
TONGWYNLAIS COMMUNITY COUNCIL

**Minutes of the ordinary Meeting held at
the Tanyard in compliance with the Local
Government and elections (Wales) Act
2021
Monday 26th Sept 2022 – 6.30pm**



1. Chair's Welcome to new Community Councillors

Chair's Introduction – Cllr Mike Jones-Pritchard

Tongwynlais may only cover a relatively small area but the Community Council is a Local Authority with statutory duties and responsibilities and it's really pleasing to have had such a positive response to the request for interest for councillors that was delivered around the whole village after the election. This included all the homes on Rhiwbina Hill and at Blaengwynlais, that some may not realise are in Tongwynlais.

There are limits to our authority and area of influence so we need to work with other elected representatives in Cardiff Council, the Senedd and Westminster. We also need to make sure that we comply with all legislative requirements, hence the need to know about and sign the Code of Conduct and to take up Councillor Development opportunities offered by One Voice Wales and others.

My vision for the Community Council is for it and us, to be much more proactive than we have been for many years and for us to do more than attend a meeting nine times a year. I hope that we will do, and be seen to be doing, things in the village throughout the year, with a positive attitude and approach, to support all residents and visitors. We know it's a great place and I'd like to see us reinforcing that and building on it.

Being on the Taff Trail and in the shadow of Castell Coch, we get many visitors who can bring income to local businesses. If we can help market that and promote the village through various activities, whilst looking after the environment for residents, it will bring benefit to everyone. To achieve that we'll need to work together with other village organisations, the school, the churches, and the Village Hall, to start with, but also village groups such as the Historical Society.

I'd like to meet and have a chat with each of you to see where you think your abilities and interests would be best placed. One important area is the school, where one councillor will be nominated as a school governor and another is the Festivals, that Linda and I have worked on for twenty years. I'd like to see the Council more actively involved in those. Litter is another concern and it would be good to have someone responsible to organise a litter pick say once a month with two or three councillors, not the same three, at each litter pick. The Tanyard needs to be used more and I'd like to see a simple nominal charge introduced to enable residents, who pay for it anyway in the precept, to use it for a variety of purposes such as society meetings, children's parties or maybe a meeting/work venue for home workers etc.

Unlike the approach over recent years, I'd like all councillors working on an area of responsibility between meetings and reporting back to the council at the monthly meetings. We will need to develop policies and agree budgets between us. Some of those areas of responsibility will be environmental and ecological, management of employees, publicity and marketing including Facebook, our website and a regular newsletter. My intention is that the Community Council, and its councillors will become known by all residents and be relevant and beneficial to our special community and welcome everyone here to the first fully constituted council of this electoral term and look forward to a positive and exciting five years.

Cllr Owen Thomas joined the meeting during Item 1 at 6.35pm.

2. 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: South Wales Police 2 representatives; 3 members of the public

3. Apologies

Cllr Owen Thomas (arriving late at 6.35), Cllr Ceri Lane (arriving late at 7.00), Cllr Linda Morgan (leaving early at 8.15)

4. Signing of Declaration of Acceptance of Office Forms

All newly Co-Opted Councillors signed their Declaration of Acceptance of Office Forms in the presence of the Proper Officer to the Council.

5. Declaration and Registration of Interest

Chair Mike Jones-Pritchard explained the process of declaration of interests for the benefit of the newly Co-Opted Councillors.

No declarations were given.

Chair Mike Jones-Pritchard provided an opportunity for members to introduce themselves to others.

6. Police Matters

PCSO Dunning attended the meeting together with a PCSO in training and provided the Community Council with crime figures reported for the past 30 days as follows: - *2 Anti-social behaviour; 0 Commercial and residential burglary; 2 Criminal damage; 1 Drug; 1 theft/handling; 0 theft from vehicles.*

PCSO Dunning reported that there had been no reported crimes or incidences involving residents of the hotel but there had been calls from the hotel in connection with incidents involving others not staying there. He advised that any concerns can be reported to the Police and could be made anonymously. He left information cards with Council members on how to contact the Police.

