

---

# 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 29<sup>th</sup> January 2024 – 6.30pm**

## **1. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Simon Underdown, Graham Walters, Owen Thomas, Rob Wiseman

**Clerk:** Nadine Dunseath

**Also Present:** PCSO Gary Dunning and PCSO Michael Evans  
1 Member of the Public

### **Apologies**

Cllr Ceri Lane (on Council business attending One Voice Wales meeting)

Cllr Caryn Hill (on Council business attending One Voice Wales meeting)

Cllr Ana Waite (family commitments)

Cllr Linda Morgan (family commitments)

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

None

## **3. Police Matters**

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

Crime figures were provided for the period 27<sup>th</sup> November 2023 to 28<sup>th</sup> January 2024 as follows: -

1 Parking Issue; 1 ASB; 1 Theft from Store; 4 Damage to Vehicle; 1 Suspicious Male.

The monthly meeting for Cuppa with a Copper is still taking place with no issues raised at the last meeting.

Community Councillors raised issues of parking by the primary school during drop off/collection times at Merthyr Road, Cae Lewis and Pantgwynlais. SW Police suggested a traffic warden could attend the village.

Issues of parking on the corner of Mill Road and Merthyr Road were raised.

*\*AP Clerk to contact Cardiff Council again to suggest double yellow lines, and to ask for CEOs to attend occasionally for obstruction and other parking issues.*

Issues of cars parked/drug taking by A470 underpass Ironbridge Road raised with a concern for drug driving. SW Police advised to contact them with any reports and not to approach the vehicles. They requested registration numbers where possible.

PCSO Michael Evans shared his contact details with the Clerk to circulate to Community Councillors.

*\*AP Clerk to circulate PCSO contact details to Community Councillors.*

Chair thanked the PCSO's for attending, who left the meeting 6.50pm.

Cllr Rob Wiseman joined the meeting during item 3 at 6.45pm.

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

**(i) Consideration of letter to Cardiff Council re: proposed reduction in public bins and household collections.**

Chair advised that Cardiff Council have not proposed to reduce refuse collection but have provided this as an option as part of their budget consultation. Community Councillors commented that it would be a shame for the village to see a reduction in public bins as well as household collections. Chair suggested the Clerk submit a response to the consultation on behalf of the Community Council and that individual Councillors submit their own views via the consultation website. *\*AP Clerk and Chair to draft consultation response.*

#### **5. Public Session**

1 member of the public attended the meeting to report that Japanese Knotweed has been treated on the green verge Wyndham Street and the treatment appears to have been successful. Advice was requested on the removal of dead stalks.

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

Chair advised that Japanese Knotweed dead stalks should not be removed or burned.

#### **7. Consideration & Approval of the minutes of the Ordinary Meeting on 27<sup>th</sup> Nov 2023**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 27<sup>th</sup> Nov. **Council resolved to approve the minutes of the Ordinary Meeting on 27<sup>th</sup> Nov 2023.**

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

- (i) Chair suggested that a reminder was sent to community speedwatch volunteers to complete and submit their application forms to SW Police. *\*AP Clerk to send reminders.*
- (ii) Chair reported that the Christmas Together event had been very successful with approximately 100 guests in attendance.
- (iii) Chair suggested that a reminder was sent to Cardiff Council to trim back the overgrowth from the hedge alongside the hotel. *\*AP Clerk to send reminder*
- (iv) Chair reported that the North Cardiff Woodlands Partnership had been successful in the initial stage of their funding application and were moving to stage 2 of the process.
- (v) Chair reported that the ash tree at the allotments had not been felled as planned as the contractor advised the tree condition had deteriorated, but that alternatives had been suggested. Clerk advised that a response had not yet been received from the contractor. *\*AP Clerk to contact contractors for quotes.*
- (vi) Chair reported that he was seeking guidance on the procedure to adopt a public right of way that had been used for over 13 years.
- (v) Chair reported that 6 fruit trees had been donated by Coed Caerdydd and planted along Merthyr Road with thanks to Cllr Underdown.
- (vi) Cllr Walters reported he was in receipt of gifted decking boards that could be used to repair the school polytunnel but that some groundworks were required.
- (v) Clerk reported that the order for name badges had been placed and confirmation of the design was awaited.

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

Chair suggested a spring newsletter to advise of summer events. Chair reported that the summer festival planning was underway with the hall and field booked for events.

Cllr Wiseman reported that there were plans to hold a summer history walk.

Chair reported that a meeting was to be confirmed with the festive lighting contractor to discuss lighting ideas for next Christmas.

Chair reported that the garden area by each village sign required refurbishment and suggested local companies may be interested if an advert could be placed. *\*AP Clerk to contact local garden centre.*

##### **(i) Allotment Shed – Chairs feedback from meeting with Breedon**

Chair reported he had recently met with representatives from Breedon who advised they had reminded their drivers not to park inconsiderately in the village, to adhere to the 20mph speed limit and not to travel past the school at key times. No further issues had been reported, but they requested to inform them of any incidents.

