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# CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the Annual Statutory Meeting  
held at the Tanyard in compliance with  
the Local Government and Elections  
(Wales) Act 2021  
Tuesday 27<sup>th</sup> May 2025 – 6.30pm**

**1. Election of Chair**

Cllr Ceri Lane proposed Cllr Mike Jones-Pritchard, Cllr Caryn Hill seconded. All agreed.

**Council resolved to appoint Cllr Mike Jones-Pritchard as Chair.**

**2. Election of Vice-Chair**

Cllr Graham Walters proposed Cllr Caryn Hill, Cllr Owen Thomas seconded. All agreed.

**Council resolved to appoint Cllr Caryn Hill as Vice-Chair.**

**3. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Owen Thomas, Simon Underdown, Rob Wiseman, Ceri Lane, Graham Walters

**Clerk:** Nadine Dunseath

**also present:** 2 members of the public.

**Apologies**

Cllr Ana Waite (work commitments)

Cllr Linda Morgan (unwell)

SW Police

**4. Other Appointments**

**(i) One Voice Wales Representative**

Cllr Caryn Hill and Cllr Ceri Lane volunteered to continue in the role.

**Council resolved to appoint Cllr Caryn Hill and Cllr Ceri Lane as One Voice Wales Representatives.**

**(ii) Health and Safety Representative**

Cllr Caryn Hill volunteered to continue in the role.

**Council resolved to appoint Cllr Caryn Hill as Health and Safety Representative**

**(iii) School Governor**

Cllr Owen Thomas volunteered for the role.

**Council resolved to appoint Cllr Owen Thomas as the Peartree Federation Community Council Governor.**

*\*AP Cllr Mike Jones-Pritchard to arrange paperwork for Cllr Thomas' appointment through the school.*

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

All agreed to continue with existing working parties and that no additional working parties or committees were required at this time.

**6. Declaration, Registration and the Nature of Interests**

None

**7. Re-adoption of Policy Documents (Standing Orders, Data Protection Policy, Risk Management Policy, Concerns and Complaints Policy, Biodiversity Plan, Litter Policy, Lettings Policy, Welsh Language Policy, Training Plan).**

It was noted that the Training plan had been updated to reflect training completed in the previous financial year. It was noted that updates to the Biodiversity Plan to be completed later in the year at the same time as publishing the Section 6 Biodiversity Report.

**Council resolved to re-adopt the Policy Documents.**

**8. Adoption of revised Model Financial Regulations 2025**

Clerk advised that an amendment to the Model Financial Regulations had been published which referenced new legislation.

Chair proposed that the Financial Regulations were amended where the wording reads Clerk/RFO to read Clerk as the role of RFO is carried out by the Clerk.

Chair proposed that 5.9 is amended so the lower limit requiring 3 estimates is £1000.

Chair advised that 7.10 required the Council to review payment methods every 2 years and proposed that the Council continue with payments by BACS unless requested otherwise.

All agreed to adopt the revised Model Financial Regulations with the above amendments.

**Council resolved to adopt the revised Model Financial Regulations 2025 with amendments listed above.**

**Council resolved to continue with payments by BACS unless requested otherwise.**

**9. Consideration of adopting Whistleblowing Policy**

Clerk circulated a template policy published by NALC for consideration. It was noted at the previous meeting that the Monitoring Officer had recommended all Community Councils adopt a policy.

**Council resolved to adopt the Whistleblowing Policy.**

**10. Consideration of Internal Auditor's Report 2024-25**

The Internal Auditor's report for 2024-25 had been received which was complimentary to the Community Council but included several recommendations. It was noted that most of these recommendations had already been completed.

Clerk suggested that the annual review of hall hire and allotment rents is completed during the September meeting.

Chair recommended that the Council complete a review of land valuations.