Chair Mike Jones-Pritchard thanked the PCSO's for attending the meeting and for providing their report and thanked them for the increase presence in the village.

7. Public Session

Two local residents were in attendance for the public session, one confirming they wished only to observe.

A local resident raised concerns about the occasional noise nuisance from the Village Hall particularly the brass band and private parties which were late into the evening. They commented that the fire exit door had been left open which increased noise levels for them.

8. Matters arising from the Public Session

Chair Mike Jones-Pritchard addressed the local resident to advise that the Community Council had no responsibility for the Village Hall and concerns over noise should be directed to Cardiff Council Environmental Health Department.

9. Consideration & Approval of the minutes of the Ordinary Meeting on 11th July 2022

Council members approved the minutes of the Ordinary Meeting on 11th July 2022.

(i)Matters arising from the minutes and any remaining business from the meeting.

Item 5.I – “Love where you Live” weblink to be placed on Website and Facebook page.

**AP Clerk*

Item 5.II – Chair Mike Jones-Pritchard confirmed he had received information on how to raise matters with the Members Enquiry Line.

- Concerns over commercial waste bins located on public highways to be reported to Cardiff Council Highways. ***AP Clerk**
- Item 5.V – Shrubs and brambles on Merthyr Road forcing cyclists further into the highway to be reported to Cardiff Council Parks Department to request they are trimmed. ***AP Clerk**
- Item 6.I – Concerns over path around tollhouse and restricted visibility. Cllr Linda Morgan reported she was making enquiries.
Cllr Robert Wiseman advised that the lights on the A470 underpass on Ironbridge Road were not working. To report to Cardiff Council ***AP Clerk**
Chair asked if areas of the village could be looked at to improve safety in relation to cyclists and pedestrians using the Taff Trail and a particular area of concern being Merthyr Road outside the cottages. To contact Cardiff Council ***AP Clerk**
- Item 6.II – Cardiff Council Member Services to be contacted regarding double yellow lines on corner of Merthyr Road and Mill Road. ***AP Clerk**
- Item 8 – Football Club Defibrillator – casing funding to be sent to Football Club. Invoice to be raised for £150 donation towards cost of cabinet. ***AP Clerk**

Cllr Ceri Lane joined the meeting at 7pm.

- Item 12.vii – A defibrillator has been donated to the Community Council who have agreed to store this at the Tanyard with a view to purchasing an external cabinet for it to be available for use 24hours. The defibrillator to be registered on the Welsh Ambulance Service database “The Circuit” ***AP Clerk**
Signage around the village for the nearest defibrillators to be updated ***AP Clerk**
Purchase of an external cabinet to be discussed at next meeting following receipt of a quotation. To obtain quotation ***AP Cllr Ana Waite**
- Item 9.iii – Grant request received from City of Cardiff Brass Band, Council had agreed to donate £100 towards instruments. To follow up on donation ***AP Clerk**
- Item 12.iii.b – Thermostat Controls for Tanyard. Chair Mike Jones-Pritchard reported he had purchased the controls and hoped to arrange installation
***AP Chair Mike Jones-Pritchard**

10. Clerk’s Report

SEPTEMBER 2022

Clerk Mrs Allyson Richards resigned from her role and left the Community Council in July. I am pleased to have been approached by Chairman Mike Jones-Pritchard and offered the opportunity to return to the role and build on my previous experience. It will be a privilege to work with the existing Community Councillors again and the new co-opted members who will offer many new ideas and skills and help build on the fresh approach for the Community Council.

Thirteen expressions of interest were received for the roles of Community Councillor which is quite unusual for a Community Council and indicates how much residents care for their village. Five new members have been co-opted by the Community Council. Welcome to Councillors Graham Walters, Simon Underdown, Robert Wiseman, Ana Waite, and Owen Thomas.

