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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 25<sup>th</sup> September 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, Ana Waite

**County Councillor:** Jackie Jones

**Clerk:** Nadine Dunseath

**Members of the Public:** Four

## **Apologies**

Cllr Mike Jones-Pritchard (arriving late - travel)

Cllr Simon Underdown (arriving late)

Cllr Linda Morgan (leaving early – choir)

Cllr Ana Waite (leaving early – family commitments)

Vice-Chair Caryn Hill (chairing the meeting) welcomed everyone to the meeting and suggested introductions by everyone present. Introductions were given.

## **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 20<sup>th</sup> June to 20<sup>th</sup> September as follows: -

ASB related 7; Traffic Related 12; Theft 2; Damage 2; Burglary (Residential) 1.

Chair Mike Jones-Pritchard joined the meeting at 6.40pm during item 3 and commenced to Chair the meeting, expressing thanks to the Vice-Chair for starting the meeting as Chair.

One Council member suggested a letter was sent to SW Police requesting they attend Community Council meetings. Chair Mike Jones-Pritchard advised that the PCSO's were invited to each meeting where their attendance is appreciated. PCSO's would attend if they were able, but often had different priorities.

Chair reported that he had received forms to register speed watch volunteers and would distribute these in due course.

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

### **(i) Cardiff Council Grass Cutting (GW)**

Chair advised that there had been a report of grass cuttings left on pavements after cutting.

### **Roadside Weeds (LM/AW)**

Roadside weeds were causing problems in places around the village. Chair advised that the Community Council grounds person could not remove these as the Community Council did not have an agreement in place with Cardiff Council Highways, removal would be their responsibility. It was noted that spraying of weeds was carried out in other areas in Cardiff.

### **Orchard (GW)**

Cllr Morgan advised that the orchard used to be cut back frequently by Cardiff Council Parks and enquired as to whether this could be done again.

### **(ii) Waste & Bin Services (GW)**

Cllr Wiseman reported that the bin near the playground and in the football field required emptying. It was noted that there was a second bin in the playground previously and a suggestion was made this could be replaced. It was suggested that the waste services team could attend and empty the public bins on a twice weekly basis. It was noted there had been recent problems with waste collections due to strike action in Cardiff.

*\*AP Clerk to place social media post raising awareness of the Cardiff Council App to report problems.*

### **(iii) Play area**

County Cllr Jackie Jones advised that subject to funding the County Cllrs hoped to improve the children's play area on Ironbridge Road.

Cllr Simon Underdown joined the meeting at 7pm with apologies.

### **(iv) Update on Hotel status (GW)**

County Cllr Jackie Jones advised that there was a homelessness crisis across the city. A meeting between County Councillors and the AM Julie Morgan was being arranged to discuss if the lease to the hotel use was required to be renewed.

It was noted there had been incidents of residents allegedly from the hotel entering residents' gardens which had been reported to SW Police.

### **(v) Road Markings**

Chair Mike Jones-Pritchard advised that the road marking improvements on the Taff trail at Ironbridge Road were being dealt with by County Councillors.

It was noted that road signs on Merthyr Road between the Holiday Inn and Junction 32 were confusing to some drivers as there are regular reports of cars driving the wrong side of the road, both leaving and coming into Tongwynlais. It was suggested that Cardiff Council highways could review the signage, together with the positioning of 30mph signs on the Coryton Interchange, coming into Tongwynlais, to ensure they are not obscured from view. In response to a query about whether all signs had now been changed to 20, the Chair advised that some of the village had been a 20mph zone for approximately 20 years and that elsewhere, councils were removing old 20 and 30 signs and replacing some with new limit signs and had a set timescale within which this had to be completed. Cardiff Council were changing and removing signs, but it would be some time before all residential areas across Wales had signage in place.

## **5. Public Session**

Resident concern regarding lorries travelling fast through the village and parking inconsiderately.

Resident concern regarding an overgrown public footpath by the hotel that leads to Rhiwbina.

Resident concern over parking on the pavement by the village hall.

Resident concern over black waste bags left by public bins, but that Cardiff Council had collected them earlier that day.

Resident concern regarding fly tipping on Greenmeadow grass area.

Resident concern regarding needles by a tree Greenmeadow grass area

Resident concern regarding lighting daylight sensors needing adjusting on Ironbridge Road underpass.

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

Chair advised the newsletter had mentioned inconsiderate parking it had also been discussed with a PCSO, although they could only act if the pavement were to be obstructed.