The company staff are encouraged to take two days per year as community project work and Chair had suggested they may be of assistance with the allotment shed and garden areas. Breedon had advised that they may be able to provide materials and may be able to sponsor

a village newsletter.

Chair advised that some trees required felling or trimming but this could not take place during the bird nesting season which begins on 1<sup>st</sup> March unless an ecologist completes an inspection and confirms there are no nests.

Chair advised that plans should be drawn to progress the project.

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

### **January 2024**

**Welsh Water** – Leakage rebate of £10.60 received

**Newsletter Autumn 24** Resident compliments over the use of bilingual headers on the newsletter.

**Green Flag Award** Keep Wales Tidy have invited the Community Council to apply for a Green Flag Award for the community garden following the successful local places for nature award. Deadline for this year's applications is 31<sup>st</sup> January 2024.

**Yoga** A new yoga class will be starting at the Tanyard on a Tuesday evening and running for an initial period of 8 weeks.

**NextBikes** Cardiff and Vale of Glamorgan County Council NextBike scheme will cease to run from January, but plans are in place for a replacement service.

**Culvert** Advice has been requested from Cardiff Council regarding responsibility over blocked culvert gratings who have suggested that Natural Resources Wales are contacted.

**IRPW** The Independent Remuneration Panel for Wales have published their draft report for 2024 which has no changes to the existing provisions for councillor allowance payments.

**Road Signage Coryton** Cardiff Council have confirmed that work is currently ongoing to check on-street signage following the reduction in speed limit to ensure all signage is correct.

**Website** TEEC Ltd have advised that there will be an increase in costs for webhosting services but they have kept these as small as possible.

**SSE Energy Solutions** – Letters have been received regarding the unmetered electricity consumption for the festive lights from SSE Energy Solutions who have taken over the contract from previous supplier Swalec. SSE have advised that an amount is owed due to recalculation of VAT on historic invoices provided by Swalec. Clerk has submitted a VAT exemption declaration to SSE Energy Solutions to advise that the Community Council are eligible for the reduced rate applied by Swalec and is awaiting confirmation that the amount due has been cleared.

**Allotments** – An allotment plot has become available. Clerk has advised the allotments manager who will offer the vacancy to the next person on his waiting list.

**Tanyard Maintenance** – Cardiff Library have contacted their maintenance hub to assist with a repair to the flush for the ladies toilet which is not working well, and similarly for the kitchen door which is sticking.

**Defibrillator Pads** – The pads on the Tanyard defibrillator are shortly due to expire. Clerk has contacted Wales Ambulance Service to enquire into the possibility of replacement pads paid for by Welsh Government and provided free of charge by Save A Life Cymru charity.

### **Updates from November Meeting**

**Item 10 Woodland Investment Grant Bid** A letter of support has been sent to the North Cardiff woodlands partnership to their application to the Welsh Government Woodland Investment Grant. The partnership have sent a letter of thanks to the Community Council and advised they will provide an update on the outcome of the application.

**Item 10 Cost of Living Crisis Team** One Voice Wales have sent a survey on local initiatives which Clerk has completed.

**Item 10 Heol Yr Ynys** A Cardiff Council Safety Inspector has visited and found no actionable carriageway defects according to the current safety defect policy, but advised they will continue to monitor the road's condition. The Safety Inspector highlighted potential localised carriageway improvement works which will be considered for the next available programme for prioritisation along with all other requests of this nature.

**Item 10 Ash Tree T1246** Contractor attended to remove tree suffering from ash dieback on January 18<sup>th</sup> but was unable to do so due to safety concerns over the tree condition. Options for felling the tree from the base have been suggested to the contractor and confirmation is awaited. The allotment manager has advised that the area under the tree has been made safe.

**Item 10 Welsh Language Training** Cardiff Council have provided a list of dates for upcoming training courses which has been circulated to all members.

**Item 10 PROW Oldfield Road** Cardiff Council have responded to advise that the road is privately owned, and the landowner has installed a gate which they are permitted to do without planning permission to secure their land. Previous access to the road by business park users would have been by granted permission by the landowner as it is not a public right of way. Further information was provided on public rights of way that this must be a request from the landowner.

**Item 10 Electric Works** The electrician has repaired the flickering LED light in the Tanyard.

**Item 10 Coed Caerdydd Trees** Coed Caerdydd have kindly donated fruit trees to the village which have been planted along the Taff trail at Merthyr Road with thanks to Cllr Simon Underdown.

**Item 10 Public Bin Stickers** Cardiff Council have placed stickers on the public bin near the playground Ironbridge Road. It was noted that the Cardiff Council APP had the function to report full litter bins.

