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# TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the Ordinary Meeting held virtually following the guidelines of The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, April 26th 2021 Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:**                    **Community Councillors:** Chairman Brian Griffiths, Mike Jones-Pritchard, Caryn Hill, Mike Griffiths, Ceri Lane, Graham Walters, Linda Morgan, Chris Morgan  
**Clerk:** Nadine Dunseath  
**County Councillors:** Mike Jones-Pritchard, Linda Morgan

## **APOLOGIES**

Community Councillors – Peeter Tiidt

## **2.00 DECLARATIONS AND REGISTRATION OF INTERESTS**

None

## **3.00 POLICE MATTERS**

No crime figures were reported and no matters raised for South Wales Police.

## **4.00 PUBLIC MATTERS**

No public attended the meeting.

## **5.00 MATTERS ARISING FROM THE PUBLIC SESSION**

No matters arising.

## **6.00 CONSIDERATION & APPROVAL OF THE MINUTES OF THE ORDINARY MEETING ON 29th MARCH 2021**

The minutes of the meeting were agreed and approved.

## **7.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM THE MEETING**

### **7.01** Item 7.01 Regarding new website

Changes have been made to the test site at the Clerks request. Clerk has attended a virtual meeting to receive training on how to make amendments and updates to the new site. The paperwork for the new site name has been submitted. All agreed to approve the site.  
*AP Clerk to contact web designers to agree to go live.*

### **7.02** Item 7.02 Regarding Japanese Knotweed case on Castle Road.

A letter has been received from the third-party solicitor to which the Clerk and Chair have submitted comments in response to the Community Council solicitor.

### **7.03** Item 7.04 Regarding sleepers to be removed on land behind Castle Road.

Chair Brian Griffiths commented that it was not possible for an update as Cllr Peeter Tiidt was absent from the meeting.

### **7.04** Item 7.05 Regarding new noticeboard.

Contractor has requested the measurements for the positioning of the posts is confirmed. Cllr

Graham Walters has confirmed the measurements. The contractor has advised that the finished noticeboard could be delivered later that week. All agreed for the delivery address to be St Michaels Church.

*AP Cllr Graham Walters with assistance to install new noticeboard and place existing in store.*

- 7.05 Item 7.07 Regarding PAT testing in the Tanyard.  
Clerk queried with Cllr Walters who has completed the testing.
- 7.06 Item 7.08 Regarding Land Registry application footpath Wellington Street to Birch Hill.  
Clerk has resubmitted the application.
- 7.07 Item 7.11 Regarding rendering on Tanyard.  
Chair Brian Griffiths has inspected the building and advised that it requires painting. Cllr Walters advised that he believes re-rendering is required. All agreed to seek quotations from contractors who could advise on whether painting or re-rendering is necessary.
- 7.08 Item 7.12 Regarding the village hanging baskets.  
Chair Brian Griffiths advised that the village hanging baskets should be ready in about 3 to 4 weeks.  
*AP Cllr Graham Walters to check brackets and replace as necessary.*
- 7.09 Item 8.01 Regarding Clerks Meeting with the Monitoring Officer  
The main discussion at the meeting was regarding the new requirements on Community Councils for the Local Government & Elections (Wales) Act which came into force in January 2021. The Monitoring Officer confirmed that Community Councils are permitted to continue with virtual meetings from 1<sup>st</sup> May 2021 and could do so as required or if preferred in future, as well as also being permitted to hold hybrid meetings where some members could meet physically and others by computer link. This provision could also be made available to members of the public.  
From 1<sup>st</sup> May 2021 Community Councils are required to make draft minutes available electronically on their websites within 7 working days of a meeting to comply with the new regulations.  
Community Councils are required to hold their AGM in May 2021.  
The next Clerks meeting will be held in July 2021 where it is hoped the new Cardiff Council Electoral Services Manager will attend to provide information on the election process.
- 7.10 Item 8.06 Regarding Local Government and Elections (Wales) Act 2021  
See Item 8.01 for information.  
The Electoral Services Manager has confirmed that if 9 or less individuals stand for a Community Council election at the start of new 5-year term they will automatically be appointed as an uncontested election.  
Clerk proposes amendments are made to the Standing Orders to reflect changes in legislation and will produce a draft document to discuss at the next meeting.  
Cllr Mike Jones-Pritchard confirmed he had received advice from the monitoring officer regarding training courses offered by the County council, but as requirements will be different it was recommended to use One Voice Wales training.
- 7.11 Item 8.07 Regarding Library Reopening at The Tanyard.  
The Librarian has reported several issues with the building, that the hand sanitiser units are not working and the flush in the ladies' toilet. Clerk has purchased batteries and replaced those in the hand sanitiser units and Cllr Graham Walters has advised he has ordered a replacement cistern for the toilet. The librarian had completed a test of the water for legionella which is required prior to opening and all was satisfactory. The librarian commented that the building was very cold, so Clerk is setting the heating to be on for Friday afternoons. The Cleaning contractor has resumed the weekly clean of the building.  
*AP Cllr Walters to replace cistern.*

