
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 25th March 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, Linda Morgan

Clerk: Nadine Dunseath

Also Present: 1 Member of the Public

Apologies

Cllr Linda Morgan (leaving early for choir rehearsal)

Cllr Simon Underdown (arriving late due to family commitments)

Cllr Graham Walters (arriving late as working on council business)

Cllr Caryn Hill (arriving late due to work commitments)

Chair welcomed everyone to the meeting.

2. Declaration and Registration of Interest

None

3. Police Matters

SW Police did not attend the meeting and as such no crime figures were reported.

It was noted that there had been a few recent car break-ins.

4. MP, Senedd, County Councillors Matters

No matters raised.

It was noted that Cllr Jamie Green had sent apologies to the meeting as County Councillors were attending a County Council meeting.

5. Public Session

1 member of the public attended the meeting to report the following issues: -

(i) Waste bins outside a business on Merthyr Road had not been emptied for some time.

(ii) Water on Castle Road near junction with Catherine Drive.

Cllr Graham Walters and Cllr Simon Underdown joined the meeting during item 5 at 6.40pm.

6. Matters arising from the Public Session

(i) Chair advised that the refuse bins were owned by a private contractor and not Cardiff Council, but suggested the owner was contacted.

**AP Clerk to contact business owner.*

(ii) Chair observed that as water appeared to be flowing out of the pavement it may well be down to the amount of rain and a high water table but advised that the issue had been reported to Cardiff Council. The resident suggested that contractors had damaged pipes.

7. **Consideration & Approval of the minutes of the Ordinary Meeting on 26th Feb 2024**
Council Members all agreed to approve the minutes of the Ordinary Meeting on 26th Feb.
Council resolved to approve the minutes of the Ordinary Meeting on 26th Feb 2024.

8. **Matters arising from the minutes and any remaining business from the meeting.**
Council noted that the hedges on Merthyr Road had been trimmed.
The bunting on Mill Road had been removed.
The tree affected by Ash dieback disease had been felled and the adjacent fence replaced.
Road safety improvements had been completed by the Tollhouse, and under the A470, on Ironbridge Road with thanks to County Councillors.

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

(i) Tanyard Working Group – to confirm meeting date

Chair suggested a meeting was arranged for the working group on Tuesday 23rd April at 6pm at the Tanyard. **AP Clerk to send reminder to Councillors.*

To consider “meet your council open morning”

Chair suggested that after the next newsletter was published this could be considered on a quarterly basis.

Cllr Caryn Hill joined the meeting at 6.45pm.

(ii) Summer Festival – request for volunteers

Cllr Linda Morgan reported that the festival was being arranged for 20th to 29th June, with the primary school fete to be held on the school field on 22nd June and the fete at Whitchurch common on 29th June. Events are to include a fashion show and talent show, and the senior citizens tea party. Council agreed to fund the senior citizens tea party as in previous years. Council agreed to arrange a Community Council stall at the school fete.

(iii) Newsletter ideas

Clerk circulated some suggested ideas. Council members suggested articles could include Community Council trees and plans to fell where necessary; County Council improvements to pedestrian and cyclist safety at the tollhouse; Historical Society events; reminder for parents not to antisocial park by the school; Cardiff Council reporting App; Defib Training date; Advert for the Choir for tenors and bass to join; article on the polytunnel repair; litter pickers hire. Chair suggested that a template could be presented at the next meeting with a view to publish in early May. **AP Clerk to draft newsletter.*

Cllr Graham Walters reported that he had delivered materials to the primary school gardening club to repair the polytunnel and apologised for being late to join the meeting. He advised that tape was required to cover the loops and protect the cover.

10. **Clerks Report of Correspondence.**

March 2024

Cefn Garw Quarry Resident reports of works at the quarry including laying of hardcore, felling of trees and clearing vegetation. An enquiry has been sent to Cardiff Council Planning and Natural Resources Wales to confirm if works are permitted, and report made to SW Police for potential environmental crime. Cardiff Council Planning Enforcement are investigating. An enquiry has also been sent to the company at the Quarry for them to confirm their intentions.

Gardening Club Compost has been ordered for the Primary School Gardening Club hanging baskets for the village. Gardening Club have advised they will be gifted pollinator plants and have ordered Begonias which are easy for the children to plant and are hardy for most weather conditions. They have requested if the polytunnel cover could be fitted during the school Easter break.

The gardening club have advised that the children have not been able to attend the after school club this year due to poor weather conditions and unsafe ground suggesting that paving or hardcore would be a benefit.

Bee Orchids – Approx. 50 species of bee orchids have been identified on the grass area adjacent to J32 Coryton Interchange in front of the hotel with a resident request to not mow the area and allow the orchids to flower. An enquiry has been made to Cardiff Council Parks and to a landowner to establish

the cutting responsibilities and to request the area is left to flower.

