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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> Oct 2022 – 7.00pm**

**1. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard; Linda Morgan; Ceri Lane; Caryn Hill, Simon Underdown, Robert Wiseman, Graham Walters, Ana Waite, Owen Thomas

**Clerk:** Nadine Dunseath

**Also in attendance:** Local representative from Natural Resources Wales,  
1 member of the public

**2. Apologies**

Cllr Linda Morgan (leaving early at 8.15)

**3. Declaration and Registration of Interest**

Chair Mike Jones-Pritchard reminded the Community Councillors the process of declaration of interests and outlined the key points of the Code of Conduct.

Cllr Ana Waite declared an interest during Item 11.1 for consideration of a quotation for a defibrillator cabinet purchase.

Cllr Rob Wiseman declared an interest during item 13.ii consideration of contractors.

Cllr Linda Morgan declared an interest in item 13.iii donation towards Christmas hampers as she is operating the scheme.

**4. Police Matters**

Local PCSO's had been invited to the meeting but had been unable to attend, no crime figures were reported for the month.

**5. MP, Members of Senedd, County Councillors Reports**

The local MP, Members of the Senedd and County Councillors had been invited to attend the meeting and responses had been received from two Members of the Senedd giving apologies that they were unable to attend this evening but would love to do so in future if able.

Clerk to send an invitation to each meeting and provide a list of upcoming meeting dates.

**6. Public Session**

A local resident attended the meeting to express they had been struggling to contact the Community Council and to find information on recent meetings.

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

The local resident who attended the public session was provided with help in locating the correct areas on the website to find all contact details and where meeting agendas and minutes could be viewed. Clerk confirmed that the website is up to date with contact details and all recent meeting documents.

**8. Appointment of Community Councillor School Federation Governor**

Cllr Waite had volunteered for this role which was approved by the Community Council. Chair

confirmed that Cllr Waite had been informed of the process and completed training for the role. The next meeting of the School Federation Governors would take place the following evening.

**9. Consideration & Approval of the minutes of the Ordinary Meeting on 26<sup>th</sup> September 2022**

Council members approved the minutes of the Ordinary Meeting on 26<sup>th</sup> September 2022.

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

Item 9 (Item 6.i)– Concerns over path around tollhouse and restricted visibility.

Cllr Wiseman provided some background information about the tollhouse renovation project including permission granted from Cardiff Council Officers and Park Rangers, funding received, and BBC news coverage. He reported that Cardiff Council Officers had recently attended the site and raised concerns that the hexagon wall was causing a blind spot for cyclists. He confirmed he had been given information from Cardiff Council Officers that a complaint had been made from the Community Council. Chair Mike Jones-Pritchard explained that no complaint had been made from the Community Council, but an enquiry had been sent requesting a site visit to look at possible improvements along the Taff Trail through the village. Clerk confirmed no complaint had been made to Cardiff Council about the tollhouse or Historical Society.

Item 13.v Re Letter from Aion Church

Chair confirmed the previous agreements with Aion Church, regarding use of land Merthyr Gardens for a fire escape route, had no other detail than use of a fire escape, so a new agreement would need to be negotiated. Aion had offered to provide a power supply to the shed.

It was reported a galvanised steel roof panel needed replacing and that if a panel could be sourced then Aion had offered to fix this on the shed. They had also offered to assist with a stand for the Christmas Tree and to help with tidying up Merthyr Road Gardens and any other initiatives the Community Council felt they could help with.

**(a) Chair's update on correspondence regarding hotel**

Chair Mike Jones-Pritchard reported he had received information that alternative locations are being progressed and families located at the hotel would be moved shortly. There were currently no plans to replace residents after they are housed elsewhere and it was anticipated that the hotel would return to its former mode of operation in the near future as the current mode was a temporary arrangement.

**(b) (i) Chair's update on Christmas Lights**

Chair reported that Cardiff Council had confirmed it was not permitted to use catenary wires for lights and that wires should be removed, due to concerns about the structural integrity of the posts. This will be the case for other locations in Cardiff over the next few months where similar concerns apply. A quotation to remove the wires had been requested.

