
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 28th Nov 2022 – 7.00pm

1. Attendance

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

2. Apologies

Cllr Linda Morgan (choir rehearsal)

3. Declaration and Registration of Interest

Cllr Rob Wiseman declared a personal interest in item 13.iii consideration of quotations for window cleaning due to a personal connection with a contractor.

4. Police Matters

Local PCSO's had been invited to the meeting but responded saying that they were unable to attend, crime figures were reported for the month as follows: -
ASB Related 0; Burglary (Commercial) 0; Burglary (Residential) 0; Criminal Damage 2;
Criminal Damage (Vehicle Related) 0; Drugs Related 0; Suspicious Circumstances 1 (tampering with signs); Theft/Attempted Theft (General) 2; Theft/Attempted Theft from Vehicle 0; Theft/Attempted Theft of Vehicle 0.

5. MP, Members of Senedd, County Councillors Reports

The local MP, Members of the Senedd and County Councillors had been sent a list of upcoming meeting dates. One apology had been received from Heledd Fychan MS as she was unable to attend this evening's meeting.

6. Public Session

No local residents attended the meeting.

7. Matters arising from the Public Session

No matters arising from the public session.

8. Consideration & Approval of the minutes of the Ordinary Meeting on 31st October 2022

Council members approved the minutes of the Ordinary Meeting on 31st October 2022.

Council resolved to approve the minutes of the Ordinary Meeting on 31st October 2022.

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

Item 9.i- Concerns over path around tollhouse and restricted visibility.

Chair reported correspondence had been received from Cardiff Council confirming no complaint letter had been submitted and there had been a misunderstanding. Cardiff Council had apologised for any upset caused and had emphasised they were keen to work with and support the Historical Society in the tollhouse project.

Cllr Wiseman reported he had received correspondence from the Friends of Forest Farm group who had also been contacted by Cardiff Council to confirm no complaint had been submitted.

Item 9.ii Re Allotment Shed Roof Panel

A galvanised steel roof panel needed replacing and Aion had offered to fix this on the shed.
**AP Chair Mike Jones-Pritchard to provide measurements for the roof panel to assist with obtaining a quote.*

Item 11 Re: donation for Rugby Club defibrillator cabinet

Chair confirmed he had contacted the rugby club and requested an invoice was provided so the donation could be made.

Item 11: Re: website

Chair requested Councillors to provide a photograph of themselves for the website and a short bio to be included.

(a) Chair's update on Christmas Lighting

Chair thanked everyone involved with helping to install the Christmas trees in the village. He reported that there had been some confusion over the lighting of a tree on the corner of Cae Lewis and the contractor had lit the tree on Merthyr Road instead which they have done for free in previous years. He confirmed an adjusted quotation had been requested from the lighting contractor. He advised that the programme for next year's festive lights should begin next Spring and provided some quotations for light arrangement artificial Christmas trees which could be used for several years and suggested this consideration was included in the forward work programme.

10. Consideration and Approval of the 2021-22 Annual Report

Chair reported that the Clerk had drafted the 21-22 annual report and thanked her for her contribution, the report had been circulated to all Councillors prior to the meeting for their consideration. All agreed to approve the report.

Council resolved to approve and publish the 2021-22 Annual Report.

11. Forward Work Programme

(i) Consideration of Tanyard

Chair reported that actual annual costs of running the Tanyard Hall amounted to approximately £2000. He suggested that the future of the hall was considered as to the cost, income, value of the hall and how any capital value could be spent with a detailed investigation completed over several months.

Council agreed to advertise the Tanyard more widely to increase its use and explore opportunities such as installing working pods with internet availability for people unable to work from home, and to liaise with the Primary School and Library to encourage some school visits to the library.

(ii) Preparation of new policies

Chair suggested that consideration was given to new policies that are required such as litter policy, grounds maintenance, lettings and biodiversity.

Council agreed to draft new policies in the following order of priority: -

1. Litter Policy
2. Grounds Maintenance Policy
3. Lettings Policy
4. Environmental/Biodiversity Policy

(iii) To discuss project and funding considerations for 2023-24 budget

Chair confirmed that future projects included Christmas lights for 2023.

Chair thanked the Clerk for providing a draft budget for 2023-24 which had been circulated to all Councillors prior to the meeting. He advised the 23-24 budget must be finalised and approved during the next Council meeting on 30th January 2023 as the precept request must be submitted to the County Council by the end of 31st January.

