 2 weeks in Aion Church as part of the Renew event for cuppa with a copper with next attendance on June 12<sup>th</sup> between 11am-12noon.

**(i) Welfare Concern**

Council Member asked for clarification on the role of the Community Council regarding social media posts which are escalating in comments. Chair reminded all Council members that it goes against the code of conduct to act as an individual Councillor and provide a Council comment, but Councillors can contact the Clerk who may contact local PCSOs for advice and request a statement to be published.

It was suggested that a social media policy could be adopted which could include duty of care. It was suggested the Council appoint a welfare officer.

*\*AP Clerk to contact OVW for template social media policy.*

Chair advised that SW Police had provided a statement regarding a recent social media post which was read at the meeting and clarified that no concerns had been raised about an individual.

**(ii) Parking**

Council member raised concerns about inconsiderate parking especially around the school drop off/collection times and suggested that a traffic warden attended.

Clerk confirmed that SW Police are aware of parking issues and do attend on occasions.

Chair advised that the school regularly advise parents not to park inconsiderately.

Council member advised that a new scheme was being introduced at Whitchurch Primary School to block the zigzag lines by the school to prevent parking and suggested that this scheme could be adopted in Tongwynlais. Other suggestions included requesting double yellow lines by the school and resident parking permits.

**11. MP, Senedd, County Councillor Matters**

**(i) Hedges Merthyr Road**

Council Member reported that although hedges on Merthyr Road had been trimmed from opposite the school to the hotel, undergrowth was encroaching onto the road.

*\*AP Clerk to contact Cardiff Council*

It was noted that the grass area opposite the hotel had a 1 metre cut around the perimeter and around the village sign.

**12. Public Session**

2 members of the public attended the meeting.

(i) Local resident reported that 2 private business waste bins on Merthyr Road were still to be collected. Chair advised he had liaised with the business owner who was waiting on the contractor to collect the bins.

(ii) Resident report of the light on the zebra crossing by the primary school was not working.

*\*AP Clerk to report to Cardiff Council.*

(iii) Resident report that the road sign on Merthyr Road to direct cyclists down Ironbridge Road to the Taff Trail was obscured by overgrowth.

*\*AP Clerk to request groundsperson trim overgrowth.*

- (iv) Resident report of man jumping out of in front of woman on Taff Trail, but no details on location were known. It was noted that the incident had been reported to the police.
- (v) Resident report of bin at bottom of Catherine Drive footpath steps was often overflowing. Chair advised this was an unofficial bin. Resident volunteered to litter pick in the area and was provided with a litter picker to hire and pink refuse bags.

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

Actions noted in item 12.

### **14. Consideration & Approval of the minutes of the Ordinary Meeting on 29<sup>th</sup> April 2024**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 29<sup>th</sup> April.  
**Council resolved to approve the minutes of the Ordinary Meeting on 29<sup>th</sup> April 2024.**

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

#### **(i) Consideration and Approval of Annual Report**

Council Members all agreed to approve the Annual Report for 2023-24.

**Council resolved to approve the Annual Report for 2023-24.**

### **16. Updates from Working Groups**

#### **(i) Consideration and Approval of newsletter**

Chair suggested that some articles could be bilingual.

It was noted that the summer festival programme could be issued with the newsletter.

### **17. Clerks Report of Correspondence.**

#### **May 2024**

**Litter Picking Catherine Drive** Resident concern regarding litter at Catherine Drive estate.

**Overgrowth** Resident concern regarding overgrowth from adjacent empty property. Chair has provided advice on contacting the registered owners of the property via land registry.

**Community Building Grant Opportunity** Cardiff Development and Regeneration Team have launched the Cardiff Community Building Grants Scheme where £10000 can be applied for provided the community group fund at least 15% costs. Applications can be for building improvements, upgrading provisions for fire safety, health and safety, or security, new toilet facilities or kitchens, or energy efficiency improvements. Grants cannot be used for routine maintenance or repairs. Closing date for applications is 28<sup>th</sup> June.

**Boiler Service** The Annual boiler service at the Tanyard is due to be completed in June.

**PAT Testing** The Annual PAT testing of appliances at the Tanyard is due to be completed.

#### **Updates from April Meeting**

**Graffiti on Bus Stop near Holiday Inn** Cardiff Council have apologised for the delay in sending a response but advised that the graffiti was removed in October 2023.

**Collar Bars** The engraved collar bars and presentation box have been received. AW Matthews Ltd have apologised that no postage was applied to the order resulting in the Clerk paying £7 to receive the package from Royal Mail. They have applied a discount to the invoice.

**Item 4.ii Discarded Signage** Responses regarding the removal of signage have been received from County Cllrs Marc Palmer and Jamie Green, and Senedd Members Rhys Ab Owen, Andrew RT Davies and Heledd Fychan with confirmation that some signage has been removed.

