
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 October 2025 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Owen Thomas, Linda Morgan, Graham Walters

Clerk: Nadine Dunseath

also present: One member of public

Cllr Caryn Hill (representing the Community Council at One Voice Wales meeting)

Cllr Ceri Lane (representing the Community Council at One Voice Wales meeting).

Apologies

Cllr Rob Wiseman (family commitment)

Cllr Simon Underdown (family commitment)

Cllr Ana Waite (family commitment)

2. Declaration, Registration and the Nature of Interests

Cllr Mike Jones-Pritchard noted an interest that he had produced the drawings for the proposed works at the allotment shed (agenda item 9iii) but noted that he had no business or financial interest.

3. Police Matters

SW Police did not attend the meeting and crime figures had not been provided.

(i) Drug use concern – item not discussed.

4. MP, Senedd, County Councillor Matters

No matters discussed.

5. Public Session

(i) Resident advised that the Bethesda Chapel had been purchased by the Armenian Church who were keeping the building as a place of assembly. It was noted that a gated entrance had been constructed and the church group were considering construction of a bell tower. It was noted that no planning applications had currently been submitted. It was advised that the church services were being held every 2 weeks between 12pm and 6pm.

6. Matters arising from the Public Session

No matters arising.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 29th Sept 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 29th Sept.

Council resolved to approve the minutes of the Ordinary Meeting on 29th Sept 2025.

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

Item 8 Water Leak, with thanks to Cllr Walters for investigating the water leak with a repair

completed, however it was noted that further repair was required. Cllr Walters to provide an invoice to the Clerk for any expenses incurred.

Item 8 Sparrows Field, Clerk had suggested meeting dates to the Cardiff Council Officers but had not received a response. **AP Clerk to chase.*

Item 9i Festive Lights, Clerk confirmed that lighting instructions had been provided to the contractor. **AP Clerk to chase re spotlight.*

Item 9ii Together Event, it was noted that the budget for the event had been agreed at £900. Clerk confirmed that Wales and West had provided a funding application form and required quotations for entertainer and leaflet printing. Clerk had obtained a quotation for £90 for 1000 leaflets. It was agreed to contact the magician who attended the event last year. **AP Clerk.*

Item 11ii Lamppost Poppies, it was noted that additional poppies could be ordered for next year and to add this to the November agenda to discuss.

9. Updates from Working Groups

(i) Newsletter – to approve final edit

Clerk had circulated newsletter which had been updated to include all additional items, and thanks to Sian Richards for providing the Welsh translations.

Clerk had sourced 2 quotations for printing costs, with further quotations requested. It was noted that the lowest quote was £290 for 800 copies. **AP Clerk and Chair to obtain additional quotes.*

(ii) Festive Lights – to approve purchase of lights for 6m tree £37

All agreed to the purchase of 2 strings of lights for the 6m tree at a cost of £37 each.

It was suggested that subject to agreement from St. Michaels Church, a festive floodlight could be positioned on the end wall of the church.

(iii) Allotment Shed and Gardens Project

Chair had circulated plans to repair the allotment shed to reroof, provide new doors, remove the back wall and replace with timber wall and cladding. It was suggested to approach the National Contractors situated within the village who may be able to help with labour or materials. All agreed to the planned repairs. **AP Clerk to contact Contractors.*

10. Clerk's Report of Correspondence.

October 2025

Standards and Ethics Committee A member of the Standards and Ethics Committee will be attending and observing the November Community Council meeting.

Welsh Government Statement The Cabinet Secretary for Housing and Local Government has published a statement following the Town and Community Council consultation on the role, governance and accountability of the sector, stating that they will work towards implementing mandatory code of conduct training for all council members and some changes to the audit process.

Landfill Disposals Tax Communities Scheme Communities that live within five miles of waste transfer stations or landfill sites could be eligible to apply for a grant for £5,000 to £49,999 to fund a biodiversity focussed project, applications through One Voice Wales.

Pantgwynlais Tree A Scots Pine tree which appears to be suffering from dieback has been reported to Cardiff Council.

