
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 30th September 2024 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

Also Present: 1 Member of the Public

Mr Stephen Cunnah – Policy and External Affairs Manager Sustrans

Apologies

Cllr Rob Wiseman (work commitments)

Cllr Graham Walters

Cllr Linda Morgan (leaving early for choir rehearsal)

Cllr Ana Waite (arriving late family commitments)

SW Police

County Cllr Jackie Jones

2. Declaration and Registration of Interest

None.

3. Police Matters

SW Police did not attend the meeting, and no crime figures were provided.

4. MP, Senedd, County Councillor Matters

Apologies received from Cllr Jackie Jones

(i) Recycling issues and Food Waste bags

It was noted that Cardiff Council are no longer stocking food waste bags in local stores, and these can only be obtained by visiting a local library hub. It was noted that the Tanyard library does not stock food waste bags, and Clerk had contacted the library manager to request they consider a supply. Cardiff Council Waste Management Team are making enquiries on how to provide a supply to the village and some options were discussed.

**AP Clerk to discuss further with Cardiff Council Waste Management Team.*

Thanks were expressed to local resident who has been providing food waste bags to resident's houses that they had obtained from Whitchurch Library Hub.

(ii) Grass Cutting and Weeds (iii) Hotel

Chair advised for items (ii) and (iii) that any County Council matters are addressed by letter from the Clerk.

5. Public Session

(i) Presentation by Sustrans

Chair welcomed Mr Stephen Cunnah from Sustrans to the meeting and thanked him for attending. Mr Cunnah thanked the Community Council for the invitation. He provided some background on the role of the Sustrans charity which was founded in the late 70s and has helped develop the National Cycling Network of which the Taff Trail forms a part. He stressed

that although they are custodians of the network, they do not own the land which belongs either to a Local Authority, Natural Resources Wales, or private ownership. The charity looks at ways to improve the network, for walking, wheeling and cycling, by improving signage and barriers and to increase accessibility. They are also involved in urban design and have worked with private companies and local schools to assist with grant applications for active travel journeys with improving crossings and widening pavements.

Council members raised local concerns regarding the use of the Taff Trail and asked if any measures were possible to improve safety for all.

It was noted that a section of the Taff Trail through the village was a multi-use highway with restrictions on the road such as traffic calming and zebra crossings. It was noted that the 20mph speed limit improved safety and suggested that the Community Council could work with the police to enforce the limit.

As the road is used by many heavy goods vehicles, it was suggested that a licence to restrict this could be considered which has worked well for neighbouring villages.

Funding could be considered such as the active travel fund, and options such as blended footpaths to slow motorists and cyclists at junctions.

Travel safety for pedestrians and cyclists was noted at the Taffs Well roundabout where the Taff Trail crossed busy traffic.

Chair thanked Mr Cunnah for his talk and for taking questions.

**Cllr Waite to discuss further with Sustrans for improvements to school safety, in her role as Community Council Federation Governor.*

(ii) Resident reported flytipping by picnic table on Catherine Drive. **AP Clerk to report to Wales & West.*

Resident report of public bin removed from lamppost Merthyr Road outside Village Hall. **AP Clerk to request Cardiff Council replace.*

Resident report of parked cars alongside primary school which has caused difficulties for buses to pull into the bus stop and for passengers to safely alight. Chair advised that this will be addressed at an upcoming meeting with the police and County Cllrs that he would be attending.

Resident report of individual charging for viewings of the tollhouse. **AP Clerk to advise Cardiff Council who own the land, Cllr Thomas to advise historical society.*

6. Matters arising from the Public Session

Actions noted in item 5.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 29th July 2024

Clerk advised of one correction to the July minutes for item 4(i) Recycling to note that the assisted collection service had not been retracted by Cardiff Council but had been refused when originally applied for due to accessibility to the property. The matter has since been resolved.

Council Members all agreed to approve the minutes of the Ordinary Meeting on 29th July with correction as above.

Council resolved to approve the minutes of the Ordinary Meeting on 29th July 2024.