**Item 4.iii Traffic lights on Coryton Interchange** South Wales Trunk Road Agency have confirmed that a recent re-validation exercise has been completed for all traffic light timings at all Coryton Junctions including the Tongwynlais junction where the timings were altered to allow traffic to flow more efficiently. SWTRA have advised the change did help and cannot be altered again for the time being, as priority must be given to the traffic flow on the gyratory as the main route into Cardiff from the M4.

**Item 5.i Weedkiller** Cardiff Council have advised that due to strict controls of pesticides by HSE they cannot give permission for residents to use pesticides on Council land, but the resident is permitted to manually control any plant growing from Council land onto their fence. Clerk has sent a letter to the resident who made the enquiry.

**Item 8.v Smart Heating Controls** Cardiff Council ICT department have advised they agree with the request in principle and will contact the Clerk to discuss further details in due course.

**Item 8.vi Village Signs Gardens** Pughs Garden Centre have confirmed they will be planting the

*gardens over the next few weeks and have been delayed due to late frosts. They have asked if the plants could be watered during dry spells.*

**Item 8.vii Fencing** *Cardiff Council Members Services have advised that the fence is privately owned and suggested a land registry search to confirm ownership.*

**Item 8.viii Overgrown trees Pantgwynlais Lane** *Cardiff Council have apologised for the delay in response as the query had been received by the wrong department, Cardiff Council Housing are now looking into the matter.*

**Item 8.ix Overgrowth from A470** *Cardiff Council Parks Department have confirmed that the overgrowth from the A470 affecting the pavement on the road towards Taffs Well will be trimmed back this month.*

**Item 9.i Tanyard** *Advice has been received from One Voice Wales that any capital income can only be used for capital expenditure and not on day-to-day expenses of the Council. Welsh Assembly Government must be notified of capital income who have the authority to permit if funds can be used for capital expenditure or must be payable to them in full or in part.*

**Item 9.ii Defib Training** *Dates have been proposed by Calon Hearts to provide defibrillator/CPR training.*

**Item 10 Ash tree removal.** *A quotation has been received to remove the ash trees with ash dieback disease to include traffic management with further quotations still to be received.*

**Item 10 Flytipping Ironbridge Road Underpass** – *Cardiff Council have confirmed their Waste Enforcement Officer will attend to remove the waste.*

**Item 10 Hybrid Meeting Equipment** *Clerk has contacted Cardiff Council enquiring if they may have old monitors no longer required. Democratic Services have requested further information to discuss with the ICT department which clerk has provided.*

**Item 10 (i) Carpet** *The new carpet has been fitted at the Tanyard with levelling work completed. Thanks to volunteers who helped with moving furniture.*

**Item 10 (i) Amberol Order** *The hanging basket with bracket and 4 additional brackets have been received, with the hanging basket gifted to the School Gardening Club to be included with this year's display. An additional 2 brackets have been ordered as required.*

*School Gardening Club advised the gifted basket is much larger than others but could be planted up by them if required.*

**Item 13.ii Aggregate donation** *The Primary School Gardening Club have advised that hardcore aggregate would be welcomed for the pathways around the garden area to improve safety of the children and have suggested any work would be best during school holidays.*

**Item 13.v Woodland** *Landowner has advised that all tree felling works have been completed with work ongoing to clear debris. Future plans are for bank stabilisation and planting of young trees which is hoped to be completed over the winter.*

*Clerk reported that Cardiff Council waste enforcement team had advised they would attend the area to clear fly tipping.*

**Item 13.vi Litter Bin Forest Fawr & Recreational Field** *Cardiff Council have confirmed their street cleansing team will attend to empty the overflowing bins and cleanse the surrounding area, including removal of any black refuse bags.*

### **(i) Consideration of Funding Application.**

Council agreed to submit a funding application to the Cardiff Development and Regeneration Team to remove the asbestos ceiling tiles at the Tanyard Hall, and if possible, a further application for building works at the allotment shed.

It was noted that at least 15% of project costs would need to be covered and the deadline for the application was 28<sup>th</sup> June.

### **(ii) Consideration of Role Descriptions – Chair and Vice-Chair**

Clerk had circulated a draft role description for Chair and Vice-Chair which was based on the Cardiff Council roles. Chair suggested one amendment where wording should be changed from County to Community. All agreed to adopt the role descriptions with amendment.

### **Council resolved to adopt role descriptions for Chair and Vice-Chair.**

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

- a) It was noted that the resident concern regarding litter had been sent a response.
- b) Council agreed to carry out watering of the village signs gardens when planted.
- c) Defibrillator/CPR training date was suggested for Monday 15<sup>th</sup> July – tbc
- d) Hanging baskets – It was noted that the replacement brackets were available and to put up

where needed. It was agreed to keep the larger basket. Cllr Walters agreed to put up replacement brackets with help of local businessman.

e) It was noted that two benches had been placed by Catherine Drive with thanks to local resident and Wales & West Housing. Planters were also to be placed in due course. It was suggested to include this information in the village newsletter.

