

---

# 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 27<sup>th</sup> Feb 2023 – 6.30pm**

**1. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Ceri Lane, Graham Walters, Ana Waite, Owen Thomas, Linda Morgan, Robert Wiseman

**Clerk:** Nadine Dunseath

**Members of the Public:** two with one joining mid-way through the meeting

**2. Apologies**

Cllr Linda Morgan (leaving early for choir rehearsal)

Cllr Simon Underdown (illness)

SW Police (called to incident).

Cllr Robert Wiseman (Joining the meeting late)

**3. Declaration and Registration of Interest**

Chair Mike Jones-Pritchard declared an interest during item 12.i approval of payments as one payment was to reimburse him for expenses. He left the meeting whilst the item was being discussed.

Cllr Robert Wiseman declared an interest during item 12.v Consideration of donation to Historical Society as a lead member of the Historical Society. He left the meeting whilst the item was being discussed.

**4. Police Matters**

Local PCSO's had sent apologies ahead of the meeting that they were unable to attend due to an incident, as such no crime figures were reported. Chair Mike Jones-Pritchard commented on a recent incident of animal welfare that had led to a prosecution. Chair requested the Clerk contact SW Police for the February crime figures.

*\*AP Clerk to contact SW Police for February Crime Figures.*

**5. MP, Senedd, County Councillors Matters**

The local MP, Members of the Senedd and County Councillors did not attend the meeting.

The Community Council agreed for the Clerk to progress matters as required and to include County Councillors in correspondence for reference.

**(i) Litter Cleansing of Coryton Interchange**

Chair Mike Jones-Pritchard reported that the interchange had recently undergone some cleaning by Cardiff Council and that confirmation had been received they would provide regular cleaning. There had been some conflicting information given as to the frequency of cleansing being either 3 or 6 months and the Clerk had requested clarification and requested the outside of the interchange was also cleaned.

Chair Mike Jones-Pritchard confirmed that the whole of Junction 32 fell within the Community Council boundary.

**6. Public Session**

One member of the public was in attendance during the public session and raised the following points of resident concern: -

- a) A quad bike had been ridden on the grass area near Greenmeadow Drive.
- b) A gas bottle had been left outside a property.
- c) A recent incident at Cae Lewis had required police attendance.
- d) A gutter required cleaning near the Catherine Drive entrance as gravel had collected from recent floods.
- e) There had been a concern about a report of recent incident of males approaching young girls at the playing fields and asking ages.
- f) There had been recent reports of vans being broken into.

#### **7. Matters arising from the Public Session**

Chair Mike Jones-Pritchard advised that several of the items reported during the public session were police matters and had already been reported to them, with an increase in the frequency of police patrols around the playing fields area.

Chair requested the Clerk contact Cardiff Council to request the gutters are cleared from gravel at the Catherine Drive road entrance.

*\*AP Clerk to contact Cardiff Council to request cleansing team attend the Catherine Drive road entrance.*

#### **8. Presentation from Independent Living Services**

The representative from the Independent Living Services had been unable to attend this evening's meeting but would like to attend a future meeting. They had expressed they wished to work with the community to help promote various group activities and a meeting had been arranged with Cllr Waite to find out more. Cllr Waite advised that funding opportunities may be available which might benefit improvements required at the allotment shed.

#### **9. Consideration & Approval of the minutes of the Ordinary Meeting on 30<sup>th</sup> January 2023**

Chair Mike Jones-Pritchard advised of one alteration to the January minutes for item 13.i that a recycling day at the village hall had not yet been arranged, but was being discussed.

Council members approved the minutes of the Ordinary Meeting on 30<sup>th</sup> January 2023 with the amendment.

**Council resolved to approve the minutes of the Ordinary Meeting on 30<sup>th</sup> January 2023 with one amendment.**

#### **10. Matters arising from the minutes and any remaining business from the meeting.**

No additional matters arising.

##### **(i) Future Projects update**

##### **(a) Community Garden – next phase**

Chair Mike Jones-Pritchard reported that the first phase of installing the garden products awarded in the grant by Keep Wales Tidy had been completed. Some of the cut overgrowth had been cleared from the main garden but there was still more to clear. Chair had been in contact with Coed Caerdydd who will provide some trees for the community garden so that more appropriate trees could be planted, he had also been in contact with a local businessman who could use a rotavator on the grass area between the raised beds so that the area could be used for more planting, and suggested another trellis with fence posts could be installed.