All Community Councillors have email accounts created specifically for council matters and should ensure council correspondence is kept to the council email accounts to comply with the General Data Protection Regulation. Email accounts for previous councillors no longer with the council have been deleted for security reasons.

Community Council Website

Agendas and Minutes that were missing from the Community Council website have been updated as follows: -

September 2021 and October 2021 have been updated from draft minutes to final versions;

April 2022 agenda and minutes have been published;

May AGM 2022 minutes have been published; July 2022 draft minutes have been published.

October 2021 minutes confirm that Councillors home addresses were to be removed from the website, this has now been actioned.

October 2021 and November 2021 agendas included finance reports with the Community Council bank account numbers visible albeit without a sort code. This information has now been redacted so only the last 4 digits are shown.

Financial Matters

Councillor expense and allowance payments for 2021-22 annual return has been completed and submitted to the Independent Remuneration Panel for Wales and published on the website which must be completed by end of September on an annual basis.

The Pensions Regulator requires a redeclaration on a routine basis for any employees who may be entitled to a workplace pension. This redeclaration has been completed in September which confirms no employee is entitled to automatic enrolment.

It is not normal practice to supply the Wales Audit Office with copies of invoices and receipts and unlikely these will be returned to the Community Council. As such it has not been possible to thoroughly review the financial records for 2021-22. However, it is apparent that a payment was made in October 2021 to a Council member for reimbursement of a gift to an ex-employee which is not appropriate use of public money.

Annual Return

Wales Audit Office queried that an explanation of variance was missing from the 2021-22 annual return and this has now been provided.

The Annual return process stipulates that an exercise of elector's rights is required annually for residents to inspect the annual accounts. Wales Audit Office sets the dates which for 2022 was to publish a notice by 20th June with the timescale for inspection of accounts during 4th -29th July. This notice was not published and I am awaiting confirmation from Wales Audit Office as to whether it is permissible to publish a late notice to allow the exercise of electors rights. In light of the receipts and invoices being submitted to the Wales Audit Office, only limited information is available for public inspection.

Miscellaneous matters

A polytunnel cover was purchased by the Community Council some years ago for the Primary School Gardening club and I would like to suggest arrangements are made to install this for them.

In 2020 a plaque was purchased by the Community Council to engrave the winner of the Christmas "Best Dressed Street". There is room on the plaque for winners for subsequent years, however the winner for 2021 was never engraved and I would like to suggest this is completed.

Mrs Nadine Dunseath
Clerk to the Council

(i) Matters Arising from the Clerk's report

No matters arising

(ii) Consideration of Annual Report of the Council 2021-22

Clerk advised on the statutory requirement to publish an annual report for 2021-22. Draft Report to be completed ***AP Chair and Clerk**

(iii) Consideration of Annual Training Plan

Clerk advised on the statutory requirement to publish a training plan by November and recommended that Code of Conduct Training and Councillor Induction Training should be completed by all new members. Chair recommended that Code of Conduct training was attended by all members as there is a requirement for attendance as a refresher every few years.

11. Financial Matters

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

Expenditure

Opus Energy Gas Bill July	d/d	-32.70
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Opus Energy Electric Bill July	d/d	-39.68
PRD - Repair & Renovation of Tanyard -cheque destroyed	1929	2550.00
PRD - Repair & Renovation of Tanyard -replacement cheque	1934	-2550.00
HMRC PAYE Q1 22/23 Mths 1 - 3	1935	-292.40
Tongwynlais Primary School Gardening Fund	1936	-300.13
Staff Salaries July	1937/8/9/40	-1027.11
VOID payment made by BACS	1941	0.00
H&N Cleaning 27 June - 25 July	BACS	-144.00
Opus Energy Electric Bill August	d/d	-42.25
Opus Energy Gas Bill August	d/d	-29.78
Staff Salaries August	BACS	-469.20
Taylor Total Weed Control - Japanese Knotweed Treatment	BACS	-861.60
H&N Cleaning 25 July - 22 August	BACS	-144.00
Opus Energy Electric Bill Sept	dd	-42.41
Opus Energy Gas Bill Sept	dd	-28.67

(i)Approval of Payments to be made

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

Staff Salaries September tbc

HMRC PAYE Q2 Months 4-6 £126.20 + Month 6

H&N Cleaning 22 August – 19 Sept £144

Annual renewal of Microsoft 365 licence £59.99

Community Council approved the payments to be made.

