
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 24th April 2023 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Ana Waite, Owen Thomas, Linda Morgan, Robert Wiseman, Simon Underdown

Clerk: Nadine Dunseath

Members of the Public: One

2. Apologies

Cllr Linda Morgan (leaving early for choir rehearsal)

Cllr Caryn Hill (One Voice Wales Meeting)

Cllr Ceri Lane (One Voice Wales Meeting)

Cllr Graham Walters (Travelling – may attend late)

SW Police

3. Declaration and Registration of Interest

None

4. Police Matters

Local PCSO's had sent apologies ahead of the meeting that they were unable to attend.

Crime figures had not been provided.

**AP Clerk to request crime figures for the month.*

5. MP, Senedd, County Councillors Matters

No matters raised.

(i) Street Cleaning – Cllr Linda Morgan advised that her request for this agenda item referred to litter picking. Chair Mike Jones-Pritchard advised that this could be covered under agenda item 10.i for the proposed litter policy.

6. Public Session

One member of the public attended the public session and raised the following points of resident concern: -

a) Green waste bags had been left outside premises.

b) A mattress had been left on the Taff Trail near to the Taffs Well roundabout.

c) The footbridge to Gelynis Farm was to be closed. They suggested the new bridge required street lighting.

d) Anti-social behaviour from a resident.

e) Localised flooding under the A470 bridge on Ironbridge Road.

f) Were black general waste bags now to be used.

g) Cars parking on pavement especially by the village hall.

h) Only one light working in the A470 underpass Ironbridge Road.

i) Footpath from the play area to Ironbridge Road is frequently flooded.

j) Footpath by the Holiday Inn was overgrown and had no steps so pedestrians were required to walk up the grass bank.

k) Uneven paving stones on the footpath from Castle Road alongside the golf course.

7. Matters arising from the Public Session

- a) Chair advised that waste bags left is fly tipping and could be reported to Cardiff Council to arrange for them to collect.
- b) Chair advised that mattress had been there some time and already reported to Cardiff Council as fly tipping and that they had agreed to remove it.
- c) Chair advised the level crossing at Gelynis Farm would be closed on 29th April and the new footbridge opened on 30th April. Chair advised that street lighting would be a matter for Transport for Wales to consider and the bridge is situated in Radyr & Morganstown Community Council ward.
- d) Chair advised resident to report any incidents of anti-social behaviour to SW Police.
- e) Chair advised that the flooding matter would be raised with Cardiff Council.
- f) Chair confirmed that black refuse bags should be used for general waste where striped bags had been used previously with a maximum of three per collection day. White and red striped bags can be used if residents still had a supply. Black bags will not be provided by Cardiff Council.
- g) Chair advised that any problem parking should be reported to SW Police. Chair suggested the Village Hall Committee place a notice outside the hall to advise drivers not to park on pavements. Cllr Morgan agreed to do this.
- h) Chair reported he had been in contact with Cardiff Council who had advised both lights are working but only one lit which is sufficient to meet required lighting levels.
- i) Chair advised the flooding matter was the responsibility of Cardiff Council and that it would be reported. **AP Clerk to report to Cardiff Council.*
- j) Chair advised that the upkeep of the footpath was the responsibility of the hotel, but the Community Council could raise the concern to Cardiff Council Footpath Officer. **AP Clerk to report to Cardiff Council.*
- k) Chair suggested the concern was raised with Cardiff Council Highways. **AP Clerk.*

8. Consideration & Approval of the minutes of the Ordinary Meeting on 27th March 2023 Council Members all agreed to approve the minutes of the Ordinary Meeting on 27th March. **Council resolved to approve the minutes of the Ordinary Meeting on 27th March 2023**

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

- Item 10.i** Cllr Morgan reported she was still progressing with an opportunity for funding from Wales & West Housing towards the coronation event.
- Item 11.i** Chair advised that Breedon group were still to suggest a date for the meeting but it would be w/c 15th May at the Taffs Well Quarry.
- Item 13.iv** Chair reported they were still awaiting contact by the tree felling contractor.

