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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 31<sup>st</sup> July 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, Graham Walters

**Clerk:** Nadine Dunseath

**Members of the Public:** One

## **Apologies**

Cllr Ana Waite (family holiday)

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

Cllr Mike Jones-Pritchard declared an interest in item 14.i Planning Matters for application 23/00867/LBC as architect to the proposal.

## **3. Police Matters**

No representative from SW Police attended the meeting but crime figures had been provided for 1<sup>st</sup> May to 15<sup>th</sup> July as follows: -

ASB related 6; Burglary (Commercial) 0; Burglary (Residential) 3; Crime Related Incident 1; Criminal Damage 4; Criminal Damage (Vehicle Related) 2; Drugs Related 0; Suspicious Circumstances 2; Theft/Attempted Theft (General) 4; Theft/Attempted Theft from Vehicle – 1; Theft/Attempted Theft of Vehicle 1.

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

No matters raised. Council members expressed that County Councillors, Members of the Senedd and the local MP would be welcome to attend any Community Council meeting and it was hoped that they could attend at least on an annual basis. It was suggested that if attendance was not possible that a report could be provided to update the Community Council.

## **5. Public Session**

The Treasurer of Tongwynlais Football Club attended the meeting to provide a presentation stating that the club was successful and had recently been promoted as they had won their league. The club hoped to form a committee and take over the lease for the pitch and changing rooms. They advised that the fencing on the pitch from recent Welsh Water building works was due to be removed later this week ahead of the new football season commencing. The club hope to apply for community funding to improve the dugouts at the pitch and hope to set up full youth teams in the future subject to support and funding.

They requested that an advert was placed in the next Community Council newsletter to help promote the club and encourage local involvement.

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

Council agreed to placing an advert in the next Community Council newsletter to promote the football club. It was noted that dates of fixtures are currently available on the Welsh Football

App but that upcoming games could also be advertised in the next newsletter which was suggested could be published in the Autumn.

Cllr Morgan proposed that a letter of support for the club could be written from the Community Council to any funding or lease requests they submit. All agreed.

The Treasurer of the Football Club thanked the Community Council and left the meeting.

**7. Presentation by Tongwynlais Football Club**

Item covered during the public session.

**8. Consideration & Approval of the minutes of the Ordinary Meeting on 19<sup>th</sup> June 2023**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 19<sup>th</sup> June.

**Council resolved to approve the minutes of the Ordinary Meeting on 19<sup>th</sup> June 2023.**

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

**Item 6.i Flytipped Mattress** Cardiff Council have removed the mattress.

**Item 6.ii Taff Trail damaged fencing** South Wales Trunk Road Agency have repaired the fencing.

**Item 6.iv Debris Castle Road** Cardiff Council have removed the gravel.

**Item 9 Coronation Event Funding** Cardiff Council Housing had requested a suggested donation amount towards the coronation event which had been provided by the Chair.

**Item 9 One Voice Wales Meetings** Cllr Hill reported that OVW were considering different room layouts for their future meetings to improve networking.

**Item 11 Standing Orders** *\*AP Chair and Clerk to complete sections requiring input and for Council to consider finalised version at September meeting.*

**(i) Community Fund**

Advice had been provided by One Voice Wales that under the Local Government Act 1972 Section 139 a Community Council could accept gifts in the form of donations but those donations must be spent for the intended purpose and within the powers available to the Council. Chair Mike Jones-Pritchard suggested that the Community Council could consider supporting local initiatives but that it was not recommended by One Voice Wales to collect funds on behalf of local groups.

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

**(i) Tanyard** Chair proposed a commercial valuation was obtained for the hall and advised there would be a cost element to this. *\*AP Clerk to obtain quotes.*

**(ii) Summer Festival** The Summer Festival worked well and was particularly lucky with the weather for the school fayre. The Committee has new members, raised more than last year, and are looking forward to planning next year's festival.

**(iii) Garden** Cllr Underdown advised that work to cut back had been delayed due to the nesting season, but it was hoped work could start in September.

**(iv) Pantomime.** Cllr Owen Thomas advised that the final script was almost complete for the pantomime which would be a Christmas themed variation of Robin Hood. He hoped that auditions could start from the second week in September and suggested advertising in the village noticeboard and newsletter.

Other upcoming local events include a play called Grav by Cllr Owen Thomas, a Halloween play and ghost watch event at the Tollhouse by the Historical Society and a band "The Verge" playing at the Village Hall in September arranged by the Village Hall Committee.

**(v) Health and Safety Risk Assessment for Tanyard** *\*AP Cllr Hill and Clerk to produce risk assessment for consideration at September meeting.*

**(vi) Christmas Lights** Cllr Linda Morgan advised that the Winter fayre will take place on November 23<sup>rd</sup> with Father Christmas visiting the village hall on November 22<sup>nd</sup> and 23<sup>rd</sup>. There would be no road closure for the fayre this year. It was hoped that lights could be switched on November 22<sup>nd</sup> where there would be carol singing. To discuss at September meeting.