The contractor had confirmed motif lights could be installed and there were enough to complete this as usual, lights could be installed as usual on the church and village hall and the contractor had advised lights could be installed on the tree, on corner of Cae Lewis.

Council agreed a website announcement should be made to explain to residents why the catenary wires could not be used and what the Community Council would be doing instead this year.

**(ii) To receive and approve quotation for 3 Christmas Trees at £150 each**

It was noted that permission had been granted to site a tree at St Michaels Church and Bethesda and a third tree to be sited on Community Council land by the bus stop Merthyr Road. It was noted the cost of 3 trees at £450 in total, but that assistance would be required to site them, and lighting costs may be in addition.

All agreed to order 3 trees at £150 each.

**(iii) To receive and consider quotations for Christmas Column Lighting**

Pricing information had been received but further quotations were expected from the

current contractor who had offered that costs for any new motifs could be spread across 3 years. Chair advised that newer motif designs will be larger and brighter.

**(iv) Cllr Morgan request for volunteers for Christmas events**

Cllr Morgan asked if any Community Councillors would be available to help with upcoming Christmas events particularly the 23<sup>rd</sup> and 24<sup>th</sup> November when Father Christmas would be visiting the Village Hall and the Winter Fayre is taking place. Chair reported that information had been received from Cardiff Council with costs for road closures and although this year the Council had offered the road closure at no cost, it was noted that the costs for manning the closure were unaffordable at £895 and the road closure would not take place.

At the Chair's discretion the agenda item 14.iii was brought forward to allow a local representative from Natural Resources Wales to provide an update.

**14.iii NRW Consultation on Fforest Fawr**

A representative from Natural Resources Wales attended the meeting to provide information on tree management at Fforest Fawr including maps of future initiatives. They advised NRW had started a 25-year Forestry Works Management Plan consultation. Fforest Fawr is an ancient woodland dating back to before 1600. The area still contained Larch which will require isolated removal works in future. All conifers would be removed over time to bring the forest back to native species. NRW intend to manage recreation in the area particularly the Taff Trail and have a long-term plan to renew the car park and to install a counter to record how many people are using the area.

Chair Mike Jones-Pritchard suggested working with NRW to promote walking routes around the village and forest. The NRW representative advised they are currently working with mountain biking groups to improve responsible use of forest trails. Chair offered to support this project if there was anything the Community Council could do to help. Chair thanked the NRW representative for attending the meeting.

**11. Clerk's Report**

**OCTOBER 2022**

**Actions from September 2022 meeting and update to matters raised.**

*Item 9.i (5.ii) Re: Commercial waste bins stored on highway. Cardiff Council Waste Enforcement Officers are scheduled to attend and will take any appropriate action on a case-by-case basis.*

*Item 9.i (5.v) Re: Overgrowth on Merthyr Road. Cardiff Council Parks Department have scheduled to cut back the vegetation w/c 17<sup>th</sup> October.*

*Item 9.i (6.i) Re: Lights on A470 underpass Ironbridge Road are working and set to come on evenings only.*

*Re: cyclist/pedestrian safety concerns: -*

*Cardiff Council Highways and Parks Services to attend site visit to assess the corner by the tollhouse Ironbridge Road, any suggestions will be discussed with the Tongwynlais Historical Society. The A470 underpass on Ironbridge Road has already been identified as requiring an upgrade and this has been fed into the Cardiff Active Travel Network Map. Any improvements will be subject to resource and budget considerations.*

*Re: Cycling on pavement Northern end of Merthyr Road, Cardiff Council Planning, Transport and Environment Department have identified that signage on this section of the Taff Trail is not clear especially the transition from the highway to the cycle path North of Birch Hill and the team will be reviewing and updating the signage asap.*

*Item 9.i (6.ii) Re: Yellow Lines on corner Mill Road/Merthyr Road. Response from Cardiff Council Traffic Regulation Order Team "An initial assessment of the police injury-collision records indicates that there is no significant safety problem at this location and therefore this does not meet our criteria for a detailed investigation. However, we understand your concerns and will add this location to our database as an Area of Concern. This will be reviewed and taken into consideration if nearby road safety issues arise, or alternative funding becomes available. We would like to assure you that your feedback and information of this nature is very useful and is taken seriously.*