Council members suggested a memorial bench could be installed in the garden area for former Councillors who had recently passed. Chair Mike Jones-Pritchard reported that former Community Councillor Colin Mahon had recently passed and could also be acknowledged on the memorial bench.

Cllr Robert Wiseman joined the meeting at 6.50pm.

Chair Mike Jones-Pritchard reported he had met with a local engineer who had advised that the rear wall of the allotment shed could be taken down and replaced with a timber frame structure and that quotes were required to progress with this.

Council members suggested that bike stands could be installed in the garden area and also that the paving slabs required relaying.

Chair suggested a plan for the area was drawn for the Council to consider a design.

### **(b) Tanyard H&S Risk Assessment**

Clerk advised that the building should have a health and safety assessment completed and that documents such as the fire inspections and gas appliance certificates could form part of the assessment. Cllr Caryn Hill volunteered to lead on the assessment with support from the Clerk.

### **(c) Kings Coronation**

Chair suggested a working party was formed to help plan events for the King's Coronation in May and Cllr Linda Morgan volunteered to lead with event planning and advised that funding may be available through the National Lottery Heritage Fund.

Some suggestions were put forward such as a children's party on the Monday Bank Holiday or to support individual street parties with supplying tablecloths and bunting.

Cllr Morgan advised that Wales were the only country who charge for street closures and the Chair requested the Clerk contact Cardiff Council for confirmation of the charges.

*\*AP Clerk to contact Cardiff Council to request confirmation of street closure charges.*

A second member of the public joined the meeting at 7.05pm.

### **(d) Consideration of draft newsletter**

Clerk had drafted a newsletter which had been shared with the Chair for comments, who had requested further information was included such as: -

a section for the Historical Society to update on new projects; a section for projects taking place at the Aion Church; a report on the Christmas competition winners; the Christmas hamper project and the number of households who benefitted; how to contact the local police; the law changes on speed limits from September; the litter picking hub; dog fouling; more information on the Community Councillors.

Chair requested the Clerk circulate a draft in the next couple of weeks for Councillor's comments and he advised there would be a cost for printing, but the newsletter could be delivered by volunteers.

*\*AP Clerk to circulate draft newsletter*

### **(e) Consideration of draft Lettings Policy**

Clerk had drafted a Lettings Policy which had been shared with the Chair for comments, who had suggested some amendments to include that the hall is unfortunately not accessible for wheelchairs; that a risk assessment was to be completed; more info on uses for the hall; and to agree booking rates. Chair suggested for him and the Clerk to review the running costs for the hall and to ensure that booking rates would cover the costs. He suggested that a resident to Tongwynlais could book the hall for £10 per session, with a non-resident at £10 per hour, which would see a reduction from the current rates.

Cllr Waite suggested that some photographs of staged set-ups could be included to show how the hall could be used and volunteered to lead on this.

*\*AP Chair and Clerk to review costings, Cllr Waite to arrange photographs.*

### **(ii) Approval for Tanyard as Keep Wales Tidy Hub**

Chair Mike Jones-Pritchard reported he had met with a representative of Keep Wales Tidy who had provided lots of information and guidance on running a litter picking hub, including booking forms and risk assessments. KWT had requested that feedback was provided to them on the number of people using the facility so they can assess the success of the scheme. Chair advised that there should be a set time agreed on when people could collect and return litter picking equipment and proposed he contact the librarian to enquire if they were happy to offer a Friday afternoon for this service when the hall was open to the public. Council members enquired as to whether the forms could be available both online as well as in paper format. All Council members approved.

**Council resolved to create a litter picking hub at the Tanyard.**

## **11. Clerk's Report of correspondence**

### **FEBRUARY 2023**

***Blocked Drain Wellington Street*** – A resident has reported to the Clerk that the drain at the lower end of Wellington Street is blocked. Clerk has reported this to Cardiff Council who have confirmed they have attended and cleared the drain. Clerk advised that the drain was still clearly blocked, and she would contact Cardiff Council again.