**11. Consideration of adopting Welsh Language Policy – deferred to September meeting.**

**12. Clerks Report of Correspondence.**

*July 2023*

**Gardening Club** – *The primary school gardening club have reminded about the installation of a new*

polytunnel cover which is now well needed. They have advised that during school summer holidays would be the best time to arrange this.

The gardening club have suggested an enquiry could be sent to Cardiff Council regarding plants for the large garden planters in the village and also the hanging planters alongside the school gates which haven't been supplied as in previous years.

**Overgrowth Ironbridge Road** Cardiff Council have been contacted to request overgrowth from the hedgerow on the lower end of Ironbridge Road alongside the playing field is trimmed. Cardiff Council have advised they will schedule trimming outside of the bird nesting season as part of their Autumn/Winter programme.

**Allotment knotweed** An allotment tenant has advised that knotweed has spread to their allotment area and requested advice on how this can be managed. A site inspection was requested for the knotweed treatment contractors to attend and review if any additional measures should be taken. They confirm all knotweed within the boundary and along the stream bank has been treated with a further visit planned for later in the year.

**Overgrowth Castle Road** Resident concern for overgrowth on Castle Road encroaching onto pavement. Arrangements made with the allotments manager to trim back.

**Taff Trail Road Markings** County Cllr Jamie Green has confirmed that work is progressing to put road markings on the taff trail Ironbridge Road to improve pedestrian and cyclist safety.

**One Voice Wales Award** One Voice Wales would like to present the Community Council with a framed certificate for the commendation received as part of the 2020 Innovative Practice Awards for Youth Engagement category in the work done with the school gardening club and hanging baskets project.

**Fly tipping Canal Path** Two incidents of fly tipping have been reported to Cardiff Council with a request for the removal of waste and a reminder sent to ensure the gate to the bridlepath is closed and locked when leaving the area. Cardiff Council have advised that waste enforcement officers will attend and take appropriate action.

**Overgrowth Wyndham St** Resident concern for overgrowth on Wyndham Street. Cardiff Council have been contacted to trim where possible having regard to the ongoing knotweed treatment.

**Replacement LDP** Cardiff Council have launched their replacement local development plan which is to have a 10-week public consultation period over the summer. A Community Councillor webinar was arranged for Wednesday 26<sup>th</sup> July which Cllr Mike Jones-Pritchard hoped to attend.

**Clothes Bank Request** The Child Leukaemia Foundation have enquired into the possibility of installing a clothing bank in the village which they would maintain and arrange collection at least once a week.

**Lamppost Poppies** The additional lamppost poppies order was due to be received this week.

### **Updates from June Meeting**

**Item 6.i Fly tipped Mattress** Cardiff Council have removed the fly tipped mattress.

**Item 6.ii Taff Trail Damaged Fencing** South Wales Trunk Road Agency have repaired the damaged fencing. A letter of thanks has been sent for the prompt response.

**Item 6.iv Broken Paving and Debris Castle Road** Cardiff Council safety inspector has attended, and the cleansing team have removed the debris. A second inspection is due in July to review broken paving.

**Item 6.v Buses** Stagecoach bus service have provided the following feedback regarding the 132 service: -

toward Cardiff – Constant issues from Wyndham Street to Spar shop with parking. Drivers find it difficult once committed to going through.

toward Pontypridd – Issues outside school with parking either side of the bus stop, unable to pull onto stop especially with wheelchair access as need to use high kerb. Same issue as above with parking from Spar shop to Wyndham Street. Drivers find it difficult once committed to going through.

**Item 9 Cardiff Library** The new library manager for the Tanyard has confirmed he is making enquiries into the possibility of permitting the Community Council a connection to the internet router to install smart heating controls. He has proposed a new rate for the annual rental.

**Item 14 Overgrowth Merthyr Road** Cardiff Council have advised that the overgrowth encroaching onto pavement near Taffs Well roundabout stems from land under South Wales Trunk Road Agency responsibility who have been contacted to trim back the overgrowth.

**Item 14.i Community Speedwatch** SW Police will be contacting volunteers directly to arrange the speedwatch initiative as soon as possible.

**Item 17.i Breedon Group Meeting** Letter of thanks has been sent.

Regarding the request to Cardiff Council to consider double yellow lines on the corner of Merthyr Road/ Mill Road, Cardiff Council have noted this as an area of concern, but stated that police injury-collision records indicates that there is no significant safety problem at this location. Any dangerous or obstructive parking can be reported to the police by phoning 101.

**Item 18.i Overgrowth** Chair contacted the land owner regarding overgrowth on the public footpath alongside river between field and Ironbridge Road and this has been trimmed back.

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

**Polytunnel** – Cllr Graham Walters, Cllr Simon Underdown and Cllr Rob Wiseman volunteered to work with the gardening club to install the polytunnel cover. Chair Mike Jones-Pritchard advised that the old cover could be disposed of by arranging a bulky waste collection with Cardiff Council.

Cllr Linda Morgan suggested that a letter of thanks and flowers could be sent to the Gardening Club as a token of appreciation and to recognise their contribution to the village.

