
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 April 2026 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Graham Walters, Simon Underdown, Owen Thomas, Rob Wiseman, Linda Morgan, Ana Waite
Clerk: Nadine Dunseath
1 Member of the public

Apologies

Cllr Ceri Lane (family commitments)

Chair welcomed everyone to the meeting.

2. Declaration, Registration and the Nature of Interests

None

3. Police Matters

Clerk had sourced crime figures from the SW Police website for Tongwynlais for February as follows: violence & sexual offence 3; criminal damage & arson 1; vehicle crime 1; possession of weapons 1; anti-social behaviour 1.

SW Police had advised there had been a spate of vehicle crime around Longwood Drive and some streets around the village hotel.

PCSO Kyle Williams had joined the team representing the area.

**AP Clerk to thank the police for the information and to advise TCC would welcome them to attend a meeting. Clerk to enquire if any actions had been taken for vehicles on pavements causing obstructions.*

4. MP, Senedd, County Councillor Matters

None

5. Public Session

No matters raised

6. Matters arising from the Public Session

None

7. Consideration & Approval of the minutes of the Ordinary Meeting on 30th March 2026

Council Members all agreed to approve the minutes of the Ordinary Meeting on 30th March.
Council resolved to approve the minutes of the Ordinary Meeting on 30th March 2026.

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

Tanyard Storage Ongoing

Door Guards defer to next meeting

Thermostat Ongoing

Road Surfacing The junction of Catherine Drive and Castle Road was due to be resurfaced on 1st May and signage had been placed in the vicinity to advise motorists.

One Voice Wales The meeting on 27th April had been cancelled.

9. Updates from Working Groups

(i) Biodiversity – Consideration and Approval of the Biodiversity Action Plan

Cllr Thomas and Cllr Hill had attended the film screening on the climate emergency hosted at Aion chapel which was well attended. It provided an opportunity to report to the group on Community Council initiatives. The key message from the evening was to lobby MPs for support. Chair thanked Cllr Thomas and Cllr Hill for attending.

The Biodiversity Action Plan had been well received with thanks to local residents Andy and Kaz Wilkinson. The working group suggested meeting to change a few words in the plan to be supportive wherever possible and where funds available. All agreed **AP Cllr Hill to arrange working group meeting.*

(ii) Allotment Shed

Chair thanked Cllr Thomas for his work at the gardens clearing cuttings and items no longer required. Chair thanked Cllr Lane for loan of a garden shredder. It was noted that birds may be nesting in the overgrowth by the shed gardens and care should be taken if any overgrowth is cut back. Aion to remove metal work belonging to them. It was noted that some soil had been dumped on the garden with evidence of Japanese Knotweed in the soil. **AP Cllr Wiseman to inspect.*

Member of the public joined the meeting at 6.50pm.

Cllr Hill, Cllr Thomas and Cllr Underdown attended the Lisvane Mensheds which was a very productive meeting where they were keen to share guidance and information on the group. They have set up as a charity which allowed more access to funding, and they advised they have been able to use S106 funding. It was advised the group could set up as an online community in the first instance and could make use of the Tanyard to build a group, which was noted it should be inclusive to all but have rules in place to manage a meeting space effectively. Chair advised it may be possible to utilise aggregate funds and refuse site funding. Chair thanked Council Members for attending the group meeting.

Chair advised that a builder had attended the allotment shed with the view to quote for a repair for the roof. It was noted that the solar panel on the roof could provide electricity to the shed. It was suggested to arrange a meeting for the allotment shed working group.

Clerk advised that a meeting had been arranged with Lovells to discuss funding opportunities.

(iii) Festive Lights

Chair and Clerk met with Centregreat to discuss festive lights arrangements for 2026. A quote would be provided by Centregreat by end of May for the Community Council to discuss and agree arrangements earlier this year. Centregreat had confirmed the timer on the lamppost by the church would be adjusted so that electricity wasn't connected via the church. Centregreat apologised as they believed this had been done last year.

Centregreat confirmed they were supportive of a spotlight by the green and could ensure a deflector screen was used to prevent any glare for motorists **AP Clerk to contact County Cllrs to discuss the spotlight by the green.*

Chair advised that there were 2 dead branches in the fir tree on the green and another hanging in the adjacent tree. **AP to report to Cardiff Council.*

Centregreat could not make use of the icicle lights but had offered to collect and dispose of them. It was agreed to retain some which could be used to decorate the Tanyard. All agreed to dispose of remaining lights.

(iv) Hampers

Cllr Morgan provided an update on last year's scheme and suggested ideas on how to determine recipients. She advised that fund raising usually began in September. All agreed to arrange the working group met to determine policies to ensure those in most need are reached with appropriate deliveries for their catering needs. All agreed the Community Council could help support the scheme with Cllr Morgan taking the lead with the project.

(v) Hanging Baskets – to approve budget for compost and plants

Clerk advised that the cost for delivery of the compost to the Primary School was the same as

last year. The Gardening Club had ordered the hanging basket plants which were due to be delivered to the school in the first week of May and they had requested the compost delivered the same week. A larger selection of pollinator plants had been ordered this year to add variety to the displays. All agreed to set a budget of £300 but it was noted that additional variety of plants may increase costs, and this amount was not yet known.

**AP Clerk to request groundsman cut back brambles along allotment perimeter with the new brushcutter.*

10. Clerk's Report of Correspondence.

April 2026

Public Bins *The overflowing public waste bins have been reported to Cardiff Council and a request for collection. This appears to be a city-wide issue, and information was shared via Community Council Clerks with the Monitoring Officer at a recent meeting who advised they would follow up with County Council Officers.*

The missed bag by the Ironbridge Road park following on from a community litter pick by the Beavers has been reported and Cardiff Council advised this would be collected. Cardiff Council Officers commended the Beavers group on their great job which was appreciated.