#### **18. Financial Matters – To receive the Finance Report for May**

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

##### **Expenditure**

|                                                            |      |          |
|------------------------------------------------------------|------|----------|
| Council Tax                                                | BACS | -1267.76 |
| ID Management Name Badges                                  | BACS | -147.48  |
| TEEC Annual Webhosting                                     | BACS | -259.20  |
| My Window Cleaner                                          | BACS | -20.00   |
| Pughs - School Gardening Compost                           | BACS | -96.99   |
| Amberol Grant (Hanging Basket & Brackets) - Shipping costs | BACS | -36      |
| Staff Wages & Expenses April                               | BACS | -1067.38 |
| Tesco Mobile April                                         | dd   | -10.00   |
| Opus Energy Gas Bill May                                   | dd   | -55.51   |
| Opus Energy Elect Bill May                                 | dd   | -85.94   |

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

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

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

|                                     |         |
|-------------------------------------|---------|
| Internal Audit 23-24                | -175    |
| Collar Bars & Presentation Box      | -220    |
| Carpet Services                     | -1377   |
| Hanging Basket Plants & Delivery    | -275    |
| Staff Wages & Expenses May          | tbc     |
| Amberol - 2 hanging basket brackets | -103.2  |
| SSE Festive Lights Elect 22-23      | -112.58 |

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

Clerk advised that a letter had been received from Lloyds Bank advising on a reduction in interest rates.

Council agreed that information on the unused gardening club account was not necessary on future finance reports.

Cllr Owen Thomas left the meeting with apologies due to work commitments.

#### **19. Planning Matters**

- (i) 24/00968/HSE 3 Wellington Street, New 2 storey side & rear extension, demolition of existing shed and retrospective consent for existing garden room.
- (ii) 24/00826/HSE Woodhill, Rhiwbina Hill. New Single Storey Glazed Extension, New Bay Window, New Windows.
- (iii) 24/01142/DOC Holiday Inn, Discharge of condition 4 Construction Environmental Management Plan.

Council made no comments on the above applications.

## 20. Councillors Reports.

### (i) Large Groups of Cyclists

Council Member reported large groups of cyclists travelling through the village in excess of 20mph and also travelling the wrong way along Market Street one-way street.

Chair advised that the speed limit applies to motor vehicles, but cyclists should adhere to law of the road and cycle with due care and attention.

It was suggested to write to cycling clubs, to contact local coffee shop to ask if they would display a notice to remind cyclists of the one-way street, and to contact Sustrans as the Taff Trail cycling charity for advice. *\*AP Clerk*

It was suggested that the school children may be able to make posters for the village to remind of the 20mph speed limit and not to park inconsiderately.

### (ii) Trees

Council Member reported that a tree has fallen against another where the trees are a group of large firs and there was resident concern that the tree may fall.

Clerk has contacted Cardiff Council to ask if they are able to assist.

As the trees are adjacent to a public footpath it was suggested that the Public Rights of Way team may be contacted. *\*AP Clerk.*

### (iii) Overgrowth

Council Member reported that overgrowth on the footpath alongside the river had been reported to National Grid who had assisted with a cut back last year.

*\*AP Clerk to contact Cardiff Council Public Rights of Way Team for advice on how landowners should manage knotweed on their land which is on a public footpath.*

*\*AP Clerk to contact Cardiff Council Parks Department to request low hanging branches at the entrance to the footpath are trimmed.*

It was noted that the entrance to the footpath is often muddy and slippery and that gravel could be put there which had been offered by a local business.

### (iv) Fencing

It was noted that fencing alongside the golf course had fallen, and temporary measures were in place to make secure. The local business was aware and will repair the fence.

### (v) Football Field

Council Member reported that there was frequently anti-social behaviour on the football field and there has been a recent incident of doors on Merthyr Road being banged and causing damage.

### (vi) Footpath

Council Member reported that the footpath from Merthyr Road cottages to the Lewis Arms had been cleared of overgrowth. *\*AP Clerk to pass thanks to Groundsperson.*

## 21. Any urgent matters for information only

None

## 22. Exclusion of Press and Public

**To consider the exclusion of press and public for item 23 by reason of confidential nature of business. A council resolution is required.**

It was noted that there was no need for public to leave meeting as item was to approve minutes. All agreed that no discussion was required regarding the minutes.

## 23. Consideration and Approval of the confidential minutes of the Ordinary Meeting on 29<sup>th</sup> April 2024.

All agreed to approve the confidential minutes of the ordinary meeting on the 29<sup>th</sup> April 2024  
**Council resolved to approve the confidential minutes of the ordinary meeting on the 29<sup>th</sup> April 2024.**

It was noted that the next meeting to be scheduled for Monday 24th June.

There being no further business the Chair thanked everyone for attending. The meeting closed at 8.30pm.