Chair proposed the budget was reconsidered with a heading for Community Projects and suggested a fund of £10,000 was set against this heading to include items such as the Christmas Lights. He suggested that a percentage of income to the Council could be spent on

visible projects around the village for the benefit of residents and visitors.

The Council discussed the allotment shed and Merthyr Road gardens and how to best utilise this space. Chair reported that Aion Church has offered to install a new roof panel that needed replacing if the Community Council could purchase one, and to install an electricity supply and to paint and tidy the shed. They would like to hold craft sessions in the shed such as a gardening club that would link with maintenance of the garden area. Coed Caerdydd have offered to provide trees for the garden.

Cardiff Council would be providing some information on local groups for mental health such as “men sheds” and it was suggested they could be invited to the next meeting in January. Cllr Owen Thomas offered to investigate the costs to improve the allotment shed and any opportunities for grant funding – *AP Cllr Thomas*.

12.Clerk’s Report

NOVEMBER 2022

One Voice Wales & Society of Local Council Clerks Joint Conference

The Clerk recently attended the OVW & SLCC joint conference which covered a variety of topics including Climate Change. Many Town and Community Councils have declared a climate emergency and are reviewing biodiversity policies to make improvements to address this concern. Welsh Government are working towards a net zero carbon emissions by 2050. It has been suggested that any grass verges or green spaces where the Community Council has a responsibility could be utilised with planting of wildflowers or trees where possible.

The event also coincided with the publishing of the new updated Finance and Governance Toolkit which has been compiled by OVW working closely with WG. The toolkit lists all statutory requirements expected of a Community Council as well as areas of good practice. As the toolkit is very comprehensive it was suggested to establish a working party to complete the task of the compliance checklist. Working through the toolkit is not a statutory requirement itself but would be a beneficial review ahead of audits.

A pilot project was established last year by OVW and WG to trial the effectiveness and content of the toolkit, which the Clerk was asked to be involved with by OVW.

Software Company Logitech gave a presentation on hybrid meeting technology and various options to suit different community council requirements.

Insurance

The Community Council insurance contract renews on 2nd February 2023, but a 3-yr long term arrangement with BHIB Insurers was agreed in January 2022, which expires on 2nd February 2025. The information provided to the insurer during January 2022 was incorrect regarding contact name and correspondence address and the insurers have updated this following a request by the Clerk.

A renewal premium for 2023 has been requested, but the information will not be available until 45 days ahead of the renewal. To note £1394.71 was paid last year.

Finance

Q1 and Q2 Bank reconciliations have been provided to Cllr Lane for her consideration and approval and will be circulated to all Council members for information when complete.

During November, the National Association of Local Councils published the Clerk’s salary scales for 2022-23 financial year with pay increase amounts to be backdated to 1st April 2022.

During the November government financial statement, the National Minimum Living Wage amounts were announced that will take effect from April 2023.

Welsh Government have announced that the discretionary limit relevant to S137 of the Local Government Act 1972 for 2023-24 financial year is £9.93 per elector.

Tanyard

A local resident has booked the Tanyard on Boxing Day afternoon for a family gathering.

A further enquiry has been received for a dance class. Clerk has advised viewing of the hall to ensure suitability for requirements, or alternatively to contact the Village Hall if a larger area is needed.

An enquiry was received from Homestart Cymru for a meeting, however incorrect contact details were provided and the Clerk was unable to secure the booking.

Updates from October 2022 meeting

Item 5 MP, Members of Senedd and County Councillors have been provided with a list of meeting dates for the year ahead with several expressing an interest in attending future meetings.

Item 10.b.i Western Power Distribution have provided the forms for the temporary unmetered connection, which Clerk will arrange for the contractor to complete as in previous years.

Item 10.b.iv County Councillor Jamie Green contacted the Chair and Clerk requesting further information on the prices received for road closures and asked if the Community Council would like him to make further investigations. He was requested to do so.

Item 11 (Item 13.viii) Quotations have been requested from 3 local firms to remove the Ash tree at the allotments which is suffering from ash dieback. To date only one contractor has been forthcoming who would like to attend the site to assist with a quotation. An appointment has been arranged for 8th December.

