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# CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL

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**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> November 2023 – 6.30pm**

## **1. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Simon Underdown, Ceri Lane, Ana Waite, Graham Walters, Linda Morgan

**Clerk:** Nadine Dunseath

**Also Present:** PCSO Neil Parks

Mr Richard Phipps Natural Resources Wales

## **Apologies**

Cllr Owen Thomas (work commitments)

Cllr Rob Wiseman (funeral)

Cllr Ana Waite (arriving late family commitments)

Cllr Linda Morgan (leaving early choir rehearsal)

## **2. Declaration and Registration of Interest**

Cllr Mike Jones Pritchard declared an interest in planning matters item 12(i) as agent to the development.

## **3. Police Matters**

Chair Mike Jones- Pritchard welcomed PCSO Neil Parks to the meeting and thanked him for attending. PCSO Parks provided crime figures for 27<sup>th</sup> October to 27<sup>th</sup> November as follows: - 1 x theft relating to vehicle.

PCSO Parks reported that SW Police hoped to attend 1 school per week, in the Whitchurch and Tongwynlais area, to observe traffic and to positively engage with the children.

It was hoped to create a joint Whitchurch and Tongwynlais volunteer group for the Speed Watch Community Initiative and it was noted some volunteer forms were still to be completed and returned. *\*AP Clerk to remind and offer support from PCSO's if required.*

It was noted that Cuppa with a Copper has been changed to every other Wednesday 11am to 12 noon at Aion Chapel to coincide with the renew café. *\*AP Clerk to update website*

## **4. MP, Senedd, County Councillors Matters**

None.

County Cllr Jackie Jones had sent apologies that she was unable to attend this evening's meeting.

## **5. Public Session**

Mr Richard Phipps from Natural Resources Wales attended the meeting to provide an update on the tree works at Fforest Fawr. He advised that some 150 larch trees over 6 hectares would be thinned, leaving broad leaf trees. The felled larch would be manually extracted using chainsaws and removed by horse which was more environmentally mindful. The works would commence from 15<sup>th</sup> January for approximately 6 to 8 weeks until the end of March. The timber would be stacked on the forest road by the car park to be removed at the end of March. Natural Resources Wales hoped to hold a community day at the forest where

residents and visitors to the forest were welcomed to attend and ask questions. Details of the events were to be confirmed. Mr Phipps advised that Natural Resources Wales were working with the North Cardiff Woodlands Partnership to improve paths and bike trails in the forest. It was noted that work had already been completed on a new bridge. Chair Mike Jones-Pritchard thanked Mr Phipps for attending the meeting.

Cllr Ana Waite joined the meeting with apologies at 6.45pm.  
Mr Phipps thanked the Community Council for listening to his talk and left the meeting at 6.45pm.

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

None

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

Council Members all agreed to approve the minutes of the Ordinary Meeting on 30<sup>th</sup> Oct.  
**Council resolved to approve the minutes of the Ordinary Meeting on 30<sup>th</sup> Oct 2023.**

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

No matters arising that were not covered elsewhere on the agenda.

#### **9. Updates from Working Groups re: Future Projects**

It was noted that several projects were now completed with some remaining to complete. Chair suggested additional projects could be considered for 2024 such as Christmas, Summer Festival, Pantomime and Newsletter.

*\*AP Clerk to update project list.*

##### **(i) Together at Christmas event – To approve budget.**

It was suggested that refreshments included tea, coffee, mince pies, cakes etc. Entertainment for the children to be considered such as crafts and storytelling.

It was suggested that the village hall to be used for 4 hours from 4pm to allow time for setting up the event and for the hall committee to invoice the Community Council for the use of the hall. Chair suggested a meeting to plan the event and proposed a budget of £400 for the expenditure.

**Council resolved a budget of £400 for the Together at Christmas event.**

#### **10. Clerks Report of Correspondence.**

##### **November 2023**

**Overgrown Hedge Merthyr Road** A request has been made to Cardiff Council to trim the hedge alongside the hotel which has overgrown the pavement. Cardiff Council have advised they will inspect and if required will issue a notice on the owner.

**Bunting** Resident enquiry as to whether the bunting on the village square can be removed.

**Cardiff Council Charter** An enquiry has been received from St Fagans Community Council as to whether other Community Councils in the Cardiff area would like to review the charter agreement between Cardiff Council and Community Councils.

**Road Signage Castell Coch** Resident complaint regarding road works signs obscuring signage to Castell Coch and causing problems for tourists. Response sent advising that road works signs are responsibility of contractor and have since been removed.