To confirm with H&N Cleaning that the windows are routinely cleaned on the outside

- ***AP Clerk**

(ii)Consideration of the quotation for Festive lighting and Chair's update from meeting with Cardiff Council

A quotation has been received for the installation and removal of the annual festive lights at £4953 excl.VAT.

Chair Mike Jones-Pritchard provided an update on information the Community Council had received and a meeting he had attended with the Clerk with Cardiff Council representatives who had highlighted health and safety concerns with the use of catenary wiring attached to lampposts which are not designed to support the weight of the lighting.

Chair asked for a quotation to be sought to remove the catenary wiring - ***AP Clerk**

Chair proposed that the quotation for installation and removal of the lamppost motifs, icicle lights to the village hall and church and coloured lighting on the tree opposite the school at a cost of £2583 excl.VAT was accepted. All agreed.

Clerk confirmed a provisional date for installation of w/c 14th November had been arranged which could be confirmed with the contractor following the Community Council approval of works.

The Community Council discussed other options for festive lighting including new lamppost motifs and Christmas trees.

To obtain quotation for new motifs - ***AP Clerk**

To contact Church and Village Hall to enquire if they could place a tree

- ***AP Cllr Linda Morgan**

The Community Council agreed to support prizes for Christmas lights competition again this year and would discuss prizes.

Clerk had previously highlighted the plaque for “Best Dressed Street” for 2021 had not been engraved. To obtain quotation for engraving - ***AP Clerk**

(iii) Consideration of financial procedures for online banking

Chair Mike Jones-Pritchard reported that online banking had been set up with Lloyds Bank. Currently only he and the Clerk had access, but work was ongoing with the bank to add more authorised signatories. - ***AP Chair Mike Jones-Pritchard**

(iv) Chair’s update for banking mandate

Chair Mike Jones-Pritchard reported that work was ongoing with the bank to add more authorised signatories. - ***AP Chair Mike Jones-Pritchard**

(v) Budget Review with Q2 provisional figures

Clerk had provided a review of the 2022-23 budget vs actual expenditure with provisional figures for Q2 with the view of a final figures being provided at the next meeting. It was highlighted that some of the budget lines need amending. - ***AP Clerk**

Chair requested that a draft 2023-24 budget was produced to assist with determining the precept request which must be submitted to Cardiff Council in January - ***AP Clerk**

12. Consideration and Approval of the Wales Audit Office Annual Return report 2020-21

Clerk had received the External Auditors annual report for 2020-21 which was circulated to Councillors ahead of the meeting.

The Community Council approved and accepted the Auditor’s Report for 2020-21.

Clerk advised that the report should be published on the Community Council website with a notice to provide an opportunity for electors to inspect the document. - ***AP Clerk**

13. Correspondence

(i) Chair’s letter to MP re: Holiday Inn

Chair Mike Jones-Pritchard had sent a letter to the local MP requesting a meeting to discuss the Holiday Inn with the local County Councillors, MP, and MS, but as yet had not received a response.

Councillors expressed disappointment over the lack of communication and highlighted that better communication was required between Elected representatives at all levels. The Community Council agreed for the Chair to progress with arranging a meeting.

The Community Council agreed to invite the County Councillors, MS, and MP to each Community Council meeting and to request a report if they were unable to attend.

(ii) Letter from Land Registry

A letter had been received from Land Registry relating to a historic application by the Community Council to take ownership of a footpath running from Birch Hill to Wellington Street. Land Registry had refused the application as no ownership could be proven and refunded the application fee. Chair suggested application for a Public Rights of Way could be explored.

