

---

# 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> March 2023 – 6.30pm**

**1. Attendance**

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

**Clerk:** Nadine Dunseath

**Members of the Public:** Two

**2. Apologies**

Cllr Linda Morgan (leaving early for choir rehearsal)

Cllr Caryn Hill (illness)

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 been provided for 19<sup>th</sup> January to 12<sup>th</sup> March covering Tongwynlais area as far as the Hollybush estate in Whitchurch which the Clerk had previously circulated to Council Members as follows: -

Burglary/Break-in 2, Residential Burglary 1, Abandoned Vehicle 1, Theft 9, Theft from Vehicle 2, Vehicle Damage/Interference 3, Problem Parking 2, Suspicious Person/incident 2, Fraud 2, ASB 10, RTCs 7.

**(i) Problem Parking – reminder to contact 101**

Cllr Walters raised concerns of parking on grass verges especially in the Pantgwynlais and Greenmeadow areas which was causing damage to the grass and causing difficulties with large vehicles passing. Chair Mike Jones-Pritchard advised that these verges may belong to Cardiff Council Housing Department and suggested a meeting was arranged with the County Councillors.

*\*AP Clerk to arrange meeting*

**(ii) Drug Taking**

Cllr Wiseman reported that a den near to the Playing Fields had been removed by Cardiff Council Officers. He raised concerns over parked vehicles near to the A470 underpass on Ironbridge Road where he believed individuals were smoking cannabis.

*\*AP Clerk to contact SW Police to enquire if checks could be carried out on parked vehicles.*

*\*AP Chair to advise PACT of concerns.*

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

No matters raised.

**6. Public Session**

Two members of the public attended the public session and raised the following points of resident concern: -

- a) Some potholes that had been repaired now needed re-repairing.
- b) Resident observed that recently some volunteers had completed a litter pick.
- c) Resident concern on drug taking by individuals within the village.
- d) Resident raised concerns that loose dogs had attacked a resident near to the Ironbridge Road Underpass.
- e) Resident advised that Cardiff Council had requested resident provided treatment for Japanese Knotweed on the verge Wyndham Street, but that the council had since, at the request of the Community Council, cleared the verge and advised they would be treating it themselves. They asked could it be clarified who was going to carry out the treatment?

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

- a) Chair requested information on potholes so they could be reported to Cardiff Council.
- b) Chair advised that litter picking equipment was available via the Community Council for any residents to carry out litter picking. It was suggested a message was placed on social media to thank those involved.
- c) Chair advised concerns on drug taking should be reported to SW Police by phoning 101.
- d) Chair advised resident to report incident to SW Police and suggested information was added to the newsletter that dogs should be kept under control.  
*\*AP Clerk to add information to newsletter.*
- e) *\*AP Clerk to seek clarification from Cardiff Council.*

**8. Consideration & Approval of the minutes of the Ordinary Meeting on 27<sup>th</sup> February 2023**  
Council Members all agreed to approve the minutes of the Ordinary Meeting on 27<sup>th</sup> February.  
**Council resolved to approve the minutes of the Ordinary Meeting on 27<sup>th</sup> February 2023**

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

**Item 7** Chair reported that the street cleansing team had not yet attended opposite the entrance to Catherine Drive to remove gravel that had accumulated there during the flooding.

**Item 8** Chair reported he had attended a meeting with the Independent Living Services Team together with Vice-Chair Caryn Hill and Cllr Ana Waite to look at activities to offer within the village to assist residents with independent living. Cllr Waite reported she would be attending a course to find out more later in the week.

Cllr Waite advised that a Lisvane Councillor would like to attend a future Community Council meeting to discuss “Mensheds” as they have set one up in Lisvane and they hoped to raise more awareness of the initiative across Cardiff. It was agreed to invite the Councillor to a future meeting.

Chair suggested a leaflet from the Independent Living Services could be delivered with the Community Council newsletter.

**Item 10.i.a** Chair reported 9 trees had been donated by Coed Caerdydd including Crab Apple, Apple, Cherry, and Rowan and these had been planted, in Merthyr Road Gardens as well as behind the bus stop near the gardens and on the grass bank on the North entrance to the village Merthyr Road.

The Community Council expressed thanks to the resident who has donated a picnic bench.