Public Bin The overflowing bin at the recreational field has been reported to Cardiff Council with a reminder for this to be included on their routine collection schedule. Cardiff Council have confirmed they will cleanse the area.

Clerks' Meeting Clerk attended the quarterly meeting with the Monitoring Officer which included a talk from Cardiff Council Audit team who can provide annual internal audit on request. Future talks were offered on Cardiff Council support on Health and Safety, Finance, and Procurement.

SLCC/OVW Meeting Clerk will be attending the online annual conference of One Voice Wales and Society of Local Council Clerks in November.

Remote Heating System Cardiff Council have asked if the Community Council can provide confirmation on the date of the remote heating system installation and if it will require a wired or wireless connection. An officer will be available to attend during installation to connect the system to the network.

Annual Fire Extinguisher Service The annual fire extinguisher service is booked for November.

Road Sweeper Clerk has requested Cardiff Council send a road sweeper to clear the roads of fallen leaves who has attended the village.

Updates from September Meeting

Item 3 Police Cae Lewis Parking PCSO confirmed they will monitor parking whilst on patrols.

Item 4(i) J32 Coryton Traffic Concerns have again been raised of clarity of traffic signs at Coryton Interchange after vehicles have again been seen using the incorrect lane and driving towards oncoming traffic. Cardiff Council have suggested that two large no entry signs are installed onto the existing posts, advising that they believe these would be more visible than road markings.

Item 8 Sparrows Field Meeting dates have been suggested to Cardiff Council Parks Officers.

Item 8 Allotments overgrowth Groundsperson confirmed that overgrowth has been trimmed back, but additional equipment is required to tackle the larger brambles (brush cutter/steel disc).

Item 8 Mill Road Grass Bank Cardiff Council have confirmed this is on their cutting schedule.

Item 9 (ii) Together at Christmas Wales and West Housing have provided a funding application form. Quotes required for costs of entertainer and leaflet printing.

Virgin Media have advised that their community fund is for businesses to offer redistribution of surplus food to charity groups.

Item 10 Low-hanging branches Lane behind Castle Road Cardiff Council have confirmed they attended the site and have removed low hanging branches obscuring access. An inspection was completed of the ash tree which concluded no remedial works were required at this time, but monitoring will continue.

Item 11 Natwest Bank Clerk and Chair have been provided with access to the online banking system Bankline with access to Cllr Hill and Cllr Lane progressing.

Item 11 Lamppost Poppies The additional 20 lamppost poppies have been received.

Item 11 (iii) Allotment rental A local Community Council who provide allotments have confirmed they charge £10-£15 per year for their plots. Cardiff Council have confirmed their allotment charges are in the region of £15 per plot, however concessions are applied.

Item 13 (i) Traffic Congestion Cllr Jamie Green advised he has been raising this matter for some time with Cardiff Council who have been unable to provide any practical solutions. Cllr Green has suggested to work with the Community Council and residents to raise concerns.

Item 13 (ii) Merthyr Road Hedges Cardiff Council have confirmed this is on their cutting schedule.

Item 13 (iv) Footbridge closure Pavement obstruction on Longwood Drive has been removed. Cllr Jamie Green has advised that he has met with SWTRA who confirmed that the footbridge will be open on occasions during the works when safe to do so. SWTRA and Stagecoach are currently working towards arrangements to provide a free bus service from Tongwynlais to the other side of the Coryton Roundabout.

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

Remote Heating – Cllr Walters advised that he hoped to install the heating system over the next fortnight and would advise the Clerk of the date.

Brush Cutter Disc – *AP Groundsperson to provide quotations.

Natwest Bank - It was noted that the account had been set up with 3 signatories added to the online bankline system. *AP Clerk to complete form to transfer the funds over.

Allotment Rental – Council discussed the allotment rental charges and agreed to increase them in line with other councils to a £15 per year per plot with a concession to £12 for pension age tenants. Increase to begin from April 2026 or when next payment is due for those who had already paid for 2026 fees. *AP Clerk to contact allotment tenants.