*In the meantime, we do appreciate the difficulties that may occur on occasions when drivers are*

*unreasonable and any actual obstruction can be dealt with under existing legislation by the Police and specific incidents may be reported directly on telephone number 101, the non-emergency number. You may also wish to speak to your local Police Community Support Officer about this matter."*

*Item 9.1 (8) Re: Donation to Football Club Defibrillator Cabinet. Clerk requests further information is provided on who to contact. Information in the minutes and former Clerk's correspondence is conflicting on whether the donation is to be made to the Football or Rugby Club.*

*Item 9.1 (12.vii) Re: Defibrillators. New defibrillator at the Tanyard has been registered on the Circuit Database for the Wales Ambulance Service.*

*The Defibrillator situated at the Fire and Stove Store has not been checked and status recorded on the Circuit Database since October 2021. Clerk checked the defibrillator on Thursday 13<sup>th</sup> October 2022 to find the pads had expired in September and the battery was no longer functioning resulting in the defibrillator being out of action. Clerk contacted Wales Ambulance Service to notify them the defibrillator was out of action, and they kindly provided new pads and replacement batteries free of charge. The defibrillator is now available for use.*

*Clerk kindly requests that Council members volunteer to perform regular checks on the status of the defibrillator to ensure this situation does not reoccur and Clerk can provide guidance on how to complete the check.*

*Item 10.ii Re: Annual Report – Chair and Clerk drafting the annual report for 2021-22 and a final version to be approved next meeting.*

*Item 11.i Clerk contacted H&N Cleaning services who confirmed that cleaning the outside of the Tanyard windows was not part of the original agreement but could provide this service at a cost of £25 per clean which they recommend could be arranged on a 4-6 weekly basis.*

*Item 11.ii Re: Christmas Arrangements. Cllr Linda Morgan has confirmed she has contacted St Michael's Church and Bethesda Chapel who both agree to site a Christmas tree that the Community Council provides.*

*RE: Best Dressed Street Plaque quotation has been confirmed at £7.50 to update the plaque with 2021 winner Castle Rd.*

*Item 13.iii Re: Knotweed Contractor. Clerk has contacted Cardiff City Council who have provided information on their knotweed contractor. A quotation has been requested from the contractor currently treating the land which is still awaited.*

*Item 13.viii Re: Ash tree suffering with ash dieback on Mill Road. Cardiff Council Parks Department attended a site visit and have noted that there are two ash trees on the grass bank Mill Road suffering from ash dieback disease and confirmed these may be removed in the future if they deteriorate in condition. They noted a horse chestnut tree suffering from bleeding canker and in general poor health which will be reinspected in the early Summer.*

*Re: Quotation for removal of ash tree at allotments is still awaited and this will be considered at the next Council meeting.*

*Item 15.ii Re: Lamppost Poppies. Royal British Legion have confirmed these can be ordered at a suggested donation of £3 each. Chair confirmed that 10 poppies were to be ordered, order has been placed which should arrive ahead of Remembrance Sunday.*

*Item 15.v Re: Cleansing of Coryton Interchange. Cardiff Council have advised this area regarding maintenance and upkeep is the responsibility of South Wales Trunk Road Agency and have suggested any issues are reported to them.*

*Item 15.vii Re: Playground mess. Cardiff Council Cleansing Team have been requested to attend to remove broken glass, dog mess and cleanse the area.*

*Re: dog mess, Cardiff Council Waste Enforcement Team will be monitoring the area and taking appropriate enforcement action.*

*Item 15.xiii Re: Missing bollard outside Spar on corner of Hermon Hill. Cardiff Council advised a Safety Inspector raised an order to replace this as soon as practicable. Bollard has been replaced.*

#### **Community Council Website**

*Annual Declaration of Interests from meetings were missing from the website for 2021-22 and 2022-23 and these have been updated.*

*Community Councillor page has been updated. If members would like to include a photograph of themselves and a short biography this can be included on the website.*

Clerk met with Cllr Waite who will provide more information on suggestions for improving the content on the website.

