
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 25th November 2024 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Owen Thomas, Ceri Lane, Simon Underdown, Robert Wiseman

Clerk: Nadine Dunseath

Also Present: 1 Member of the Public

Apologies

Cllr Ana Waite (family commitments)

Cllr Linda Morgan (Choir rehearsal)

SW Police (No PCSO available)

County Cllr Jackie Jones, County Cllr Kate Carr (County level meeting)

Not in attendance Cllr Graham Walters

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 November as follows:-

ASB 1; Drug Related Incident 1.

SW Police hope to carry out a Community Speedwatch session in the near future.

It was noted that some Community Speedwatch volunteers have not received any update following their applications. **AP Clerk to contact SW Police for an update.*

SW Police met with County Cllrs and headmaster of the Primary School and have made recommendations to improve road safety and parking issues outside the school.

PCSO's have confirmed they would be happy to attend village festive events and will be attending the Together at Christmas Community Council event 19th December as requested.

4. MP, Senedd, County Councillor Matters

(i) Cement contract

Chair and Clerk attending a meeting with Breedon Ltd, Sacyr and Cllr Palmer to receive information on the new contract awarded to Breedon Ltd to supply cement to Velindre Hospital development. Breedon Ltd have confirmed that the amount of cement supplied from the Tongwynlais site is the same as in previous years as all other contracts have been transferred to other sites. Tongwynlais site is limited to 5 cement vehicles and current arrangements to abide by speed restrictions, hours of work, and to not pass the primary school during key hours will continue to be honoured. The company have their own checks on vehicle speed and will reinforce any issues with drivers. The development requires 5 days of "large pours", with 2 days already completed and the remaining 3 for 2025 to be confirmed. The cement supply project is hoped to be completed by July 2025. Sacyr apologised for the lack of information available on day 1 large pour as they received highways permission late

and were unable to publish information to residents ahead of the works. Information was provided to the Community Council for day 2 large pour which was shared on social media as soon as it became available. Sacyr have chosen Breedon Ltd to provide the cement to help reduce environmental impact as it is the closest available site and in doing so are supporting a local business and local employment.

It was noted that both Breedon Ltd and Sacyr were looking to support the community with local projects and that aggregate had recently been donated to the primary school to improve the pathways around the gardening club area, as well as an offer to provide a talk to the children on safety awareness around the lorries. Thanks have been provided to Breedon Ltd for their recent donation towards the village festive lights.

**AP Clerk to contact Cardiff Council Highways to enquire on permission to place electronic speed signs Castle Road and Merthyr Road should funding be available.*

5. Public Session

(i) Resident report regarding parked cars on the corner of Mill Road and Merthyr Road.

It was noted that this had been raised previously to Cardiff Council with a request to consider double yellow lines on the corner. It was noted that the double yellow lines outside the Spar on Merthyr Road do not always deter motorists from parking. **AP Clerk to continue to raise.*

(ii) Resident report that village hanging baskets not yet removed. Chair advised that this issue would be covered later in the meeting.

(iii) Resident reported they were delivering food waste recycling bags to households around the village and would continue to do so. Chair thanked resident for volunteering to support the community.

(iv) Resident report that the G1 bus service to Asda no longer operates in the village. It was noted that the 132 stops near to Asda. **AP Clerk to enquire into bus service.*

(v) Resident commented on an outflow pipe into the Taff. Chair advised it is a CSO (Combined Sewers Overflow) and is designed to be used in times of excessive rain fall when it diverts surplus stormwater out of the sewer into the Taff, to avoid flooding lower down the system. The system is designed to separate and filter foul sewage, but it is possible that some may get past the filters at times of excessive rainfall.

(vi) Resident commented on the metal crash barrier by the river which was sharp. **AP Clerk to contact Cardiff Council.*

6. Matters arising from the Public Session

Actions noted in item 5.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 28th Oct 2024

Council Members all agreed to approve the minutes of the Ordinary Meeting on 28th Oct. **Council resolved to approve the minutes of the Ordinary Meeting on 28th Oct 2024.**

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

Item 5(i) Hanging Baskets. Chair advised that due to family illness the hanging baskets had not yet been removed but would be dealt with as soon as able.

