
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 19th June 2023 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Owen Thomas, Linda Morgan, Simon Underdown, Ceri Lane, Rob Wiseman, Graham Walters

Clerk: Nadine Dunseath

Members of the Public: Two

Apologies

Cllr Ana Waite (work commitments)

Cllr Linda Morgan (Leaving early for Choir rehearsal)

2. Declaration and Registration of Interest

None.

3. Police Matters

No representative from SW Police attended the meeting and no crime figures had been provided.

4. MP, Senedd, County Councillors Matters

No matters raised.

5. Public Session

A member of the public raised the following items: -

(i) Fly tipped mattress still not removed from Taff Trail

(ii) Fencing on Taff Trail had been vandalised

(iii) Representatives from Air Ambulance Charity had been knocking doors

(iv) Pavement on Castle Road had broken slabs and gravel chippings

(v) Bus driver had advised resident that buses may stop coming through village due to cars causing obstructions. Resident suggested double yellow lines by the school.

6. Matters arising from the Public Session

(i) **AP Clerk to contact Cardiff Council again about removing fly tipped mattress.*

(ii) Vandalised fencing had already been reported to South Wales Trunk Road Agency.

(iii) Chair advised that charities were exempt from the cold calling restrictions.

(iv) Broken paving slabs and gravel chippings had already been reported to Cardiff Council.

(v) **AP Clerk to raise concern of obstruction parking with SW Police and request they attend during school drop off/pick up times to review.*

**AP Clerk to write to bus companies to request their views.*

7. Presentation by resident on works at Greenmeadow Wood

The owner of Greenmeadow Wood attended the meeting and provided a presentation regarding the woodland which included supplying maps showing the boundary and areas where felling has been taking place. A history of the woodland was provided which dates back

to the 18th Century and includes various footpaths that are open to public use. The woodland has encountered some problems due to the steep gradient with rainwater washing away soil and exposing roots in lower areas, some ash trees have been affected by ash dieback disease. Natural Resources Wales have advised a management plan is implemented for the woodland and have granted a tree felling licence to remove those trees affected by ash dieback or in an unstable position posing a risk to pedestrians or property. Overhangs of soil are also to be removed. Phase 1 of the management plan has been completed with Phase 2 to take place this winter. The owner will replant the area with native broad-leaved trees. Annual management of treatment for knotweed was in place, as was management of bamboo and laurel. Future plans for the woodland include creation of 2 or 3 looped walks that will be open to the public and habitat boxes to encourage dormice and bats to the area. Litter in the woods is causing a problem, organic waste such as grass clippings and Christmas trees introduce pathogens to the wood which are not natural to the area, and household waste such as building materials, paint pots, fridges cause environmental damage as well as a risk to pedestrians. The owner suggested working with the Community Council to clear the waste and to educate on damage of littering. The owner advised that felled trees were left in piles as part of the management programme for environmental benefit.

Chair Mike Jones-Pritchard thanked the resident for attending the meeting and providing the presentation and requested the Community Council were kept up to date with plans. Local Resident left the meeting.

8. Consideration & Approval of the minutes of the Annual General Meeting on 22nd May 2023

Council Members all agreed to approve the minutes of the Annual General Meeting on 22nd May.

Council resolved to approve the minutes of the Annual General Meeting on 22nd May 2023.

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

Item 14 Library Rental Charges **AP Clerk to remind library with request to review.*

Item 15 Coronation Event Funding **AP Chair to remind Cardiff Council Housing regarding their contribution to the coronation event.*

Item 19.iv OVW meetings *AP Cllr Hill to draft a letter to OVW for Clerk to forward on behalf of the Community Council.*

Item 19.vi Allotment Shed Chair Mike Jones-Pritchard suggested that tree trimming around the allotment shed could be included in the next project.