County Cllr Jackie Jones advised that she had sent a request to Cardiff Council Highways to place a speed awareness sign in the village, but this was subject to Highways Department agreement and for them to suggest suitable locations.

It was suggested that local businesses could be contacted to enquire into sponsorship towards the cost of the signs.

Chair advised that the overgrown footpath would be reported to the responsible party.

Chair advised that inconsiderate parking had been reported to the police.

Chair advised that fly tipping and needles would be reported to Cardiff Council and removal requested.

Chair advised that lighting daylight sensors would be reported to Cardiff Council to request review.

**7. Consideration & Approval of the minutes of the Ordinary Meeting on 31<sup>st</sup> July 2023**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 31<sup>st</sup> July.  
**Council resolved to approve the minutes of the Ordinary Meeting on 31<sup>st</sup> July 2023.**

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

No matters arising.

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

**(i) Festive Arrangements – To consider quotations**

Clerk had circulated quotations for festive arrangements for consideration.

It was noted that due to village events taking place on the 22<sup>nd</sup> and 23<sup>rd</sup> November, the decorations were required to be installed and lit prior to these dates.

Chair Mike Jones-Pritchard suggested the Council met to carry-out a walkthrough around the village to review festive arrangements.

Council agreed to supporting the Christmas competitions again this year. It was noted that last year's winner for best dressed house competition had turned down the prize of a Lewis Arms' voucher commenting that winning the competition was enough.

**(ii) Pantomime**

Cllr Owen Thomas advised that due to this being an ambitious project, he would prefer to arrange a smaller scale test event to be performed at the Tollhouse this year and hoped to provide more information at next month's meeting. He hoped to arrange funding from the Arts Council as his own initiative that could be used to teach all aspects of drama including writing, acting, directing, and lighting with the view of setting up a weekly or fortnightly group.

Cllr Ana Waite suggested a children's party could be arranged instead, with a provisional date of 20<sup>th</sup> December agreed, that could be supported by the school PTA and Community Council.

Cllr Owen Thomas suggested he wrote a smaller scale play with characters for the Children's party.

County Cllr Jackie Jones suggested she contact Children's Services to enquire if they could support.

All agreed to support a budget for a Children's Christmas Party to be held at the Village Hall.

**(iii) Newsletter Articles**

Clerk had previously circulated some suggestions for newsletter articles, Council members made suggestions for some additional articles.

All agreed for a newsletter to be completed to be delivered ahead of the Christmas season and events. *\*AP Clerk to produce draft newsletter.*

**10. Consideration of adopting Welsh Language Policy**

Chair Mike Jones-Pritchard had made some additions to the draft Welsh Language Policy which had been previously circulated to all Council members for their consideration.

**Council resolved to adopt and publish the Welsh Language Policy**

It was noted that the Welsh Language Commissioner should be informed that a Welsh Language Policy has been adopted by the Community Council. *\*AP Clerk to send letter.*

**11. Consideration and Approval of the Model Standing Orders.**

Clerk had previously circulated the draft model standing orders that had been recently published by One Voice Wales. Chair advised he had requested an additional paragraph and advice was awaited from One Voice Wales over the proposed wording.

**Council resolved to adopt the Model Standing Orders, subject to guidance from OVW re: additional paragraph.**

Cllr Linda Morgan left the meeting early at 7.50 with apologies given.

**12. Clerks Report of Correspondence.**

**September 2023**

**Lorries** – Resident concern lorries were travelling in the village up to 10pm.

**Flytipping** – Flytipping Ironbridge Road has been reported to Cardiff Council.

**Review of Polling Stations** – Cardiff Council are conducting a review of polling stations across Cardiff with any changes taken effect from December 2023. There are no suggested changes for Tongwynlais.

**Insurance** – The Community Council's insurance company BHIB have written to advise they will be changing their name to Clear Councils.

**PROW Oldfield Road** – Resident Concern of gates being installed at Oldfield Road preventing previous public access and footpath, request for this to be considered as a registered public right of way.

**RAAC** – WG have supplied questionnaires for community buildings with regard RAAC which have been completed by the Clerk.

**Legionella Testing** – As the Tanyard is a public building, the Community Council is legally required to complete routine legionella testing. Previously this has been completed by Cardiff Libraries on the Council's behalf, but they have advised they can no longer complete this going forward. Clerk is obtaining quotations from qualified contractors with the cost being a maximum of £150 per visit. Cardiff Council have advised that training may be available for the Clerk to complete the testing. A quotation from a local contractor had been received to complete a risk assessment of the hall. Clerk has contacted Cardiff Libraries to request the most recent risk assessment.