Item 9(ii) Festive Lights and Fir Tree Greenmeadow. It was noted there were difficulties in shining lights onto the fir tree due to obscuring branches and that this would be looked at again for next year.

Item 10 Tanyard Downpipe. Thanks to Cllr Walters who had volunteered to look into repairing the guttering downpipe. It was noted new parts to the downpipe would be required.

Item 13 (i) Grass Bank Mill Road. The difficulties with trimming the bank due to the gradient were noted. **AP Clerk to contact Cardiff Council to enquire into a one-off cut using a tractor with long arm.*

9. Updates from Working Groups

(i) Christmas Together Event.

It was noted that a magician had been booked for the evening and that Wales and West Housing Association had kindly donated the cost.

Council agreed that the event was for all ages and information should be advertised on social media to clarify. Cllr Waite had kindly volunteered to produce a poster to advertise that could be delivered to households. All agreed for 800 copies to be printed subject to cost. It was noted that Wales & West had suggested they may be able to help support the cost.

All agreed that the grotto was not required and if possible and available perhaps Santa could visit the hall to walk around and meet guests. It was noted that an order for sandwiches etc should be placed with Costco and all agreed to order food as per last year.

(ii) Newsletter

Cllr Thomas and Chair Mike Jones-Pritchard had discussed some new article ideas.

**AP Clerk to forward copy of original draft.*

10. Clerks Report of Correspondence.

November 2024

Fire Extinguisher Service *The annual fire extinguisher service has been completed at the Tanyard with one extinguisher requiring replacement.*

Poppies *Clerk contacted the Royal British Legion to enquire if any additional lamppost poppies could be ordered for remembrance Sunday, but orders were required earlier in advance.*

Clerk has received positive comments on this year's display, and particularly the names of the fallen on the poppies.

Local Places for Nature *The Welsh Government Local Places for Nature scheme has offered the Community Council the opportunity to apply for a grant for a top-up package to compliment the community garden. Items offered include additional planters, seating or a greenhouse/coldframe.*

The scheme will be hosting a project showcase at the Senedd on Wednesday 27th November.

It was noted that Spring bulbs and perennial plants had been offered for the village planters.

South East Wales Strategic Development Plan *Planning Aid Wales is hosting a number of consultation events with the next event scheduled on 12th December.*

One Voice Wales *A new digital working practice consultation has been launched by One Voice Wales who can complete an assessment of the Community Council's digital working and suggest improvements if required.*

Society of Local Council Clerks Conference – *Clerk attended the recent conference and advised that Audit Wales had provided a presentation which advised that future changes to the annual return may be implemented which fitted more closely to the Finance and Governance Toolkit, and also that a simplified return may be available to smaller councils.*

Updates from October Meeting

Item 3 Police Matters *SW Police have advised it best not to release the description of the suspicious male approaching females on the Taff Trail as the description is generic and they do not wish for individuals to take police matters into their own hands. Anything suspicious should be reported to the police.*

Item 5 (i) Hanging Baskets and cut overgrowth *Local contractor has advised they will remove the hanging baskets and return to the school and clear the cut overgrowth from Merthyr Rd gardens as soon as possible.*

Item 8 Flytipping Catherine Drive *Flytipping has been removed.*

Item 9 (i) Together at Christmas event *A magician has been booked for the event. Clerk has submitted an application for funding to Wales & West to request a grant to cover the cost. A request for funding or donations has been submitted to the Asda community fund.*

Item 9 (ii) Christmas Lights *Centregreat have confirmed it is not possible to obtain a direct line to shine a light on the fir tree due to branches from other trees but will work with the Community Council to explore further options during the summer months for a potential display for next year. They have suggested a meeting in the Spring.*

Thanks to all volunteers who have helped with the village display this year.