**Internal Annual Audit** – Clerk has contacted the internal auditor and requested a quotation for this year’s work which is £25 per hour as last year.

**Fence on Taff Trail** – The broken fencing on the Taff Trail alongside the A470 slipway has been reported to Cardiff Council for repairing. They advised that South Wales Trunk Road Agency were responsible, and Clerk had contacted them to arrange a repair.

**Fly tipping** – Cardiff Council have been contacted to arrange removal of a fly tipped mattress on the Taff Trail and several black bags from Heol Y Fforest who have confirmed they are making arrangements to remove waste.

**Cold-calling zone** – Clerk had received a resident enquiry regarding whether Tongwynlais was still a cold-calling zone.

#### **Updates from January Meeting**

**Item 5.i Coryton Interchange** Correspondence has been forwarded to Cardiff Council Waste Department to confirm responsibility of litter picking. Cllr Jackie Jones has been assisting with receiving a response from Cardiff Council. Some areas of the interchange have had litter picking completed. A letter of thanks has been sent as well as requesting confirmation that the remainder of the interchange is scheduled to be cleaned.

**Item 5.ii Traffic Speed** Clerk has contacted Cardiff Council to enquire into the possibility of a traffic speed camera and is awaiting a response. Radyr & Morganstown Community Council have confirmed that Cardiff Council installed the cameras in Morganstown. Cllr Jackie Jones has been assisting with receiving a response from Cardiff Council.

SW Police have advised that information has already been given to the Community Council about a speed watch initiative by police volunteers.

**Item 5.iv Tree at Catherine Drive** Cardiff Council have confirmed the land is not their responsibility and that the tree is subject to a tree preservation order (TPO). Cardiff Council have advised that it is common law to trim back any tree that encroaches on your property as far back as the property boundary with cuttings offered back to the tree owner.

**Item 9.v.a Future Projects – Community Garden** A representative from Keep Wales Tidy attended on Monday 13<sup>th</sup> February to assist with the installation of the wildlife garden behind the bus stop near Merthyr Road gardens. The Community Council has been asked to provide a quotation that can be used for publicity purposes by Keep Wales Tidy on what the garden means to you and your community.

**Item 9.v.b Lettings Policy** Clerk has drafted a lettings policy and provided this to the Chair for comments.

**Item 9.v.e Newsletter** Clerk has drafted a newsletter and provided this to the Chair for comments.

**Item 10.i Christmas Lights** The Village Hall Committee have confirmed they would like to leave the Christmas lights up all year to use for other events and parties. The lighting contractor has removed all the other festive lights from the village and will adjust the invoice accordingly. The contractor has agreed to provide a quotation for the removal of the catenary wires.

**Item 10.i Blocked Drain Ironbridge Road** Clerk reported the blocked drain to Cardiff Council who have confirmed they have attended and cleared the drain.

**Item 11.iii Tree Survey** As agreed at the January Community Council meeting, Chair and Clerk have discussed the quotations provided for the tree survey and Treescene Arboricultural Consultants have been appointed to complete the survey which was completed on Tuesday 21<sup>st</sup> February and a survey report had been received.

**Item 11.viii Phone Contract** Clerk is in the process of arranging a phone and monthly contract with Tesco Mobile at £10 per month which includes a phone, 3GB of data, unlimited calls and texts.

**Item 13.i Segregated Waste** Clerk had received correspondence from Cardiff Council Waste Strategy Team regarding segregated waste who advised they are in the process of collating trial evaluation responses and developing a roll-out plan for the next couple of years. This plan will be shared with Councillors, Community Councillors, and residents within coming months.

Mrs Nadine Dunseath  
Clerk to the Council.

**(i)Matters Arising from the Clerk's report**

**Cold-calling Zone.** Chair confirmed that Tongwynlais was still a cold-calling zone, and the signs were still present in the village, but could benefit with a clean. He advised cold calling restrictions do not apply to charities or political parties, it is to stop people selling goods or services.

**Item 5.iv Tree at Catherine Drive.** Cllr Morgan provided details to the Clerk on the resident who had raised the concern so a letter could be sent providing some guidance.

**Item 9.v.a Community Gardens**

A quotation to be provided to Keep Wales Tidy about the community garden was discussed and Council Members commented that the garden had brightened up a previously unused area of land, generated interest in the community and brought people together during the installation and will continue to do so as the project grows.