SLCC Clerks Meeting Clerk attended the Society of Local Council Clerks South Glamorgan branch meeting which included a talk from the Cyber Resilience Centre to raise awareness of safe use of IT especially with regard anti-virus software and cyber security.

Wales Audit Office The Auditor General has issued the audit requirements for 23-24 annual audit which this year include providing copies of the Council Standing Orders and Financial Regulations.

Website The website company has advised that a newer more modern template is available free of charge where the navigation menu appears down the left side.

Legionella Testing Cardiff Libraries have reported that water temperatures in some of the taps have not reached the level to be compliant with legionella testing requirements and have requested that a plumber is arranged to assess if there is any problem with the pipework or boiler. The cold water tap in the ladies toilet has been reported as not working.

Tanyard Model Council noted that a model has been created of the Tanyard and gifted to the building by a young resident. Clerk suggested a letter of thanks was sent.

Updates from February Meeting

Cllr Julia Charles from the Standards and Ethics Committee has expressed thanks to the Council for making her feel so welcome at the February meeting.

Item 3 Police Matters Cardiff Council have advised that the request for double yellow lines on the corner of Merthyr Road/Mill Road has been logged and they will be conducting a site visit and parking surveys. Should CC determine that yellow lines are required it will require a Traffic Regulation Order to ensure that offences are enforceable, they have advised acquiring a TRO is a lengthy process involving a public consultation. In the meantime, they have advised any antisocial parking should be reported to SW Police.

Item 6 (i) Birdboxes – Cardiff Council have suggested a site visit is arranged to discuss positioning of birdboxes on Greenmeadow.

Item 8 - Merthyr Road Hedge Trimming Cardiff Council have confirmed this will be completed by March 15th.

Item 9 Merthyr Road Gardens Aion Church have advised they plan to work at the gardens on Thursday 25th April with the group from Texas to trim/cut back shrubbery, pick up litter, relay slabs and generally tidy up. They have offered to plant flower bulbs for the Community Council if advised on where and if equipment/bulbs are provided. Members of Aion would like to attend the April Council meeting, but unfortunately the group from Texas will have returned home prior to the date.

Item 9 Festive Lights 2024 Contractor has confirmed they would be happy to arrange a meeting with the Council to discuss requirements.

Item 10 Coryton Litter Cleansing Cardiff Council have advised that the Coryton Interchange is swept quarterly with the last scheduled clean 11th February, the next scheduled date is currently being confirmed.

Item 10 Remote Smart Heating Controls Cardiff Council have provided some general advice on reducing energy usage, and advised that the ICT team will provide confirmation if remote smart heating controls can be connected at the Tanyard.

Item 10 – Pothole Old School Court Cardiff Council have confirmed this is situated on private land.

Item 10 - Garden Areas by Village Signs Chair and Clerk met with representatives of Pughs garden centre to discuss updating the garden areas by the village signs and placement of an advertising board. Flowering pollinator plants have been requested. Pughs have advised they will provide confirmation of the planting design once finalised.

Item 10 – Ash Tree The ash tree near to the allotments suffering from ash dieback disease has been felled.

Item 10 (i) Asbestos removal quotations. A second quotation has been received for removal of the asbestos ceiling tiles in the Tanyard, with a further enquiry sent to Cardiff Libraries who have advised that contractors are dealt with by the facilities team. Clerk has sent an enquiry to Cardiff Council.

Item 10 (i) Defibrillator Training Calon Hearts have confirmed they would like to offer CPR training free of charge.

Item 10 (i) Carpet Quotation Contractor has confirmed availability for April or May and advised that the works will take 2 days to complete.

Item 11 Finance Clerk has queried the invoice received for £124.80 from Parish Online for a 1year online mapping software service and has been advised by the website provider that this is not related

to the website and may be a scam. The invoice has not been paid. Clerk contacted Parish Online who have apologised for sending the invoice and confirmed that the Council had a 1-year complimentary service as part of the insurance policy. They have confirmed that the invoice and service has now been cancelled.

Item 11 (ii) Collar Bars Clerk advised that the order for the collar bars has been placed and the company advised that no-infill could be used on the engraving to match existing bars. To match the design with no border would be a customised product with the cost increasing to £42 per bar (previous quotation £30). Clerk advised to match the bars would cost an additional £60 + vat.

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

Gardening Club Council suggested a local contractor could be approached to provide hardcore to the Gardening Club.

Bee Orchids Chair suggested that Cardiff Council could be approached to enquire if they could prepare a scheme for planting of the areas, including trees and wildflowers, which could become a community project and, if so, how this could be managed.

To consider website template update

Council agreed to the new website template update *AP Clerk to arrange

Legionella testing Council suggested that the slow flow to the WC taps might be due to in line valves, reducing the flow. Cllr Graham Walters offered to repair the cold-water tap.

Tanyard Model Council suggested that a request was made to use a photograph of the model for the Council website if credit given to the artist. *AP Clerk to write to artist

Birdboxes *AP Clerk to arrange site visit with local group.