**Woodland Investment Grant Bid** Correspondence has been received from the North Cardiff Woodlands Partnership which is a partnership between Cardiff Council, Natural Resources Wales, and The Wildlife Trust and who manage the majority of North Cardiff woodlands including Fforest Fawr and Fforest Ganol. The partnership is submitting a bid to Welsh Government Woodland Investment Grant to improve woodlands as part of the National Forest. If successful, the grant will focus on restoration of the woodlands, improve access on designated trails, increase safety of mountain bike trails for all users and reduce their environmental impact. The partnership has requested a letter of support from the Community Council.

**One Voice Wales Cost of Living Crisis Team** One Voice Wales has newly appointed a cost-of-living crisis team funded by Welsh Government. A survey will be circulated soon to share ideas of community support and to identify where the team can best help.

**S137 Spend Limit 2024-25** Welsh Government have published the S137 spend limit for the forthcoming financial year as £10.81 per electorate.

**Independent Remuneration Panel for Wales** The Independent Remuneration Panel for Wales has advised that there is no tax liability on Councillors claiming the annual allowance from this financial year onwards under the homeworking arrangements. Individual Councillors must make a written declaration to the Community Council that they regularly work from home for Council obligations.

**Public Transport** Resident concern that bus timetables have not been updated to take into account the new 20mph speed limits which has had an impact on service.

#### **Updates from October Meeting**

**Item 5 Cement Dust** Shared Regulatory Services have requested some further information regarding the cement dust and advised they would be happy to forward any concerns to correct department. Clerk provided information required and requested correct department contact details are provided.

**Item 8 Highway markings Taff Trail** Cardiff Council have advised that a simple white lining and sign scheme will be placed by the A470 underpass Ironbridge Road. By the tollhouse, the old gate will be removed and replaced with bollards improving the flow of cyclists and pedestrians. The road will be marked with araf/slow signage. Chair has requested that the bollards be painted with high viz paint as well as reflective bands to improve visibility. Cardiff Council have advised that black bollards with white reflective bands would be sufficient.

**Item 8 (ii) Ash Tree Removal** Contractor has advised that ash tree T1246 has been booked to be felled at the earliest opportunity Thursday 18<sup>th</sup> January.

Regarding ash tree G1248, contractor has advised of traffic management measures. Clerk made an enquiry to Cardiff Council to ensure the measures meet their requirement for highway and pedestrian safety who advised that an approved contractor must be used with full road closure for the works. Clerk has requested revised quotations from the contractors.

**Item 9 Centregreat** Concerns over service were raised with the contractor and it was noted a pricelist for motifs had been requested since June 2023 and advice over the icicle lighting requested since January 2023. Centregreat responded that they had a good working relationship with Cardiff Council and changes to the motifs could have been implemented, although the village was limited in the motif design due to the height of the lampposts. Regarding the icicle lighting, Centregreat have advised they would not be interested in purchasing these from the Community Council due to the age and condition but could advise on how they could be used to display in the village. This advice is still awaited, but a meeting has been arranged for early 2024 to discuss future displays.

**Item 11 Welsh Language Training** One Voice Wales have advised they don't provide this course but have requested recommendations from their trainers. Information has also been provided from Cardiff Council where courses are available for those who would like to attend.

**Item 12 Defibrillator Stickers** Stickers from the Welsh Ambulance Service have been provided to show that the village defibrillators are registered to their database The Circuit.

**Item 12 Fire Extinguisher Service** The annual fire extinguisher service has been completed.

**Item 12 Joint One Voice Wales and Society of Local Council Clerks Conference** Clerk attended the virtual conference which included presentations from the Wales Audit Office, the Public Services Ombudsman for Wales, and the newly appointed Digital Services Officer at One Voice Wales.

**Item 12 PROW Oldfield Road** Cardiff Council have responded to advise that no department has been forthcoming in confirming ownership of the footpath. Clerk has requested information on the process to adopt as a public right of way, together with an enquiry regarding the gate installation.

**Item 12 Electric Works** The remedial works have been completed at the Tanyard and the lighting converted to LED strip lights. It was noted that one light was flickering.

**Item 12 Lamppost Poppies** An additional 20 lamppost poppies were received.

**Item 15 (i) Coed Caerdydd Trees** Coed Caerdydd have advised that they are able to donate more trees to the community council provided they can be collected from Forest Farm. They have requested information on the size, number, and species required

**Item 15 (iii) Street Cleaning Ironbridge Road** Cardiff Council have advised that the street cleaning team will be sent to attend Ironbridge Road A470 underpass.