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

Items covered in Clerk's report item 10.

Chair advised that the Cardiff Council safeguarding policy had been circulated to all Council Members and requested that all read the document and familiarise themselves with their role and responsibilities.

9. Updates from Working Groups

(i) Consideration of General Welfare Policy

It was noted that Cardiff Council had shared their safeguarding policy and that this could be adapted for Community Council use. **AP Cllr Thomas to consider a draft policy.*

(ii) Gardening Club Projects – consideration of donation.

A request had been received from the school gardening club for a donation to enable the purchase of plants. It was noted that most years a donation of £200 was gifted from the Community Council. Chair advised that the school had informed him it would be easier to reimburse the gardening club directly for purchases they require. **AP Clerk to contact*

gardening club.

(iii) Newsletter

Chair asked Councillors to contribute to the content of the newsletter and provide articles. It was suggested a newsletter could be published before the year end to include articles on the choir, Cllr Thomas' play, Winter Festival, and the Together at Christmas event with a proposed date of 19th December. It was noted that Wales and West Housing Association had offered to contribute to the costs.

Cllr Morgan left the meeting early with apologies.

(iv) Consideration of Festive Lights Quotations

It was noted that Centregreat had completed the testing of the LED tree lights and made some repairs where possible. **AP Clerk to arrange return of lights.*
Council suggested to purchase 4 additional LED trees and connector boxes subject to cost, and to consider 4 or 5 replacement lamppost motifs at £285 each, subject to budget.
It was suggested that a light could be placed on a lamppost to shine onto the fir tree opposite the school. **AP Clerk to enquire with contractor.*
It was suggested to consider a bauble trail in the village which proved popular in neighbouring villages last year.

Council resolved to approve the quotation to install and remove 12 column motifs and to install and remove lights on church at £1667 + VAT.

**AP Clerk to contact local businesses to enquire into donations.*

10. Clerks Report of Correspondence.

September 2024

Condolences A condolences card has been sent on behalf of the Community Council to the family of Lord Mayor Cllr Jane Henshaw who has sadly passed.

Defib Pads The pads on both defibrillators expired in August. Unfortunately, WG no longer offer free replacement pads. Replacement pads and emergency ready kits have been purchased based on the best price available following 4 quotations.

Bus Service Resident concern over the reliability of the village bus service which many residents depend upon and a request if the Community Council could contact the bus company regarding improvements to the service.

Food Recycling Bags Cardiff Council are no longer providing food recycling bags to local convenience stores, but residents can obtain bags from local library hubs. Clerk has been in contact with Cardiff libraries to request that Tongwynlais library hub provide this service to residents.

Charter Meeting A meeting has been arranged in October for the Community Council Clerks to meet with the new Cardiff Council Monitoring Officer.

Bowser The Community Council watering bowser has been stolen and Clerk has reported this to the police together with CCTV images. SW Police have provided a crime reference number.

Grass Verge Coryton Nature by the Taff group requested Cardiff Council trim and rake the wildflower grass verge now that the bee orchids have finished flowering. Work has been completed which will encourage more wild flowers to grow.

Ash Tree The ash tree suffering from dieback disease adjacent to village allotments has been felled by contractor who has also trimmed back overhanging branches from adjacent trees.

School Gardening Club Hardcore aggregate has been laid on pathways at the school gardening club to improve the area and make safe with thanks to Breedon Ltd for supplying the aggregate and volunteers for laying the pathways. A letter of thanks has been sent to Breedon on behalf of the Community Council and Primary School Gardening Club.

Updates from July Meeting

Item 3 Police Advice from SW Police regarding vehicle crime has been shared on social media pages.

Item 3(i) Parking SW Police have confirmed that they have spoken with County Councillors regarding parking issues particularly outside the primary school, and confirmed they raised concerns last year with the Cardiff Council officers regarding road markings who were not looking to make any changes at the time. They have advised they will raise the matter again and have arranged a meeting between SW Police and County Councillors outside school on Wednesday 16th October 9am to discuss any issues with an open invitation to Community Councillors who may wish to attend the meeting.

