
TONGWYNLAIS COMMUNITY COUNCIL



Minutes of the Ordinary Meeting held virtually following the guidelines of The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, Jan 25th 2021 Meeting commenced at 7:30pm.

- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Chris Morgan, Mike Jones-Pritchard, Linda Morgan, Caryn Hill, Mike Griffiths, Graham Walters
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard, Linda Morgan
Also Present: Ena Lloyd Engagement Manager, Office National Stat

APOLOGIES

Community Councillors – Ceri Lane, Peeter Tiidt

2.00 DECLARATIONS OF INTEREST

None

3.00 POLICE MATTERS

No Police attended the meeting, and no crime figures were reported.

4.00 PUBLIC MATTERS

No public attended the meeting.

5.00 MATTERS ARISING FROM THE PUBLIC SESSION

No matters arising.

6.00 CARDIFF CENSUS ENGAGEMENT MANAGER BRIEFING ON 2021 CENSUS

Ena Lloyd the Cardiff Engagement Manager from the Office of National Statistics attended the meeting to raise awareness of the 2021 census to be completed on Sunday 21st March. This year will be a digital first with people being encouraged to complete the census online. It will be possible to request a paper copy to complete if preferred and support is also being offered if people wished to phone the Census Team at the Office of National Statistics. Ms Lloyd highlighted that certain groups of the community may struggle to complete the census and may need support. She asked if the Community Council could assist with advertising the census return requirement and by offering support to members of the Community.

The Community Council discussed the census and agreed to assist as much as possible, by advertising on the website and social media, as well as highlighting individuals within the community who may require support and offering to help.

AP Clerk to advertise census and circulate media to Councillors.

AP Councillors to highlight individuals who may require support.

7.00 CONSIDERATION OF THE STANDARDS & ETHICS COMMITTEE REPORT

Clerk had circulated the Standards & Ethics Committee Report. The report was complimentary to the Chair and members conduct and in the main satisfactory. Chair asked the Clerk to highlight that the Committee member attending the meeting in November had incorrectly commenting that the meeting agenda was not published on the Community Council website which was later retracted by the committee and noted that the agenda was

published appropriately. The Committee had recommended that the draft minutes and any accompanying papers are published prior to a meeting. Clerk had circulated information from the Monitoring Officer regarding this who had advised this is not a legal requirement but best practice.

8.00 CONSIDERATION OF THE WEBSITE CONTRACT PROPOSAL

Clerk had circulated information provided by a new website contractor with different options for consideration. The Community Council discussed the different options and all agreed to appoint the new provider to produce a new website with a gov.wales extension, email accounts and to transfer the existing content across to the new site.

AP Clerk to contact the website contractor to request they complete the work.

9.00 CONSIDERATION & APPROVAL OF THE MINUTES OF THE ORDINARY MEETING ON 30TH NOVEMBER 2020

Cllr Mike Jones-Pritchard proposed to accept and approve the minutes. All agreed.

The minutes of the meeting were agreed and approved.

10.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM THE MEETING

- 10.01 Item 6 The Local resident who attended the meeting had provided a map showing areas of invasive species around the recreational ground. Cllr Mike Jones-Pritchard had raised the issue with Cardiff Council who had provided the following response: -

“The Japanese Knotweed growing around the recreational area has been mapped and is being managed under the Council’s Japanese Knotweed Treatment Programme.

Further to this, I can confirm that a number of areas of knotweed along Merthyr Road on land managed by Housing and Highways are also being managed under the knotweed treatment programme. Currently the Himalayan Balsam in Tongwynlais Recreation Ground is not being controlled.

The Council’s policy position in respect of the management of invasive weeds is based on risk, and places priority for treatment on plants that have the potential to place the Council in litigation. “

- 10.02 Item 9.02 Chair reported that the new bench at the play area on Ironbridge Road had been installed and he has suggested an engraved plaque is placed on the bench to read “Donated by Tongwynlais Community Council”.

- 10.03 Item 9.03 Regarding the village noticeboard.

Cllr Graham Walters advised that he is still awaiting a quote from a contractor. He has looked at the repair and confirmed the posts are fine, but the doors will need replacing. He is contacting the company who installed the original noticeboard.

AP Cllr Graham Walters to provide a quotation

- 10.04 Item 9.15 Regarding village festive lights

Chair Brian Griffiths has asked the Clerk to request a quotation from the contractor for the 2021 Christmas lights and to also quote for lights on the fir tree opposite the school. Clerk is awaiting the information. Cllr Graham Walters advised that an adjacent tree has branches growing quite close to the fir tree and requested they be trimmed back.

AP Cllr Mike Jones-Pritchard to contact Cardiff Council Parks and request they trim the branches.

- 10.05 Item 10.1 Re “best dressed house” and “best dressed street” Christmas lights competition. categories. Chairman Brian Griffiths reported that the judge had awarded best dressed house to number 55 Merthyr Road and the best dressed street to the row of cottages on Merthyr Road. Chair and Clerk had presented prizes to the winners. Clerk had arranged for an engraved plaque for the winning street which is displayed in the window of the Tanyard with space on the plaque to run the competition for another 6 years.