(iii) Allotments – Letter from resident; Site report from contractor

A letter had been received from a resident with concerns that overgrowth from the allotments was encroaching their boundary. It was noted that the overgrowth had been cut back.

The recent site report from the Contractor treating knotweed at the allotments site had reported that new shoots were appearing alongside the stream. Quotations to be sourced to treat this area and to contact Cardiff Council to enquire who they use. ***AP Clerk**

(iv) Overgrowth on Wyndham Street

A letter had been received from a resident requesting that overgrowth was trimmed back as it

is affecting the parking on Wyndham Street. The Groundsperson had been informed and currently could not cut back the overgrowth due to a skip sited on the street.

***AP Groundsperson.**

(v) Letter from Aion Church

The Church had provided some suggestions for an area of Merthyr Road gardens that was currently unused and to work with Keep Wales Tidy. They had requested to use some of the area as a break-out area and to rent some storage space from the Community Council.

The Community Council agreed to enter into negotiations with Aion.

Clerk to acquire record of previous agreement ***AP Clerk**

(vi) Sustainability Report

Chair reported that he had been in contact with local residents who had a connection with Natural Resources Wales who had agreed to assist with the Community Council Sustainability Report.

(vii) Hanging Baskets

A letter had been received from a local resident requesting that the village hanging baskets were removed. Chair reported he had already contacted the contractor who would complete this with agreement with the Primary School Gardening Club.

(viii) Ash Trees

Chair had received correspondence that an ash tree in the allotments was affected from ash dieback disease. A quotation is required for removal of the tree. ***AP Clerk**

An ash tree on Mill Road was also affected from ash dieback which was on Cardiff Council land. To contact Cardiff Council to ask the tree is removed. ***AP Clerk**

14. Planning Matters

- SINGLE STOREY EXTENSION TO GROUND FLOOR FLAT
THE COTTAGE, ST HILARION HOUSE, RHIWBINA HILL, TONGWYNLAIS, CARDIFF, CF14 6UP
Ref. No: 22/01762/MNR | Received: Thu 18 Aug 2022 | Validated: Thu 25 Aug 2022 | Status: Registered
The Community Council had no comments to make on this planning application.

DECIDED APPLICATIONS

- CHANGE OF USE FROM RESIDENTIAL DWELLING (C3) TO NON-RESIDENTIAL INSTITUTION (D1)
51A MERTHYR ROAD, TONGWYNLAIS, CARDIFF, CF15 7LG
Ref. No: 22/01245/MNR | Received: Mon 13 Jun 2022 | Validated: Tue 14 Jun 2022 | Status: Decided
PERMISSION TO BE GRANTED
- GROUND FLOOR EXTENSION OF DENTAL PRACTICE INTO INTERNAL COURTYARD
TONGWYNLAIS DENTAL PRACTISE, 49 MERTHYR ROAD, TONGWYNLAIS, CARDIFF, CF15 7LG
Ref. No: 22/01286/MNR | Received: Thu 16 Jun 2022 | Validated: Tue 05 Jul 2022 | Status: Decided
PERMISSION TO BE GRANTED
- REAR SINGLE STOREY EXTENSION AND NEW BAY WINDOW ON REAR ELEVATION
30 CASTELL COCH VIEW, TONGWYNLAIS, CARDIFF, CF15 7LA
Ref. No: 22/01088/DCH | Received: Thu 19 May 2022 | Validated: Tue 21 Jun 2022 | Status: Decided
PERMISSION TO BE GRANTED
- TWO STOREY SIDE AND SINGLE STOREY REAR EXTENSION
10 IRON BRIDGE ROAD, TONGWYNLAIS, CARDIFF, CF15 7NJ
Ref. No: 22/01048/DCH | Received: Mon 16 May 2022 | Validated: Fri 20 May 2022 | Status: Decided
PERMISSION TO BE GRANTED
- CONVERSION, WITH DORMER ROOF EXTENSION, OF OUTBUILDINGS INTO 1 BEDROOM SELF CATERING HOLIDAY ACCOMMODATION/GRANNY FLAT (USE CLASS C3)
2 MILL ROAD, TONGWYNLAIS, CARDIFF, CF15 7JP

15. COUNCILLORS REPORTS

Cllr Ceri Lane (i) **Parking on football ground.** Cllr Lane reported that residents had contacted the Community Council with concern that cars were parking on the grass at the football ground and causing damage to the grass. Cllr Morgan has asked for assistance from Cardiff Council Parks Department to see what can be done.

