
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 27th January 2025 – 6.30pm

Chair welcomed everyone to the meeting.

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Owen Thomas, Simon Underdown, Robert Wiseman, Ana Waite, Linda Morgan, Graham Walters

Clerk: Nadine Dunseath

Also Present: 1 Member of the Public

Apologies

Cllr Linda Morgan (leaving early for choir rehearsal)

Cllr Caryn Hill (Attending One Voice Wales meeting on Council business)

Cllr Ceri Lane (Attending One Voice Wales meeting on Council business)

SW Police (high call volume)

County Cllr Jamie Green (County level meeting)

2. Declaration, Registration and the Nature of Interests

None.

3. Police Matters

SW Police had planned to attend the meeting, but were unable to do so, due to high call volume. Crime figures since 26th November were provided as follows: -

ASB – 5; Criminal Damage (Vehicle)- 1; Burglary (Residential) – 2;

Suspicious Circumstances – 4; Theft (General) – 4; Theft (of vehicle) - 1

4. MP, Senedd, County Councillor Matters

(i)Waste Collections

It was noted that some collections were being missed, but these could be reported to Cardiff Council via their app. Separated recyclables were on occasion being placed into the same vehicle, and it was noted that Cardiff Council do not as yet have all the required vehicles particularly for smaller streets, but separating materials at source meant more can be recycled at the depot and there was less contamination.

It was reported that the flats on Greenmeadow Drive, who are still using green recycling bags, had not had these collected for a few weeks and the waste container yard required cleaning.

**AP Clerk to contact Cardiff Council.*

**AP Clerk to contact County Councillors to enquire if there will be a review of the service.*

5. Public Session

(i) Resident report regarding water leak on Merthyr Road. It was noted that this has been resolved, following a report by a Community Councillor

(ii) Resident report that a post had fallen on the A470 sliproad exposing electric cables. It was noted that this had already been quickly made safe, following it being reported by a Community Councillor.

(iii) Resident report of paper on the Coryton interchange. It was noted this had been reported.

(iv) Resident Tree - Resident enquiry regarding large tree in their garden and how to remove.
**AP Clerk to contact Cardiff Council on their behalf.*
Thanks were given to resident for distributing food caddy recycling bags to houses.

6. Matters arising from the Public Session

Actions noted in item 5.

7. Nominations to Primary School Federation Community Council Governor.

Council thanked Cllr Ana Waite for holding this role for the past few years. Cllr Waite thanked the Council for nominating her to the role and providing her with the opportunity as governor. Due to work commitments Cllr Waite has stepped down from this position and a vacancy has arisen. Chair advised that the role consists of 4 meetings per year, 2 based at Tongwynlais school and 2 at Coryton and there were extra committee meetings for finance, curriculum and premises should the governor wish to be more involved. No nominations were made from the Community Councillors, but it was noted there was some interest in the wider community.

8. Consideration & Approval of the minutes of the Ordinary Meeting on 25th Nov 2024

Council Members all agreed to approve the minutes of the Ordinary Meeting on 25th Nov.
Council resolved to approve the minutes of the Ordinary Meeting on 24th Nov 2024.

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

It was noted that all matters had been dealt with.

10. Updates from Working Groups

(i) Festive Lights

It was noted that this year's display had encountered some difficulties due to the storms with some of the LED trees damaged. Thanks to Cllr Walters for repairing trees where possible. Replacement poles had been sourced at no cost.

**AP Clerk to enquire about replacement light strings*

Council members suggested some possibilities for the next display such as real trees, lights on the cottages and a light source for the tree on Greenmeadow.

It was noted that lights had been attached to lampposts in Rhiwbina, but these were fastened further down the post than the catenary wires used previously in Tongwynlais.

**AP Clerk to enquire with Cardiff Council if this approach could work in Tongwynlais.*

**AP Clerk to arrange meeting with contractors to discuss next display.*

It was noted that each LED tree together with associated electrical connections had been individually boxed and stored to assist with future displays. It was noted that one electrical connection box had been damaged during the display and disposed of.

Clerk requested that the icicle lights could be moved into safer storage, Chair asked for volunteers to assist.

(ii) Newsletter

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

(iii) Hanging Basket Brackets

Chair suggested local contractor could check condition of each bracket and advise if any need replacing. It was noted that some replacement brackets were available, but additional brackets may be required.

11. Clerk's Report of Correspondence.

January 2025

Clerks' Meeting Clerk attended the quarterly Clerks' meeting with the Monitoring Officer. Items included for Community Councils to consider committing to the Civility and Respect Pledge.

Merthyr Road Clerk has requested a Cardiff Council road sweeper attends the road to cleanse the fallen sticks and leaves that have accumulated at the roadside and are posing a risk to motorists and cyclists.

Air Pollution Resident concern regarding air pollution in Tongwynlais Village. MS Julie Morgan is currently arranging for monitoring equipment to be placed on Merthyr Road.