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

**Culvert** - \*AP Clerk to contact Natural Resources Wales for advice on responsibilities.

**Asbestos** – Chair suggested quotes were sourced to remove the asbestos ceiling tiles in the Tanyard - \*AP Clerk to source quotes.

**Defibrillator Training Session** – Suggestions were made to arrange a defibrillator training session for March/April - \*Clerk to make enquiries.

**Merthyr Road Hedges** - \*Clerk to contact Cardiff Council to arrange trimming.

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

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

**Expenditure**

Blackwood Fires - Fire Extinguisher Service	BACS	-161.16
Postcrete for Flagpole	BACS	-5.99
Safety Cabling Mats	BACS	-47.98
Newsletter Printing	BACS	-144.00
Staff Wages & Expenses Nov	BACS	-1090.49
Anonymous Donation - Christmas Hampers	BACS	-25.00
Royal British Legion - Additional Lamppost Poppies		-60.00
Staff Wages & Expenses Dec	BACS	-742.19
HMRC PAYE Q3	BACS	-400.09
Tesco Mobile Nov	dd	-10.00
Window Cleaner	BACS	-20.00
Welsh Water	BACS	-79.93
Opus Energy Gas Bill December	dd	-47.50
Opus Energy Elect Bill December	dd	-105.53
Castlevew Bookkeeping Donation - Christmas Hampers	BACS	-10.00
Christmas Event Food	BACS	-216.12
Christmas Event Drink & Snow Machine	BACS	-238.53
Wales & West - Christmas Hamper Donation	BACS	-500.00
Christmas Event - Punch & Judy	BACS	-100.00
Opus Energy Gas Bill January	dd	-86.58
Opus Energy Elect Bill January	dd	-86.16
Tesco Mobile Dec	dd	-10.00

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

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

Staff Wages & Expenses Jan	tbc
SLCC Annual Membership for Clerk (1/3rd cost)	-63.92
Insurance	-1400.19

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

**(ii) To approve Insurance Quotation**

A quotation had been received from Clear Councils Insurance to renew the insurance for £1400.19

**Community Council resolved to accept the insurance renewal quotation of £1400.19**

**(iii) Consideration of Carpet Quotations**

3 quotations for new carpets in the Tanyard Hall were considered. Chair advised that a contractor had expressed concern that the flooring beneath the current carpet may be asbestos but that the asbestos survey confirmed they were vinyl tiles with no asbestos present.

**Council resolved to approve the quotation from Carpet Solutions at £1314 subject to the removal of the requirement to pay half costs in advance.**

*\*AP Clerk to contact contractor*

**(iv) Consideration of requirements and quote for collar bars**

A quotation has been received for collar bars for the chain of office and a presentation box. Council discussed requirements for the collar bars. *\*AP Clerk to confirm requirements.*

**Council resolved to purchase a presentation box for £10**

Clerk advised that a donation had been made to cover the cost of the box.

**(v) To receive the Q3 Actual vs Budget report**

The Q3 Actual vs Budget report was circulated to all Council Members. Clerk recommended some budget lines were adjusted to ensure that no line was overspent by the year end and to reflect more income had been received than anticipated.

**Council resolved to approve the Q3 Actual vs Budget report and budget line adjustments.**

**(vi) To receive the Q3 bank reconciliation**

The Q3 bank reconciliation was circulated to all Council Members. Clerk reported that Cllr Lane had approved the bank reconciliation.

**Council resolved to approve the Q3 bank reconciliation.**

**(vii) To agree final 2024-25 budget and set Precept**

The proposed 24-25 budget was circulated to all Council Members, Chair reported he and the Clerk had reviewed the budget presented at the November meeting.

It was noted that there had been no increase to the precept last year and reserve funding had been used to cover costs, but this year although the budget had kept the precept as low as possible there would be a small increase to the homeowner.

**Council resolved to approve the 2024-25 budget and to request a precept of £28,900**

*\*Clerk to submit precept request to Cardiff Council by 31<sup>st</sup> January.*

**12. Planning Matters**

No new applications for January.

**13. Councillors Reports.**

None

**14. Any urgent matters for information only**

None

**15. Exclusion of Press and Public**

**To consider the exclusion of press and public for item 16 by reason of confidential nature of business. A council resolution is required.**

1 member of the public left the meeting. Chair thanked for attending.

**16. Consideration & Approval of the confidential minutes of the Ordinary Meeting on the 27th November 2023.**

Council Members all agreed to approve the confidential minutes of the Ordinary Meeting on 27<sup>th</sup> November 2023.

**Council resolved to approve the confidential minutes of the Ordinary Meeting on 27<sup>th</sup> November 2023.**

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 26<sup>th</sup> February at 6.30pm.

Meeting closed at 7.50pm.