
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 30th October 2023 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

Members of the Public: Three

Apologies

Cllr Linda Morgan (holiday)

Cllr Rob Wiseman (arriving late)

2. Declaration and Registration of Interest

None

3. Police Matters

No representative from SW Police attended the meeting but crime figures had been provided for 21st September to 26th October as follows: -

ASB related 6; Theft 8; False Call 1; Vehicle Interference 2.

12 Driving Offences as follows: -

Dangerous driving 2; No Insurance 2; RTC 4; Driving without due care and attention 2; Drink Driving 1.

Due to the increase in vehicle crime, SW Police will be increasing patrols.

4. MP, Senedd, County Councillors Matters

None.

(i) Consideration of comment to Cardiff Replacement LDP consultation.

Chair advised on the process of the replacement local development plan which was a candidate site consultation and included the woodland by the entrance of Catherine Drive, opposite the castle gates and the area of the old quarry and it was proposed by the person submitting the site for consideration that they be brought into the settlement boundary. Chair advised the deadline for comments may have passed but suggested the Community Council submit a response to the consultation in the hope it would still be accepted. Chair suggested a response to submit, all agreed.

**AP Clerk to submit response to consultation.*

5. Public Session

Resident concern regarding restricted access to public footpath

Resident request for more poppies to include side streets

Resident enquiry when hanging baskets would be removed

Resident concern over waste collections.

Resident concern zebra crossing light not working

Resident concern regarding parking on pavement by village hall

Resident concern regarding overflowing bin by playground.

Resident concern regarding overgrown footpath.

Resident concern regarding cement works near Ynys Bridge and the impact on their property and health.

6. Matters arising from the Public Session

Chair advised that enquiries were being made into the public right of way

Chair advised that the main street through the village had been chosen where more residents would see the poppies.

Chair advised the hanging baskets would be removed in due course subject to availability of the volunteers involved.

Chair advised that Cardiff Council were subject to strike action from refuse workers which was having an impact on collections, and this was a County Council matter.

Clerk advised that the faulty zebra crossing light had been reported to Cardiff Council.

Chair advised that the village hall committee had been asked to display a notice reminding users not to park on pavements.

Chair advised a request had been made to empty the waste bin by the playground more frequently, and that the latest incident had also been reported. It was noted that the bin was being emptied more often.

Chair advised he had walked the footpath of concern and confirmed it accessible and clear.

Chair suggested the Clerk contact Shared Regulatory Services regarding air pollution from cement dust and to advise resident of correct department to assist them *AP Clerk

7. Consideration & Approval of the minutes of the Ordinary Meeting on 25th Sept 2023

Council Members all agreed to approve the minutes of the Ordinary Meeting on 25th Sept.

Council resolved to approve the minutes of the Ordinary Meeting on 25th Sept 2023.

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

Chair advised he had received feedback about the highway markings on the Taff Trail at the end of September and was awaiting feedback for the next stage of the project.

Chair advised no update had yet been received regarding the hotel status.

(i) To approve quotations for confidential waste disposal

Council resolved to appoint KN Office Services to dispose of confidential waste at £45 for first 10 bags and £3 per bag thereafter.

(ii) To approve quotations for ash tree removal

Council resolved to appoint SG trees to remove tree T1246 at £400

**AP Clerk to enquire into quotations for tree G1248 to ensure inclusion of traffic management and if so to appoint.*

Cllr Rob Wiseman joined the meeting at 7pm.

9. Updates from Working Groups re: Future Projects

(i) Festive Arrangements – To consider quotations and agree expenditure.

Council resolved to accept the quotation from Centregreat to install/remove 12 lamppost motifs and to install/remove icicle lights on the church at £1560.

It was noted that the new motif designs discussed at the last meeting were now out of stock, alternative design quotations had been circulated for consideration. Advice had been received from Centregreat that permission to convert lampposts to display a motif must be sought from Cardiff Council and a quotation had been provided for the conversion of 4 lampposts. It was noted the cost was beyond the budget for the lights this year.

It was noted that the advice and prices for the additional motif installation had been requested for some time and only received days ahead of the November meeting, leaving little time to implement any changes. It was proposed to write to Centregreat with concerns over service.

**AP Clerk.*

Council resolved to accept the quotation from Tom's Trees for 3 x 4m LED trees, and 1 x 6m LED tree with flagpole at a cost of £1240.

Council agreed not to proceed with a real tree this year.

All agreed to contact local businesses with request for voluntary donations towards the cost of the village lights. **AP Clerk*

(ii) Children's Christmas Party

It was noted that this will be deferred to next year for the week ahead of Christmas.