Portable Appliance Testing *The annual testing for portable electrical devices in the Tanyard is overdue.*

Hanging Baskets *The school gardening club have ordered this year's plants to include more variety and pollinators and these will be delivered to the school in early May. They have requested if compost can be purchased by the community council and delivery arranged to the school for the 1st week of May.*

Litter Picking Kits *With thanks to Keep Wales Tidy who have donated 5 extra litter pickers with hoops and hi-vis vests to the Tanyard litter picking hub.*

Damaged Bench *The damaged bench in the Ironbridge Road play area has been reported to Cardiff Council Parks with a request to repair.*

Defibrillator Pads *New pads have been installed in the defibrillator by the Fire and Stove shop.*

Scout Storage *The scouts group have asked if any Community Council owned land could be rented with the view to them placing a small container for storage.*

Updates from March Meeting

Item 8(i) WWHA *Wales and West Housing Association have advised the consultation with residents at Catherine Drive has been completed and a follow-up meet with the Councillors to be arranged.*

Item 9(ii) Biodiversity *A request had been received to have the overgrowth cuttings removed from the community garden. Thanks to Cllr Thomas for removing the cuttings.*

Item 9(iii) Festive Lights *A meeting was held with the contractor on April 27th.*

Item 10 Strimmer *Groundsperson has ordered a new heavy duty brushcutter and instructions have been passed on for them to cut grass this year leaving a couple of centimetres growth visible.*

Item 10 Clerk's Meeting *Clerk attended the quarterly Clerk's meeting with the Monitoring Officer where recent observations at meetings attended by a Standard and Ethics Committee Member were discussed. The next meeting is scheduled for July.*

Item 10 Paint *A detailed costing of paint and materials at £105 required for the school gates has been sent to Sacyr who will advise in due course if they are able to help.*

Item 10 Public Bin *Following a request by the Community Council, a replacement public waste bin has been installed on the lamppost on Merthyr Road Taff Trail near to the bench.*

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

Portable Appliance Testing (PAT) *Cllr Walters advised he was no longer able to complete the testing. *AP Chair to enquire with church electrician.*

School Compost **AP Clerk to order compost*

Scout Storage *All agreed there was no land suitable for a storage container.*

WWHA **AP Clerk to arrange meeting with Cllrs and WWHA*

(ii) To consider the 2025-26 Annual Report

Clerk circulated a draft annual report for consideration. All agreed to approve the report.

Council resolved to publish the 2025-26 Annual Report

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

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

Expenditure

Window Cleaning 18March	BACS	-£20.00
BG Lite Elec Bill February	dd	-£31.13
BG Lite Gas Bill February	dd	-£58.23
ICO Data Commissioners Annual Fee	dd	-£47.00
One Voice Wales Annual Membership renewal	BACS	-£373.00
Cllr Allowance Payments	BACS	-£1,872.00
Staff Costs March	BACS	-£1,198.30
HMRC PAYE & NI Q4	BACS	-£378.63
Tesco Mobile March	dd	-£10.60
Old brushcutter service inspection charge	BACS	-£20.00
New Brushcutter & Delivery	BACS	-£308.99
BG Lite Gas Bill March	dd	-£108.07
BG Lite Elec Bill March	dd	-£39.29

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Costs April	tbc
Replacement defibrillator pads	-£79.20
Council Tax	-£1,480.90

Community Council resolved to approve the payments to be made.

(ii) To receive the Q4 bank reconciliation

Community Council received the Q4 bank reconciliation for information

(iii) To receive the Q4 Budget vs Actual Report

Community Council received the Q4 budget vs actual report for information

(iv) To receive the 2025-26 year-end figures

Community Council received the year-end figures for information

12. Planning Matters

No new applications for April.

It was noted that building work had taken place with no planning application and this had been reported to Cardiff Council Planning who were investigating with Planning Enforcement.

13. Councillors Reports.

(i) Road Signs on Coryton Interchange. Cllr Morgan enquired if any of the unused road signs on Coryton Interchange and the Taffs Well Roundabout could be removed. **AP Clerk to contact SWTRA*

(ii) M4 off-slip road surface. It was noted that the road surface had been carried out but was not yet complete.

(iii) Pantgwynlais Trees. Chair confirmed that a dead Scots Pine tree on Pantgwynlais that had previously been reported to Cardiff Council Parks had been removed.

(iv) Cannabis update. Clerk has chased up an update from Cardiff Council. **AP Clerk to enquire again.*

(v) Strimmer. It was noted the Groundsman had purchased a new brushcutter.

(vi) Cllr Morgan advised that the summer festival was arranged from Saturday 27th June to 5th July. There would be no village fayre this year due to lack of support last year. A history walk is planned on 27th June by the Historical Society with music at the Tollhouse the following week.

(vii) With thanks to Cllr Lane and Cllr Hill for tidying the festive lights and storing these away in sets ready for next year.

(viii) Nature By the Taff group had advised they may be able to provide volunteers for any village biodiversity projects.

(ix) It was suggested that the next village newsletter could be published end of next month.

**AP Cllrs to send article ideas to the Clerk to coordinate*

14. Any urgent matters for information only

None

Date of next meeting Tuesday 26th May 2026 for the Annual Statutory Meeting

There being no further business the Chair thanked all for attending. Meeting closed at 7.45pm.

DRAFT