**Fixed Electrical Testing** – The test has been completed with some remedial works to be completed before a satisfactory certification can be issued, which are to place an earth connection to the water stop-tap and to replace a power socket. Quotations on replacing the fluorescent lights with LEDs were provided on request.

**Confidential Waste Disposal** – A quotation has been received to shred and dispose of confidential office waste at £45 for 10 bags and £3 per bag following. Waste bags have been provided free of charge to the Clerk.

**Tanyard Bookings** – 2 future bookings have been cancelled, where 1 preferred the size of the village hall and the other due to insufficient parking. Chair suggestion that an arrangement could be made with the Lewis Arms to use their car park on occasions.

**Grass Cutting Greenmeadow estate** – Cardiff Council have been requested to attend and cut the grass verges on the estate.

**Catenary Wiring** – The Contractor has removed the catenary wiring from the village that was previously used for festive lighting.

**Noticeboard** – The village noticeboard could benefit from some wood preservation ahead of the winter.

**Defibrillator Pads** – The defibrillator pads at the fire & stove shop defibrillator are due to expire at the end of September. The ambulance service have provided new pads free of charge and a letter of thanks has been sent.

**Bus Stop Graffiti** – Graffiti on a village bus stop has been reported to Cardiff Council.

**Underpass Lights Coryton** – Faulty lights in the underpass Coryton Interchange have been reported to Cardiff Council.

**Carpet Quotations** – Clerk advised that 1 quotation had been received to supply and fit new carpets at the Tanyard and a further quotation was expected.

**Name badges** – Clerk advised that following the Council agreement to purchase reusable name badges for Council members, it was noted that a minimum order of 25 which was not necessary and costly.

**Updates from July Meeting**

**Item 9 Coronation Event Funding** – Cardiff Council Housing have contributed to the costs.

**Item 10 Tanyard Valuation** – Local estate agents and surveyors have been contacted to provide a valuation, with one declining to assist, one appointment arranged for 27<sup>th</sup> Sept, and the others awaiting response.

**Item 12 Gardening Club Polyunnel** – Polyunnel cover has been fitted with thanks to volunteers. Extra material is required to replace wooden battens and door frame.

**Item 12 Village Planters** – These have been planted by Cardiff Council ahead of the Summer.

**Item 12 Allotment Knotweed** – Letter from concerned resident regarding the herbicide used. Contractors have provided information that herbicide is round-up and non-hazardous. Information provided to resident.

**Item 12 One Voice Wales Award** – OVW have advised that the award is currently in their Ammanford Office with Development Officers who attend the Area meetings now all working from home. OVW have suggested the award could be given at the Annual Conference and AGM at the Royal Welsh Showground on 30<sup>th</sup> September if any Council member will be attending. Further correspondence had been received that the event had been cancelled.

**Item 12 Overgrowth Wyndham Street** – Cardiff Council have confirmed that due to ongoing knotweed treatment they are unable to complete a full clear but will cut back any vegetation obstructing the roadway at their earliest convenience.

**Item 12 Flytipping CCTV** – Cardiff Council have noted the request and advised that currently all mobile cameras are deployed but this is reviewed every 13 weeks to see if they can be redeployed to new locations.

**Item 12 Clothing Bank** – A social media poll was made with 21 residents answering they would like a clothing bank in the village and 0 residents against the idea. Suggestions on locations were by the Council noticeboard or in the Lewis Arms' car park.

**Item 12 Lamppost Poppies** – The additional poppies have been received.

#### **(i) Consideration of Local PROW**

Chair advised that a local footpath had been recently closed at Oldfield Road and suggested that the process to declare this a public right of way could be explored where evidence of approx. 13 years use as footpath is required, and to similarly include the footpath at the top of Birch Hill. All agreed to explore process.

County Cllr Jackie Jones agreed to contact the Cardiff Council Planning Department.

*\*AP Clerk to contact Planning to establish process for registering PROW.*

#### **(ii) Legionella Testing**

Council agreed to explore the training opportunity offered by Cardiff Libraries for 2 Community Council employees.

Council agreed to proceed with obtaining a new risk assessment for the hall.

#### **(iii) Consideration of Clothing Bank**

It was noted that other clothing banks were available at local supermarkets.

