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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 26<sup>th</sup> February 2024 – 6.30pm**

## **1. Attendance**

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

**Also Present:** PCSO Michael Evans

Cllr Julia Charles Standards & Ethics Committee  
3 Members of the Public

## **Apologies**

Cllr Linda Morgan (personal commitments)

Cllr Owen Thomas (for joining late due to personal commitments)

Cllr Ceri Lane (for briefly leaving the meeting due to personal commitments)

Chair welcomed Cllr Julia Charles to the meeting as the Community Councillor representative from the Standards and Ethics Committee who was attending to observe the meeting. Clerk and Council Members introduced themselves.

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

Cllr Ana Waite declared an interest during the public session as a member of the Village Hall Committee.

## **3. Police Matters**

Chair Mike Jones- Pritchard welcomed PCSO Michael Evans to the meeting and thanked him for attending.

Crime figures were provided for the past month as follows:

1 Parking Issue; 1 dog altercation with advice given to owners; 1 RTC (broken wing mirror); incidents of off-road bikes.

Chair noted it had been a relatively quiet month regarding the crime figures reported.

Chair thanked PCSO for attending. PCSO Michael Evans left the meeting.

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

No matters raised.

Council noted that Cllr Jamie Green had sent apologies to the meeting and advised to raise any County Council matters with him.

## **5. Public Session**

(i) 1 member of the public attended the meeting to advise on ecological issues and raise awareness of pollinator plants to create B-lines, as promoted by the charity, Buglife, and to raise the question of planting wildflowers on grass verges and placing birdboxes. They advised on the "Nature by the Taff" project and plans by Aion Church to plant food beds and salad walls.

(ii) 2 members of the public attended the meeting to inform members about noise disturbance

from the village hall, which was affecting them.

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

(i) Chair suggested member of public provide a report to the Community Council on how to do more regarding ecology and suggested they were provided with a copy of the Council Environmental Policy for suggestions on how this can be improved.

Council suggested that the school may be able to help raise awareness.

Chair advised on the Merthyr Road Gardens project and suggested that planters could be placed there.

*\*AP Clerk to contact Cardiff Council to enquire if birdboxes could be placed on trees at Greenmeadow.*

*\*AP Clerk to forward copy of environmental policy to member of public.*

(ii) Chair advised members of public that the Community Council was a separate organisation to the Village Hall Committee and noise issues were the remit of the Shared Regulatory Services. Chair suggested contact details were provided to the County Councillors who may be able to assist.

*\*AP Clerk to forward contact details to County Councillors with permission from resident.*

Cllr Ana Waite advised she was a member of the village hall committee and that a meeting was arranged for March 5<sup>th</sup> which was open to residents where the 2 members of the public would be welcome to attend.

Cllr Owen Thomas joined the meeting during item 6 (ii) at 6.55pm.

## **7. Consideration & Approval of the minutes of the Ordinary Meeting on 29<sup>th</sup> Jan 2024**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 29<sup>th</sup> Jan.

**Council resolved to approve the minutes of the Ordinary Meeting on 29<sup>th</sup> Jan 2024.**

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

Council noted that the hedges on Merthyr Road were due to be trimmed in February.

*\*AP Clerk to contact Cardiff Council to confirm the date of trimming.*

### **(i) Consideration and Approval of Name Badge Designs**

Cardiff Council had provided graphics of name badge designs. Council agreed to proceed with first design with the addition of the title of Cllr and Clerk in Welsh as well as English.

*\*AP Clerk to confirm name badge design for order.*

## **9. Updates from Working Groups re: Future Projects**

### **(i) Merthyr Road Gardens – Chair's update re: Aion**

Chair reported that Aion Church would like to help with work at Merthyr Road Gardens when a group from Texas visit in April. It was suggested to ask if they would like to help with bulb planting around the village and to invite the group to the April Community Council meeting.

*\*AP Clerk to send invitation*

Council noted that plans for the "mensheds" project would recommence and that there may be grant funding available to assist with the project.

### **(ii) Tanyard Working Group Update**

Chair suggested a meeting was arranged for the working group.