*\*AP Clerk*

Cllr Ceri Lane suggested photographs of the baskets could be shared on the website to raise public awareness of the project and that they are created by the school children. *\*AP Clerk*

Cllr Wiseman suggested the Council could consider a village hero's award.

**One Voice Wales Award** Cllr Ceri Lane suggested the award could be presented to Community Councillor representatives at the next in person OVW meeting or a presentation could be arranged for the school gardening club.

**Fly Tipping** It was noted that fly tipping was a problem recently by the playing field and Ironbridge Road lately. Chair suggested that the location could be added to the Cardiff Council mobile surveillance camera. *\*AP Clerk to contact Cardiff Council.*

**Replacement LDP** Chair attended a presentation on the replacement Local Development Plan which is currently out for public consultation. He advised that 27000 new houses were needed but there was no additional land to the previous plan and that the plan covered more than just housing such as transport, energy, and biodiversity. Chair suggested placing information on the Council website and social media. *\*AP Clerk.*

**Clothing Bank** Chair suggested to place a notice on social media to establish local interest and to propose locations to place the unit.

**Lamppost Poppies** Cllr Ceri Lane suggested that names could be added to each poppy to commemorate those fallen in the war.

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

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

#### **Expenditure**

H&N Cleaning 16th May to 13th June	BACS	-144.00
Window Cleaner	BACS	-20.00
Tesco Mobile - June - in credit	N/A	in credit
Opus Energy Gas June	d/d	-9.79
Opus Energy Elec June	d/d	-118.01
Oner Signs Newsletter Printing	BACS	-246.00
Travel for Hanging Basket Plants	1942	-25.00

Hanging Basket Plants	1943	-312.50
Litter Picker and 2 Hoops for employee	BACS	-55.39
Business Charge Card Annual Fee	DD	-32.00
Afternoon Tea Party Expenses	BACS	-96.71
Staff Wages & Expenses June	BACS	-781.03
HMRC PAYE Q1	BACS	-235.60
H&N Cleaning 13th June to 11th July	BACS	-144.00
Welsh Water	BACS	-57.51
Opus Energy Electricity July	DD	-88.34
Opus Energy Gas July	N/A	in credit
Tesco Mobile - July - in credit	N/A	in credit
Boiler Service	BACS	-90.00

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

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

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

Staff Wages & Expenses July	tbc
Japanese Knotweed Treatment Plan yr 3	-430.80
Electric Strimmer and Battery	-349.95
H&N Cleaning 11 July - 1 August	-144.00
Royal British Legion - Lamppost Poppies	-60.00

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

**(ii) Consideration and approval of quotation to remove catenary wiring**

One quotation had been received to remove the catenary wiring for £1240. It was noted that the work was of a specialist nature.

**Community Council approved the quotation and agreed for wiring to be removed.**

*\*AP Clerk to contact contractor to agree works.*

**(iii) Consideration and approval of quotation for fixed electrical testing**

Clerk advised that several companies had been contacted but only 1 quotation had been received for £176 + VAT. Clerk advised that this was a requirement for public buildings every 5 years.

**Community Council approved the quotation for the fixed electrical testing.**

*\*AP Clerk to contact contractor to agree works.*

**(iv) To receive Q1 April-June 2023 Bank reconciliation**

Clerk had circulated the Q1 bank reconciliation to all Council members, which had been approved and confirmed by Cllr Ceri Lane.

**(v) To receive Q1 April-June 2023 Budget vs Actual and consideration of budget lines.**

Clerk had circulated the Q1 Budget vs actual costs review and proposed to reallocate some budget lines to ensure there was no overspend at the year end.

**Community Council agreed and approved the budget adjustments.**

**(vi) Allotment Shed**

Chair advised that he had obtained a quotation to repair the allotment shed wall but due to the price and financial regulations two further quotations would be required.

**14. Planning Matters**

(i) 23/00867/LBC Replacement of existing PVCu and timber windows and reinstallation of stone cills to the front elevation, 6 Wyndham Street

Chair Mike Jones-Pritchard declared an interest as architect to the application and left the meeting room whilst this item was being discussed.

The Community Council made no comment on this application.

(ii) 23/01390/HSE Installation of domestic ground mounted solar panels in isolated screened location, St Hilarion House, Rhiwbina

The Community Council made no comment on this application.

**15. Councillors Reports.**

Cllr Ceri Lane and Cllr Caryn Hill attended the One Voice Wales meeting on July 26<sup>th</sup> where the Head of Sustainable Development gave a presentation on the replacement Local Development Plan and the Annual General Meeting of One Voice Wales followed. It was noted that there would be no speaker at the next meeting to concentrate on general business.

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

None

**17. Exclusion of Press and Public**

To consider the exclusion of press and public for items 18, 19 and 20 by reason of confidential nature of business.

**A Council resolution is required.**

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

**18. Consideration & Approval of the Confidential minutes of the Ordinary Meeting on 19<sup>th</sup> June 2023.**

\*confidential minute\*

**19. Library Rental Charges**

\*confidential minute\*

**20. Staffing Matters**

\*confidential minute\*

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 25<sup>th</sup> September at 6.30pm.

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