**Tanyard**

The annual fire service for the Tanyard is due in November. Clerk requests permission to contact the contractor previously used to complete this legal requirement.

Mrs Nadine Dunseath

Clerk to the Council

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

Item 9.1(8) Chair to provide contact information for the defibrillator cabinet donation to the football/rugby club.

Item 9.1(12.vii) Clerk to provide information to Community Councillors on how to check the defibrillator and request volunteers.

Item 15.v Clerk to contact South Wales Trunk Road Agency regarding cleansing of Coryton Interchange. Cllr Morgan advised they had a 2-year agreement with Cardiff Council to carry out the cleansing work on their behalf.

Re: Annual Fire Service. Clerk to arrange contractors to attend and complete the service.

Chair advised that annual legal requirements such as this should be completed as a matter of course and it was agreed that the Clerk could arrange this, and similar requirements, in future without waiting for approval at a council meeting.

Cllr Ana Waite had provided a quotation for a defibrillator cabinet at £550 to be sited at the Tanyard. Cllr Waite declared an interest in consideration of this quotation as an employee of the company providing the quote and left the room whilst this matter was being discussed.

All agreed to make the purchase of a defibrillator cabinet at £550.

Cllr Waite re-joined the meeting.

Cllr Wiseman reported that culverts on Ironbridge Road required clearing. Clerk to contact Cardiff Council.

Cllr Wiseman reported that the lights on the A470 underpass on Ironbridge Road are set to be on in the night but during the day the underpass is quite dark. Clerk to contact Cardiff Council.

**12. Consideration and Approval of Annual Training Plan**

Chair and Clerk had completed a draft training plan that had been circulated to all Councillors ahead of the meeting for their consideration and comments. Clerk advised on the statutory requirement to publish a training plan by November 5<sup>th</sup>.

All agreed to approve the annual training plan.

**(i)Consideration and approval to arrange bespoke Code of Conduct Training at £360 and to offer additional places to nearby Community Councillors.**

All agreed to arrange Code of Conduct training and to offer the additional places to others.

Clerk to contact One Voice Wales to make arrangements and to request 2 or 3 dates for availability in an evening at 7pm.

Chair advised that some new policies were required such as: -

Grounds Maintenance Policy, Lettings Policy, Health and Safety Policy, Environmental and Ecology Policy, Publicity Policy and Litter Policy and to appoint an Employment Councillor Representative.

Councillor Linda Morgan made her apologies and left the meeting at 8.15pm.

**13. Financial Matters**

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

**Expenditure**

H&N Cleaning 22 August-19 Sept	BACS	-144.00
Staff Salaries & Expenses Sept	BACS	-836.02

HMRC PAYE Q2	BACS	-198.40
Microsoft 365 1yr Licence	BACS	-59.99
Opus Energy Gas Bill Oct	dd	-34.98
Opus Energy Electricity Bill Oct	dd	-41.58

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

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

End of Month Payments to be approved: -

Reimburse Former Clerk - Tanyard Handsoap	-2.78
H & N Cleaning 19th Sept - 17th Oct	-144
Staff Wages & Expenses Oct	tbc
Royal British Legion Donation 10 lamppost poppies	-30.00
City of Cardiff Melingriffith Brass Band - donation for instruments	-100.00

Community Council approved the payments to be made.

Chair reported that the Clerk had arranged a 3-year fixed rate contract for gas last year, but the supplier had written to advise the electricity had been on a variable rate since last year. Clerk to confirm as contracts for both gas and electricity were arranged at the same time in 2021.

**(ii) Consideration of Tanyard window cleaning quotation at £25**

Clerk reported an instruction had been sent to the cleaning contractor in early 2021 asking for the windows to be cleaned inside, outside and the front door in acceptance of their quote at the time of £20. The invoices reflect an additional £20 per month was included but the company have confirmed the work has not been carried out.

Chair suggested a refund should be requested and additional quotes sourced.

Cllr Wiseman declared an interest by close family connection to the contractor suggested by the chair as someone to approach to request a quote.