10. Consideration and Approval of Policies

(i) Litter Policy

A draft policy had been circulated to all Council Members ahead of the meeting for their consideration. Chair suggested a small amendment to the wording to provide more flexibility on hours worked by the employed litter picker to cover more times during the week. All agreed to approve the litter policy with the proposed amendments.

Council resolved to adopt the litter policy.

(ii) Lettings Policy

A draft policy had been circulated to all Council Members ahead of the meeting for their consideration. Chair had suggested some amendments to the policy wording which were discussed and agreed. It was noted that the hire charge for Cardiff Libraries had not been reviewed for a number of years and Chair suggested they were contacted to agree a new rate. **AP Clerk to contact Cardiff Libraries*

All agreed to approve the lettings policy with the proposed amendments.

Council resolved to adopt the lettings policy.

11. Updates from Working Groups

(i) Kings Coronation (LM, AW, MJP, RW, SU)

Cllr Morgan reported there had been a good response for bookings to the children's party. Memory Lane Cakes had offered to provide cakes for the party and Cllr Morgan was in

contact with them. The party entertainment would include a disco, games and crafts table with all activities provided by volunteers.

Chair Mike Jones-Pritchard reported he had ordered tablecloths, plates and cups and confirmed there was enough bunting available with that from last year and the additional strings that had been purchased. Council discussed where to put the bunting with Chair advising that if put across the street it must be at least 6.5 metres above road level.

Cllr Morgan suggested volunteers to meet at 11 am on Sunday 7th May to decorate the hall with the party being held 4pm to 6pm, volunteers would be required afterwards to help clean up the hall and put away tables. Chair requested the Village Hall Committee invoice the Community Council for 5 hours use of the village hall.

Clerk reported she had been given information by Cllr Walters that funding may be available towards celebrations by Asda. **AP Clerk to contact Asda Customer Services.*

(ii) Tanyard (MJP, LM, GW, OT, AW)

Chair reported that the Tanyard working party group had not yet met.

(iii) Summer Festival

Chair advised that a working party for the Community Council was not necessary and this was arranged by the Whitchurch and Tongwynlais Festival Committee and that he, Cllr Morgan and Cllr Waite were representatives.

Cllr Morgan reported that various events had already been arranged including a play by the Historical Society, the School fete, ukelele band, and older persons tea party. A programme of events would be sent out.

(iv) Community Garden (MJP, SU, OT, AW)

Chair reported an extra Rowan tree had been donated which had been gifted to the toll house. Some of the trees already planted at the gardens were coming into leaf. Chair advised he was still seeking a quotation to replace the allotment shed wall.

Cllr Waite reported that a representative from Lisvane Community Council hoped to attend a future meeting and it was suggested they attend the June meeting.

**AP Cllr Waite to invite contact.*

(v) Village Pantomime (OT)

Cllr Thomas reported he had started to write the pantomime which would be Robin Hood with various references to Tongwynlais included and hoped to have the first draft available soon.

(vi) Newsletter

Chair circulated a copy of the final draft newsletter to Council members for their consideration. Chair requested any typing errors or amendments noticed must be given to the Clerk or Chair as soon as possible. Council agreed to arrange printing of 850 copies to enable the newsletter to be sent to each house in the village the following week.