10. Updates from Working Groups

(i) Tanyard. Ongoing. Cllr Owen Thomas recommended information was placed on the front of the defibrillator cabinet to advise of the location. **AP Clerk to add information.*

(ii) Summer Festival

The festival will take place between 22nd June and 1st July. Cllr Linda Morgan advised that all organisation was in place with risk assessments and health and safety site plans completed which was a lot of work to do for the voluntary committee. Bookings for events were slower to be received than in previous years. Programme booklets were being delivered to households and information was on the Community Council website. **AP Clerk to display programme in noticeboard.*

(iii) Garden Ongoing

(iv) Pantomime. Cllr Owen Thomas advised he hoped to have the final version of the script completed by the next Council meeting. The village hall had been booked for 20th and 21st December 2023.

11. Consideration of adopting Amended Model Standing Orders.

Chair Mike Jones-Pritchard noted the amended model standing orders received from One Voice Wales included new statutory requirements from recent new legislation. He noted some sections required information to be input from the Community Council.

All agreed in principle to adopt the amended model standing orders.

Council resolved in principle to adopt the amended model standing orders.

12. Consideration of adopting Welsh Language Policy

A draft Welsh Language Policy had been provided to all Council members by the Clerk with suggested wording. Chair Mike Jones-Pritchard requested all Council members carefully consider the wording and to defer this item to next meeting. All agreed.

13. Consideration of approval of the 22-23 Annual Report

Chair Mike Jones-Pritchard requested that publication of the village newsletter was added as an achievement. All agreed.

Council resolved to approve and publish the report with the additional information regarding the newsletter.

Cllr Linda Morgan gave her apologies and left the meeting early at 7.20pm.

14. Clerks Report of Correspondence.

June 2023

Boiler Service – The annual boiler service at the Tanyard has been completed.

Defibrillator Cabinet – The external cabinet has been installed at the Tanyard enabling access to the defibrillator to be 24/7.

Speed watch – 5 local residents have volunteered to help with the speed watch community initiative which will be supported by SW Police.

Public Footpath nr Holiday Inn – Cardiff Council have advised they will inspect the footpath and cut back any vegetation as required.

Taff Trail – Cardiff Council have amended signage and road markers to improve safety for cyclists and pedestrians.

Fforest Fawr Car Park – Natural Resources Wales have made surfacing repairs to the Fforest Fawr car park which was temporarily closed whilst the repairs were being completed.

SLCC Meeting – Clerk attended the Society of Local Council Clerks South Glamorgan Branch Meeting where it was agreed to hold more regular meetings and to invite speakers from various organisations.

Annual Return 22-23 – Wales Audit Office have provided guidance on the information and documents required for the Community Council to complete the 22-23 annual return which is a full transaction based audit this year. Clerk will be submitting the completed information to WAO in due course to comply with requirements.

Updates from May Meeting

Item 7.b Mattress Cardiff Council have been contacted again to remove the fly tipped mattress from the Taff Trail. Cllr Jamie Green has advised he has also requested the mattress is removed.

Item 7.h Damaged Light Cardiff Council have repaired the damaged light in the A470 underpass

Item 10.ii Lettings Policy Cardiff Libraries have advised a new library manager has been appointed for the Tanyard library.

Item 16 Overgrowth Merthyr Road Cardiff Council Parks Department have advised that they are required to refrain from tree trimming during the bird nesting season of April to September, however if the vegetation alongside the road is causing a health and safety issue then they can complete the works following a site visit and partial road closure.

Regarding overgrowth obstructing the footpath at the north end of Merthyr Road towards Taffs Well Roundabout, Cardiff Council parks has requested further information which the Clerk has provided.

Item 16 Tree on Mill Road Cardiff Council Parks Department have completed a site visit to inspect the tree and confirmed it is at stage 3 ash dieback and a works order has been issued for the removal as soon as possible.

Item 16.i Defibrillator Pads Welsh Ambulance Service's Community Coordinator has advised that

paediatric pads for the defibrillator are not necessary as the adult pads supplied are universal and can be used on a child if positioned with one pad on the chest and one on the back. All ambulance employees will be aware of this and can talk any user through the process.

Item 16 Overhanging Trees Cardiff Council have inspected and advised that the trees are on private land. Advice has been given to the affected property owner that they are permitted by law to remove any vegetation back to the boundary line.