Item 11 (Item 15.v) A letter has been received from South Wales Trunk Road Agency stating that cleansing on the Coryton Interchange is the responsibility of the local authority under the provisions of the Environmental Protection Act 1990.

Regarding road signs – SWTRA have requested location details so the relevant traffic management contractor can remove these.

Item 11 (Tanyard) The annual fire extinguisher service was completed at the Tanyard with one extinguishing requiring replacing. The fire officer observed the hall did not have a disabled access. Clerk advises that community grants may be available to assist with accessibility to the hall.

The fire officer advised that a fire safety logbook had been provided to the Community Council last November, but this has not been completed. Clerk has been provided with information and monthly checks must be logged regarding fire extinguishers, fire door, emergency lighting etc, which the Clerk will complete, however Council members may also complete routine checks and log these in the records.

Item 11 Ironbridge Road Cardiff Council have advised they will be attending Ironbridge Road with the street cleansing team to clear the culverts.

Cardiff Council has been contacted regarding the lights on the A470 underpass and a response is still awaited.

Item 12.i One Voice Wales have provided dates for bespoke training for code of conduct, however as some councillors are unavailable on each date, Clerk has requested new dates are suggested for the new year.

Item 13.i Clerk has been unable to find any documentation regarding the energy contracts that were arranged in 2021. Opus Energy have confirmed that Government energy relief for businesses will be applied to the electricity contract as it is on the variable rate, however the relief is not applicable for the gas contract as the price is a fixed rate with the contract date starting before Dec 2021.

Item 13.ii The cleaning contractor was supplied with copies of written instructions given on 8th March 2021 to clean the windows, however they have stated they never received the instruction and have not including a cost for this in their invoices.

A further quotation from a local company has been received for £20 per clean.

Item 14.ii Resident concerns over traffic speeds on Castle Road were reported to Cardiff Council who have advised that enforcement officers will investigate.

Mrs Nadine Dunseath
Clerk to the Council

(i)Matters Arising from the Clerk's report

Item One Voice Wales Toolkit – Chair congratulated the Clerk for taking part in the pilot project to develop the Finance and Governance toolkit and suggested that the Clerk provides a talk at a future meeting to advise the Council about using the toolkit.

Item finance – Cllr Lane had completed and approved the Q1 and Q2 bank reconciliations ahead of the meeting.

Item finance - Chair advised that the increase for staff salary scales had been published and this increase together with any backpay due was to be formally approved by the Council. All agreed.

Council resolved to approve the staff salary increases together with any backpay due.

Item 11(item 15.v) Clerk to contact Cardiff Council for clarification over responsibility of cleansing Coryton Interchange following the correspondence received from South Wales Trunk Road Agency.

Clerk to contact South Wales Trunk Road Agency to advise that road signage requiring removing could be located on Coryton Interchange Junction 32 on both the inside and outside lanes.

Item 11 Tanyard. Chair advised that following the comments from the fire officer regarding accessibility to the hall that accessibility grant funding could be explored to see what options

were available to the Community Council.

Item 11 Ironbridge Road. It was reported that the Cardiff Council Street cleaner had turned around after the A470 underpass and had not cleaned to the end of the road. – *AP Clerk to contact Cardiff Council.*

It was reported that following a water repair on Pantgwynlais and heavy rain, that mud required cleaning from alongside the road. – *AP Clerk to contact Cardiff Council and to copy in the County Councillors on correspondence for their information.*

Item 12.i One Voice Wales had requested the Community Council provide some preferred dates for the bespoke Code of Conduct training course for the new year. Councillors agreed that the majority could attend on a Thursday evening. Clerk to propose either January 19th or 26th.

Item 13.i Regarding the electricity contract for the Tanyard that was currently on the variable rate. Council agreed to remain on the variable rate which should benefit from government business rate relief.

It was reported that the A470 underpass by Market Street had seen an increase in litter. Chair proposed that the Litter Policy, to be developed, considered areas for litter picking.