12. Clerk's Report of correspondence

APRIL 2023

Fforest Fawr – *Natural Resources Wales have advised they will be carrying out resurfacing at the entrance to Fforest Fawr which is estimated to take about 1 week during which time the entrance and car park will be closed. Temporary repairs have been made ahead of the Easter holidays. They will advise further when they have a date planned for the works.*

National Allotment Society – *An invitation has been extended to town and community councils to attend regular online forum meetings to network with other allotment officers and share good practice in allotment management.*

Tanyard windows – *the windows of the Tanyard were cleaned on Friday 7th April.*

Model Standing Orders – *One Voice Wales have advised that as there have been significant changes to governance law following the Local Government and Elections (Wales) Act 2021, they will be producing new model standing orders in conjunction with Welsh Government and these should be available for Community Councils to consider adopting at their May AGMs.*

Grant Funding – *Cardiff Development and Regeneration are offering grant funding of up to £10,000 towards internal and external improvements to buildings such as community centres or community halls, including improving accessibility and security measures, kitchen refurbishments, and energy efficiency upgrades. Deadline for applications is May 9th.*

Overhanging Trees – *Clerk has contacted Cardiff Council Parks following a resident concern of overhanging trees from the footpath Wellington Street to Mill Road. Chair advised the land may be privately owned and trimming would only be required if the trees were deemed dangerous. Advice on trimming the overhang based on common law has been provided to the resident.*

Defibs – Quarterly check has been completed on the two Community Council defibrillators and the Welsh Ambulance Service Ambulance “The Circuit” has been updated.

Wellington Street Drains – A resident advised that Welsh Water have attended to clear a blocked manhole cover at the lower end of Wellington Street but reported that there is a cracked pipe that will need repair.

Coryton Cleansing – Cardiff Council have confirmed the frequency of cleaning the Coryton interchange is twice yearly.

Taff Trail Fencing – The South Wales Trunk Road Agency have repaired the broken fencing that runs alongside the Taff Trail and A470 southbound on-slip near to the Taffs Well Roundabout.

Playground Bins – Overflowing bins on the path alongside the play area were reported to Cardiff Council and have been emptied.

Tanyard Library – Cardiff Libraries have completed a fire risk assessment of the Tanyard on behalf of the Community Council and observed the ceiling above the gas meter cupboard had fallen into disrepair leaving some powder and debris. This has been reported to their asbestos team who would investigate and as a precaution the room housing the cupboard had been closed off from use.

Annual Report – Clerk advised that the annual report for 2022-23 was now due and an item would be placed on the next meeting’s agenda to consider a draft.

Updates from March Meeting

Item 4.i Parking Issues – Cllr Jamie Green has advised that the County Councillors would be happy to attend a meeting with the Community Council to discuss parking issues in the village and will advise in due course over possible dates.

Item 4.ii Drug Taking -SW Police have advised that the crime figures include traffic and they have made some arrests following positive drug wipes. They have requested specific times to be provided for incidents of drug taking to assist with their patrols.

Item 7.e Knotweed Wyndham Street – Cardiff Council advised they would be attending in April to organise any clearance works required and a spraying programme, which they advised may be on-going for a number of years.

Item 9 Catherine Drive Street Cleansing – Cardiff Council have confirmed they attended on w/c 20th March and cleared the gutters and cleansed the area.

Item 11 Line Resurface Painting – Cardiff Council have advised that the zig-zag lines on Merthyr Road would be repainted as soon as practicable.

Item 11 Taffs Well Roundabout – Cardiff Council have confirmed they will be resurfacing the roundabout in the next few weeks. This work has been delayed due to poor weather. Some temporary repairs have been completed.

Item 11.i Hanging Basket Brackets Quotations – Clerk has contacted 4 contractors to request a quotation in replacing the hanging basket brackets. Cardiff Council Parks Department have advised they would like to provide a quote and should have this available by the end of the month.

Item 13.iii Defibrillator Cabinet Installation - The contractor has advised they will be in touch in due course to arrange an installation date.

Mrs Nadine Dunseath

Clerk to the Council

(i)Matters Arising from the Clerk’s report

Model Standing Orders – Chair advised that when the new model standing orders were received the Council should consider reviewing these and adopting any revision at the May AGM.

Grant Funding – Council agreed to consider an application for grant funding with Cardiff Development and Regeneration to make some improvements for the Tanyard including LED lighting, a Smart heating system, new carpets and a store cupboard. Estimates were to be sought and an application completed by the deadline of May 9th. *AP Chair and Clerk

Drug Taking – Chair advised that any incidents witnessed of drug taking should be reported to SW Police using 101.