**Item 14.iii** Chair advised that any incidents of dog fouling could be reported to Cardiff Council via their smartphone app.

**10. Creation of Working Groups for Future Projects**

**(i) Kings Coronation – Consideration and approval of budget allowance**

Cllr Morgan reported she hoped to apply for a grant to assist with costs through Wales and West Housing. All agreed for her to proceed. Cllr Morgan proposed for the Community Council to arrange a children’s tea party on the afternoon of Sunday 7<sup>th</sup> May and proposed that a caterer was arranged. All agreed.

Chair proposed that a budget of £850 was set aside for the Coronation celebrations. All agreed.

**Council resolved a budget allowance of £850 for the Coronation celebrations.**

Working party volunteers LM, AW, MJP, RW, SU which includes helpers for the tea party.

Clerk advised some coloured bunting was left over from the Queen’s Jubilee.

*\*AP Chair to check if any further bunting was required.*

**(ii) Tanyard**

Clerk had previously circulated information to Council Members on the annual costs for

income and expenditure for the hall for 2022-23.  
Working party volunteers MJP, LM, GW, OT, AW.

**(iii) Summer Festival**

Working party volunteers LM, MJP, AW with Chair advising they were already involved with the festival arrangements. Cllr Linda Morgan proposed the Community Council fund the older persons tea party as in previous years up to a budget of £100. All agreed.  
Chair proposed to place a further £250 in a budget for other festival events. All agreed.

**(iv) Community Garden – next steps**

Working party volunteers MJP, SU, OT, AW

**(v) Village Pantomime**

Cllr Thomas advised he had started writing a play for the pantomime and hoped to involve the primary school. He was considering a 70 minute play with an interval to allow an opportunity to serve refreshments. Chair suggested this could be an item for a summer newsletter with the hope of starting rehearsals in September.

*\*AP Cllr Thomas to draft costings for a pantomime budget proposal*

Cllr Thomas advised that any costs for the pantomime could be recovered from ticket sales and refreshments.

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

**(vi) Newsletter**

*\*AP Cllr Wiseman to provide information for the newsletter on the Historical Society and how to join.*

*\*AP Clerk to add information on defibrillator locations around the village.*

All agreed to complete the newsletter and arrange for printing and to be distributed to all properties in the village.

## 11. Clerk's Report of correspondence

### **MARCH 2023**

**Tanyard** Annual services are due in April for the boiler and PAT Testing. Also a fixed electrical inspection that should take place every 5 years is now due. Clerk to arrange.

**Councillor Allowances** The Independent Remuneration Panel for Wales (IRPW) have published the report for the 2023-24 financial year with some changes to existing arrangements. For next financial year the annual allowance of £150 will increase to £156 which is intended to compensate members for working from home and the use of heating, electricity, power and broadband. There will be an additional allowance of £52 to compensate members for the cost of office consumables. As in previous years it is mandatory for a Community Council to offer these payments to members, but individuals may choose to opt-out from receiving some or all of the payment by notifying the Clerk in writing.

**Welsh Water research** Welsh Water have invited the Community Council to nominate a representative to take part in a research project involving an in-person discussion on community improvements. Welsh Water have offered to financially compensate the Community Council for their involvement.

**Christmas competition trophy** The trophy has been engraved with the name of the winning best dressed street of The Square at a cost of £7.50.

**Defibrillator Census** One Voice Wales have circulated a census of defibrillators to all Community Councils, which has been completed by the Clerk and returned.

**Gutter Cleaning** An enquiry has been received regarding clearing and cleaning of guttering or fascias for the Tanyard at £10 per metre.

**Training** All Council members have now booked onto Code of Conduct training or have recently attended.

**Primary School Gardening Club** Compost has been ordered and delivered to the Primary School Gardening Club for the hanging baskets as per annual arrangements.

**Hanging Baskets** Cardiff Council were requested to assist with a weight test on the village hanging baskets brackets and have completed a visual check following which they have requested a site visit for which arrangements are in the process of being made.

**Police Matters** – A den with evidence of drug use has been reported to SW Police who are increasing patrols in the area. A request was submitted to Cardiff Council Parks Department who attended and dismantled the den.

