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# CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the Annual General Meeting  
held at the Tanyard in compliance with  
the Local Government and Elections  
(Wales) Act 2021  
Monday 22<sup>nd</sup> May 2023 – 6.30pm**

**1. Election of Chair**

Cllr Ceri Lane proposed Cllr Mike Jones-Pritchard for the role of Chair. All agreed.

**Council resolved to appoint Cllr Mike Jones-Pritchard as Chair**

Cllr Mike Jones-Pritchard signed a declaration of acceptance form.

**2. Election of Vice-Chair**

Cllr Mike Jones-Pritchard proposed Cllr Caryn Hill for the role of Vice-Chair. All agreed.

**Council resolved to appoint Cllr Caryn Hill as Vice-Chair**

Cllr Caryn Hill signed a declaration of acceptance form.

**3. Other Appointments**

Cllr Ana Waite as Community Council Governor for Peartree Tree School Federation.

Cllr Ceri Lane and Cllr Caryn Hill as One Voice Wales Representatives.

**4. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Ana Waite, Owen Thomas, Linda Morgan, Simon Underdown, Caryn Hill, Ceri Lane.

**Clerk:** Nadine Dunseath

**Members of the Public:** One (joining during the meeting at 7.15pm)

**Apologies**

Cllr Rob Wiseman (no apologies given)

Cllr Graham Walters (no apologies given)

**5. Declaration and Registration of Interest**

Chair reminded Council members to inform the Clerk if there are any changes to the existing registration of interests.

**6. Review of Policy Documents (Standing Orders, Financial Regulations, Data Protection and FOI Policy, Press/Media Policy, Risk Management, Complaints Procedure, Biodiversity Plan, Litter Policy, Lettings Policy).**

Chair Mike Jones-Pritchard reported that One Voice Wales had published a new model standing orders policy a few days before the meeting and proposed this was considered by the Council at the next meeting in June. All agreed.

Clerk reported that only dates had been changed to the existing policies to reflect the 2023-24 financial year, and index page numbers had been amended on the financial regulations as they incorrectly reflected the content. One amendment had been made to the Risk Management Policy to remove reference to covid arrangements for the AGM in 2020 as this is no longer relevant. Chair proposed the complete section referencing covid arrangements was removed as guidance from the World Health Organisation had changed. All agreed.

**Council resolved to adopt the policy documents for the next year, with the amendment**

**to the Risk Management Policy and with the view to reconsider Standing Orders at the next meeting.**

**7. Consideration of the Internal Auditors Report**

The Internal Auditor's report had been circulated ahead of the meeting and contained no recommendations. Clerk advised an observation had been made by the Internal Auditor that although employee timesheets were checked by the Chair they had not been signed as checked. This procedure will be implemented going forward.

Clerk advised that at another Community Council they had received recommendations that Councillor allowance and expense payments were processed through the payroll system to deduct any tax accountabilities at source.

Cllr Lane advised that One Voice Wales were still working with the Independent Remuneration Panel for Wales regarding tax accountability and proposed any changes to procedures were considered later in the year when allowance payments were made. All agreed.

**Council resolved to approve and accept the Internal Auditors Report 22-23.**

**8. Consideration and approval of the Annual Return.**

Clerk advised that following recommendations by the Wales Audit Office for the 21-22 Annual Return the financial figures for 21-22 had been reconsidered and restated.

The Annual Return 22-23 was completed and signed.

**Council resolved to complete and approve the 22-23 Annual Return.**

**9. Police Matters**

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

*\*AP Clerk to request crime figures.*

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

No matters raised.

**11. Public Session**

No public attended the public session.

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

No matters.

**13. Consideration & Approval of the minutes of the Ordinary Meeting on 24<sup>th</sup> April 2023**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 24<sup>th</sup> April.

**Council resolved to approve the minutes of the Ordinary Meeting on 24<sup>th</sup> April 2023.**

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

**Item 7.b** Chair Mike Jones-Pritchard reported the mattress on the Taff Trail had still not been collected by Cardiff Council and he had contacted them again.

**Item 7.h** Chair Mike Jones-Pritchard reported the damaged light in the A470 underpass had not yet been repaired and he had reported it again to Cardiff Council.

**Item Tree Survey** Chair reported that he hoped the Allotment Manager would provide an update on the contractor who had offered to fell the dead tree.

**Item 10.ii Lettings Policy** No update on new rates for Cardiff Library *\*AP Clerk to enquire*

**Item 11.iv Community Garden** Chair reported the garden has historically been known as Rest Park and suggested this name was adopted.

**Item 11.v Pantomime** Cllr Owen Thomas reported that dates had been agreed for the village pantomime as 20<sup>th</sup> and 21<sup>st</sup> December at the village hall and the script is almost complete. Auditions are hoped to be held in September.