Council members discussed the possibility of arranging a talk for the Primary School children about the garden.

**Item 11.iii Tree Survey** Chair provided an update on the results of the tree survey where one tree had been highlighted as requiring urgent attention for removal and that quotations were required. Chair had begun a check on the land ownership included in the report as some trees appeared to be sited outside the Community Council land. He suggested a woodland management plan was included in ongoing projects which could be built into the budget.

*\*AP Clerk to obtain quotations for removal of the one tree identified as requiring urgent attention.*

**(ii) Finance and Governance Toolkit**

Clerk had previously circulated the finance and governance toolkit to Council Members. She provided an overview of the toolkit which had been created by Welsh Government representatives, One Voice Wales and the Society of Local Council Clerks with input from several Town and Community Councils. The toolkit provides a useful reference tool to identify legal obligations required of a Community Council as well as some good practice suggestions. The toolkit was divided into 5 different themes and part 1 was a health check for the Council, with part 2 being a self-assessment on how findings from part 1 should be addressed. During the meeting, the Clerk talked through the requirements under theme A of the toolkit for Vision, Purpose and Community Planning and reported that the Community Council were compliant with the legal obligations under this theme.

Chair advised that more accountability was now expected of Community Councils and suggested that he and the Clerk worked through the part 1 health check of the toolkit to ensure the Council was meeting its legal obligations.

*\*AP Chair and Clerk to complete the Part 1 health check of the finance and governance toolkit.*

*\*AP Clerk to recirculate the toolkit to all council members for their ease of reference.*

**12. Financial Matters – To receive the Finance report for February**

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

**Expenditure**

|  |      |          |
|--|------|----------|
| Staff Wages & Expenses Jan                 | BACS | -576.66  |
| Toilet Seat & Paper Towels                 | BACS | -25.97   |
| SLCC Clerks Annual Membership (1/3rd Cost) | BACS | -63.58   |
| Annual Insurance Cover                     | BACS | -1378.65 |
| Welsh Water - 6 monthly bill               | BACS | -102.68  |
| Boiler repair                              | BACS | -90.00   |
| Window Cleaner                             | BACS | -20.00   |
| H&N Cleaning 6Jan-29Jan                    | BACS | -144.00  |
| Opus Energy Gas                            | d/d  | -94.90   |
| Opus Energy Electricity                    | d/d  | -83.39   |
| ICO Data Controller Annual Fee             | d/d  | -35.00   |

**(i)Approval of Payments to be made**

Chair Mike Jones-Pritchard declared an interest in this item as one payment for printing costs and acquiring a map of woodland ownership was to reimburse his expenses. He asked for Vice-Chair Caryn Hill to chair the meeting and left the room whilst this matter was being discussed.

Vice-Chair Caryn Hill asked the Clerk to confirm payments to be approved.

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

**End of Month Payments to be approved: -**

|   |          |
|---|----------|
| Staff Wages & Expenses Feb                                | -573.16  |
| H&N Cleaning 29Jan- 24Feb                                 | -144.00  |
| Christmas Lights  | -2664.00 |
| Tongwynlais Football Club - donation to defib cabinet     | -150.00  |
| OVW Code of Conduct training                              | -320.00  |
| OVW Annual membership                                     | -323.00  |
| OS Map of woodland ownership & outstanding printing costs | -215.86  |
| Tree Survey   | -816.00  |

Vice-Chair Caryn Hill proposed the payments to be made, Cllr Waite seconded.

**Community Council approved the payments to be made.**

Chair Mike Jones-Pritchard returned to the room and continued with chairing the meeting.

**(ii)Consideration and approval of the Internal Auditors quotation at £25 per hour**

Chair advised the Internal Auditor fees were the same as last year.

**Community Council approved the quotation and to appoint the Internal Auditor as last year.**

**(iii) Consideration and approval of One Voice Wales annual membership renewal at £323 All agreed**

**Council resolved to renew membership of One Voice Wales at a cost of £323.**

**(iv) Consideration of quotations for installation of defibrillator cabinet.**

Cllr Waite advised that she had requested further quotations, but these had not been forthcoming. Clerk had received one quotation from a qualified electrician to install the cabinet on the front of the Tanyard. Council agreed in principle to appoint an electrician up to a maximum of £380 subject to further information being provided by Cllr Waite in consultation with Calon Hearts who had supplied the cabinet.