- 10.06 Item 10.8 Regarding Japanese Knotweed case on Castle Road.

Questgates Solicitors have advised they can no longer represent the Community Council as they were not the insurers at the time the complainant first contacted the Community Council. The case has been passed to Aviva insurers. Clerk is awaiting confirmation from Aviva.

Chair has requested the Clerk contact a local company for an independent survey of the

- knotweed and a quotation for a treatment programme. The results for the survey have been circulated to all Council members.
- 10.07 Item 11.01 Wales Audit Office has confirmed that Tongwynlais Community Council will see a standard audit for the 2020-21 accounts, with the more detailed transaction-based review in 2022, followed by a standard audit in 2023. There will likely be an increase in fees in 2022 for the transaction-based review.
- 10.08 Item 13.01 Regarding the precept request
Clerk advised the Community Council that the precept request form required a signature from the Chair, Clerk and 2 Councillors. Cllr Mike Jones-Pritchard and Cllr Caryn Hill volunteered to sign the form.
AP Clerk to arrange signatures and to submit the form to Cardiff Council by 31st January.
- 10.09 Item 14.02 Regarding a car parked in the wood area by the vicarage on Merthyr Road. Chair advised that the car had been removed.
- 11.00 CLERK'S REPORT OF CORRESPONDENCE**
- 11.1 Regarding the use of lane behind Castle Road.
Chair highlighted there had been some issues regarding the use of the lane behind Castle Road and instructed the Clerk to send a letter to residents whose properties back onto the lane to remind them that it is to be used for access to the garages or allotments only and not for commercial vehicles except Cardiff Council cutting the grass in the play area.
- 11.2 Clerk has actioned the quarterly check of the defibrillator which is confirmed as emergency ready and supplied the information to Welsh Ambulance.
- 11.3 NHS Frontline Workers Day 5th July 2021.
One Voice Wales has circulated information to ask local communities to plan events marking 5th July 2021 as a special day in recognition of frontline workers. The suggested timetable of events is as follows: -
10am: The raising of the Rainbow Flag
11am: The Two Minute Silence, playing of the Last Post and Reveille
1pm: The Nation's Toast to the Heroes of the NHS, Social Care and Frontline Workers
1pm – Onwards: Garden Parties at Home and celebrations in the gardens of Pubs, Hotels and Restaurants etc.
3pm Afternoon tea, led by the members of the National Federation of Women's Institutes and the NHS Big Tea Initiative
8pm: Clapping & the Ringing of Church Bells-73 times to mark 73 years of the NHS
More information can be found on the website www.nhsfrontlineday.org
The Community Council discussed the suggestion and it was noted that this is not a formal planned event but a proposal through a charity as well as the Daily Express. It was also commented that it may be difficult to plan events if it is a working Monday as many would miss out.
- 11.4 Clerks meeting with Monitoring Officer was held on Wednesday 20th January.
The Monitoring Officer advised that current WG legislation allowing virtual meetings to be held expires in April 2021, but they have been asked to extend the legislation to allow meetings to continue in a virtual format.
The next Clerk's meeting is to be scheduled for April.
- 11.5 Cardiff Council Annual Budget Consultation for 2021/22 is open until 10th February.
- 11.6 Cardiff Local Development Plan is being reviewed with a consultation open till 4th February into the Draft Review Report and the Draft Delivery Agreement.
- 11.7 Welsh Government have passed the Local Government and Elections (Wales) Bill which allows 16- and 17-year-olds the opportunity to vote.

12.00 PLANNING

- 20/02525/DCH Single storey side and rear extension, 10 Wyndham Street
- 20/02536/DCH Single Storey Rear Extension, 17 Grants Close
- 20/02656/MNR Change of use from a single dwelling into 2 separate dwelling houses, Castell Coch Farm, Mill Road
- 20/00593/MNR Land at Ironbridge Road
A resident has provided a copy of their letter of concerns to Cardiff Council planning highlighting that building works at this site began in October, with amended plans not being submitted until November and the planning permission not granted until the end of December. The resident also highlighted that the approved amended plans are not being followed by the builders. Chair has instructed the Clerk to also contact Cardiff Council Planning and asked what enforcement measures were being implemented. Clerk is awaiting a response. Cllr Mike Jones-Pritchard advised that he is not declaring an interest in this matter as he has no personal or prejudicial interest. He reported that he was aware that the development was not being built to the application requirements and contacted Cardiff Council Planning Department to request a site inspection. Amended plans were submitted by the applicant which were approved.
- Re Welsh Water works Ironbridge Road
The football and rugby pitches have been relocated within the recreational area.
- Glynnis Farm Morganstown Transport for Wales project. Clerk has received confirmation from Radyr and Morganstown Community Council Clerk that they will be sending a response to the consultation on behalf of their Community Council.