**Item Historical Society** – Cllr Owen Thomas reported the Historical Society will be hosting a play at the tollhouse on 24<sup>th</sup> June.

**15. Updates from Working Groups**

**(i) Coronation**

The children's party at the village hall was a great success. Wales & West Housing had confirmed they will be donating £200 towards the coronation costs, and Cardiff Council Housing would also contribute but the amount is not yet known.

**(ii) Tanyard.** Ongoing

**(iii) Summer Festival**

The festival will take place between 22<sup>nd</sup> June and 1<sup>st</sup> July. The Sunset Fayre will be held on the school field on 24<sup>th</sup> June with a village fete on Whitchurch Common the following Saturday.

Events include a ukelele evening, tollhouse play, band & fun night, sunset fayre, hill cycle challenge, family treasure hunt, fashion show, older persons tea party, talent show, community litter pick, walks, and skittle challenge.

**(iv) Garden**

Cllr Underdown suggested some small shrubs could be purchased and planted in the garden. All agreed. Chair suggested an electric cordless strimmer could be purchased to assist with maintaining the garden.

**(v) Pantomime.** Already covered under item 14.

## 16. Clerks Report of Correspondence.

**May 2023**

**Police** – SW Police have informed the Community Council that officers Tori Miller and Gary Dunning no longer work in the Tongwynlais area.

**Street Light** – A damaged street light in the A470 underpass Ironbridge Road has been reported to Cardiff Council who have advised that the Maintenance Operations Team will attend to repair.

**Defibrillator Pads** – The paediatric pads for the defibrillator in the Tanyard are due to expire at the end of the month.

**Breedon Group** – A meeting between the Community Council and managers from Breedon Group has been arranged for Friday 26<sup>th</sup> May 10am at Taffs Well Quarry.

**Litter Picking Hub** – Cardiff Libraries have volunteered to assist with the bookings for the litter picking equipment and agreed that these can be collected or returned to the Tanyard on a Friday afternoon when the library is open to the public.

**Overgrowth Merthyr Road** Cardiff Council had been requested to trim the overgrowth on Merthyr Road from the school to the hotel, and the overgrowth along the A470 which was effecting pedestrians where it was encroaching on the pavement.

**Tree on Mill Road** – A request had been made to Cardiff Council to reinspect the ash tree on the grass bank Mill Road as the condition had deteriorated.

**Updates from April Meeting**

**Item 7.i Flooding near Play Area Ironbridge Road** – An officer from Cardiff Council Parks has visited the footpath near the play area to investigate the flooding and will be providing further information on measures that could be taken to help reduce the problem.

**Item 7.e Localised flooding Ironbridge Road** – Cardiff Council have advised that they will attend the area and any drains found to be blocked will be cleansed/flushed as necessary.

**Item 7.k Uneven Paving on footpath** – Cardiff Council have attended the footpath and noted that there are no uneven paving slabs and the footpath is a natural surface. There was an old derelict concrete building which has been removed and it was suggested any paving may have been a temporary measure to assist with the removal of the building.

**Item 11.i Coronation Party** – The party in the village hall was a huge success. The Community Council would like to thank Memory Lane Cakes for their kind donation of cakes for the party, and Asda for their kind donation of a hamper as a raffle prize and squash for the party, as well as the numerous individuals who volunteered their time to help.

**Item 11.vi Newsletter** – A copy of the newsletter has been delivered to every home in Tongwynlais.

**Item 12 Model Standing Orders** – One Voice Wales have advised that the new Model Standing Orders are yet to be published.

**Item 12 Grant Funding** – Due to the short time permitted for applications and the information required Chair and Clerk were unable to complete an application this time for grant funding, but hope to have the necessary quotations ready for the next opportunity to apply for funding.

**Item 12 Overhanging Trees** – Cardiff Council have requested further information on the precise location of the trees to establish responsibility. Clerk is liaising with the resident whose property is affected.

**Item 12 Taff Trail Fencing** – The recently repaired fencing on the Taff trail near to Taffs Well roundabout has been vandalised. A further request has been sent to South Wales Trunk Road Agency to repair the damaged fence.

**Item 12 Playground Bins** – Following residents concern, a request has been sent to Cardiff Council to empty the bin which again was full to overflowing, as well as bins along the Taff trail alongside the river, and a request that they are emptied as routine.

**Item 12 Tanyard Library** – The Asbestos team has completed an assessment of the ceiling above the gas meter cupboard and concluded there is no asbestos present. They have advised that there is evidence of damage from a water leak which should be investigated.

**Item 12 Annual Report** – Clerk is still working to complete a draft of the 22-23 annual report and will provide a copy for Council consideration at the next meeting in June.

**Item 12 (7.e) Knotweed** – The resident whose property lies adjacent to Cardiff Council land affected by knotweed has advised that they have been provided funding to appoint a contractor to spray and remove the knotweed and requested that Cardiff Council do not also spray as this could prove counterproductive. Clerk has forwarded the information to Cardiff Council.