Council resolved to increase allotment fees to £15 per year from April 2026, with a concession of £12 to pension age tenants.

(ii) To consider the draft section 6 biodiversity report

Clerk circulated a draft section 6 biodiversity report and advised that a report must be published on the council website before the end of the calendar year. It was agreed to contact 2 residents with biodiversity knowledge who had agreed to contribute to the biodiversity plan.

*AP Clerk to contact.

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

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

Expenditure

BG Lite Gas Bill August	dd	-£29.03
Tanyard window cleaning - 17Sept	BACS	-£20.00
Microsoft Office 365 Annual Renewal	BACS	-£84.99
RBL 20 Lamppost Poppies	BACS	-£95.00
Staff Costs September	BACS	-1308.47
HMRC Q2 PAYE & NI	BACS	-864.73
Tesco Mobile September	dd	-£10.60
Bank Charges August	dd	-£4.25
BG Lite Elect Bill September	dd	-£38.99
BG Lite Gas Bill September	dd	-£64.65

(i) Approval of Payments

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

Staff Costs October

tbc

Community Council resolved to approve the payments to be made.**(ii) To receive the Q2 Bank Reconciliation**

Clerk circulated the Q2 bank reconciliation for information and advised that Cllr Lane was in the process of completing her review.

(iii) To receive the Q2 Budget vs Actual

Clerk circulated the Q2 Budget vs Actual report for information and advised that each line was within the budget.

(iv) To consider a donation to the annual hamper appeal

It was noted that £300 was donated last year to the hamper appeal and that food costs were likely increased. Cllr Mike Jones-Pritchard proposed that £400 was provided towards the costs this year. All agreed.

Council resolved to provide £400 to the costs of the hampers.

Cllr Linda Morgan requested that any council member who may be available to help with the deliveries as per last year.

(v) To approve Christmas Lights competition prizes

It was agreed to provide prizes as per last year for an engraving on the trophy shield for Best Dressed Street and a £50 voucher for dinner in the Lewis Arms for the Best Dressed House.

(vi) To consider funding request from Forces Fitness

It was noted that minimal information had been provided and to request some further details but suggested that a children's activity event could tie in with the summer school initiative.

**AP Clerk to request further information.*

12. Planning Matters – no new applications for October

No planning matters.

13. Councillors Reports.

(i) Historical Society Christmas Cards. Item not discussed.

(ii) Traffic through Village/Sunday Parking. Cllr Walters raised concern over parking and traffic congestion with the opening of the new Armenian Church with services also being held in St. Michael's Church, visitors to the Café and users of the Village Hall. It was suggested that the school may be able to offer parking but noted there would be a charge to do so.

All agreed to monitor the situation to see if action was required.

(iii) Hedge Trimming / Road Sweeper. It was noted that the Clerk had requested Cardiff Council attend to trim hedges on Merthyr Road and this was on their cutting schedule for the

winter. A road sweeper had attended but had been unable to clear fallen leaves from against the road edge due to the overgrown hedges.

(iv) Village planters. Item not discussed

(v) Cllr Thomas advised that he had attended the school governor's meeting. He suggested that the school gate could be cleaned and painted by the Community Council, subject to agreement by the school.

14. Any urgent matters for information only

(i) Cllr Morgan advised that there were often near-misses on the Coryton roundabout and suggested that the road markings were repainted to avoid confusion especially on the junction for the northbound A470 exit. **AP Clerk to contact SWTRA.*

(ii) It was noted that there had been a resident concern about smoking of cannabis outside the flats on Greenmeadow estate and the smell was spreading through the building. Chair advised that the resident could contact their housing officer with concerns. **AP Clerk to contact Cardiff Council Housing.*

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.

It was noted that the item was for the formality of approving the minutes.

16. To approve the confidential minutes of the Ordinary Meeting on 29th September
Council resolved to approve the confidential minutes of the ordinary meeting on 29th September 2025.

Date of next meeting Monday 24th November 2025.

Chair thanked members for attending. Meeting closed at 7.38pm

It was noted to include the Together Event and Poppies on the next meeting agenda.