Clerk reported the cleaning contractor had requested invoices were paid in advance. Chair advised that invoices should not be paid in advance of work being completed but requested that as this was a routine expense the Council approved invoices could be paid during the month when work has been fulfilled. All agreed.

**(iii) To consider donation towards Christmas Hampers of £200-£250**

Chair proposed a donation of £250 towards Christmas hampers. All agreed.

**(iv) To consider pricing for Tanyard bookings to residents of £5 to cover utilities**

Chair Mike Jones-Pritchard suggested that a lettings policy was produced. All agreed.

**(v) To consider quotation for engraving Christmas Shield at £7.50**

Clerk had received a quotation for engraving the Christmas Shield at £7.50. All agreed.

**(vi) To consider Q2 Budget vs Actual report and review 2022-23 Budget**

Clerk circulated a Q2 budget vs actual costs report and had highlighted budget lines that could be amended to reflect current income and expenditure. As income received was less than anticipated, any shortfall required for expenditure could be recovered from reserves. All agreed to amend the budget lines as suggested by Clerk.

**(vii) To discuss project and funding considerations for 2023-24 Budget**

Clerk to produce an outline budget for next meeting with routine expenditure and for Councillors to consider project costs for next year's objectives.

Chair reported that all the hanging basket brackets required replacing next year which would also require permissions renewed from homeowners where brackets are currently located.

Chair reported he had contacted the Primary School Gardening Club who had suggested the polytunnel cover could be put up before Spring.

Chair reported that Jubilee Bottles had been distributed to those who had requested them for Primary School age children attending schools other than Tongwynlais. It was suggested that remaining bottles could be sold to residents who might like them and a suggestion to contact a local business to assist with this. Information could be included in the next newsletter.

Cllr Hill proposed that more bulb planting could be organised. Chair suggested that wildflowers could be planted on grass verges and suggested working with NRW to discuss ideas with local children involved in the planting.

Chair reported he had attended the One Voice Wales Biodiversity Conference which covered a number of areas where Community Councils had prepared interesting programmes for their communities. He also noted that one Council had placed Christmas wreathes on lampposts to involve the community.

#### **14. Correspondence**

##### **(i) Letter of thanks received from Primary School for Gardening Club Donation**

It was noted that a letter of thanks had been received from the Primary School for the recent Gardening Club Donation.

##### **(ii) Resident concern over traffic speed on Castle Road approaching Catherine Drive from Heol y Fforest**

Correspondence was noted Clerk to raise the concern with Member Services.

##### **(iii) NRW consultation on Fforest Fawr**

Item discussed earlier in meeting, see above.

##### **(iv) Letter from Coed Caerdydd**

A letter had been received from Coed Caerdydd regarding tree planting. Correspondence was noted.

#### **15. Community Council Newsletter**

Councillors to send ideas for the newsletter to the Clerk.

#### **16. Planning Matters**

No new or determined applications for October.

#### **17. COUNCILLORS REPORTS**

##### **(i) Tongwynlais Historical Society.**

-Cllr Wiseman to provide update

Deferred to a future meeting

-Cllr Underdown to provide information on grant funding

Cllr Underdown to liaise with Cllr Wiseman.

##### **(ii) Cllr Waite – To discuss website and social media updates**

Deferred to next meeting

##### **(iii) Cllr Morgan – To discuss concerns on litter**

It had been agreed earlier in the meeting the Council could produce a litter policy.

**(iv)** Chair suggested that Cllr Underdown could provide a presentation at the January meeting on the work of Cadw. Cllr Underdown agreed.

#### **18. Setting dates for future meetings**

The dates of future meetings were proposed by the Chair as follows: -

November 28<sup>th</sup>, No meeting in December, January 30<sup>th</sup>, February 27<sup>th</sup>, March 27<sup>th</sup>, April 24<sup>th</sup>, May 22<sup>nd</sup>, June 26<sup>th</sup>, July 24<sup>th</sup>, No meeting in August, September 25<sup>th</sup>

Clerk to confirm these dates to Councillors by email and to place them on the website.

Chair thanked everyone for attending the meeting.

Meeting closed at 8.45pm.