Asbestos Awareness Training Welsh Government are offering asbestos awareness training sessions

via One Voice Wales and Clerk will be attending. Dates to be confirmed.

Broken Fencing Taff Trail Clerk contacted Sustrans regarding the broken fencing on the Taff Trail who advised it was Cardiff Council responsibility. Clerk has forwarded a request for repair to Cardiff Council, who have since advised it is the responsibility of South Wales Trunk Road Agency (SWTRA) who have been informed of the damage.

Flytipping Ironbridge Road Clerk reported the flytipping to Cardiff Council who advised they will attend and cleanse the area.

Littering Coryton Roundabout Cardiff Council have advised they will attend to remove litter including a fly tipped mattress and cleanse the area. Cllr Jamie Green has reported the flytipped paper on the roundabout and requested it removed.

Chairpersons' Meeting Chair Mike Jones-Pritchard has been invited to attend a Chairpersons' meeting at Radyr and Morganstown Community Council Hall with other Chairs from the Community Councils in Cardiff area.

Footpath Gate Clerk has contacted Cardiff Council regarding the kissing gate at the entrance to footpath adjacent to river (end of Ironbridge Road) to advise it has fallen into disrepair. Cardiff Council have advised that they are currently unable to replace or repair the gate due to financial constraints.

Christmas Trees Unfortunately several of the LED trees were damaged during Storm Darragh. Thanks to Cllr Walters for recovering and repairing the trees wherever possible. Replacement poles have been requested from the supplier and similarly an enquiry for replacement lights.

Handrail Resident request for a handrail to be installed on the footpath steps from Cwmgwynlais to Ironbridge Rd. Clerk has forwarded request to Cardiff Council who have advised that a site visit will be completed to assess if handrails can be installed.

Lamppost Resident report of repair required to lamppost 32 Merthyr Road where the cover had fallen off exposing electricity cables inside. Clerk reported to Cardiff Council who replaced the cover within 24 hours.

Water Leak Community Councillor reported a water leak on Merthyr Road which has been repaired.

Updates from November Meeting

Item 3 Police Matters SW Police have apologised that the community speedwatch volunteer forms do not appear to have been processed and have asked for them to be resubmitted. Clerk has advised volunteers.

Item 4 County Council Matters Clerk contacted Cardiff Council Highways regarding placement of electronic speed signs (driver feedback signs) who advised that monitoring data should be collected prior to consideration of installation of signs. They advised that signs can develop faults, are costly to maintain and effective speed reduction diminishes over time. They advised Merthyr Road has a good safety record with no collisions reported to SW Police over the past 5 years.

Item 5iv Bus Service Adventure Travel advised that they have not held the contract for the service G1 since March 2024 which has since been discontinued by the Local Authority.

Item 5vi Barrier/Fencing River Taff Cardiff Council Parks have advised that barbed wire will be removed and have noted that the fencing requires repair but currently does not have available funding. Some sections of fencing are the responsibility of SWTRA who have been advised that fencing requires replacement or repair.

Item 8 Grass Bank Mill Road Thanks to Cardiff Council Parks who on request have cut the grass bank on Mill Road.

Item 9i Together Event Thanks to Cllr Waite for designing the leaflet and thanks to volunteers for delivering to households. Wales and West have kindly donated the cost for the magician with thanks from the Community Council but unfortunately were unable to also cover the leaflet printing costs. The Together at Christmas event was a successful evening with thanks to all volunteers.

Item 10i Flagstones/Coping Stones Ironbridge Cardiff Council have incorrectly advised this is the responsibility of RCT Council. It was noted the coping stones have been replaced.

Item 10i Planters Thanks to Cllr Underdown for arranging the collection of gifted plants and bulbs from Local Places for Nature scheme. Coed Caerdydd have advised that additional fruit trees are available until March. No response has been received following a request for soil donation.

Clerk has submitted an expression of interest to the Local Places for Nature scheme for a grant for seating at the gardens and further information is awaited.

Item 13iii Mud Ironbridge Road Cardiff Council have advised the street cleansing team will attend and remove mud/silt and cleanse the area.

(i) Consideration of adoption of Dignity at Work Policy and Civility and Respect Pledge.

Clerk advised that this had been discussed at a Clerks' meeting with the Monitoring Officer and Community Councils were encouraged to commit to the pledge and in doing so the Council would be required to have a dignity at work policy. Clerk had circulated a template policy. All agreed.

Council resolved to adopt the Dignity at Work Policy and commit to the Civility and Respect Pledge.

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

Air Pollution *AP Clerk to contact MS Julie Morgan to request copies of air monitoring results.

Flytipping Ironbridge Road *AP Clerk to contact Cardiff Council waste enforcement to request CCTV cameras.

Roadsweeper It was noted that the roadsweeper has been stationary in the bus stop and on Ironbridge Road whilst the contractor takes a break.

*AP Clerk to contact Cardiff Council to query and regarding the cycle lane on Merthyr Road to be cleared.

