
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 30th March 2026 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

1 Member of the public

Apologies

Cllr Linda Morgan (Choir rehearsal)

Cllr Ana Waite (work commitments)

Cllr Caryn Hill (Joining late)

Chair welcomed everyone to the meeting.

2. Declaration, Registration and the Nature of Interests

None

3. Police Matters

None.

**AP Clerk to source crime figures for each future meeting from SW Police website.*

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 23rd Feb 2026

Council Members all agreed to approve the minutes of the Ordinary Meeting on 23rd Feb.

Council resolved to approve the minutes of the Ordinary Meeting on 23rd Feb 2026.

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

(i) Update re: resident welfare A meeting was held with Wales and West Housing Association with Chair, Clerk and Cllr Thomas. It was reported that the meeting was very positive. WWHA will be arranging a resident questionnaire to help make improvements to their properties in the village which would be based on resident's need. They confirmed they would be happy to continue to be involved with the village Christmas hamper scheme and could assist further by identifying assistance in preparing food prior to delivery if required. They identified some areas of green space that they may be willing to work with the Community Council to improve for community spaces. ***AP Clerk to stay in contact.*

9. Updates from Working Groups

(i) Biodiversity

Community Councillors expressed thanks to residents Andy and Kaz who have worked with the Councillors to produce a Biodiversity Action Plan. Copies of the plan were circulated to all members. **AP Clerk to agenda for April meeting allowing Member's time to consider the plan.*

Cllr Caryn Hill joined the meeting at 6.45 with apologies.

(ii) Allotment Shed

A further quotation from recommended contractor had not been forthcoming.

**AP Clerk to chase Lovell.*

It was reported that a letter had been sent to all 4 church groups within the village advising of the project and requesting support. A reply had been received from Aion who recognised it was a Community Council initiative and offered support where possible.

**AP Cllr Hill to attend Menshed's meeting at Lisvane.*

(iii) Festive Lights

A rescheduled meeting was hoped to be held with the contractor in April.

Member of the public joined the meeting at 6.50pm.

(iv) Hampers

It was noted that previously the hamper scheme had been advertised by Wales & West Housing Association, the Community Council newsletter and on social media, and it was noted that the scheme to make a request required development. It was suggested the working party could meet before the end of May. **AP Cllr Wiseman to suggest meeting dates in consultation with Cllr Morgan.*

10. Clerk's Report of Correspondence.

March 2026

Councillor Remuneration *The Democracy and Boundary Commission Wales has published the 26-27 report which sees Councillor allowance payments unchanged from current arrangements with the exception of financial loss compensation where the limit has been increased for claims.*

Strimmer *Groundsperson has reported that the strimmer is not working and has been sent for repair which may take a few weeks. Advice has been provided by the company that it may be more cost effective to replace.*

Mobile Contract *Tesco Mobile has advised that there will be a price increase for the mobile phone contract from April from £10.60 to £11.23 per month.*

Nature by the Taff *The local group have expressed an interest in submitting a grant application to the Community Council. More details to be provided.*

Wales Audit Office *The annual return forms for 25-26 have been published together with information on the supplementary information required.*

Bus Service *Resident letter regarding limited bus service for the village was sent to Cardiff bus who advised that the contract for the village is currently awarded to Stagecoach. Cllr Jamie Green responded to advise that TfW will look at all routes in Cardiff in collaboration with Cardiff Council and providers will bid to run them which will hopefully mean a better service for Tongwynlais.*

Tanyard Lighting *One led light and one emergency light has been reported as not working. Thanks to Cllr Walters for repairing the lights.*

Clerk's Meeting *The next quarterly Clerk's meeting with the Monitoring Officer is scheduled for April 17th.*

Nature Emergency Briefing *Local group Nature by the Taff are running a film screening of the nature emergency briefing at Aion chapel on Wednesday 15th April 7.30pm.*

North Cardiff Woodlands *The project are holding a launch event on 18th April 10am -3pm at Fforest Fawr.*

Litter Pickers *Additional litter pickers have been requested which Keep Wales Tidy should be able to provide during the new financial year.*

Updates from February Meeting

Item 3 Police Matters Cannabis smoking An update from the Anti-Social Behaviour (ASB) team was requested who advised they have received no further reports or allegations of drug use at the block since they completed their visit and letter drop in November 2025.

Item 8 (i) Resident Welfare Chair, Cllr Thomas and Clerk met with Wales & West Housing Association to discuss resident welfare and initiatives on collaborative working to improve welfare. Wales & West advised they would be completing a consultation with residents at their properties to enquire on what services or improvements were needed most.

Item 8 (v) Paint Sacyr have advised they require costings to proceed with the paint donation, and that they may be able to provide volunteers to help paint the school gates. Chair and Clerk have sourced costs.

Item 8 (viii) Potholes South Wales Trunk Road Agency have provided a response regarding the poor condition of the carriageway M4 off-slip and advised they were aware and a resurface is due to be completed by end of March.

Item 9 (ii) Mensheds Letters have been sent to the 4 church groups in the village advising of the Community Council project to improve the allotment shed and surrounding garden and requesting any assistance. Aionon have replied advising they would be happy to support the project with contributing ideas or practical help, but recognise it is a Community Council led initiative.

Item 9 (iii) Festive Lights A rescheduled meeting has been requested with the lighting contractor.

Item 10(ii) Hotel The Hotel manager has advised they are currently planning for a potential refurbishment following the end of the contract with Cardiff Council. When plans and time frames are confirmed, they will advise the Community Council further.

