
TONGWYNLAIS COMMUNITY COUNCIL

**Minutes of the ordinary Meeting held
at the Tanyard following guidelines of
the Local Government and elections
(Wales) Act 2021**

Monday 11th July 2022 – 6.30pm

(Meeting postponed from 27th June)



1. ATTENDANCE

Community Councillors: Chair, Mike Jones-Pritchard; Linda Morgan; Ceri Lane; Caryn Hill.

Clerk: Allyson Richards.

2. APOLOGIES

None

3. DECLARATIONS AND REGISTRATION OF INTERESTS

Cllr Mike Jones Prichard completed Declaration of Interest forms relating to 2 planning applications.

4. POLICE MATTERS

None

5. PUBLIC MATTERS

Member of the Community attended the meeting to enquire about the following:

- I. Litter picking – Concerns raised about whether this was still being done. Confirmed a litter picker is employed for 2 hours on a Saturday and 2 hours on a Sunday. Chair agreed to speak to them to agree extent and location of litter picking and the expectation of the Council. Suggestion to share the link “Love where we Live” on the Website and Facebook page. **Clerk to action.**
- II. Concern about commercial bins located on the public highway and the removal of some litter bins. **Clerk to raise with Member Services enquiry line.**
- III. There are a number of Community litter pickers available for use by residents and it was agreed to look at how this can be publicised.
- IV. Concern raised about obstruction of the pavement in Pantgwynlais by overhanging shrubbery from resident's garden. It was confirmed that the County Council are responsible for the maintenance of the highways and the footpaths and can issue a notice to the adjoining

landowner where vegetation caused an obstruction. **Clerk to raise with Member Services enquiry line.**

- V. Main road into Village – trees/branches have been cut back but it is untidy and still not clear. **Agreed to contact Cardiff Council to ask them to re-visit. (Parks Department)**

6. **MATTERS ARISING FROM THE PUBLIC SESSION**

- I. Cllr Hill raised the issue of the path around the Tollhouse following some changes to layout. There is a potential for collision between users, on foot and on bike, due to restricted visibility. Suggested a notice be placed in the area to caution care when approaching. This is an issue that could be addressed by Cardiff Council Parks Rangers as they have had previous involvement with the Tollhouse. **Cllr Morgan will speak to a contact.**
- II. There is also an issue with parking on Merthyr Road on the corner by the Lewis Arms, opposite the Rugby Club. Inconsiderate parking here causes an obstruction to visibility at the junction. Previous requests have been made for yellow lines, but the work is still outstanding. **Police to be contacted to see if they can support. Member services to be contacted to chase Highways on double yellow lines.**

7. **CONSIDERATION AND APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING ON 26TH MAY 2022.**

The minutes of the meeting were agreed and approved.

8. **MATTERS ARISING FROM THE MINUTES OF THE AGM AND ANY REMAINING BUSINESS FROM THE MEETING**

7. Policies

(i) Annual Risk Assessment needs to be updated. Some items are no longer relevant (Covid 19). Code of Conduct also needs to be adopted. This forms part of the Annual Health Check (see below in Clerks correspondence) Suggested changes to be e mailed to Clerk for agreement at September meeting.

(ii) Media Policy – needs to be updated.

(iii) Information and Data Protection policy (SLCC document) – a few changes to be made to terminology and law changes.

(iv) Biodiversity Plan – suggestion that some residents who work in this field could develop an up-to-date policy. It was agreed to contact the residents to ask for their assistance.

(v) Code of Conduct Training – suggestion that this be undertaken when new councillors are appointed. Clerk will check with Cardiff Council to see if any training is planned before summer break.

10 . Annual Return now submitted.

Item 13 - April

Football Club defibrillator – casing funding to be sent to Football Club. Contact to be given along with amount required for cheque to be raised and sent over. **Cllr Morgan to supply details.**

Mini Book libraries – The resident who suggested this is keen to pursue it. They will identify location for boxes and Council to fund purchase/construction of box for specified location. The resident will provide further details on proposals.