(ii) **Lamppost poppies and consideration of quotation.** Cllr Lane asked if more lamppost poppies could be purchased this year for remembrance. Chair advised that they were not available last year, Clerk agreed to make enquiries. ***AP Clerk**

Cllr Lane to confirm how many extra poppies are required ***AP Cllr Lane**

(iii) Cllr Lane asked if the position of Community Councillor School Governor was considered and discussed at the next meeting.

Cllr Linda Morgan (iv) Cllr Morgan reported that she would be helping to arrange the Christmas food parcels again this year for the third year running. She requested that the Community Council considered supporting the scheme with a donation and also if any Council member may be able to support with purchasing the food or delivering the parcels. Chair Mike Jones-Pritchard suggested that the Community Council worked with the local churches to understand how much funding is required. The Community Council agreed in principle to support the scheme.

(v) Cllr Morgan reported that the Coryton Interchange is looking untidy with litter and old road signs which reflected badly on the village. Cllr Morgan suggested that the AM and Cardiff Council are contacted to enquire if they can assist and if they are completing the bi-annual routine cleans. ***AP Clerk**

Cllr Robert Wiseman (vi) Cllr Wiseman reported that work on the restoration of the tollhouse was now completed and an opening ceremony had taken place. The next project for the Historical Society is to place an information sign on the green opposite the school giving history on the mansion house, and that other sites were being identified for signs around the village. The group had already acquired some funding from organisations but hoped that the Community Council could also offer support. Chair suggested an agenda item was included for the next meeting for Cllr Wiseman to talk in more detail about the history signs.

Cllr Ana Waite (vii) Cllr Waite reported that there had been dog mess in the children's play area on Ironbridge Road. Chair suggested more frequent visits from Cardiff Council Dog Warden were requested ***AP Clerk**

Cllr Waite reported that often there was rubbish in the play area including broken glass and suggested the area was resurfaced to make it easier to be kept safe. To raise with Cardiff Council Member's Enquiry Line ***AP Clerk**

(viii) Cllr Waite suggested that the Community Council website and Facebook Page were updated and would be happy to send ideas to the Clerk. ***AP Cllr Waite**

Chair Mike Jones-Pritchard (ix) Chair advised that the Community Council had litter picking equipment that could be made available for volunteers to use for the village and hoped that frequent litter picking could take place with Council members as volunteers.

Cllr Graham Walters (x) raised concerns over parking by the Primary School and village square. A request for double yellow lines by the square on the corner of Merthyr Road and Mill Road to be chased had already been raised earlier in the meeting with an action point for the Clerk.

(xi) Cllr Walters expressed concerns over the amount of litter in the village and suggested an

increase in the hours of the litter picker were considered.

(xii) Cllr Walters expressed concerns over the maintenance of the grass verges. Chair advised it was for the Community Council to determine a work programme.

(xiii) Cllr Walters reported a bollard was missing from the corner of the pavement by Hermon Hill and Merthyr Road. Chair asked for Cardiff Council to be contacted. ***AP Clerk**

(xiv) Cllr Walters reported that sewerage had been running in the brook. Chair Mike Jones-Pritchard reported that he was aware and had previously reported the problem. If the water is running grey or white, then a sample could be taken if possible to help determine the source.

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

Cllr Owen Thomas (xv) asked if a map of the village could be produced showing areas of ownership by the Community Council and areas where they have an influence such as by maintenance. ***AP Clerk**

16. Date of next meeting

The date of the next meeting was agreed as Monday 31st October to be held at 7pm.

Meeting closed.