
TONGWYNLAIS COMMUNITY COUNCIL

Minutes of the Annual General Meeting held at the Tanyard following guidelines of the Local Government and elections (Wales) Act 2021 Monday 16th May 2022 – 7.00pm



1. ELECTION OF A CHAIR

Cllr Caryn Hill proposed Cllr Michael Jones-Pritchard as Chair. Cllr Ceri Lane seconded. All agreed.

Council resolved to appoint Cllr Michael Jones-Pritchard as Chair

2. ELECTION OF A VICE-CHAIR

Cllr Michael Jones-Pritchard proposed Cllr Caryn Hill continue as Vice Chair. All agreed.

Council resolved to appoint Cllr Caryn Hill as Vice-Chair

3. OTHER APPOINTMENTS

One Voice Wales Representative – Cllr Ceri Lane

Health & Safety Representative – Cllr Caryn Hill

Allotments Representative

Primary School Federation Community Council Governor

Agreement to suspend Allotments rep and Primary School Federation appointments until co-opted members of the Council are appointed.

4. ATTENDANCE

Brian Griffiths (outgoing Chair) attended to open the meeting and oversee appointment of new Chair.

Community Councillors: Chairman Cllr Mike Jones-Pritchard; Cllr Linda Morgan; Cllr Ceri Lane; Cllr Caryn Hill.

Clerk: Allyson Richards.

5. APOLOGIES

None

6. DECLARATION AND REGISTRATION OF INTERESTS.

None – Chair has suggested that we use the Declaration of Business interests forms that are used at County level and Clerk is seeking a copy of these. Also a Code of Conduct which will cover Community Councils. Training can be provided for any new Council members.

7. Review of Policy Documents (Standing Orders (amended), Financial Regulations, Data Protection and FOI Policy, Press/Media Policy, Risk Assessment, Complaints Procedure, Biodiversity Plan)

Clerk advised that all policy documents, except Standing Orders changes made in October 2021, had not changed from last year other than to update the date to reflect they were current. Chair would like to make some changes to Standing Orders and these will need to be reviewed. Clerk to send out for review the other Policy documents to allow Councillors time to review and suggest any amendments.

Agreement to accept Policy Documents as they are, with the option to amend once properly reviewed and as new Councillors join and become familiar with Policy.

8. Consideration of Internal Auditors Report

The Internal Auditor was satisfied that the transactions carried out were properly recorded in the Minutes, the cashbook and had supporting documentation. As a consequence, he was able to confirm all of the requirements in the Annual Return for Internal Audit have been met and has signed off the relevant section as evidence of this conclusion.

Council resolved to accept the Internal Auditors comments.

9. Consideration and Approval of the end of year Financial Report

Clerk produced end of year Financial reports as stated in the minutes of the April meeting. Agreement to re-send all end of year Financial reports to ensure all Council are happy to approve.

Council approval required at June meeting.

10. Consideration and approval of the Annual Return

The annual return was completed, agreed, and approved. No risks identified. Clerk raised the question of the Gardening account; this is a historical account associated with separating funds for the Gardening club for the school. Chair suggested that this money is donated to the Gardening Club and close this small account. Council agreed to pay this money across. Chair will speak with the school.

Council resolved to agree and approve the Annual Return

11. POLICE MATTERS

None

12. PUBLIC MATTERS

No public attended the meeting.

13. MATTERS ARISING FROM THE PUBLIC SESSION

None

14. CONSIDERATION AND APPROVAL OF THE MINUTES OF THE ORDINARY MEETING ON 25th APRIL 2022.

The minutes of the meeting were agreed and approved.

15. MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM THE MEETING

Item 5 – (Public Matters)

Chair proposed that we state that this has been investigated previously both by ourselves, the Village Hall and Environmental Health and nothing has been found. The relevant procedures for the gentleman to follow is if he has a complaint to call back to Environmental Health. This is not a matter for the Community Council.

Item 13

Football Club Defibrillator - There is a concern that the installation may be delayed as a result of negotiating funding for the casing through DWCC. Application for grant to be progressed and alongside this we will establish timescales for the proposed installation. Council may be required to provide funding for the casing to avoid delay.

16. CLERKS REPORT ON CORRESPONDANCE

Item 11.5 (January) Community Council Insurance – Clerk explained to Council that original quote had been given on the basis that we had been declined insurance by AXA. This was not the case as AXA were pulling out of the market. Clerk to speak to BHIB to confirm this is the case and to get confirmation from AXA that we were not declined to facilitate re-insurance next year.

Item 12. (January)

Souvenir drinks bottle – agreement to purchase 300 by Council. Design created with help from Insignia and order placed.

Jubilee Bunting purchase amount approved – to be ordered. Council agreed to purchase unbranded (Red/White/Blue) bunting. Clerk will proceed with order. £200 limit.