13. Financial Matters – To receive the Finance Report for April

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

Expenditure

Staff Wages & Expenses March	BACS	-634.77
Wales Audit Office - Auditors fees 2020/21	BACS	-275.00
Wales Audit Office - Auditors fees 2021/22	BACS	-247.00
H&N Cleaning 24Feb-24March	BACS	-144.00
Cllr Annual Allowances	BACS	-950.00
MLS Coffee Ltd - Caterer deposit	BACS	-100.00
HMRC PAYE Q4	BACS	-301.80
Gardening Club Compost - Pughs	BACS	-96.99
Mobile Phone Contract	d/d	-10.00
ICO Data Controller Fee	d/d	-35.00
Opus Energy Gas	d/d	-84.17
Opus Energy Elect	d/d	-79.08
One Voice Wales Code of Conduct Training x 4	BACS	-140.00

(i) Approval of Payments to be made

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

End of Month Payments to be approved: -

Staff Wages & Expenses April	-636.54
Window Cleaner	-20
Cardiff Council Tax	-1095.68
TEEC Ltd - Annual Website Costs	-216
H&N Cleaning 24th March to 18th April	-144

Community Council approved the payments to be made.

(ii) To receive the bank reconciliations for Q4 and for the 2022-23 financial year

Clerk had previously circulated bank reconciliations for Q4 and for the 2022-23 financial year to Council members for their information and consideration.

14. Planning Matters

No new applications for April.

15. Councillors Reports.

(i) Chair Mike Jones-Pritchard reported that he had attended a meeting with County Councillors to discuss any improvement measures to the Taff Trail for cyclists and pedestrians in the village. It was agreed that the gate by the tollhouse could be replaced with 3 openings with road markings to advise users to keep to the left. At the A470 underpass on Ironbridge Road dotted lines could be added to advise users to give way and keep left. The signage as cyclists leave the village on the Taff trail towards Taffs Well could be altered to help prevent cycling on the pavement in front of the Merthyr Road cottages.

Cllr Morgan made her apologies and left the meeting at 7.20.

(ii) Cllr Waite reported that she would be attending the Peartree Federation Governor's meeting on Thursday 27th April.

(iii) Cllr Waite advised that there had been a labour party pledge as part of their election campaign to resurface the children's play area and remove the bark. Some residents had complained to Cllr Waite about the poor condition of the park and asked if anything could be done. Chair suggested the Clerk contact the local Cardiff Councillors to remind them of the pledge.

**AP Clerk to contact Cardiff Council.*

(iv) Chair Mike Jones-Pritchard reported that correspondence had been received from Cardiff Council Operational Manager for Specialist Housing who had advised that the Holiday Inn was no longer being used for asylum seekers and instead would be used on a temporary arrangement until September 2023 to house Cardiff families in need of accommodation whilst alternate accommodation was being arranged by Cardiff Council. These families would be offered a support network at the hotel. The Operational Manager had invited the Chair and any Councillor who wished to attend to a meeting at the Holiday Inn on Wednesday 26th April.

16. Any urgent matters for information only

No urgent matters.

17. Exclusion of Press and Public

To consider the exclusion of press and public for items 18 and 19 by reason of confidential nature of business.

A Council resolution is required.

Council resolved to exclude press and public from the meeting for the consideration of items 18 and 19 due to the confidential nature of business.

Chair thanked the local resident for attending and raising several items under the public session. Member of the public left the meeting.

18. Consideration & Approval of the Confidential minutes of the Ordinary Meeting on 27th March 2023.

confidential minute

19. Staffing Matters

confidential minute

Chair thanked everyone for attending the meeting and advised the next meeting would be the Annual General Meeting to be held on Monday 22nd May at 6.30pm.

There being no further business the meeting closed at 7.40pm.