**Castle to Castle Charity Run** The event organisers have contacted the Community Council to advise

that a charity run will take place on Sept 10<sup>th</sup> and follow the Taff trail through Tongwynlais. They have advised they do not require any road closures or special arrangements but are keen to work with the Community Council to ensure minimum disruption to the village.

**Fforest Fawr** Natural Resources Wales have planted approx. 2000 trees in an area previously felled from trees affected by Larch disease. The new trees include Oak, Crab Apple, and Field Maple. 50 wooden dormice nesting boxes have also been installed.

**Line Resurface Painting** A request has been submitted to Cardiff Council to resurface paint the white zig zag lines on Merthyr Road on the approach to the zebra crossing near to the junction with Mill Road

**Taffs Well Roundabout** Clerk has contacted Cardiff Council to request the roundabout is resurfaced and repairs carried out to potholes.

#### **Updates from February Meeting**

**Item 10.a Community Garden** A picnic table has been gifted to the community garden.

The quotation on what the garden means to the Community Council has been submitted to Keep Wales Tidy and reads as follows: -

*“The garden has brightened up a previously unused area of land, generating interest in the community. It brought people together during the installation, with others joining in when they saw what was going on. Since its installation, volunteers have offered to help keep it watered and a picnic bench has been donated to give people an opportunity to rest and enjoy the area, whilst waiting for a bus or walking through the village.”*

A journalist working for the Cardiffian has enquired about speaking with the Community Council about the project and put in contact with the Chair.

Trees donated by Coed Caerdydd have been planted in the garden area.

**Item 10.c King’s Coronation event** Clerk has made enquiries to the National Lottery Heritage funding scheme and been advised that unfortunately any application for funding must be made more than 12 weeks in advance of an event. An enquiry has been sent to Cardiff Council on the cost of road closures, who requested groups/residents contact [highwaysnetworkmanagement@cardiff.gov.uk](mailto:highwaysnetworkmanagement@cardiff.gov.uk) with details for any street closures and officers will advise.

**Item 11 Blocked Drain Wellington Street** Cardiff Council have attended and cleared drains on the corner of Mill Road. A large amount of mud was left to which they have apologised as they were called away to attend a flooding incident elsewhere in Cardiff. The mud has since been removed and they have confirmed they will attend to finish the drain clearing on Wellington Street.

**Item 11 Traffic Speed** Cardiff Council Planning, Transport and Environment department have conducted traffic speed analysis and confirmed the average speed of traffic on Merthyr Road Tongwynlais is 24mph. They have advised there is no justification for installing additional traffic cameras or calming measures at this time, but they will continue to monitor traffic speeds.

**Item 11.i Tree Survey** Clerk has contacted several contractors to provide quotations to fell and remove the ash tree identified as severely affected with ash dieback disease.

**Item 13 Planning** Re: 21/01258/MNR Land off Mill Road, Tongwynlais Proposed residential development of 5No. dwellings including associated works. Cardiff Council Planning have confirmed that a Section 106 agreement has been signed by the site owners and funding will be provided towards provision of affordable housing.

**Item 14.i Meeting with Breedon Group** The group have confirmed they are happy to arrange a liaison group to provide regular meetings with the Community Council.

**Item 14.iii. Dog Fouling** A request was submitted to Cardiff Council to request pavements in the village are cleaned especially those near the Primary School and Cardiff Council confirmed they attended and cleaned the pavements on the 20<sup>th</sup> March. A street sweeper attended the village on Friday 17<sup>th</sup> March. Cardiff Council have attended to empty the public bins in the playing fields and cleansed the area.

**Item 14.iii Welsh Water Fencing** Cardiff Council Parks Department have advised the fencing will remain in place until the grass has re-established itself which they anticipate could be 2 to 3 months.

Mrs Nadine Dunseath  
Clerk to the Council

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

**Hanging Baskets** – Council agreed to request quotes to replace existing hanging basket brackets to be considered at the next meeting in April.

**Gutter Cleaning** – Council agreed not to proceed with this at this time.

**Item 14.i Meeting with Breedon Group.** Chair advised that Breedon Group had suggested dates for w/c 15<sup>th</sup> May for a meeting with the Community Council. Chair, Clerk and Cllr Wiseman to attend with any other Council Members who wished to do so.