Food catering now likely to be less and tableware to be purchased and this can be done within the budget given of £650.

Item 9 March

Allotments – 2 payments received (see Finance report) – still 3 outstanding. Mini Book Library – awaiting update on whether residents of Greenmeadow and The Orchard would like to proceed. Carried forward to next month.

NEW CORRESPONDENCE

Tongwynlais and Taffs Well WI were unable to form a Committee at their AGM this year and as such have had to fold. They have offered to donate the Screen and their China to the Tanyard for future events. This does however mean that the income stream from this Group will no longer be available to us. (Approx £116 per quarter)

Meeting to be held for Clerks on 22nd June with Davina Fiore – Monitoring Officer. Topics to be covered are Code of Conduct Training and Community Council Representation on Cardiff's Standards and Ethics Committee. Clerk has accepted invite to attend.

17. FINANCIAL MATTERS INCLUDING APPROVAL OF CHEQUE PAYMENTS

- a. May Finance report for approval.
- b. Bank statement for main account now received.
- c. Online Banking application approved. Awaiting Card reader & card to access system.
- d. Income
 - o WI Payment for Tanyard hire £116.00
 - o Allotment fees for 2 x allotment holders received £9.00
- e. Cheque payments for signing:
 - o # 1914 Insignia Ltd for Commemorative Bottles - £1062.00 (signed 9/5 as agreed by Council in April Meeting)
 - o # 1921 H&N Cleaning Services 25/4 – 16/5 - £108.00
 - o # 1922 H A Davies – Internal Auditor - £150.00
 - o Allyson Richards wages – to be calculated and paid at month end in agreement with Council
 - o James Proctor wages - to be calculated and paid at month end in agreement with Council

Council to note that cheques are slightly out of sequence as current cheque book is with Internal Auditor as part of the Audit.

18. PLANNING MATTERS

- 21/03006/DCH | GROUND FLOOR REAR EXTENSION | 2 PWLLHELYG, TONGWYNLAIS, CARDIFF, CF15 7HX
- 22/00278/DCH | CONSTRUCTION OF A SINGLE STOREY EXTENSION TO CREATE AN NEW INTEGRAL DOUBLE GARAGE | 46 CASTELL COCH VIEW, TONGWYNLAIS, CARDIFF, CF15 7LA
- 22/00510/MNR | CONVERSION, WITH DORMER ROOF EXTENSION, OF OUTBUILDINGS INTO 1 BEDROOM SELF CATERING HOLIDAY ACCOMMODATION/GRANNY FLAT | 2 MILL ROAD, TONGWYNLAIS, CARDIFF, CF15 7JP
- 22/00586/DCH | TWO STOREY SIDE EXTENSION | 15 PANTGWYNLAIS, TONGWYNLAIS, CARDIFF, CF15 7LS
- **NEW** - 22/00785/DCH | SINGLE STOREY SIDE EXTENSION | 8 GRANT'S CLOSE, TONGWYNLAIS, CARDIFF, CF15 7NG
- **NEW** - 22/00898/MNR | CHANGING ROOF MOUNTED PVS TO INLINE PV SYSTEM, ALTERATION TO PROPOSED CANOPY SERVING THE NEW DOUBLE ENTRANCE DOORS, AND SLIGHT RELOCATION OF ONE STEEL COLUMN AS A RESULT OF THE STRUCTURAL ENGINEERS DESIGN - PREVIOUSLY APPROVED UNDER 21/02415/MNR | UNIT 5, GREENMEADOW SPRINGS BUSINESS PARK, VILLAGE WAY, TONGWYNLAIS, CARDIFF, CF15 7NE

19. COUNCILLORS REPORTS

Cllr Lane attended One Voice Wales meeting on 25th April. Extended session with Police and Crime Commissioner. This was followed by a discussion around how OVW want to work with Communities and Community Councils offering help with anything we can. Many people stood down from Councils this year due to online abuse.

Cllr Lane has been contacted by someone in the play park re grass cutting and Giant Hogweed. Cllr Morgan has spoken to Rob Jones from Parks Dept who will action.

Co-option

It is up to the elected Community Councillors to determine the adoption of other members on to the Community Council. The recommendation is that we follow an open and transparent process so we advertise the vacancies. We have people interested already but we must communicate with the whole of the Village, giving us the opportunity to make people more aware that we are here and what we do.

They need to know what is expected of them and what they will need to do. Names can be put forward to the Clerk or any of the Councillors. We have 4 names of people interested so far.

Suggestion that we produce a flyer introducing ourselves and what we do;
and that we are looking for another 5 to join.

Suggestion to advertise on Tongwynlais Village Facebook site.

Suggestion end of June for deadline for applications/expression of interest.

20. FUTURE MEETINGS

Date of next Ordinary meeting 27th June 2022 at 6.30pm.

The meeting closed at 8.30pm.