## **8.00 CLERK'S REPORT OF CORRESPONDENCE**

- 8.01 Resident Query into the 20mph speed limit extension to Mill Road/Castle Road. Cllr Mike Jones-Pritchard informed the Community Council that there is currently a Welsh Government consultation regarding speed limits, and if approved then the 20mph speed restriction may be extended up Mill Road and Castle Road to the Quarry entrance.
- 8.02 The orange beacon light on the zebra crossing by the Primary School is not working. Clerk has reported this to Cardiff Council.
- 8.03 Defibrillator has been checked and confirmed as ready for use with the Welsh Ambulance Service.
- 8.04 As the invoice for supply and installation of the bench in the play area off Ironbridge Road has now been billed, Chair has instructed the Clerk to order an engraved plaque to be placed on the bench reading "Donated by Tongwynlais Community Council". Clerk has ordered the plaque which has been fitted by Cllr Walters.
- 8.05 Clerk has been contacted by a local pit pony charity offering a traditional coal pony dram for sale. Some Community Councils place these in their area to remember local coal heritage. All agreed not to purchase as Tongwynlais does not hold historic links to coal mining.

## **9.00 PLANNING**

No planning matters were discussed.

## **10.00 FINANCIAL MATTERS INCLUDING APPROVAL OF CHEQUES**

- 10.01 The National Minimum Living Wage increased on 1<sup>st</sup> April 2021. All agreed to approve pay increase for those staff for who it is applicable.
- 10.02 A VAT Reclaim for April 2020 – March 2021 has been submitted amounting to £1262.50.
- 10.03 Wales Audit Office have advised the new style audits timetable has been postponed for 1 year due to the number of Council's still struggling to complete their 2019-20 annual return. The annual return forms for 2020-21 and request for information has been received by the Clerk which should be completed and submitted by 30<sup>th</sup> June 2021.
- 10.04 Lloyds Bank have advised that from the Autumn 2021 they will be applying additional security checks for each transaction placed using the business chargecard which will be a passcode sent to the mobile phone number registered to the card holder.

### **Expenditure**

Cardiff Council Council Tax Tanyard	1835	-989.75
Opus Energy Electricity Bill	d/d	-22.97
Opus Energy Gas Bill	d/d	-39.52
Land Registry voluntary registration fee	1836	-70.00
VOID	1837	0.00
Sceptre Services Ltd - Office 365 renewal	1838	-114.00
Cardiff Council Supply and Install Bench Ironbridge Rd	1839	-600.00
H&N Cleaning Services	1840	-144.00
Brunel Engraving Co Ltd - Brass bench plaque	Ccard	-33.14
ICO Data Controller Annual Fee	d/d	-35.00
Wages & Expenses April	1841/2	-594.08

10.05 Clerk reported the following bills since the last meeting: -  
Council Tax, Gas Bill, Electricity Bill, Wages/Expenses, Land Registry Fee, Office 365 annual renewal, Invoice for new bench and engraved plaque, Cleaning services, ICO Data Controller Fee

10.06 The Finance Report was presented to the Council and agreed.

10.07 Clerk reported the annual financial statement for 2020-21.

#### **11.00 COUNCILLORS REPORTS INCLUDING REPORTS OF MEETINGS**

11.01 Cllr Ceri Lane queried how frequently the public waste bins were emptied in the village. Clerk had contacted Cardiff Council who confirmed it was 3 times per week. Cllr Mike Jones-Pritchard also confirmed this.

11.02 Cllr Ceri Lane suggested that once Welsh Water have completed the works at the football field area that any excess stone might be laid on the pathways to improve them. Cllr Mike Jones-Pritchard advised that the pathway at the top corner was not an official path, however Welsh Water have been asked if they could upgrade the bridle path around the field when works have been completed.

11.03 Cllr Mike Griffiths reported that the one-way street sign on Market Street had been turned so that it was not clear to motorists.

*AP Cllr Mike Jones-Pritchard to report to Cardiff Council.*

11.04 Cllr Mike Jones-Pritchard reported that he and Cllr Linda Morgan had received numerous correspondence over recent bin collections and advised they had been in regular contact with Cardiff Council to help resolve.

11.05 Cllr Mike Jones-Pritchard has received correspondence from residents regarding the litter bin in the public space Merthyr Road Gardens and Cardiff Council have been asked if this bin could be moved to the bottom of Birch Hill where it may be more useful. Cardiff Council has also received a request to tidy the public space Merthyr Road Gardens.

#### **12.00 DATE OF NEXT MEETING**

The next Community Council meeting will be the Annual General Meeting held virtually on Monday 24th May at 19.30hours. The meeting closed at 8pm.