(iii) Newsletter

Clerk had circulated a draft newsletter for consideration. It was noted that the Christmas events section required editing to remove the Children's Christmas Party and could include other organisations Christmas events. It was suggested to include a section on spoof emails and texts and advice on what to do if received. **AP Clerk to edit*

10. Consideration and Approval of the Model Standing Orders.

Advice had been received from One Voice Wales, the SLCC Legal Team, Cardiff Council's Solicitor, and the Head of Democratic Services. Chair suggested following the advice to adopt the model standing orders without the additional paragraph. All agreed.

Chair advised that Cardiff Council Democratic Services had suggested role descriptions could be adopted for the Chair and Vice-Chair. All agreed to role descriptions. **AP Clerk to draft*

11. Annual Review of Training Plan

Clerk had circulated an updated training plan which reflected courses already completed.

Chair suggested to make enquiries into a training course for Welsh and to ask Cardiff Council or One Voice Wales if they could offer this. All agreed to adopt the training plan for the forthcoming year. **AP Clerk to distribute*

12. Clerks Report of Correspondence.

October 2023

Annual Fire Extinguisher Service – *The Annual Service has been arranged for the Tanyard for November 13th.*

Audit Notice – *As the Auditor's report has not yet been received for the 2022-23 Annual Return, a notice has been published as per Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 to advise that the year's accounts have been published prior to receiving the Auditor's report.*

Zebra Crossing Light – *Faulty light by school zebra crossing has been reported to Cardiff Council who have advised a works order has been raised with the maintenance operatives team to repair.*

Zero Hour – *Enquiry from zero hour for support to Climate and Ecology Bill.*

Welsh Government Survey – *WG have created a democratic health task and finish group and produced a survey to review the sector with responses requested by November 27th.*

Hanging Baskets – *The Gardening Club have requested the hanging baskets are taken down and returned to the school during the half term week. Arrangements have been made with the contractor.*

Defibrillator Stickers – *Welsh Ambulance Service have offered complimentary stickers to place on village defibrillators to raise awareness they are registered on the ambulance service database The Circuit. Clerk has requested stickers.*

Gwaelod Y Garth School – *The school currently has a vacancy for the role of Community Governor.*

Conference – *Clerk will be attending the joint One Voice Wales and Society of Local Council Clerks annual conference on November 8th.*

Tanyard Carpet – *2 quotations have been received for new carpets and fitting and a third is to be obtained.*

Updates from September Meeting

Item 3 – Police Matters *Speedwatch Forms have been distributed to the team of volunteers to register with South Wales Police.*

Item 4 – County Council Matters *All matters relating to Cardiff Council raised during the September meeting have been progressed on the Community Council behalf by Cllr Jackie Jones.*

Grass Cutting – *Cardiff Council have advised that their operatives have been reminded of their obligations to clear pathways from arisings following grass cutting, and if not able to complete this themselves to report for the area to be cleared as soon as possible after cutting.*

Roadside Weeds – *Cardiff Council have advised that roadside weeds have been scheduled to be sprayed over the next few weeks, and have provided the following for information: -*

“For your information there are three treatments on residential streets three times per year including rear lanes. First cycle March-May, second cycle June-August, third cycle September-November. Please note the exact programming will depend upon the weather and the extent of weed coverage on the

highway. Each cycle in the city takes approx. 6 weeks to complete. The operation can only be carried out on dry, windless days. Adverse weather conditions will delay the spraying process, but also exacerbate the growth of the weed. In addition, extremely hot temperatures along with leaf fall in the autumn can affect the treatment programme.”

Orchard – Cardiff Council have advised the area will be cut during October.

Playground Bin – Cardiff Council have advised they will attend and cleanse the area on a more regular basis.

Road Markings – Cardiff Council have advised they are still working on the new road marking scheme for the Taff trail and hope to share details shortly.

Item 5 – Lorries – A reminder has been sent to drivers to comply with 20mph speed, to show consideration in parking and not to drive past the school during peak times. A meeting has been suggested for mid/late November.

Item 6 – Overgrowth on Footpath Cardiff Council have inspected the footpaths that run from behind the hotel to Rhiwbina and confirmed they are open and accessible. They have advised that the path will be subject to a cut back before the Spring.

Flytipping – The flytipped pillow has been removed.

Daylight Sensors on Underpass Ironbridge Rd – Cardiff Council have advised they are aware of the problem which is due to the two lights operating on a remote monitoring system with a communication signal under the bridge causing a problem. They have advised they are working to resolve the problem.

Item 11 Model Standing Orders One Voice Wales’ Legal Team have advised against the wording in the additional proposed paragraph Section 2.d. They advised to contact Cardiff Council Democratic Services for guidance on procedural arrangements and advice has been received. Cardiff Council’s solicitor has also advised against the wording.

Item 12 Grass Cutting Greenmeadow Cardiff Council have advised that grass cutting of the verges around the Greenmeadow estate has been arranged for October.