Item 4(i) Recycling Resident has been provided with assisted collections as requested, with thanks to Cllr Kate Carr for her help.

To note amendment to July minutes as assisted service was not retracted but resident advised not eligible, matter since resolved.

Item 4(ii) Overgrowth Cardiff Council have advised they will trim overgrowth near to the changing rooms at the recreational field, but trimming of the hedges on Ironbridge Road is scheduled for the winter maintenance programme.

Cardiff Council have advised the gate to the recreational field has been removed to improve accessibility to the field as the vehicle gate is being kept locked to reduce fly tipping risk, further work is planned for the entrance and car park.

Item 9(i) Welfare Policy Cardiff Council have provided a template policy used by County Councillors for safeguarding and general welfare.

Item 10 Grant Funding Unfortunately the grant application to Cardiff Development and Regeneration Team for the Community Building Grant for asbestos ceiling tile removal at the Tanyard has been unsuccessful as it has been considered as maintenance and repair making it ineligible for funding.

Item 10(i) Planters Local Places for Nature scheme funded by Welsh Government have provided Geum plants for the village planters and have advised that more plants will become available for autumn planting projects, such as lavender, perennial wallflowers and geraniums, as well as autumn bulbs for spring planting.

Item 10(i) Remote Heating Cardiff Council ICT department have confirmed that a connection to the router should be possible to enable a remote heating set-up and advised that other buildings have this already installed. Clerk has provided details and is arranging a site visit for the ICT Team to help confirm the set-up and possibilities.

Item 10(i) Legionella Testing Cardiff Libraries have confirmed there have been no issues regarding the temperature of the water for 3 months.

Item 11(v) Energy Contracts

The best available contracts have been arranged following the energy broker's recommendation. Unfortunately, a contract with Valda Energy was not possible as the energy consumption at the Tanyard was considered too low to contract. Both Electricity and Gas contracts have been arranged with British Gas Lite with the electricity contract starting on 9th August 24 and the gas starting at the end of the current contract, which current supplier Opus have advised is February 25 not October 24 as per previous correspondence. 3-year contract prices are as follows: -

Elect – daily standing charge 79.78p day rate 25.58p per kWh night rate 19.39p per kWh

Gas – daily standing charge 50.40p unit rate 7.00p per kWh.

The gas contract will see a slight increase in current rates, but the electricity contract will make a significant saving.

Item 13(i) Placement of road signs Cardiff Council have advised this works falls outside of ongoing Cardiff Highways maintenance and suggested Rhondda Cynon Taff County Council may be responsible, but they have confirmed it is not within their boundary. Clerk has contacted SWTRA.

Item 13(ii) Castell Coch Bin Cadw have confirmed the bin was not provided by them and suggested it was removed by Cardiff Council. Cardiff Council have confirmed they did not place nor remove a bin from the car park and suggested it may be the responsibility of car park management.

Item 13(vi) Festive Lights Clerk and contractor met on August 15th with further meetings available if required. Quotes to be provided prior to September Council meeting to discuss. Further options may be available such as extending lamppost motifs into Mill Road, utilising the icicle lights around the Tanyard building, or at lower level if transformers are suitable, tree decorations on buildings.

Contractor to provide catalogue of lamppost motifs with option to purchase over a 3-year instalment programme. Contractor has agreed to test LED trees free of charge and repair if possible.

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

Remote Heating *AP Clerk to continue to chase.

Tanyard Booking It was noted that due to a double booking at the Village Hall the Tanyard had accommodated a private party, and positive feedback was received on the hall. *AP Clerk to chase village hall for hire fee.

