CLERK'S REPORT

October 2026

Annual Return *Wales Audit Office has completed their report for the 25-26 Annual Return which was unqualified with two recommendations to complete a vision statement and to note the trust funds section of the form should have read as non-applicable.*

1st Castell Coch Scout Group *An invitation has been received for members of the Community Council to join the board of trustees for the scout group.*

Clerk's Meeting *Clerk attended the quarterly Clerk's meeting with the Monitoring Officer on 16th October, which included a presentation on the May elections by the Head of Democratic Services. Guidance and information will be distributed from Cardiff Council. Clerk has volunteered to be a point of contact for community engagement to share information ensuring residents are aware of the election and their right to vote. The election will take place on May 6th with March 19th the start of the pre-election period. To note that the Annual Meeting of the Community Council is required with 14 days of the election date. Clerk is proposing this is scheduled for Monday 17th May 2027.*

It was also confirmed during the meeting that complaints have been addressed regarding the frequency of waste collections for public bins with improvements made.

OVW & SLCC Conference *Clerk will attend the joint OneVoice Wales and Society of local Council Clerks annual conference in November.*

Tanyard Boiler Service *The annual boiler service has been scheduled for Monday 2nd November.*

Cllr Allowances *The Democracy and Boundary Commission Cymru has published it's draft report for consultation for councillor renumeration for 26-27 which sees no changes to existing arrangements at £156 annual allowance payment and £52 for office consumables.*

Merthyr Road Traffic Restrictions *Cardiff Council have written to advise that following the public consultation of traffic restrictions on Merthyr Road of no parking and no waiting lines particularly around the school area, a traffic order has been passed to implement the works. The traffic restrictions come into force in October and lines will be in place in due course.*

Commemorative Plaques consultation *The Community Council has been invited to comment on the commemorative plaques consultation and information has been circulated to members.*

HMRC Survey *The Community Council has been contacted by the company IPSOS to complete a survey regarding HMRC and tax for public bodies, which Clerk has completed.*

Gwaelod-y-Garth Primary School *The headteacher has written to suggest they work more closer with Tongwynlais Community Council as they are aware a number of their pupils live in the village. Clerk has advertised their poster regarding an upcoming open evening on social media channels.*

Chemical Spillage River Taff *A letter has been sent to Natural Resources Wales asking for feedback following the recent incident. Information for residents has been shared on the Council website and social media.*

Updates from September Meeting

Item 3 New Councillors *A quotation for new ID badges for the new Council Members has been requested. Email accounts have been set up.*

Item 4 Police Matters *Clerk contacted SW Police regarding the high number of reports of violence and sexual offences during July. SW Police have advised that this category of incident hasn't previously been reported so the figure may stand out as high. The category usually relates to isolated occurrences of domestic incidents, harassment, threats, or private matters. They advised that several incidents were reported but nothing that poses a risk or threat to the wider community.*

Item 6.ii Bollards *The broken bollards at the Greenmeadow Springs junction on Merthyr Road have been reported to Cardiff Council by the Clerk who have advised that a safety inspector has visited the location and raised an order to repair the bollards as soon as practicable.*

Item 6.iv Greenmeadow Drive Flats Gardens *Following the resident request, Clerk has contacted Cardiff Council to request the gardens are tidied. Cardiff Council Parks have advised they will complete a site visit assessment to identify the extent of works required and schedule and prioritise any works to be completed at the earliest convenience.*

Item 6.vi Tanyard *Thanks to the Tongwynlais Historical Society and volunteers for beginning a tidy up of the*

Tanyard which has involved cleaning and reorganising the photograph display.
Item 10.i Biodiversity *The wildflower bulbs have been received for the Local Places for Nature Grant.*
Item 10.iii Festive Lights *Thanks to residents who voted on the online poll to choose their preferred design. Clerk contacted the contractor who advised that the design had unfortunately sold out. Clerk has expressed disappointment in the service they have been receiving from the contractor. Contractor has confirmed they will be able to provide lamppost features this year and will confirm available designs. Clerk has made enquiries with alternate suppliers.*
An application has been submitted to Cardiff Council to include an additional lamppost feature on Mill Road.
Item 11 Safe Key Box *The new box has been installed, but removal of the old box is still ongoing.*
Item 11.iii School Gates painting *The school headteacher has confirmed that any time would be convenient to paint the car park gates provided notice is given. Clerk has contacted Sacyr to request they suggest suitable dates in the first instance.*
item 14.i Football Goals Sparrows Field *Clerk has made some enquiries, and it may be possible to apply for funding under the Be Active Wales Fund where expressions of interest are welcomed from November. To note the Community Council would be required to cover 10% of the cost*
Item 15 Code of Conduct Training *Clerk has contacted the Monitoring Officer to enquire about in-person training for all Council Members as a refresher course, or induction for new Councillors. The Monitoring Officer has advised that she is currently unable to provide a course due to work commitments but would like to be involved after the May elections. She suggested One Voice Wales may be able to help. Clerk has sent an enquiry to OVW and a response is awaited. One Voice Wales do offer training throughout the year, and the Community Council is eligible to apply for 2 free places on a Code of Conduct training course.*

Mrs Nadine Dunseath
Clerk to the Council