#### **(i) Consideration of letter of support re woodland investment grant bid**

Correspondence had been received from the North Cardiff Woodlands Partnership requesting a letter of support for their application to the Welsh Government Woodland Investment grant. All agreed to send a letter of support. \*AP Clerk

#### **(ii) Any matters arising from the Clerk's report**

**Bunting** – Council agreed to remove the bunting at the junction Mill Road and Merthyr Road as residents had contacted the Community Council requesting the removal.

Chair Mike Jones- Pritchard volunteered to remove the bunting and asked for others to assist.

**Bus Timetables** – It was noted that this was not a Community Council matter.

**Centregreat** – A meeting had been arranged for January to discuss festive lighting

arrangements for 2024.

**Welsh Language Training** – Council members and staff to determine individual requirements.

**LED Lighting** – \*AP Clerk to contact contractor to review the one light that was flickering.

**Coed Caerdydd Trees** – It was suggested that 6 trees could be requested. Agreed that they be planted with the help of the groundsperson, so that they were aware of their location when strimming.

**Chain of Office** – Chair asked the Council if they supported him wearing the Council Chain of Office at festive events where he would be meeting the Lord Mayor and representing the Community Council. All agreed. It was also supported for the Vice Chair to wear the Chain of Office when attending events to represent the Community Council on behalf of the Chair. All agreed. The past tradition to lay the Chain of Office in front of the Chair at each Council meeting was noted and suggested to start this tradition again. All agreed.

**Hampers** – Cllr Linda Morgan thanked the Community Council for their donation to the hampers scheme and advised that the hampers were very popular again this year.

Cllr Linda Morgan left the meeting at 7.20pm with apologies.

## 11. Financial Matters – To receive the Finance Report for November

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

### **Expenditure**

Christmas Hampers Donation - TCC	BACS	-250.00
Christmas Hampers Donation - Aion	BACS	-250.00
Staff Wages & Expenses Oct	BACS	-833.36
LED Trees	BACS	-1240
J Rees Electrical Ltd - remedial works & LED lights	BACS	-1008.92
Tesco Mobile	dd	-10.00
Opus Energy Gas Bill November	dd	-38.81
Opus Energy Electricity Bill November	dd	-97.31
Blackwood Fires - Fire Extinguisher Service	BACS	-161.16

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

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

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

Staff Wages & Expenses Nov	tbc
Royal British Legion - Additional Lamppost Poppies	-60
Postcrete for Flagpole (LED Christmas Tree)	-5.99
Safety mat covers for festive lights	tbc
Newsletter Printing	tbc

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

Chair Mike Jones-Pritchard provided an estimate of costs for building materials to complete the polytunnel project. Cllr Graham Walters advised that he had received a donation of some materials that could be used. Chair Mike Jones-Pritchard suggested that the project could be completed up to a maximum cost of £240.

### **(ii) Consideration of quotations for name badges**

A further quotation had been received from Cardiff Council to produce individual name

badges with the Community Council logo and heading at a cost of £157.50 for 10 badges.

**Community Council resolved to accept the quotation of £157.50 for name badges**

*\*AP Clerk to enquire for next steps in production.*

**(iii) To receive the draft 2024-25 budget**

A copy of a proposed draft budget had been circulated to all Council members ahead of the meeting. It was suggested for Councillors to provide comments on the budget to discuss at the January meeting where the budget should be finalised, and the precept request determined. Clerk confirmed the precept request should be submitted to Cardiff Council by 31<sup>st</sup> January.

**12. Planning Matters**

(i) Ref.No:23/02511/HSE 20 Mill Road – refurbishment, alteration, and extension.

Chair Mike Jones-Pritchard having declared an interest in this item as agent to the development left the meeting whilst the item was being discussed.

Vice-Chair Caryn Hill chaired the meeting for this agenda item.

Council members raised no objection to the application. All agreed.

Chair Mike Jones-Pritchard rejoined the meeting.

**13. Councillors Reports.**

It was noted that general waste had not been collected from Queen Street. *\*AP Clerk to report to Cardiff Council.*

Cardiff Council had advised that there would be 2 garden waste collections before the end of the year with the first on 1<sup>st</sup> December.

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

None

**15. Exclusion of Press and Public**

**To consider the exclusion of press and public for item 16 by reason of confidential nature of business. A council resolution is required.**

It was noted that no press or public were in attendance.

**16. National Pay Agreement 23-24**

*\*confidential minute\**

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 29<sup>th</sup> January at 6.30pm.