*\*AP Clerk to contact Lewis Arms to enquire if a clothing bank could be placed in their car park.*

County Cllr Jackie Jones advised that the reusable recycling bag trial had been implemented in other areas of Cardiff and was likely to be in place in Tongwynlais soon.

Cllr Ana Waite left the meeting early at 8.15 with apologies given.

#### **(iv) Any other matters Arising from the Clerk's report**

**Name Badges** – Chair advised of alternative suggestions for name badges. Council agreed to obtaining reusable lanyards. County Cllr Jackie Jones suggested that Cardiff Council could be approached to supply lanyards.

**Lamppost Poppies** Cllr Owen Thomas suggested a local artist could add commemorative names to the lamppost poppies. *\*AP Chair to obtain list of names from the church.*

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

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

## **Expenditure**

Staff Wages & Expenses July	BACS	-700.16
Japanese Knotweed Treatment Plan yr 3	BACS	-430.80
Electric Strimmer and Battery	BACS	-349.95
H&N Cleaning 11 July - 1 August	BACS	-144.00
Royal British Legion - Lamppost Poppies	BACS	-60.00
Opus Energy Gas Bill August	dd	-5.31
Opus Energy Electricity Bill August	dd	-99.75
Tesco Mobile - August - in credit	N/A	in credit
My Window Cleaner - Aug8th	BACS	-20.00
Tanyard Hire - CW 13Jan24 - refund/cancellation	BACS	-10.00
H&N Cleaning 1 August - 29th August	BACS	-144.00
Staff Wages & Expenses Aug	BACS	-845.13
Fixed Electrical Test	BACS	-211.20
Opus Energy Gas Bill Sept	dd	-10.35
Opus Energy Electricity Bill Sept	dd	-97.86
Brushcutter Training Course	BACS	-222.00

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

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

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

Staff Wages & Expenses Sept	tbc
HMRC PAYE Q2	tbc
Microsoft 365 Annual renewal	-59.99
Removal of catenary wires	-1488.00

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

##### **(ii) To consider donation towards Christmas Hampers**

##### **Community Council resolved to donate £250 to Christmas Hampers.**

Cllr Owen Thomas and Cllr Simon Underdown volunteered to assist with delivering the hampers.

##### **(iii) To consider quotation for electrical remedial works.**

##### **Council resolved to approve the quotation for remedial works to be completed at the Tanyard at a cost of £442.50**

##### **(iv) To consider quotation for LED lighting**

Two quotations had been received to convert the fluorescent lights at the Tanyard to LEDs or to replace with new LED fittings.

##### **Council resolved to approve the quotation to convert the lights to LEDs at a cost of £566.42.**

##### **(v) To consider quotation for confidential waste disposal.**

County Cllr Jackie Jones suggested that Cardiff Council could be contacted to enquire if they may offer a confidential waste disposal service. *\*AP Clerk to contact Cardiff Council.*

##### **(vi) To consider quotations for ash tree removal**

Chair advised that the previous contractor who had offered to remove an ash tree free of charge had not been forthcoming. Two further quotations had been received, with a further quotation for an ash tree showing increased signs of dieback.

Chair advised that other parties would be contracted regarding trees highlighted on the tree survey outside of the Community Council land.  
County Cllr Jackie Jones suggested that Cardiff Council Park Rangers may be able to assist. Council agreed to progress with the tree removal. *\*AP Clerk to contact Park Rangers.*

**14. Planning Matters**

None

**15. Councillors Reports.**

(i) Defibrillator at Catherine Drive

Chair suggested that Wales & West were contacted as landowners to this area to progress this with the Community Council.

(ii) Lorries – Matter had been addressed earlier in the meeting.

(iii) Merthyr Road Parking

Chair advised that the Police could be informed of inconsiderate parking obstructing the footpath.

(iv) Forest Farm.

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.

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

None

**17. Exclusion of Press and Public**

To consider the exclusion of press and public for item 18 by reason of confidential nature of business.  
**A Council resolution is required.**

Chair thanked members of the public for attending the meeting, and thanked Cllr Jackie Jones for attending and for her contributions.

Members of the public left the meeting.

**18. Consideration & Approval of the Confidential minutes of the Ordinary Meeting on 31<sup>st</sup> July 2023.**

**Council resolved to approve the confidential minutes of the ordinary meeting on 31<sup>st</sup> July.**

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 30<sup>th</sup> October at 6.30pm.

There being no further business the meeting closed at 8.32pm.