Item 16 Taff Trail Fencing Cardiff Council and South Wales Trunk Road Agency have been contacted regarding the damaged fence near to Taffs Well roundabout to advise that nails are exposed and posing a safety risk. A temporary barrier has been requested whilst the repair work is awaited.

(i) Matters Arising from the Clerk's report

Community Speedwatch *AP Clerk to contact SW Police to request more information.

*AP Clerk to place request for volunteers on Community Council website and facebook page.

Hanging Baskets *AP Chair to check if any baskets were spare that could be placed on replacement brackets.

15. Financial Matters – To receive the Finance Report for June

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

Expenditure

H&N Cleaning 18th April to 16th May	BACS	-144.00
Internal Auditor	BACS	-150.00
Coronation Expenses - Bunting, Tableware	BACS	-125.46
Staff Wages & Expenses May	BACS	-488.74
H&N Cleaning 16th May to 13th June	BACS	-144.00
Window Cleaner	BACS	-20.00
Opus Energy Gas	d/d	-9.79
Opus Energy Elec	d/d	-118.01

(i) Approval of Payments to be made

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

End of Month Payments to be approved: -

Staff Wages & Expenses June	tbc
Boiler Service	tbc
Newsletter Printing Costs	£246
Hanging Basket Plants	£312.50
Travel Expenses to collect plants	£25

Community Council approved the payments to be made.

(ii) Consideration of purchase of electric strimmer

Chair Mike Jones-Pritchard advised that the cost of a commercial electric strimmer was in the region of £250 to £300 which had two handles and a harness. Council agreed to proceed with a purchase to include an additional battery which could be charged at The Tanyard as well as leg guards. All agreed.

(iii) Consideration of purchase of name badges.

Clerk had circulated some prices for name badges for the council consideration. Chair

advised that generic badges could be purchased at a slightly reduced price, and these could be reused. All agreed.

16. Planning Matters

- (i) 23/00903/HSE Proposed Two Storey Side Extension 12 Grant's Close
 - (ii) 23/00919/HSE Single Storey Extension and Associated Alterations 9 Castle Road
- Chair requested Councillors provide any comments or concerns to the Clerk

17. Councillors Reports.

(i) Update of Breedon Group Meeting (MJP&RW)

Chair Mike Jones-Pritchard and Cllr Rob Wiseman provided feedback on the meeting with Breedon Group advising that it was very positive, and they would like to have a 6-monthly meeting with the Community Council and were keen to encourage good relations with residents. They agreed to honour a previous agreement not to drive lorries past the school during key times of drop off and collection. Breedon Group had suggested double yellow lines on the corner of Merthyr Road/Mill Road would assist with lorries turning.

They were happy to provide financial support to community activities but would prefer to provide a product rather than money and referred to aggregate that had been provided to the school for footpath surfaces. Breedon Group have offered to bring their safety vehicle to the summer festival events to raise awareness of where to be seen around the vehicle.

**AP Clerk to write to Breedon Group to agree to a 6-monthly meeting, reiterating the school agreement and to provide any future information on projects.*

**AP Clerk to contact Cardiff Council Highways to request consideration of double yellow lines.*

18. Any urgent matters for information only

- (i) Public Footpath alongside river between field and Ironbridge Road has become overgrown.

**AP Chair to enquire into responsibility of maintenance.*

- (ii) Cllr Wiseman suggested that the council have a Community Fund account and suggested how it might be used. Chair advised that Clerk was seeking advice from One Voice Wales on legalities.

- (iii) A quotation had been received to remove the catenary wiring. Clerk advised this would be on the agenda for the next meeting for the council's consideration.

19. Exclusion of Press and Public

To consider the exclusion of press and public for items 20 and 21 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 20 and 21 due to the confidential nature of business.

Chair thanked the local resident for attending. Member of the public left the meeting.

20. Consideration & Approval of the Confidential minutes of the Annual General Meeting on 22nd May 2023.

confidential minute

21. Staffing Matters

confidential minute

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 24th July at 6.30pm.

There being no further business the meeting closed at 8.10pm.