13.00 FINANCIAL MATTERS INCLUDING APPROVAL OF CHEQUES

- 13.1 Insurance renewal
Axa have cancelled the 3-year long-term arrangement which began last January due to the request for legal representation with the knotweed case. After some discussion they provided a renewal at the same premium as last year and confirmed they will start a new 3-year long term agreement starting Jan 2021. In doing so they have applied an exclusion to the policy that the Community Council must appoint a qualified contractor to manage knotweed on all owned land or no cover will be provided for claims arising.
Chair thanked the Clerk for negotiating an affordable renewal premium.
- 13.2 Society of Local Council Clerks (SLCC) membership
The Clerk is also a Clerk for St Georges & St Brides-super-Ely Community Council and the RFO for Old St Mellons Community Council. The Chair of St Georges has proposed that the Clerk becomes a member of SLCC with the annual cost of membership split 3 ways between the 3 Community Councils. Being a member of SLCC will enable access to advice and guidance that may benefit all Councils, as well as providing an opportunity for the Clerk to train towards the Certificate in Local Council Administration which may become a mandatory requirement in the future. To join SLCC costs a registration fee of £12 and an annual subscription of £166. If all 3 Councils agree the cost would be split at £59 each.
Chair Brian Griffiths advised that he was in full support of this proposal, all agreed to financially support the Clerk with SLCC membership by splitting the cost between the 3 Councils.
- 13.3 The discretionary S137 spending limit for 2021-22 has been set at £8.41 per elector, setting a limit of approximately £12500.
- 13.4 £385 has been received for Christmas Lights Donations
- 13.5 Q2 bank reconciliation has been confirmed and approved by Cllr Ceri Lane
- Clerk reported the following bills since the last meeting: -
Electricity Bill for Christmas Lights, Gas Bill, Electricity Bill, Water Bill, Wages/Expenses, Insurance, External Auditors Bill for 2019-20 finances, Trophy for Competition.

Expenditure

SSE Swalec Christmas Lights Electricity 2019/20	1815	-45.39
Wages & Expenses Dec	1816/18/19	-775.09
Opus Energy Gas Bill Dec	d/d	-53.03
Opus Energy Electricity Bill Dec	d/d	-25.80
Direct Source Trophy for Xmas street Competition	Chargecard	-46.83
Came & Company Insurance	1817	-676.10
Audit Wales Office	1820	-183.00
Welsh Water	1821	-74.38
Opus Energy Gas Bill Jan	d/d	-216.44
Opus Energy Electricity Bill Jan	d/d	-27.77
Wages & Expenses Jan	1822	-474.28

- The Finance Report was presented to the Council and agreed as correct.

14.00 COUNCILLORS REPORTS

- 14.01 Cllr Graham Walters has advised he has funded a window cleaner for the Tanyard who has been cleaning the windows since June 2020. Community Council to consider whether they wish to continue with the window cleaner who charges £10 per time and will clean once per month.
- Clerk has also requested a window cleaning quote from Terry Gaylard who has been employed to deep clean the Tanyard each week whilst the hall is in use to enquire if he may include it in his cleaning regime. Mr Gaylard has confirmed he will charge £20 per month to clean the windows inside and outside as well as the front door.
- All agreed for Mr Gaylard to include window cleaning once per month.
- AP Clerk to inform Mr Gaylard to begin window cleaning once per month*
- AP Cllr Graham Walters to thank his window cleaner for his help but inform him it is no longer required.*
- The Community Council discussed the ongoing situation with cleaning the Tanyard once the pandemic is over and Chair Brian Griffiths commented that he did not feel it was fair on Cllr Chris Morgan to be cleaning the building. Cllr Chris Morgan said he did not mind cleaning. The Council agreed to continue with Mr Gaylard's company. Cllr Chris Morgan agreed he was happy to put the binbags out for collection.
- 14.02 Cllr Graham Walters asked if the heating settings at the Tanyard needed to be on constantly. Chair Brian Griffiths stated that he had asked the Clerk to put the heating on a low constant over the winter months to prevent any freezing pipes. Clerk advised that the heating setting was on very low, but it was still incurring large bills. All agreed to reduce the settings to a timer at intervals across the night and early morning.
- AP Cllr Graham Walters to alter the heating settings.*
- AP Clerk to obtain quotes for installing a frost thermostat.*
- 14.03 Cllr Linda Morgan reported that some benches had fallen into disrepair and had been removed by Cardiff Council at the park area near to the Llwyn Maltt estate. She advised that Cardiff Council do not have the finances at this time to provide new benches and asked if the Community Council could help support the cost. Cllr Mike Jones-Pritchard advised that the land belonged to Cardiff Council Parks.
- AP Clerk to obtain quotes for placing a bench and to request permission from Cardiff Council.*
- 14.04 Cllr Graham Walters reported that some trees had been trimmed and the gate removed at the park area near to the Llywn Maltt estate.
- AP Cllr Mike Jones-Pritchard to make enquiries with Cardiff Council Parks*

14.05 Cllr Graham Walters reported that sleepers on the entrance to the allotments had fallen into disrepair. The Community Council agreed to have the sleepers removed.
AP Clerk to contact Cllr Peeter Tiidt to ask if he could arrange to have the sleepers removed.

15.00 DATE OF NEXT MEETING

The next Community Council meeting will be held virtually on Monday 22nd February at 19.30hours. The meeting closed at 20:55 hours.