Item 9 - March

Allotments – Still only 2 of 5 payments received. Peetr Tiidt to be contacted to chase outstanding payments. (Clerk has now spoken to PT to request outstanding payments).

9. CLERKS REPORT ON CORRESPONDANCE

Item 5 – January.

Community Council Insurance – not to be pursue any further due to previous issue with declining renewal as a result of the Knotweed Claim. Need to be proactive in November when renewal for next calendar year is due.

New Correspondence

- (i) Meeting held with Coed Caerdydd (Chair & Clerk) to discuss and identify the opportunity to plant trees within the Community Council area. A number of possible locations were discussed.
 - (ii) Clerk attended meeting with Davina Fiore and other Community Council Clerks as part of a regular quarterly catch up. The main topic of conversation was the concern around the Installation and energy supply of Christmas lights. As Centregreat is a preferred installer Tongwynlais appears to be following the correct processes but a request was made to engage early with the County Council to confirm the right processes and procedures are in place.
- A discussion also took place regarding the requirement to produce an Annual Report. The email from OVW was forwarded to all Councillors on 15th June as there will be a requirement to work together to produce an Annual report for Tongwynlais Community Council which includes a 'Health check' and a 'Self assessment'. The toolkit will support the council to:
 - review the financial management, governance and accountability arrangements we have in place; and
 - consider how effective these arrangements are, and how they might be improved.It is designed to be an internal document that highlights what is being done well and where improvements in processes and procedures can be made. As part of this the need for Councillor training was highlighted and in particular there was a request that all Councillors

attend the Code of Conduct training as a mandatory requirement. There have been some changes made to the training recently. (Clerk has drafted a simple training plan for Council to use)

- Another point raised in the meeting was the question of attendance allowances and other payments for Community Councils. These are covered in the Independent Remuneration Panel for Wales report 2022 – 23 and councils are required to make a decision on these at their AGM. **To be added to the AGM agenda**
- (iii) A website enquiry was received regarding any grants that might be available from the Council. City of Cardiff Brass Band, based in the Village Hall, are looking to upgrade their instruments and need some funding. Clerk to go back to confirm that residents from the Village are involved in the organisation, in which case it was agreed to make a donation of £100 towards the instruments. **Clerk to follow up**
- (iv) It was agreed that the letters that had been prepared to send out to residents that have expressed an interest in becoming a Community Councillor through co-option be sent. It was also agreed that a Questionnaire be prepared, shared and agreed to send out mid July to enable a sifting process to take place prior to arranging interviews.
- (v) Requests also received for the Platinum Jubilee Souvenir bottles (approx. 15)

10. FINANCIAL MATTERS INCLUDING APPROVAL OF CHEQUE PAYMENTS

- I. Finance report for June presented to Council for approval.
- II. Cheque payments already signed due to delay in meeting and AGM being held in May:
 - Income
 - o Pins & Needles Payment for Tanyard hire £60.00
 - Cheque payments agreed and signed in accordance with mandate:
 - o # 1915 Supply of plants for Hanging Baskets - £200.00
 - o # 1916 Travel expenses to collect Begonias - £25.00
 - o # 1917 Litter Picker - May Pay & Back pay
 - o # 1918 Clerk - May Pay
 - o # 1919 Food for Jubilee Party - £587.50
 - o # 1923 Additional Refreshments for Jubilee Party - £52.59
 - o # 1924 H & N Cleaning Services – Tanyard Cleaning 16th May – 27th June £216.00
 - o # 1925 Litter Picker - June wages

- o # 1926 Clerk - June wages and expenses
- o # 1927 SWALEC (Christmas Lights) - £67.14
- o # 1928 Melanie Snowden (Extra Food for Party) - £20.00
- o # 1929 PRD Tanyard repairs - £2550.00
- Direct Debits
- o Opus Energy (Gas) £43.77
- o Opus Energy (Electric) £42.65

(iii) Gardening Club funds to be transferred to school for use in their Gardening Club. Cheque to be raised and passed to school and Gardening Account will be closed.

Council to note that cheques remain slightly out of sequence as current cheque book is now with External Auditor as part of the Audit.