Item 9 (iii) Daffodil bulbs *Thanks to Cllr Underdown and all volunteers who have helped with planting additional daffodil bulbs to flower next Spring.*

Item 13 (i) Grass Bank Mill Road *Groundsperson has advised that recent health and safety training advised against use of equipment on a gradient. He has suggested that Cardiff Council may be able to provide a one-off cut using a tractor with a side-arm cutter.*

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

Local Places for Nature – *It was noted that additional soil was required for the village planter by the bus stop and suggested a request was sent to local business for a donation. *AP Clerk*

to contact.

Spring bulbs and perennial plants to be planted by bus stop if available. *AP Clerk to contact Top-up grant package. All agreed to apply for a bench if available. *AP Clerk to complete application.

Flagstones/Coping Stones Council member reported that flagstones/coping stones had been removed from the ironbridge.

*AP Clerk to contact Cardiff Council to ensure they are aware.

(ii) Annual Review of Internal Audit

Clerk advised that an annual review of internal audit procedures should be completed and had circulated a draft report for consideration.

Council resolved to approve the Annual Review of Internal Audit.

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

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

Expenditure

Staff Wages & Expenses Oct	BACS	-973.67
Daffodil Bulbs	BACS	-68.66
WAO Audit Fees 23-24	BACS	-£200.00
Gardening Club Donation	#1946	-£200.00
4 x LED Trees	BACS	-£1,000.00
Hamper Donation	BACS	-£300.00
Emergency Locksmith	BACS	-£95.00
eDF Gas October	dd	-£54.77
BG Lite Elect October	dd	-£40.37
Tesco Mobile October	dd	-£10.00

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Wages & Expenses Nov	tbc
Replacement Leaf Blower	-£99.00
Electrical Connection Boxes (Festive Lights)	-£120.00
Electrical Cable (Festive Lights)	-£55.94
SSE Energy Supply Ltd (Festive Lights electricity 23-24)	-£141.82

Community Council approved the payments to be made.

(ii) To consider reimbursement of electric costs re festive lights

Community Council all agreed that a contribution towards electricity costs for festive lights should be provided to Bethesda Chapel, St Michaels Church, Aion Church and Village Hall and it was noted a contribution was not made last year.

All agreed for £25 per year contribution to be made for this year and last, a total of £50 to each establishment.

Community Council resolved to contribute £50 to cover electric costs for 2023 and 2024 festive seasons to Bethesda Chapel, St Michaels Church, Aion Church and Village Hall.

(iii) To consider draft 2025-26 budget

Clerk circulated draft 2025-26 budget for council members consideration and advised this should be finalised in the January meeting.

12. Planning Matters

None

13. Councillors Reports.

(i) (SU) Bauble Trail

It was noted that some enquiries had been made regarding locations and to consider this for future years.

(ii) (OT) Recycling

It was noted that recent collections had not run to schedule and often rubbish has been left in the road during collection. **AP Clerk to contact Cardiff Council and to copy to County Cllrs.* Council advised Clerk to put a link to the Cardiff.gov APP in responses to any litter collection enquiries from residents.

(iii) (RW) A470 bridge Ironbridge Road

**AP Clerk to contact Cardiff Council to request mud is cleaned from Ironbridge Road under the A470 bridge.*

(iv) (CH) Poppies

Thanks to Cllr Hill for taking down the remembrance poppies. It was noted that some may need replacing for next year and the writing refreshed.

Cllr Hill suggested that a similar idea could be used on other occasions throughout the year for temporary displays with messages from the school children such as the use of daffodils. It was noted that permission would be required from highways.

(v) CH Together Event

A suggestion was made that a sister event could be organised for future years for a quieter area making use of the side hall in the Village Hall or the Tanyard.

14. Any urgent matters for information only

None

15. Exclusion of Press and Public

To consider the exclusion of press and public for items 16 and 17 by reason of confidential nature of business.

Chaired thanked resident for attending the meeting. Member of the public left the meeting.

16. Staff Costs

****confidential minute****

17. Funding

****confidential minute****

The next meeting to be scheduled for Monday 27th January.

There being no further business Chair thanked everyone for attending and wished everyone a Merry Christmas and Happy New Year. The meeting closed at 8pm.