
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 September 2025 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

also present: Two members of public

Apologies

Cllr Rob Wiseman (Holidays)

2. Declaration, Registration and the Nature of Interests

None

3. Police Matters

Crime figures, from 28th July until 27th September, which includes dates for school holidays.
7 - Anti-social Behaviour; 4 – Criminal Damage; 7 – Theft and Handling; 2 - Burglary

4. MP, Senedd, County Councillor Matters

(i) Traffic Flow and Parking Proposals

Cardiff Council had circulated a consultation for parking proposals to include double yellow lines outside the primary school on Merthyr Road and the junction with Ironbridge Road, and no waiting areas along Pantgwynlais, Cae Lewis and Merthyr Road with the junctions at St Michaels Close, Market Street and Mill Road.

Community Council responded to the consultation highlighting that some of the restrictions may cause problems with resident parking, and also whilst events were being held at the school or village hall, and suggested there was an exemption during evening hours.

5. Public Session

(i) Resident advised that lorries had been seen on Ironbridge Road leaving materials by the recreational area. Chair noted that materials had been promptly removed, and it was believed that items were related to works from broadband providers.

(ii) Resident advised that a lorry was often parked on Cae Lewis which was causing difficulties for other vehicles having to turn. Chair suggested that although there were no parking restrictions on Cae Lewis to raise matter with PCSO. **AP Clerk to contact.*

(iii) Resident enquiry regarding properties undergoing a change of use from residential to HMO (houses of multiple occupancy) as to whether the Community Council were informed. Chair confirmed that the Community Council receives notification from Cardiff Council of all planning applications and the decision, these applications are open to the public for comment.

6. Matters arising from the Public Session

As above.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 28th July 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 28th July.

Council resolved to approve the minutes of the Ordinary Meeting on 28th July 2025.

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

Item 10 Public Waste Bins, Cardiff Council have advised these should be replaced next week.

Item 8 Boiler Repair, with thanks to Cllr Walters for fitting a new boiler filling loop. Cllr Walters advised that there was an existing gas isolation point ahead of the meter that could be turned with a key, an additional isolation point was not required.

It was noted that the librarian had reported a small water leak in the kitchen area. **AP Cllr Walters to investigate.*

Item 9 Old Christmas lights, Council discussed options to consider such as whether the Tanyard could be dressed, to check working order and sell, or to enquire if Centregreat would dispose.

Item 10 Merthyr Road Gardens, Chair requested volunteers to clear more vegetation.

Item 10 Sparrows Field, It was noted that Cardiff Council have requested a meeting to discuss agreement, Chair suggested a meeting was arranged but asked Council Members to consider if the Groundsperson could undertake the work. **AP Clerk to arrange meeting*

Item 10 vegetation at allotments, Chair advised that the allotment volunteers were unable to complete the work and to contact Groundsperson. **AP Clerk to contact Groundsperson.*

It was noted that the grass bank on Mill Road required an annual cut back which had previously been carried out by Cardiff Council. **AP Clerk to contact Cardiff Council.*

Item 13(iv) The lock to the gate at the recreation ground had been replaced by Cardiff Council but the combination was awaited.

Item 13 (iii) No response had been received from the resident requiring advice in a housing matter. **AP Cllr Lane to enquire.*

9. Updates from Working Groups

(i). Festive Lights – to approve requirements and costs

Contractor has provided a quotation. They have advised that due to limited availability of lamppost features they will provide some newer designs on loan at no extra cost. The spotlight for the fir tree is sourced, but guidance from Cardiff Council is still awaited.

Community Council agreed not to proceed with the quotation for install of lights on the Tanyard due to the price quoted, and also contractor had previously advised that the connection alteration for the lamppost by the church would be at no cost **AP Clerk to remind*

Council resolved to accept the quotation of installation and removal of 12 lamppost features, and icicle lights around the church doorway at a total of £1765 + VAT.

It was noted that the new owners of Bethesda Church had given permission to display the LED tree. Lights to be switched on for Wednesday 19th November.

(ii) “Together at Christmas” Event – to approve a budget

Council agreed to seek funding contributions from Wales and West, Asda, and Virgin Media. It was agreed to arrange the event for Thursday 18th December 5pm to 7pm.

Council resolved to increase last year’s budget by £100.