13. Financial Matters

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

Expenditure

City of Cardiff Melingriffith Brass Band - donation for instruments	BACS	-100.00
Staff Salaries & Expenses Oct	BACS	-720.85
H & N Cleaning 19th Sept - 17th Oct	BACS	-144.00
Royal British Legion Donation 10 lamppost poppies	BACS	-30.00
H & N Cleaning 17th Oct - 14th Nov	BACS	-144.00
Hamper Donation - CC	BACS	-250.00
Hamper Donation - Former Clerk	BACS	-2.78
Christmas Trees and delivery	BACS	-480.00
Opus Energy Electricity Bill Nov	dd	-44.93
Opus Energy Gas Bill Nov	dd	-48.18

(i) Approval of Payments to be made

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

Staff Wages & Expenses Nov & Backpay from pay award	tbc
Christmas Tree Lights	-185.94
Fire Extinguisher Service	-125.37
Christmas Shield engraving	-7.50
Defibrillator Cabinet	-558.00

Community Council approved the payments to be made.

(ii) To approve purchase of key safe box (max £15)

Chair advised a key safe box could be used at the Tanyard Hall to help manage bookings but that a key would not be left there all the time and the code would be regularly changed.

Community Council approved the purchase of a key safe box

(iii) Consideration quotations for window cleaning

Cllr Wiseman had declared an interest by close family connection to a contractor who had provided a quotation and he left the room whilst this item was being discussed.

Clerk advised that two quotations had been received for window cleaning at the Tanyard.
Council resolved to accept the quotation of £20 per clean to be implemented every 8 weeks with the request that the UPVC is also cleaned and included in the cost.
Cllr Wiseman rejoined the meeting.

14. Correspondence

(i) Letter from resident re Merthyr Gardens maintenance

Chair reported that a letter had been received to request the trees in Merthyr Road Gardens were trimmed which would be included as part of the project to tidy the area. It was noted that the tree trimming should take place before the Spring ahead of the nesting season and suggested this was arranged in January.

(ii) Local Places for Nature starter pack application

Chair reported that an application had been submitted for a wildlife pack for the area behind the bus stop next to Merthyr Road gardens which if successful would include: -
80 native plants; 30 native wildflower bulbs; 4 habitat boxes; 3 shrubs and 3 climbing plants; raised bed and trellis; hand tools (fork, spade, secateurs; trowel); gloves; watering can; garden wildlife and British birds handbooks.

15. Community Council Newsletter

To discuss ideas for next newsletter

It was suggested to include items for the new Councillors; Community Projects; and to include information on local businesses and the historical society.

- *AP Councillors to send ideas for the newsletter to the Clerk.*

16. Planning Matters

No new or determined applications for November.

17. COUNCILLORS REPORTS

(i) Cllr Waite – To discuss website and social media updates

Cllr Waite proposed to update the website to make it more appealing. She advised that some pages were empty such as the history page which could include a link to the historical society website, also business links could be updated, improved content for the library feature and improved marketing for the Tanyard to include visual content for various uses. The site does feature local walks, but this could be improved with some visual content. Other suggestions include links to what's on in the village and free ads. Cllr Waite reported that the website had good accessibility features including voice activation to speak the content.

Clerk advised that as well as herself, she had arranged for Cllr Waite to have a login to the admin features on the website.

All agreed for the suggested improvements for the site to be explored.

(ii) Cllr Walters – Leaves

Cllr Walters requested that the Cardiff Council Street Cleaner was asked to attend the village to remove leaves from Merthyr Road and other areas of the village as previously discussed earlier in the meeting.

(iii) Cllr Underwood – Donations

Cllr Underwood asked if local companies could be approached to consider donating to the Community Council projects. All agreed with the suggestion and the Chair advised that various companies have donated historically, and donations were always welcomed.

(iv) Cllr Walters – Poppies

Cllr Walters asked if an additional 20 lamppost poppies could be ordered in advance of next year's remembrance. – *AP Clerk to enquire if an order can be placed.*

Chair thanked Cllr Walters and Cllr Lane for putting the poppies up this year in time for the remembrance.

(v) Cllr Walters – Tree felling Greenmeadow

Cllr Walters reported that residents had advised trees were being felled in the area behind Greenmeadow. Chair advised that the woodland owner had permission from Natural Resources Wales and Cardiff Council to fell invasive species and dying or dangerous trees as it was a listed woodland. He suggested that the owner's suggestion of a report to a future meeting be accepted. All agreed.

18. Any urgent matters for information only

Cllr Walters had reported that the boiler at the Tanyard was not working properly and suggested the contractor was called. All agreed.

Chair thanked everyone for attending the meeting and it being the last meeting of the year, wished everyone a very happy Christmas.

Meeting closed at 8.12pm.