12. Financial Matters – To receive the Finance Report for December/January

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

Expenditure

Gardening Club Donation	#1946	-£200.00
EDF Gas October	dd	-£54.77
BG Lite Elect October	dd	-£40.37
Anon - Hamper Donation	BACS	-£30.00
SSE Energy Supply Ltd (Festive Lights electricity 23-24)	BACS	-£141.82
Electrical Cable (Festive Lights)	BACS	-£55.94
Blackwood Fire - Annual extinguisher Service	BACS	-£176.55
Magician	#1947	-£185.00
Staff Wages & Expenses Nov	BACS	-£1,373.14
Electrical Connection Box	BACS	-£22.69
Festive Lights Electricity - St Michaels	#1948	-£50.00
Festive Lights Electricity - Ainon	BACS	-£50.00
Festive Lights Electricity - Village Hall	BACS	-£50.00
A&N Print - Together Event Leaflets	BACS	-£60.00
Tesco Mobile November	dd	-£10.00
Replacement Leaf Blower	BACS	-£99.88
Electrical Connection Boxes (Festive Lights)	BACS	-£120.00
RCD Adapter & Tough Plug (Festive Lights)	BACS	-£63.65
Window Cleaner Dec 5th	BACS	-£20.00
EDF Gas November	dd	-£1.11
BG Lite Elect November	dd	-£39.06
Together Event Food	BACS	-£241.85
Together Event Drinks & plates etc	BACS	-£199.00
Welsh Water Half Yearly Bill	BACS	-£84.95
Staff Wages & Expenses Dec	BACS	-£784.30
HMRC PAYE & NI Q3	BACS	-£525.55
Tesco Mobile December	dd	-£10.00

EDF Gas December	dd	-£117.69
BG Lite Elect December	dd	-£42.10

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Wages & Expenses January	tbc
SLCC Annual Membership (1/3 cost)	-£64.60
Centregreat Festive Lights	tbc
Insurance Renewal	tbc

Community Council approved the payments to be made.

(ii) To consider and approve Insurance Renewal Quotations

Two insurance renewal quotations had been received from Clear Council's insurance (current provider), and it was noted that 2 other companies had been contacted but had not provided a quotation in time for the meeting. This year's quotation was increased due to the Tanyard being flagged as within a surface water flood zone. Council considered the two quotations which were for a 1-year or 3-year arrangement and all agreed to renew on the 3-yr quote.

Council resolved to renew insurance arrangements with Clear Councils on a 3-yr long-term agreement at £1877.15.

(iii) To approve prizes for Christmas Lights Competition Winners

Council agreed to award £100 to best dressed house competition winner to be spent at the Lewis Arms, and to engrave the plaque with the best dressed street competition winner.

**AP Clerk to arrange.*

(iv) To consider Q3 bank reconciliation

Clerk circulated Q3 bank reconciliation for council members information.

Cllr Linda Morgan left the meeting with apologies at 7.20pm

(v) To consider Q3 Actual vs Budget

Clerk circulated Q3 Actual vs budget to Council members and advised that some adjustments to budget lines were required as per the detail on the report. All agreed.

(vi) To consider staff pensions

Clerk provided some information regarding pension contributions. All agreed to support staff pensions. **AP Clerk to provide further information.*

(vii) To consider and approve 2025-26 budget

It was noted that the budget line for insurance required increasing following the quotations received. To offset extra requirement against festive lights project.

(viii) To set the precept request 2025-26

Council resolved to set the precept request for 2025-26 at £31350

13. Planning Matters

No new applications for January.

14. Councillors Reports.

(i) (RW) Resident Letter

A resident letter had been received raising some concern regarding noise from local pubs. All agreed for Chair and Clerk to meet with landlords and discuss any concerns.

(ii) (SU) Spring Bulbs and Fruit Trees

Spring bulbs had been received from Local Places for Nature with the majority planted. Thanks to Cllr Underdown. Fruit trees were available to collect from Coed Caerdydd. It was suggested to plant on grass bank opposite school subject to permission from Cardiff Council.

(iii) (MJP) Trees

Chair reported that a tree near to the allotment shed had fallen in the recent storms and had damaged a fence. Volunteers were requested to assist in trimming remaining trees around the shed ahead of the bird nesting season. It was noted to arrange repair of fencing.

(iv) (MJP) Grass Bank Mill Road

It was noted that the grass bank had been trimmed with thanks to Cardiff Council, but some brambles remained to be trimmed. Volunteers requested to assist with trimming the brambles.

(v) Guttering Downpipe

It was noted that the guttering downpipe on the Tanyard still required repair. Thanks to Cllr Underdown and Cllr Walters to assist with repair.

15. Any urgent matters for information only

None

16. Exclusion of Press and Public

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

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

17. Consideration and Approval of the confidential minutes of the Ordinary Meeting on 25th November 2024

Council resolved to approve the confidential minutes of the ordinary meeting on 25th November 2024.

The next meeting to be scheduled for Monday 24th February.

There being no further business Chair thanked everyone for attending. The meeting closed at 7.45pm.