*\*AP Clerk to suggest dates.*

## **10. Clerks Report of Correspondence.**

### **February 2024**

**Bunting** – Resident enquiry regarding removal of bunting Mill Road.

**Cardiff Council Enquiries** – Advice has been received from Cardiff Council Members Services that the correct procedure to raise enquiries for Council Officers is via the Clerk who will contact Members Services on behalf of the Community Council, which is the quickest and most efficient way to ensure matters are dealt with and logged appropriately.

**Coryton Litter Cleansing** – An enquiry has been sent to Cardiff Council regarding the next planned date for litter cleansing Coryton Interchange.

**Flooding Mill Road** – Clerk contacted Cardiff Council to clear the culvert and drains Mill Road to prevent flooding issues. Cllr Jamie Green has requested a meeting with Cardiff Council Officers to look

at practical measures. Cardiff Council Flood Risk Management Team have advised there is a blockage in the culvert that will be removed as soon as safe to do so.

**Portrait** – Welsh Government are offering Community Council's the opportunity to receive for free a framed portrait photo of King Charles III to commemorate his coronation and to hang in a Community Hall.

**Training** – Clerk attended the One Voice Wales course on use of IT, websites, and social media and advised Council Members on attending.

**Remote Smart Heating Controls** – An enquiry has been sent to Cardiff Council to determine if the Tanyard could benefit from their recently advertised Energy Saving Retrofit Programme.

Cardiff Libraries have advised that the ICT team will provide advice on remote connection.

**Tanyard Roof** – Leaves and Moss have been cleared from the Tanyard roof with thanks to resident, which is hoped has resolved a water leak. Clerk is seeking quotations to resolve the leak at the front of the hall.

**Taff Trail** – Cllr Jamie Green has confirmed that the road markings on the Taff Trail are to be completed with the section near the Tollhouse to be completed first and the section by the A470 underpass the following week. The area by the tollhouse corner will have the tarmac renewed and will require a 1-day road closure with a clearly marked diversion in place.

**Flytipped Mattress** – Resident reported flytipped mattress by stream bank Catherine Drive which has been reported to Cardiff Council who have advised the flytipping team will remove.

**Pothole Old School Court** – Resident report of pothole in entrance to Old School Court which has been reported to Cardiff Council. It was noted that this may be on a private drive and not the responsibility of Cardiff Council.

#### **Updates from January Meeting**

**Item 4(i) Consultation** Letter of thanks received from Cardiff Council advising comments will be included in their consultation analysis.

**Item 8(iii) Overgrown Hedge Merthyr Road** Chair has reported that the overgrown hedge by the hotel has been trimmed back.

**Item 8(v) Ash Tree** Contractor confirmed they will fell the ash tree from the base if adjacent fence can be removed by allotments manager and have advised the work will take place in March.

**Item 9 Garden Areas by Village Signs** Pughs garden centre have advised they would be willing to assist with updating the garden areas by the village signs and to place an advertising board. A meeting had been arranged to discuss further with the Chair and Clerk on Tuesday morning.

**Item 10 Culvert** Advice has been requested from Natural Resources Wales on responsibility of clearing culverts on private land.

**Item 10 Defibrillator Pads Tanyard** Replacement pads have been provided by Save A Life Cymru and installed on the defibrillator at the Tanyard.

**Item 10 (i) Asbestos removal quotes** Clerk has received one quotation for asbestos removal with a further two companies declining to quote. Further quotations are being sought to meet financial regulations.

**Item 10 (i) Defibrillator Training** Local resident has confirmed happy to provide training session.

**Item 10 (i) Merthyr Road Hedges** Cardiff Council confirmed that hedges in the area are scheduled to be trimmed this calendar month prior to bird nesting season.

**Item 11 (iii) Carpet Quotation** Contractor has advised the price in the quote has slightly increased for disposal charges and have confirmed that payment can be made in full on completion of works.

#### **(i) To consider WG offer of King's portrait**

Council noted Welsh Government offer of a free portrait for a community hall and agreed to proceed with an order.

\*AP Clerk to place order

#### **(i) Any matters arising from the Clerk's report**

**Bunting** – Council discussed methods for removing the bunting.

**Flooding** – It was noted that the flooding by Castle Road/Catherine Drive had also been reported to Cardiff Council.

Cllr Ceri Lane gave apologies and briefly left the meeting during this item due to personal

commitments.