**(v) To consider funding for the Historical Society**

Cllr Wiseman provided an update on the history noticeboards project where he had met with representatives at ASDA who had agreed to fund a sign if the company could be acknowledged on the sign. He hoped to meet with other businesses to discuss similar arrangements and asked the Community Council to consider a financial contribution towards the project. Cllr Wiseman declared an interest in this agenda item and left the room.

Council members expressed their support in the project and agreed in principle to provide some funding subject to further details on costings being provided by the Historical Society.

**Council resolved in principle to provide some funding to the history noticeboards project subject to further details on costings being provided.**

Cllr Wiseman re-joined the meeting.

Cllr Linda Morgan made her apologies and left the meeting at 7.50pm.

**13. Planning Matters**

DECIDED W/E 16 FEB 2023

22/02633/FUL Holiday Inn, Merthyr Road, Tongwynlais.

First and second floor extension to the existing hotel providing an additional 22 bedrooms and associated reconfiguration of the car park including the addition of 1 car parking space.

Application submitted 16 Nov 2022  
Application Decided 16 Feb 2023

DECIDED W/E 9 FEB 2023

21/01258/MNR Land off Mill Road, Tongwynlais

Proposed residential development of 5No. dwellings including associated works.

Application submitted 20 May 2021

Application decided 9 Feb 2023

Chair Mike Jones-Pritchard advised that this planning application had been approved some time ago but was subject to a Section 106 agreement and therefore had not been granted at the time. The news that it had been granted in February implies that the Section 106 agreement had been settled. Council discussed whether any Section 106 payments would benefit the village and requested the Clerk to contact Cardiff Council Planning to enquire.

*\*AP Clerk to contact Cardiff Council Planning Department to enquire over details of Section 106 agreement.*

#### **14. Councillors Reports.**

##### **(i) Consideration of requesting meeting with Breedon Group (RW)**

Chair reported he had instructed the Clerk to send a letter to Breedon Group to request a meeting and a response had been received with the name of the local manager. Cllr Wiseman requested the meeting included discussions on how support could be given to the community with regards community funding. Chair advised that the Clerk was compiling a list of all local businesses within the Community Council boundary with the view of asking for community fund information.

##### **(ii) Village Pantomime (OT)**

Cllr Thomas expressed an interest in writing and organising a village pantomime for December 2023 and advised that there would be many roles available from acting to set design where volunteers would be needed. He asked the Council to consider if they would financially support the project with an option to reclaim costs through ticket sales. All agreed to support the idea of a pantomime and Cllr Thomas requested an item on the agenda for the next meeting to discuss the project in more detail.

##### **(iii) Dog Fouling (AW)**

Cllr Waite expressed her concern on dog fouling in the village and asked the Council to consider initiatives to reduce the problem. Chair advised on previous initiatives where signage had been purchased and positioned around the village with the majority stolen or vandalised. He proposed including any initiatives as part of the litter picking policy. Cllr Wiseman advised that bins in the playing fields were not being regularly emptied.

*\*AP Clerk to contact Cardiff Council to request public bins in the playing fields are regularly emptied.*

*\*AP Clerk to contact Cardiff Council to enquire when the fencing for previous Welsh Water works will be removed.*

#### **15. Any urgent matters for information only**

Cllr Thomas reported that there had been several incidents around the Queen Street area of nails in car tyres and advised drivers to be vigilant. Chair recommended any incidents were reported to the police.

Cllr Hill reported that many visitors to Tongwynlais are not aware that the village forms part of Cardiff and suggested the Council consider placing stickers on the road signs. Chair suggested this could be included in the newsletter.

Chair advised that a member of the public had joined the meeting part way through the meeting after the public session had finished but invited them to speak. The resident raised an issue of noise from the village hall and use of the fire escape. Chair advised that the village hall was not the responsibility of the Community Council and that the resident should contact the Village Hall Committee with their concerns. The resident was provided with the contact number for the secretary of the village hall who could advise on the dates of further Village Hall Committee meetings.

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 27<sup>th</sup> March at 6.30pm.