Item 12 Underpass Lights Coryton Cardiff Council have confirmed that a works order has been raised for the Operations Team to complete the repair.

Item 12 Tanyard A valuation on the building has been completed.

Item 12 Gardening Club Polytunnel The Gardening Club have requested that the polytunnel cover fitting is completed by January. Extra materials are required for wooden battens and door frame.

Item 12 (i) PROW Oldfield Road Further information was supplied upon request to Cardiff Council for them to progress the enquiry.

Item 12 (ii) Legionella Testing Cardiff Libraries have provided a risk assessment for the Tanyard that was completed in August 2023. Training on legionella monitoring was completed by the Clerk on 19th October. Cardiff Libraries have advised that weekly monitoring is required but they will continue to complete this on behalf of the Community Council.

Item 12 (iv) Namebadges Cardiff Council have advised they will provide a quotation.

Item 13 (iii) & (iv) Electric Works The fixed electrical testing and conversion of lights to LEDs has been arranged for Monday 6th November.

Item 13 (v) Confidential Waste Disposal Cardiff Council have provided contact details for the contractor they use for confidential document shredding and a quotation has been received.

(i) Any matters arising from the Clerk’s report

County Councillor Jackie Jones – Clerk reported that following the attendance of Cllr Jones at the October meeting that all County level items had been actioned for resolution by Cllr Jones with feedback provided and Clerk commended her for her help and support. It was suggested a letter of thanks was sent. *AP Clerk.

Waste Bin Poster – Clerk advised that Keep Wales Tidy produced posters that could be placed on waste bins advising users to take litter home or use an alternative bin if the bin were full. It was suggested Cardiff Council were contacted to request permission for a poster and to display contact details to report a problem.

Lamppost Poppies It was noted that the inclusion of names on the poppies had been well received by residents and enquiries had been received for additional names to remember loved ones fallen in the war. *AP Clerk to enquire into possibility of additional poppies for this year.

Zero Hour – Chair advised that whilst the Community Council support the Climate and Ecology Bill, it was beyond the remit of the Council to sign a petition.

Lorries – Chair advised that issues with lorries had been reported to the contractor who were upset by the issues and had reinforced considerate driving with their staff.

LDP Transport Task & Finish Group – Chair advised that he had volunteered to attend the task and finish group which was focussed on active travel for new developments.

13. Financial Matters – To receive the Finance Report for October

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

Expenditure

| | | |
|---|------|-----------|
| Staff Wages & Expenses Sept | BACS | -1284.9 |
| HMRC PAYE Q2 | BACS | -362 |
| Microsoft 365 Annual renewal | BACS | -59.99 |
| Centregreat - Removal of catenary wires | BACS | -1488.00 |
| My Window Cleaner - Oct10th | BACS | -20.00 |
| Opus Energy Gas Bill October | dd | -13.68 |
| Opus Energy Electricity Bill October | dd | -90.95 |
| Tesco Mobile - Sept - in credit | N/A | in credit |
| Christmas Hampers Donation - TCC | | -250.00 |
| Christmas Hampers Donation - Aionon | | -250.00 |

(i) Approval of Payments to be made

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

End of Month Payments to be approved: -

Staff Wages & Expenses Oct tbc

Community Council approved the payments to be made.

(ii) To receive the Q2 Budget vs Actual report – consideration of budget lines

Community Council resolved to approve the amendments to budget lines

(iii) To receive the Q2 bank reconciliation

Cllr Lane had confirmed and approved the Q2 bank reconciliation

Council resolved to approve the Q2 bank reconciliation.

14. Planning Matters

Ref.No:23/02445/WTTPFP Sycamores x 2 Lateral reduction of up to 2m to branches growing over boundary with 45 Castell Coch View.

Community Council had no comment.

Ref.No:23/02398/LBC New Central Heating System including radiators, boiler, and flue 3 Wyndham Street.

Community Council had no objections to the proposal subject to compliance with the Listed Building requirements.

15. Councillors Reports.

(i) The donated trees on the grass verge Merthyr Road and by the garden required replacing.
**AP Clerk to contact Coed Caerdydd.*

Cllr Wiseman advised that road markings on the Taff trail, Ironbridge Road were still awaited. Chair advised the matter had been addressed earlier in the meeting.

(ii) Concern was raised over the ongoing strike action affecting Cardiff Council waste collections.

(iii) It was noted that mud had collected under the A470 underpass Ironbridge Road

**AP Clerk to request street cleaning team*

(iv) Cllr Hill and Cllr Lane attended the One Voice Wales meeting where it was noted to review the Community Council training plan.

(v) A request had been received by the school gardening club to complete the installation of the new polytunnel by January. **AP Chair to obtain quotations for wood required.*

16. Any urgent matters for information only

None

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 27th November at 6.30pm.

There being no further business the meeting closed at 8.12pm.