11. PLANNING MATTERS

Cllr Jones-Pritchard declared an interest on 2 applications and if necessary, would leave the room if discussion needed to take place on those particular items.

- 21/03006/DCH | GROUND FLOOR REAR EXTENSION | 2 PWLLHELYG, TONGWYNLAIS, CARDIFF, CF15 7HX **(Application determined)**
- 22/00278/DCH | CONSTRUCTION OF A SINGLE STOREY EXTENSION TO CREATE AN NEW INTEGRAL DOUBLE GARAGE | 46 CASTELL COCH VIEW, TONGWYNLAIS, CARDIFF, CF15 7LA
- 22/00510/MNR | CONVERSION, WITH DORMER ROOF EXTENSION, OF OUTBUILDINGS INTO 1 BEDROOM SELF CATERING HOLIDAY ACCOMMODATION/GRANNY FLAT | 2 MILL ROAD, TONGWYNLAIS, CARDIFF, CF15 7JP
- 22/00586/DCH | TWO STOREY SIDE EXTENSION | 15 PANTGWYNLAIS, TONGWYNLAIS, CARDIFF, CF15 7LS **(Application determined)**
- 22/00785/DCH | SINGLE STOREY SIDE EXTENSION | 8 GRANT'S CLOSE, TONGWYNLAIS, CARDIFF, CF15 7NG **(Application determined)**
- 22/00898/MNR | CHANGING ROOF MOUNTED PVS TO INLINE PV SYSTEM, ALTERATION TO PROPOSED CANOPY SERVING THE NEW DOUBLE ENTRANCE DOORS, AND SLIGHT RELOCATION OF ONE STEEL COLUMN AS A RESULT OF THE STRUCTURAL ENGINEERS DESIGN - PREVIOUSLY APPROVED UNDER 21/02415/MNR | UNIT 5, GREENMEADOW SPRINGS BUSINESS PARK, VILLAGE WAY, TONGWYNLAIS, CARDIFF, CF15 7NE **(Application determined)**
- **NEW** - 22/01088/DCH REAR SINGLE STOREY EXTENSION AND NEW BAY WINDOW ON REAR ELEVATION 30 CASTELL COCH VIEW, TONGWYNLAIS, CARDIFF, CF15 7LA

- **NEW** - 22/01245/MNR CHANGE OF USE FROM RESIDENTIAL DWELLING (C3) TO NON RESIDENTIAL INSTITUTION (D1) 51A MERTHYR ROAD, TONGWYNLAIS, CARDIFF, CF15 7LG

No issues raised at this meeting.

12. COUNCILLORS REPORTS

- (i) Suggestion to get together with other organisations in the Village to see how we can work together for the Village.
- (ii) Annual or bi-annual Youth Council to be explored. 8 – 17 years to hear from them about what they'd like us to look at for the Village. Opportunity to engage younger people. (Band/Cubs/Scouts/Youth Club)
- (iii) Tanyard**
 - (a) Suggestion to explore what more can be done do to encourage Villagers to use the Tanyard more. Eg Children's party – just pay for electricity – (minimal fee)
 - (b) Heating controls – Query whether the necessary technology be purchased to be able to remotely control the heating in the Tanyard. Simple adaptation of the thermostat linked to an app on a mobile phone that allows the heating to be controlled remotely. Cost is approximately £150/200. **All agreed and Chair to arrange.**
- (iv) Coed Caerdydd – Council to put together areas where trees could be planted.
- (v) Watering was halted for a couple of days due to the lock on the gate that accesses the shed being jammed. Now sorted with new lock and gate adjusted.
- (vi) IRPW - Remuneration for Councillors – The IRPW report states that the £150 is now mandatory. Any councillor not wishing to receive can write to the Clerk.
- (vii) A Defibrillator has been donated to the Council. Suggestions for location to be made and a case may be required.

13. FUTURE MEETINGS

Whilst the next meeting was due to be held on 26th July - as this is only 2 weeks away it was agreed by the Council that the next meeting will be on Monday 26th September 2022 at 6.30pm.

Meeting closed.