**Item 12 Taffs Well Roundabout** – Cardiff Council have filled the potholes and resurfaced part of the Taffs Well roundabout.

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

**Defibrillator Pads** –\*AP Clerk to contact SW Ambulance Service who had donated pads previously to enquire if they would kindly do so again.

**Litter Picking Hub** – Council agreed to advertise the litter picking hub with booking forms on the website and facebook group. \*AP Clerk and Cllr Waite

**Broken Gully** – Chair advised he had reported a broken gully situated on the corner of Mill Road and Wellington Street and Cardiff Council had made a temporary measure of siting a traffic cone to prevent motorists driving over the gully.

**Item 7.k Uneven paving** Chair advised the uneven paving was situated on Castle Road rather than the public footpath. \*AP Clerk to contact Cardiff Council

### **17. Financial Matters – To receive the Finance Report for May**

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

#### **Expenditure**

One Voice Wales Code of Conduct Training x 4	BACS	-140.00
Staff Wages & Expenses April	BACS	-636.54
Window Cleaner	BACS	-20.00
Cardiff Council Tax	BACS	-1095.68
TEEC Ltd - Annual Website Costs	BACS	-216.00
H&N Cleaning 24th March to 18th April	BACS	-144.00
MLS Coffee Ltd - Coronation Catering	BACS	-712.50
Opus Energy Gas	d/d	in credit
Opus Energy Elec	d/d	-90.43

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

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

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

Staff Wages & Expenses May	-488.74
Internal Auditor	-150
Coronation Expenses - Bunting, Tableware	-125.46

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

Cllr Lane confirmed and approved the bank reconciliation for Q4.

**18. Planning Matters** No new applications for May.**19. Councillors Reports.**

(i) **Leaflet** – Cllr Morgan made an observation that information had been included in the newsletter about the Coronation, but the event had passed. Chair Mike Jones-Pritchard confirmed there had been a delay at the printers.

Cllr Morgan had received a comment from a resident about the printing costs. Chair Mike Jones-Pritchard advised it had been extremely reasonably priced at approximately £180 for 1000 copies.

A member of the public joined the meeting

(ii) **Pavement Weeds** Cllr Waite enquired if anything could be done regarding pavement weeds. Chair Mike Jones-Pritchard advised that Cardiff Council no longer attend to spray the weeds due to the environmental impact of using pesticides, and that removing weeds may be done by residents to clear the area outside their own property.

(iii) **Railway Bridge** Chair Mike Jones-Pritchard advised the bridge was outside of the Community Council area and that it was a private road which would have been built to planning specifications agreed by Cardiff Council and Transport for Wales.

(iv) **One Voice Wales** Cllr Lane and Cllr Hill recently attended a One Voice Wales meeting and reported that unfortunately the guest speaker due to speak on S106 planning regulations had been unable to attend. Feedback from the meeting included concerns over public transport routes to hospitals, and the new health provision structure leaving the public not able to have their say as there is no Patient Safety Commissioner in Wales.

Cllr Lane advised that One Voice Wales offer free places on certain training courses.

One Voice Wales had enquired if the Community Council were still happy the charter agreement with Cardiff Council was being followed. Clerk commented that there had been no Clerks meeting with the Monitoring Officer for some time.

Cllr Hill observed that the networking opportunities at One Voice Wales meetings could be improved and suggested feedback was provided to them.

*\*AP Cllr Hill to draft a letter to OVW for Clerk to forward on behalf of the Community Council.*

*\*AP Clerk to obtain quotes for Councillor name badges.*

(v) **School** Cllr Waite reported that a new deputy head had been appointed and was due to start from September. She advised that the PTA AGM would be held the following evening. Chair Mike Jones-Pritchard reported that the school was due to have an Estyn inspection the week after half term.

(vi) **Allotment Shed** Chair Mike Jones-Pritchard reported he had met with a contractor who would provide a quotation to repair the wall at the allotment shed.

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

As a member of the public had joined after the public session had closed, Chair invited them to speak. They reported that the contractor who had offered to fell the dead tree near the allotments would also fell those in poor condition on the road side of the allotments with a date yet to be confirmed. They advised that appropriate certificates of liability insurance would be provided.

It was reported that the allotments were doing very well and there were currently no vacancies.

**21. Exclusion of Press and Public**

To consider the exclusion of press and public for items 22 and 23 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 22 and 23 due to the confidential nature of business.**

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

**22. Consideration & Approval of the Confidential minutes of the Ordinary Meeting on 24<sup>th</sup> April 2023.**

\*confidential minute\*

**23. Staffing Matters**

\*confidential minute\*

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 19<sup>th</sup> June at 6.30pm.

There being no further business the meeting closed at 7.45pm.