Item 10 (ii) Library Rental Fees Clerk has written to Cardiff Library suggesting a 3% increase in annual rental fees and received no objection to this. A payment is currently being processed through Cardiff Council.

Item 10 (ii) Ironbridge Road Junction The resident's letter was shared with County Councillors who agreed that many of the points in the letter were already being addressed with the implementation of parking restriction lines. A response from Cardiff Council stated that they are currently progressing a Traffic Regulation Order (TRO) scheme to introduce parking restrictions on Merthyr Road to protect the zone outside Tongwynlais Primary School. This will include the junction of Ironbridge Road and parts of Merthyr Road with the intention to reduce congestion on Merthyr Road associated with school related traffic and to remove parking in strategic locations which reduce the width of the carriageway. They will monitor traffic and driver behaviour once the scheme is complete. Whilst road collision data for 2025 was yet to be received, they confirmed that there have been no reported collisions between 2020 and 2024.

Item 13 (iii) Public Bin Cardiff Council have replaced the lamppost bin outside the village hall as well as on Market Street leading to the Taff Trail. A replacement lamppost bin has been requested for the Taff Trail Merthyr Road near the public bench.

Item 13 (iv) Grass Bank The grass bank opposite the hotel has received its annual cut to encourage wildflowers to grow again.

Item 13(v) Biodiversity Grant A grant application for bulbs and wildflowers, which are to be planted on the grass bank Merthyr Road, has been submitted to One Voice Wales to be considered in the April 2026 financial year of applications. Cardiff Council have granted permission to plant on this site stating they fully welcome the additional planting and efforts to enhance the green space.

Item 13 (vi) Tanyard storage A booking enquiry has been received which would hope to make use of the carpeted area of the Tanyard if storage could be improved.

Item 13(vii) Repair Café Whitchurch hub have invited members to attend their next workshop but have advised they are unable to take on another venue at this time.

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

Ironbridge Road Junction It was suggested that a letter could be sent to residents in Ironbridge Road and Grants Close advising them of the outcome following the anonymous letter received. *AP Clerk to draft letter. *AP Clerk to ask Cardiff Council for timescale on the new line markings.

Tanyard Storage *AP Cllr Thomas to make enquiries for reused/recycled furniture.

*AP Clerk to source prices for door finger guards.

Radiator Leak Thanks to Cllr Walters for repairing the leaking radiator valve. It was noted that the water leak in the kitchen was to be repaired and new thermostat was hoped to be fitted the forthcoming week.

Cannabis smoking It was reported that SW Police have asked for further information on alleged cannabis smoking. Advice was given for residents to inform Cardiff Council Housing if there are still issues of concern.

Festive Lights *AP Clerk to ask Centregreat if they could make use of the icicle lights.

(ii) To consider and approve the annual review of internal audit procedures

Clerk circulated an updated report documenting the internal audit procedures.

Community Council resolved to approve the annual review of internal audit procedures

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

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

Expenditure

Village Hall - Festive lights electricity contribution	BACS	-£25.00
Defibrillator replacement batteries	BACS	-£52.74
BG Lite Elec Bill January	dd	-£51.65
BG Lite Gas Bill January	dd	-£162.90
Festive Lights	BACS	-£2,118.00
Clerk Annual Membership (Society of Local Council Clerks) 1/3 cost	BACS	-£68.00
Staff Costs February	BACS	-£1,106.71
Tesco Mobile February	dd	-£10.60
Window Cleaning 18March	BACS	-£20.00
BG Lite Elec Bill February	dd	-£31.13
BG Lite Gas Bill February	dd	-£58.23

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Costs March	tbc
HMRC PAYE & NI Q4	tbc
Cllr Allowance Payments	-£1,872.00
One Voice Wales Annual Membership renewal	-£373.00

Community Council resolved to approve the payments to be made.

(ii) To consider the price increase for mobile contract £11.23 monthly

Community Council resolved to approve the mobile contract.

(iii) To consider renewal of One Voice Wales annual membership £373

Community Council resolved to approve the renewal of One Voice Wales membership.

(iv) To consider the strimmer repair £225 or purchase of a new strimmer £289 or purchase of a brushcutter £110

All agreed that it was not cost effective to repair the strimmer.

Community Council resolved to approve the purchase of a commercial brushcutter up to the cost of £300.

(v) To consider and approve the Internal Auditor Quotation £200.

Community Council resolved to approve the Internal Auditor quotation £200.

12. Planning Matters

No new applications for March.

It was noted that the application for the advertising sign on J32 had been approved, and the application for an extension at Maes-y-Draenog.

13. Councillors Reports.

(i) Potholes. It was noted that an area at the Catherine Drive/ Castle Road junction had been highlighted for repair. It was advised that potholes could be reported on the Cardiff Council App.

Parking. It was advised that SW Police will take action on any vehicles parked on the pavement that are causing an obstruction.

(ii) Cllr Hill and Cllr Lane gave their apologies that they were unable to attend the next One Voice Wales meeting on the 27th April. It was advised that any Councillor could attend.

(iii) Cllr Thomas reported on a recent school governor's meeting he attended that the fibre glass dragon in the school playground was to be repainted following a competition by the children to create designs. It was suggested that the Community Council could offer a prize for the winning design and may be able to support the cost of the paint required.

14. Any urgent matters for information only

None

Date of next meeting Monday 27th April 2026.

15. Exclusion of press and public

To consider exclusion of press and public for item 16 by reason of confidential nature of business. **A council resolution is required.**

Community Council resolved to exclude public from the meeting for item 16.

1 member of the public in attendance left the meeting. Chair thanked for attending.

16. To approve staff costs from April 26

confidential item