*\*AP Clerk to contact other Community Councils for recommendations on land valuation companies.*

**Council resolved to approve the Internal Auditor's Report 2024-25 and to complete the recommendations.**

**11. Consideration and Approval of the Annual Return 2024-25**

Clerk advised that page 2 of the annual governance statement had been updated this year by Wales Audit Office and included new questions. Clerk advised that Q1 asked if a formal vision document had been adopted by the Council, although this was not a mandatory requirement; Q10 asked if the Council had adopted the General Power of Competence, but not all the eligibility criteria had been met. Chair suggested that a formal vision document was compiled and adopted by the Council.

**Council resolved to approve the Annual Return 2024-25**

Annual Return was signed by the Chair and Clerk. *\*AP Clerk - Annual Return documents to be sent to Wales Audit Office.*

**END OF ANNUAL STATUTORY MEETING**

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**12. Police Matters**

SW Police had sent apologies as they were unable to attend the meeting. It was noted that crime figures for March and April had been provided and were included in the Clerk's report, and that crime figures for May would be provided in due course. It was noted that there had been some change in personnel with PCSO Neil Park and PC Kelly Rees representing the village.

### 13. MP, Senedd, County Councillor Matters

Chair reported that County Councillors had enquired about the timescale for Government usage of the hotel and a response was awaited.

Chair reported that County Councillors were arranging a meeting with Cardiff Council Highways Department regarding signage arrangements at either end of Merthyr Road, but a date was yet to be confirmed.

Cllr Rob Wiseman joined the meeting at 6.55pm.

### 14. Public Session

(i) Resident enquiry over access to the Council minutes on the website. Chair advised that final minutes were published next to the meeting date once approved by the Council.

(ii) Resident enquiry regarding a question to Stagecoach bus over service during emergency road closure. Chair advised that a response had been received from Cardiff Council, and this was covered in the Clerk's report.

(iii) Resident report of overgrown bushes on Ironbridge Road obstructing the pavement. *\*AP Clerk to contact school.*

(iv) Resident concern over cars parked on yellow lines outside the Spar and on the pavement.

*\*AP Clerk to contact SW Police to ask on their approach to parking issues.*

*\*AP Clerk to contact County Cllrs to ask if they may consider a second bollard on the pavement outside the Spar.*

### 15. Matters arising from the Public Session

Actions noted in agenda item 14.

### 16. Consideration & Approval of the minutes of the Ordinary Meeting on 28<sup>th</sup> April 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 28<sup>th</sup> April.

**Council resolved to approve the minutes of the Ordinary Meeting on 28<sup>th</sup> April 2025.**

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

Matters arising are noted in the Clerk's report.

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

Clerk had circulated a draft annual report for 2024-25 for consideration. All agreed.

**Council resolved to approve the Annual Report 2024-25.**

### 18. Updates from Working Groups

#### (i) Merthyr Road Gardens – consideration of skip hire £175 +VAT

It was noted that further cutting back of vegetation was required and that a skip for removal of waste would be beneficial. The skip could be placed on Community Council land and as such no permit was required for placement on road. It was noted any cutback of vegetation should wait till after the bird nesting season. All agreed to hiring of skip when required. *\*AP Clerk to notify the County Cllrs when skip due to be arranged.*

**Council resolved to skip hire for green waste after bird nesting season**

#### (ii) Hanging Baskets – consideration of additional baskets

A request had been received from a local business to place hanging baskets on their property. It was noted that the baskets had already been prepared for this year, but spare brackets may be available. All agreed if any spare baskets to hang them this year, otherwise to increase the stock for next year.

It was noted that brackets had been removed from the lamppost outside the church during replacement of the lamppost and not re-installed on the new post. *\*AP Clerk to contact Cardiff Council for permission to hang brackets and baskets on the lamppost.*

It was noted that trimming of overgrowth was required and permission from tree owner should be sought. *\*AP Cllr Walters volunteered to arrange hanging the baskets and replacing brackets where required with help of local gardener.*

#### (iii) Festive Lights

Contractor still to provide requesting price list and brochure of new lamppost features.

Clerk had circulated some information from other providers, and it was noted that one

company is also providing installation. \*AP Clerk to contact company to enquire over pricing.  
 \*AP Clerk to contact Cardiff Council to enquire if other contractors can install lights.