**Garden Areas by Village Signs** – It was suggested that pollinator plants were requested.

**Asbestos** – Chair suggested alternate companies were also approached for a quotation to remove asbestos in the hall.

**Defibrillator Training Session** – It was noted that Calon Hearts had also offered to provide CPR training sessions.

**Carpet Quotation** – Clerk advised that the revised quotation was still the cheapest received. Chair suggested the item were on the agenda for the next meeting to formally approve and requested the contractor confirmed availability.

*\*AP Clerk to contact contractor to confirm availability.*

**Newsletter** – It was suggested that the next newsletter could be drafted in March with a view to publishing in Spring and that it could provide advise on pollinators and information on upcoming summer events.

#### **11. Financial Matters – To receive the Finance Report for February**

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

##### **Expenditure**

Royal British Legion - Additional Lamppost Poppies	-60.00
Staff Wages & Expenses Jan	-750.99
SLCC Annual Membership for Clerk (1/3rd cost)	-63.92
Insurance	-1400.19
Christmas Event - Village Hall hire	-100.00
Tesco Mobile Jan	-10.00
Opus Energy Gas Bill February	-71.41
Opus Energy Elect Bill February	-105.43
My Window Cleaner - Feb9th	-20.00

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

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

Staff Wages & Expenses Feb	tbc
Centregreat - Christmas Lights	-1872.00
Parish Online - 1 yr website mapping software	-124.80

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

##### **(ii) Consideration of purchase of 5 collar bars at £150 total**

Clerk confirmed that 5 collar bars were required, advising that Chair names had been researched from Council minutes. Council confirmed the Chair names to be ordered.

##### **Community Council resolved to approve purchase of 5 collar bars at £150**

*\*AP Clerk to place order*

##### **(iii) Consideration of prizes for Christmas Lights competition winners**

Chair advised that the best dressed house prize was shared between two neighbours on Castell Coch View both receiving a meal for 2 at the Lewis Arms.

Chair advised that the best dressed street name Pine Court to be engraved on the plaque held at the Tanyard.

##### **Council resolved to approve the prizes for competition winners.**

*\*AP Clerk to arrange prizes.*

## 12. Planning Matters

(i) Proposed telecommunications Installation Coryton

Council noted that this may provide better phone reception to the village.

(ii) 23/02988/HSE Forest Lodge Rhiwbina Hill, Demolition of existing extensions and construction of two storey rear extension, single storey front extension with terrace above, and external staircase.

Council made no comments on the planning proposal.

(iii) 24/00118/DOC Discharge of condition 5 Highway improvements, Holiday Inn.

Council made no comments on the planning proposal.

## 13. Councillors Reports.

### (i) Guidance on addressing items between meetings.

Clerk had previously circulated guidance to all Councillors on addressing items between meetings.

(ii) Cllr Underdown advised he had submitted his speedwatch volunteer form.

(iii) Cllr Hill and Cllr Lane reported they had attended the recent One Voice Wales meeting where the CEO had given a presentation with advice for Councillors to make use of the training on offer. OVW are looking for good news stories and it was suggested to report on the Council Together at Christmas Event. *\*AP Cllr Hill to draft report*

Council membership had increased. OVW will be publishing a new website which will include information on applying for grants. Issues raised at the meeting included concern on local transport infrastructure. The next meeting will be arranged for April.

(iv) Cllr Waite reported that she was Chair of the school PTA which had been very busy and they are planning the next events.

(v) Cllr Wiseman reported that the historical society had arranged events at Cowbridge and Pentyrch on the history of the tollhouse which had been very successful.

(vi) Chair Jones-Pritchard reported he had attended the school governors meeting where the finance of school budgets were announced. The school was working to address all the points raised in the inspection assessment.

The school gardening club have again requested the polytunnel is installed. Chair Jones-Pritchard advised that the work would be completed when weather permits.

(vii) Cllr Walters raised concern over parking issues at Cae Lewis, Pantgwynlais and Merthyr Road. It was noted these concerns had been raised with SW Police and Cardiff Council previously. Chair suggested it was raised again with the school to remind about not parking on pavements.

## 14. Any urgent matters for information only

None

Chair thanked everyone for attending the meeting, with special thanks to Cllr Julia Charles for attending the meeting to observe on behalf of the Standards and Ethics Committee.

Meeting closed at 8.08pm.