**12. Consideration and Approval of the Wales Audit Office Report for the 2021-22 Annual Return.**

The Wales Audit Office had completed their audit of the 2021-22 Annual Return and had qualified the audit due to the accounts being mis-stated on the Annual Return.

**Council resolved to approve and accept the Wales Audit Office Report for the 2021-22 Annual Return.**

**13. Financial Matters – To receive the Finance Report for March**

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

**Expenditure**

Staff Wages & Expenses Feb	BACS	-573.16
H&N Cleaning 29Jan- 24Feb	BACS	-144.00
Christmas Lights	BACS	-2664.00
Tongwynlais Football Club - donation to defib cabinet	BACS	-150.00
OVW Bespoke Code of Conduct training	BACS	-320.00
OVW Annual membership	BACS	-323.00
OS Map of woodland ownership & outstanding printing costs	BACS	-215.86
Treescene - Tree Survey	BACS	-816.00
Opus Energy Gas	d/d	-81.58
Opus Energy Elect	d/d	-69.72
H&N Cleaning 24Feb-24March	BACS	-144.00

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

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

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

Staff Wages & Expenses March	£634.77
Cllr Annual Allowances	£950.00
Gardening Club Compost	£96.99
Wales Audit Office - Auditors fees	£275.00
HMRC PAYE Q4	£301.80
One Voice Wales Code of Conduct Training x 4	£140

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

**(ii)Review of End of Year Budget Lines**

Clerk had previously circulated a review of the 2022-23 end of year budget lines and had proposed to reallocate underspent budget allowances where necessary to ensure there was no overspend on the budget. Clerk suggested the unallocated reserve fund could be used to

meet any shortfall.

**Community Council agreed to reallocate funding as proposed.**

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

Cllr Waite advised she had received a further quotation from a contractor with no charge.

**Council agreed to appoint contractor subject to certificates being provided.**

Cllr Waite advised that Calon Hearts had offered to provide CPR/Defibrillator training free of charge.

**(iv) Consideration of removal of ash tree.**

Clerk reported that quotations had been requested from 5 contractors, with two declining, and one quote being provided.

Chair advised he had received an expression of interest from a local Felling contractor who may be willing to fell the tree with no charge.

**Council agreed to appoint contractor subject to confirmation.**

Chair advised he had been in contact with the owner of Greenmeadow Woods who would like to attend a future Community Council meeting to provide a talk on plans for the future of the woods and to seek any ideas from the community.

All agreed to invite resident to future meeting.

**(v) Consideration of Employment of Cleaner**

Council discussed employment of a local resident as a cleaner for 1 hour per week.

**Council resolved to advertise for a cleaner**

*\*AP Clerk to draft advert*

**14. Planning Matters**

DECIDED 21 MARCH 2023

23/00611/WTTPP 21 Ironbridge Road, Tongwynlais.

Works to prune trees in TPO – Oak – Reduce over extended branches growing out of the main crown by 1 -1.5m to a suitable growth point. Remove all unstable deadwood

Application submitted 13 Mar 2023

Application Decided 21 Mar 2023

DECIDED 17 MARCH 2023

22/00278/DCH 46 Castell Coch View, Tongwynlais

Construction of a single storey extension to create a new integral double garage.

Application submitted 14 Feb 2022

Application decided 17 March 2023

Community Council had no comments on these applications.

**15. Councillors Reports.**

Chair proposed to reconsider the order of agenda items with items (ii) and (iii) together first. All agreed.

**(ii) Street Cleaning/Dog Mess & (iii) Litter Policy**

Chair circulated a draft litter policy to all council members. Council agreed to consider the policy at the next meeting.

*\*AP Council Members to advise Clerk of any amendments to policy.*

**(i) Village Hall Field.**

Chair advised that due to the confidential nature of this item members of the public should be excluded from the meeting.

**Council resolved to exclude public from the meeting due to the confidential item.**

Two members of the public were thanked for their attendance and left the meeting.

*\*Confidential Minute\**

**16. Any urgent matters for information only**

Cllr Waite advised there had been a couple of incidents of car windows being smashed in the village and advised residents to be cautious.

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 24<sup>th</sup> April at 6.30pm.