## 19. Clerk's Report of Correspondence.

### May 2025

**Remote Heating** – Cardiff Council IT Team have given permission for a remote heating system to be connected via the Cardiff Free Wi-Fi router at the Tanyard. They have advised that if the Community Council purchase and install a device they will be able to help with the final connection if details are provided to them with a site visit if necessary.

**Biodiversity Toolkit** – One Voice Wales are producing a biodiversity toolkit to assess the biodiversity value of changing mowing methods for parks, playing fields, burial grounds, verges etc.

**PCSO's** SW Police have confirmed there is a change in personnel with PCSO Roberts and PCSO Lewis now working from different stations and covering different areas. PCSO Neil Park and PC Kelly Rees are the representatives for the Tongwynlais area.

**Public Bin** Clerk has requested the lamppost bin is replaced/repared on the Taff Trail Merthyr Road which has recently been removed, Cardiff Council have confirmed they will replace the bin as soon as possible.

**Local Places for Nature** The group have advised that additional items may be available for the community garden behind the bus stop Merthyr Road following a site visit by the local representative with the Clerk to discuss possible options. Community Council to decide to apply for 2 planters with compost and plants, or a bench. Local representative advised that further packs could be applied for the main garden once the area has been cleared of overgrowth and suggested this took place in the autumn following the bird nesting season.

**Boiler Service** The annual boiler service for the Tanyard has been arranged for June.

**Bus Service** Cardiff Council have provided an update regarding the bus service following a recent emergency road closure due to a burst water main where initially there had been a miscommunication to the drivers of the 132 stagecoach bus, but this had been rectified as soon as possible and a diversion put in place. They have advised that arrangements could be made with utility companies to provide shuttle buses if diversions to the scheduled service are not possible which was implemented for Taffs Well village by Rhondda Cynon Taff County Council.

**SSE Energy** Correspondence has been received from SSE Energy Solutions, who are responsible for the unmetered electrical connection for the festive lights, and who have advised there may be a price increase to the tariff for 2025.

**Lamppost Poppies** Clerk advises that if additional lamppost poppies are required for November that the order is placed by July.

### Updates from April Meeting

**Item 3 Police Matters** Crime figures for March and April have been confirmed as follows: -

March: Theft / Attempt theft from vehicle – 3; Theft of vehicle – 1; Vehicle Obstruction – 1  
 April: Anti-Social Behaviour – 2; Criminal Damage – 2; Theft / Attempt Theft General – 1; Theft / Attempt Theft of Pedal Cycle – 1; Vehicle Obstruction – 1

**Item 4(i) Planning** Mr Simon Gilbert has written to thank the Community Council for inviting him to the April meeting and for making him so welcome.

**Item 6(i) Communal Bin** Cardiff Council have confirmed they are responsible for communal bins. If residents have previously been advised that their bins must be presented at the kerbside, they should continue to do so on their scheduled collection days. However, if no such instruction has been given, bins should be left in the designated bin storage area, where the collection crews will retrieve them as part of their routine service. Whilst there is no routine cleaning regime, they will attend to cleanse communal bins if reported there is contamination.

**Item 6(iii) Garden Waste Bags** Cardiff Council have confirmed they will provide the Community Council with 2 garden waste recycling bags for the Merthyr Road Garden.

**Item 11 Biodiversity** Clerk has circulated the One Voice Wales template for Section 6 Biodiversity reporting requirements by December 2025.

**Item 11 Broken Fence A470** Cardiff Council have repaired the broken fence alongside the A470.

**Item 11 Traffic Lights Coryton** Cardiff Council have repositioned the traffic lights on the Coryton roundabout to be again visible as traffic leaves Tongwynlais village.