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

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

Expenditure

Castlecare - cistern replacement & PAT testing	BACS	-160.40
Staff Wages & Expenses July	BACS	-1112.18
Strimmer Repair	BACS	-£78.58
Tesco Mobile July	dd	-£10.00
Opus Energy Gas Bill Aug	dd	-£27.45
Opus Energy Elect Bill Aug	dd	-£92.27
Window Cleaner	BACS	-£20.00
Defib Pads & Prep Kits	BACS	-124.78
Cllr Allowance payments re office consumables 23-24	BACS	-468.00
Staff Wages & Expenses August	BACS	-1264.19
Tesco Mobile August	dd	-10.00
Opus Energy Elect Bill Sept - Final Bill	dd	-12.61
Opus Energy Gas Bill Sept - Final Bill	dd	-18.44
Cardiff Treescapes Ltd - Ash Tree Removal	BACS	-2112.00

(i) Approval of Payments

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

Staff Wages & Expenses Sept	tbc
HMRC PAYE Q2	tbc - 321.04+Sept
Office 365 annual licence renewal	-59.99

Community Council approved the payments to be made.

(ii) To receive and approve the Wales Audit Office Report for 22-23 and 23-24.

The Wales Audit Office Report for 22-23 and 23-24 had been completed and received. It was noted that for both years there were no matters to address.

Community Council resolved to accept and approve the Wales Audit Office Report for 22-23 and 23-24.

(iii) Consideration of replacement watering bowser.

It was noted that police investigations into the theft of the watering bowser had been inconclusive and that it was not possible to place an insurance claim. All agreed the watering bowser was essential for maintaining the village hanging baskets and planters, but it was not urgent to replace until next Spring and the cost could be included with next year's budget. A quotation of £1349 had been provided for a replacement bowser and £200 for the solar panels.

(iv) Consideration of History Society Noticeboard

Item deferred.

(v) Consideration of purchase of replacement posts by village signs gardens

It was reported that quotes were still required for the replacement posts, but it was anticipated that it would be a small cost. The Community Council Groundsperson may be able to fit the posts.

12. Planning Matters

24/02254/WTTPF Castell Coch. Detailed Treecare works as per consulting survey.
The Council made no comments on this application.

13. Councillors Reports.

(i) (CL) Hanging Baskets

It was suggested that continuity arrangements were considered for the village hanging baskets in the event the gardening club no longer completed the project and that a resident could be sourced to shadow the gardening club and learn the arrangements if the gardening club agreed.

(ii) (CL) Poppies

Remembrance Day Poppies were available from last year with the names still in place. These to be put up towards the end of October/early November in time for Remembrance Sunday.

(iii) (SU) Vegetation Village Garden

It was noted that the pile of vegetation had not yet been removed from the village garden. **AP Chair to speak with local gardener who had agreed to remove.*

(iv) (AW on behalf of LM) Village Hall events

It was noted that a fundraiser event of Ceri Dupree was arranged for October 11th.

Father Christmas would be visiting the hall on November 20th, 21st and 22nd. It was noted that the festive lights should be in place ahead of these dates.

Cllr Owen Thomas will be hosting a new play at the village hall in October.

(v) (AW on behalf of LM) Hampers

It was noted that the hamper donations would be available again this year and a request made to the Community Council to consider a donation. **AP Clerk to place on agenda for next meeting.*

(vi) (AW on behalf of LM) Weeds

It was reported that weeds were growing in gutters or on pavements. **AP Clerk to contact Cardiff Council to enquire on treatment or clearing of weeds.*

It was noted that the Community Council litter picker cleans the main roads in the village 4 times per week and that Cardiff Council clean the Coryton Interchange twice a year, with the Autumn clean due soon.

(vii) (AW) First Light Christmas Market

First Light Coffee Shop were hoping to arrange a German-style Christmas market in mid-December and advice had been provided on applying for road closures. It was discussed that the Community Council Together event could be arranged at the Tanyard on the same evening to compliment the market.

14. Any urgent matters for information only

None

It was noted that the next meeting to be scheduled for Monday 28th October with Chair providing apologies he would be unable to attend due to a family holiday. Cllr Caryn Hill confirmed she would be available to chair the meeting.

There being no further business Chair thanked everyone for attending. The meeting closed.