(iii) Newsletter – to approve final edit

Council members suggested some additional material to include in the newsletter with a view to try and get out in October. **AP Clerk to update edit*

**AP Clerk to add social media post to request names for poppies*

10. Clerk’s Report of Correspondence.

September 2025

Potential TRO Parking Proposals Cardiff Council have consulted County Councillors and the Community Council about potential TRO parking proposals to place double yellow lines at the entrance to Cae Lewis, Pantgwynlais, Ironbridge Road and Merthyr Road alongside the Primary School to improve safety for the children, also proposed is no waiting markings along Merthyr Road outside the doctors and village hall, at the entrance to the junction of Mill Road and Market Street and between Market Street junction to Bute Street.

Community Councillors have commented that the proposals should improve safety and ease congestion but will remove some parking spaces and suggested the “no waiting” restriction has an exemption between the hours of 6pm and 7am to accommodate parking.

HMRC Valuation Office Information was requested from the HMRC Valuation Office to confirm

ownership of the Tanyard which has been provided by the Clerk. The information is used to determine Council Tax ratings.

The Pensions Regulator Information was requested by the Pension Regulator to confirm workplace pensions for employees which has been provided by the Clerk.

Water Meter An updated water meter has been installed by Welsh Water for the Tanyard. Welsh Water have confirmed there will be no changes to billing.

Contractor Compound Cardiff Council have consulted the Community Council with a request from a contractor to place a compound unit whilst works to properties on the Greenmeadow estate are completed. Proposals for the placement include the garage site or on the green space Pantgwynlais. Community Councillors have commented that the garage site would be preferable so as not to reduce or impact the green area for resident use or biodiversity, and due to safety concerns regarding the proximity of the school. Cardiff Council have confirmed that comments have been shared with the contractor who will be using the garage area. Works consist of external wall insulation, new windows and doors, roof replacement (at Cae Lewis) solar panels and batteries, upgrading extractor fans all in line with PAS 2035.

Low-hanging branches Resident report of low hanging branches in lane behind Castle Road obstructing vehicles accessing garages. Clerk has contacted Cardiff Council who confirmed earlier this year that the trees were on their land and would complete an inspection of the trees, especially ash trees which may be affected by dieback disease. Clerk has requested an update on the tree inspection and that low hanging branches are trimmed. Advice has been given to the resident of their right to remove branches that are overhanging or encroaching onto their property.

Fallen Trees Wales and West Housing Association reported that there was a fallen tree on the Catherine Drive estate. Upon inspection there were 2 fallen trees, an ash tree which had fallen onto WWHA land, and a goat willow which had fallen towards Community Council land. Both trees were based near to the palisade fencing and WWHA responsibility. Clerk has advised WWHA who have confirmed a tree surgeon will remove.

Recycling Supplies Tanyard the Tanyard Library now has a supply of kitchen caddies for food waste available for residents.

Councillor Remuneration The Democracy and Boundary Commission Cymru have published their draft report for 2026-27 which sees no changes to councillor allowance and remuneration payments.

Updates from July Meeting

Item 8 One Voice Wales Extraordinary Meeting The extra-ordinary meeting to consider an amendment to the One Voice Wales constitution was cancelled due to a lack of confirmed attendees. The proposal was rearranged to be considered at their annual meeting in Builth Wells in October, but this has subsequently been cancelled.

Item 9(i) Festive Lights Contractor has confirmed they have obtained a spotlight and awaiting permission from Cardiff Council to install, quotations for installation of festive lights received in part.

Item 10 Fallen Tree Cardiff Council footpaths officer has attended the area and confirmed the footpath is now clear of fallen vegetation.

Item 10 Recycling. An update has been received from Cardiff Council via Cllr Jamie Green as follows: - "To address concerns raised by residents of Tongwynlais regarding both blue/red sacks being collected on the same vehicle, as I'm sure you are aware the segregated recycling scheme has not long expanded to wider areas of Cardiff which has meant that additional vehicles have been added to the fleet that are task-specific and have two compartments for the individual sacks. Unfortunately, in these early stages, we have experienced several hurdles which we are in the process of overcoming, but as a result and due to operational needs, there are occasions where we are required to collect from some areas with a regular RCV. Over the last few months, we have moved to using more than one collection vehicle to collect recycling, meaning one vehicle will attend to collect the red recycling waste, and another will attend for the blue recycling waste. I can assure you and the residents that even when using this method of collection, we have experienced a dramatic decrease in the levels of contamination and an increase in the levels of quality recycling produced in the MRF (Materials Reclamation Facility) at our recycling centre. "

Item 10 Sparrows Field Clerk has provided further information to Cardiff Council on the historic arrangements for them to maintain the area. Cardiff Council have requested a meeting to confirm and advised they may have to charge to provide a maintenance service.