To propose dates for defib/CPR training *AP Clerk to arrange.

Collar Bars Council agreed that to match the design would be a better product and agreed to the additional cost.

Cllr Linda Morgan gave apologies and left the meeting at 7.10pm.

(ii) Summary of OVW course "Use of IT, websites and social media"

Clerk circulated notes to Council Members to summarise the key information from the course and advised that the course would be useful for all to attend.

11. Financial Matters – To receive the Finance Report for March

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

Expenditure

My Window Cleaner - Feb9th	-20.00
Centregreat - Christmas Lights	-1872.00
Cllr Waite - Together Event	-70.95
Staff Wages & Expenses Feb	-780.19
Tesco Mobile Feb	-10.00
Opus Energy Gas Bill March	-171.52
Opus Energy Elect Bill March	-83.18
SG Tree Services	-400.00

(i) Approval of Payments to be made

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

Staff Wages & Expenses March	tbc
HMRC PAYE Q4	tbc
Cllr Allowances	-1404
One Voice Wales Annual Membership	-340

Community Council approved the payments to be made.

(ii) To receive the Q4 Budget vs Actual provisional figures & consideration of budget lines

Clerk circulated the Q4 Budget vs Actual report with provisional year end figures and advised that budget lines should be reconsidered to ensure no overspend by the year end. Clerk suggested that the budget could be adjusted where some lines had seen an underspend.

Community Council approved the budget adjustments

**(iii) Consideration and approval of the Internal Auditors Quotation at £175
Council resolved to approve the Internal Auditors Quotation at £175.**

**AP Clerk to arrange internal audit*

**(iv) Consideration and Approval of Carpet Quotation at £1377
Council resolved to approve the carpet quotation at £1377**

**AP Clerk to arrange carpet installation and request volunteers to move furniture.*

(v) To consider purchase of flower bulbs/seeds

Council suggested that a local resident could be contacted to advise on perennial flower bulbs or seeds that could be planted during April. It was agreed to research what was available and to purchase up to £70. **AP Clerk to contact local resident for advice.*

(vi) Consideration of hybrid meeting requirements

Chair advised that the Community Council already owned a microphone. Clerk circulated some costings for equipment that would enable an improved hybrid meeting set-up for the Council. It was agreed for a larger screen of 48" to be sourced. Council suggested that a second-hand charity or company could be approached to reuse equipment. Council agreed in principle up to a maximum cost of £300.

12. Planning Matters

(i) 24/000529/DOC Holiday Inn – Discharge of condition 3 (soft landscaping)

Council made no comments on the planning proposal.

(ii) 24/00475/PRAP Coryton Roundabout. Installation of 20m monopole supporting 6no. antennas, 2 no. 0.3m dishes, 2 no. cabinets, associated ancillary equipment & development.

Council made no comments on the planning proposal, but noted this would provide 5G connectivity.

(iii) 24/000/275/HSE 11 Pwllhelyg. Garage Conversion and first floor extension.

Council made no comments on the planning proposal.

13. Councillors Reports.

(i) Litter, Weeds & Dog Mess (AW)

Cllr Ana Waite reported a resident complaint. Council noted that information for borrowing litter picking equipment would be put on the website. Council suggested that Cardiff Council were contacted to enquire if the waste bin by the Spar could be emptied twice as frequently.

**AP Clerk to contact Cardiff Council.*

It was reported that empty bottles were often found in the football fields. **AP Chair to contact football club secretary to raise awareness.*

(ii) £250 Grant from Amberol (CL)

Cllr Ceri Lane reported that she had completed a survey for Amberol and won a prize of £250 to spend on products for the Community Council. Council thanked Cllr Lane and suggested that the grant could be spent on new hanging baskets with fittings.

**AP Clerk to confirm order requirements*

(iii) Chair expressed thanks to Cardiff Council for the road safety improvements on the Taff Trail by the Tollhouse, Ironbridge Road.

(iv) Cllr Owen Thomas reported that the Tollhouse hoped to host some future music events.

(v) Chair reported that the fence adjacent to the footpath and the allotments on Castle Road had fallen into disrepair and asked that an enquiry be sent to Cardiff Council over responsibility.

(vi) Cllr Graham Walters reported that the lane running from Pantgwynlais had become overgrown with trees encroaching onto the road making it not possible to drive along.

**AP Clerk to contact Cardiff Council.*

(vii) Cllr Graham Walters enquired regarding trees being felled at Greenmeadow. Chair advised that the landowner had attended a meeting to inform the Council and residents that diseased ash and laurel trees were being managed as well as trees considered unsafe. Council noted that the landowner had agreed to arrange a skip to remove litter at a previous meeting if the Council could assist.

14. Any urgent matters for information only

None

Chair thanked everyone for attending the meeting and wished everyone a Happy Easter or Eid.

Meeting closed at 7.45pm.