**Item 12 (ii) Pension scheme** Clerk has submitted employee joining forms to the Cardiff and Vale Local

*Government Pension Scheme who have requested a confirmation email is sent by the Chair that the Council has approved joining the scheme.*

**Item 12 (iv) Gardening Club and Hanging Baskets** *Compost and manure pellets has been ordered and delivered to the school gardening club who have confirmed the baskets should be ready to go up 1<sup>st</sup> June and reminded that 3 brackets required replacing.*

*Solar Panel Kit has been delivered with the watering bowser still to be received.*

**(i) Delegated authority for Chair to contact pension provider**

Council agreed for Chair to send a confirmation email to pension provider informing that the Council has approved joining the scheme and will make employer contributions.

**(ii) Consideration of garden top-up pack – planters or bench**

Council agreed that due to limited space behind the bus stop they would not pursue additional planters or bench. It was noted that a further application could be submitted for Merthyr Road Gardens once the area was cleared of vegetation.

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

It was suggested that an additional 40 lamppost poppies could be ordered for November. Item to be on the agenda for next meeting.

**20. 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**

|                                         |      |            |
|-----------------------------------------|------|------------|
| BG Lite Gas Bill March                  | dd   | -£128.10   |
| BG Lite Elect Bill March                | dd   | -£43.19    |
| Staff Costs April                       | BACS | -1239.77   |
| Wales Audit Office - Audit Fees 2022-23 | BACS | -£540.00   |
| School Gardening Club Compost           | BACS | -£96.99    |
| Watering Bowser                         | BACS | -£1,379.00 |
| Solar Panel Kit for Bowser              | BACS | -£249.99   |
| Tesco Mobile April                      | dd   | -£10.60    |
| BG Lite Elect Bill April                | dd   | -£35.61    |
| BG Lite Gas Bill April                  | dd   | -£24.75    |
| Bank Charges March                      | dd   | -£4.25     |

**(i) Approval of Payments**

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

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

|                                        |          |
|----------------------------------------|----------|
| Staff Costs May                        | tbc      |
| Hanging Basket Plants and Travel costs | -£265.00 |
| Internal Auditor's Fee                 | -£200.00 |

**Community Council resolved to approve the payments to be made.**

Clerk reported that some further information was required by signatories to complete the application to change banking providers. As one account would be transferred over as part of the switching service, Clerk suggested that funds in savings accounts were temporarily transferred to the current account and savings accounts closed. It was noted that new savings accounts could be opened with the new bank provider once switched. All agreed.

**(ii) Approval of funding for senior citizens' tea party £100**

**Council resolved to fund the senior citizens' tea party as in previous years to a budget of £100**

**(iii) Consideration of purchase of remote heating £100**

It was noted that purchase of a remote heating system was made by the Chair in September 2022 and permission to connect to Cardiff Council Wi-Fi router had taken some time to be granted. It was noted that the cost of the system had decreased since 2022. Chair offered to cover the additional cost of the purchase.

**Council resolved to cover cost of £100 towards the remote heating system.**

**21. Planning Matters**

No new applications for May.

It was noted that applications considered last month had permissions granted.

**22. Councillors Reports.**

**(i) Drainpipe Repair (CL)**

Cllr Ceri Lane advised she had purchased the parts required for the drainpipe repair.

**(ii) Public Session (OT)**

Cllr Owen Thomas requested if public session could be brought higher in the agenda if presentations were included during the meeting. Clerk advised that the agenda could be altered during a meeting if necessary.

**(iii) Mensheds (CH)**

Cllr Caryn Hill suggested that the menshed project was kept on the project list as part of the garden project. Chair reported that new keys had been purchased for the allotment shed.

**(iv) Recording of meetings (GW)**

Cllr Graham Walters enquired as to when meetings were no longer recorded. Clerk advised that a digital recorder had been used some years ago to aid writing of minutes but had not been used since in-person meetings resumed post-pandemic, as it was no longer felt necessary by the Clerk to write the minutes. Council agreed recording meetings was not necessary.

**23. Any urgent matters for information only**

None

There being no further business Chair thanked everyone for attending. The meeting closed at 7.55pm.

Date of next meeting Monday 30<sup>th</sup> June.