Item 10 Replacement Bins A reminder email has been sent to Cardiff Council regarding the

replacement lamppost bins by the village hall and on the Taff Trail, who have advised they will be installed next week.

Item 10 Hedge Overgrowth A reminder email has been sent to Cardiff Council regarding trimming the hedges along Merthyr Road.

Item 11 Natwest Bank The application to switch bank accounts to Natwest Bank is progressing, various questions and documents have been requested which the Clerk has provided, the new account has been creating and further information is awaited regarding the switchover.

Item 11 Lamppost Poppies Community Council approved a purchase of 40 additional lamppost poppies at a total cost of £120 (£3 each). Arrangements for purchases have changed and are now via the Royal British Legion shop at a cost of £95 for 20 poppies or £60 for 10. Clerk has purchased and received 20 poppies at a cost of £95 as this was within the approved budget. An additional budget to be determined if another 20 are required.

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

The overhanging trees on Pantgwynlais – It was noted these have been trimmed.

11. Financial Matters – To receive the Finance Report for August/Sept

Clerk presented the financial report for August/Sept to the Community Council with expenditure as follows: -

Expenditure

BG Lite Elect Bill June	dd	-£32.16
BG Gas Bill June	dd	-£13.76
Senior Citizens Tea Party	BACS	-£83.44
Bank Charges May	dd	-£5.17
Tanyard window cleaning - 23July	BACS	-£20.00
Staff Costs July	BACS	-£1,619.21
RBL 20 Lamppost Poppies	BACS	-£95.00
Tesco Mobile July	dd	-£10.60
Bank Charges June	dd	-£6.17
BG Elect Bill July	dd	-£43.00
BG Lite Gas Bill July	dd	-£23.44
Staff Costs August	BACS	-£1,150.33
BG Lite Elect Bill August	dd	-£38.67
BG Lite Gas Bill August	dd	-£29.03
Bank Charges July	dd	-£4.25
Tesco Mobile August	dd	-£10.60
Tanyard window cleaning - 17Sept	BACS	-£20.00

(i) Approval of Payments

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

Staff Costs September	tbc
HMRC Q2 PAYE & NI	tbc

Community Council resolved to approve the payments to be made.

(ii) Purchase of additional lamppost poppies

Clerk reported that the cost of the poppies had increased and only 20 had been ordered following last meeting to fall within the approved budget.

Council resolved to purchase an additional 20 poppies at £95.

(iii) Annual Review of Income

Clerk circulated the current income charges.

Council resolved to keep the current rate for hall charges.

**AP Clerk to enquire into what others were charging for allotments*

**AP Clerk to enquire with library if they would suggest an increase.*

12. Planning Matters

No planning matters.

13. Councillors Reports.

(i) Cllr Linda Morgan commented that traffic flow through the village was often problematic especially in the mornings and caused delays. **AP Clerk to contact County Cllrs to ask if they can help.*

(ii) Cllr Graham Walters requested the hedges along Merthyr Road were trimmed back. It was noted that Cardiff Council have advised this will be cut back after the bird nesting season ends in September. **AP Clerk to contact Cardiff Council and request grass bank opposite the hotel has the annual cut.*

(iii) Cllr Graham Walters commented that traffic and parking was problematic around Pantgwynlais. It was suggested that a parking control zone such as that in Whitchurch may be beneficial.

(iv) Cllr Jones-Pritchard reported on the footbridge closure and that there was a signposted diversion in place down Ironbridge Road and Longwood Drive but was disappointed that the resurfacing works would take 10 weeks. It was noted that concerns have been raised with the County Councillors. Clerk advised that a resident had reported a closed pavement on Longwood Drive due to building works. **AP Clerk to report to County Cllrs.*

(v) Cllr Linda Morgan advised that Santa would be attending the village hall on November 26th and 27th this year and the hall committee were taking telephone bookings.

Cllr Morgan had met with the new owners of Bethesda who were keen to attend a future Council meeting to introduce themselves.

The owner of kerbside café had been putting together a list of upcoming festive events taking place in the village.

Cllr Morgan advised that the Christmas Hamper scheme would be going ahead again this year and requested volunteers to assist as well as financial donations. **AP Clerk to agenda*

Cllr Morgan raised for information only, that the village hall committee had met with the owner of the field adjacent to the village hall to discuss tree maintenance that may affect the hall.

14. Any urgent matters for information only

None

15. Exclusion of press and public

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

A council resolution is required.

Council resolved to exclude press and public.

Chair thanked two members of the public for attending the meeting, members of the public left the meeting at 7.35pm.

16. National Pay Award

confidential minute

Date of next meeting Monday 27th October 2025.