
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 April 2025 – 6.30pm

Chair welcomed everyone to the meeting.

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Owen Thomas, Simon Underdown, Ana Waite, Rob Wiseman

Clerk: Nadine Dunseath

also present: 2 members of the public, 2 representatives from Aion Chapel, Mr Simon Gilbert Head of Planning Cardiff County Council.

Apologies

Cllr Ceri Lane (family holiday)

Cllr Linda Morgan

Cllr Graham Walters

2. Declaration, Registration and the Nature of Interests

Cllr Mike Jones-Pritchard declared a potential conflict of interest in agenda item 9(i) Bethesda Chapel due to his profession as an architect.

3. Police Matters

SW Police were unable to attend the meeting and crime figures were not provided.

**AP Clerk to chase crime figures.*

4. Planning Matters

(i) Presentation by Cardiff Council Head of Planning – Replacement Local Development Plan

Mr Simon Gilbert Head of Planning Cardiff Council attended the meeting and thanked the Community Council for the invitation. He explained that he was keen to engage with local Community Councils and had attended meetings elsewhere in the area. The consultation for the replacement local development plan had now closed, however he stressed that it was not too late for the Community Council to submit comments. He explained that all local authorities have a legal duty to update local development plans every 5 years, however Cardiff Council are completing a full review to consider factors such as the pandemic, Brexit, and refugees which may have an impact on the city. The development plan covers all aspects including housing, employment, transport, infrastructure and to protect environmental sites. It was noted that more high-rise housing developments were being sought in the city centre. Once the plan is finalised it will be sent to Welsh Government where an independent inspector will review and provide comments back to Cardiff Council. Information regarding the replacement development plan, as well as the existing plan have been left in the Tanyard library for residents to view.

Resident raised a question of trees that had been removed from Longwood Drive. Mr Gilbert advised that in places this was due to ash trees suffering from ash dieback disease, and the Chair advised that it was to improve infrastructure including pathways at the entrance to Asda and the Velindre cancer hospital.

- (ii) 25/00820)CLPUD St Hilarion House, Rhiwbina Hill Single Storey Flat Roof Extension
(iii) 14/00646/FUL Unit 4 Ynysfach Yard Heol-yr-Ynys Alterations to convert existing building into two industrial units

Community Council had no comments on the above applications.

5. MP, Senedd, County Councillor Matters

No matters

6. Public Session

(i) Resident enquiry over responsibility of galvanised waste bin used in communal flats Greenmeadow Drive regarding cleaning frequency and whether residents or waste operatives are to move the bin for emptying. It was noted Clerk had contacted Cardiff Council. **AP Clerk to chase for response.*

(ii) Resident report of paper towels to be restocked in Tanyard. **AP Clerk*

(iii) Enquiry from Aion Chapel regarding development of the allotment shed. Chair advised that a budget had been allocated to repair the shed, but further quotations were to be sought. Chair thanked volunteers for recent work on the trees to trim and clear the small park. Clerk reported that Local Places for Nature had contacted to advise that additional planters or seating may be available. **AP Clerk to enquire about Cardiff Council green waste containers.*

7. Matters arising from the Public Session

Actions noted in agenda item 6.

8. Consideration & Approval of the minutes of the Ordinary Meeting on 31st March 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 31st March.
Council resolved to approve the minutes of the Ordinary Meeting on 31st March 2025.

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

Matters arising are noted in the Clerk's report.

(i) Bethesda Chapel – update

Clerk reported that information regarding Welsh Government Borrowing procedure had been circulated to all Council members and legal advice regarding conditions on the Tanyard deeds had been sought from One Voice Wales who had passed the enquiry to their legal team. Legal advice was still awaited. The deadline for tender bids for Bethesda Chapel closed on 28th April.

(ii) Fencing Repair – increase to budget

Groundsperson had agreed to complete the repair and visited resident to establish materials required. Resident had advised they wanted full fence repaired. Chair advised resident would be content to pay 1/3rd of costs to Community Council 2/3rd subject to pricing. **AP Clerk to confirm quotation of materials.*

10. Updates from Projects

(i) Festive Lights

No update. Clerk and Chair had contacted contractor requesting price list and brochure of new lamppost features. It was noted that any new order should be placed by June to be in time for December display. **AP Clerk to chase contractor.*

11. Clerk's Report of Correspondence.

April 2025

Trees in Lane behind Castle Road Resident enquiry regarding low hanging branches on trees in the lane behind Castle Road causing difficulties with vehicles accessing garages. Clerk has contacted Cardiff Council who have confirmed ownership of the trees and advised they will carry out an inspection of any required works.

North Cardiff Woodlands Partnership The partnership has written to thank the Community Council for the letter of support to their bid to the Nature Networks Grant which has been successful. The team will use the funding to employ a project officer and work towards improving the path networks, increase safety and support active restoration efforts.

Allotment area trees The recent tree survey has been reassessed, and Wales and West Housing Association has been notified of trees lying within their area of responsibility and outside of the Community Council land.

Clerks meeting with Monitoring Officer Clerk attended a recent meeting with area Clerks and the Cardiff Council Monitoring Officer. It was noted that most Community Councils within the Cardiff area have now signed up to the Civility and Respect Pledge. Monitoring Officer has recommended that all Community Councils adopt a Whistleblowing Policy.

Updates from March Meeting

Item 3 Police Matters – Re update on 3 individuals breaking into cars Grants Close and Queen Street PCSO confirmed that investigations are ongoing to identify suspects using various CCTV footage and forensic opportunities. There have been no further reports in the area since.

Item 4(i) Canoe Platform Radyr Weir County Councillors have written to express thanks to TCC for supporting this initiative. Cardiff Council are considering use of the area for water-based recreation and will keep the Community Council up to date with developments.

Item 4(ii) VE Day Cardiff Libraries are supportive of providing information to the children and have been liaising directly with the school over arrangements.

Item 5 (ii) Litter Bin Taff Trail Cardiff Council have advised the Street Cleansing Team will attend to empty the bin and cleanse the area.

Item 10 Biodiversity Section 6 Report Clerk attended a One Voice Wales webinar which outlined the reporting requirements for 2025. Clerk to acquire template to report biodiversity work of TCC over past 3 years.

Item 10 Litter Coryton Interchange Cardiff Council have advised that cleansing of the area will take place in early May.

Item 10 Road Markings Coryton Interchange The request to repaint faded road markings has been passed on to South Wales Trunk Road Agency.

Item 10 Broken Fence A470 Cardiff Council has confirmed they are responsible for the fence repair and the work has been scheduled.

Item 11 (iv) School Gardening Club Compost Clerk has ordered the compost to be delivered to the primary school gardening club w/c 28th April when the school reopens after the Easter break.

Item 15 Consideration of Bethesda Chapel Clerk circulated guidance regarding borrowing procedures to Council members where it was advised a permission to borrow must be obtained from Welsh Government following a public consultation. The permission application could take up to 25 working days to process. Clerk has contacted One Voice Wales for legal guidance who have requested guidance from their legal team. The guidance is awaited.

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

Whistleblowing Policy template and Section 6 Biodiversity Report template to be circulated for consideration at next meeting. *AP Clerk

(ii) 2024-25 Annual Report

*AP Clerk to circulated draft report for next meeting

12. Financial Matters – To receive the Finance Report for April

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

Expenditure

Staff Wages & Expenses March	BACS	-£999.17
Q4 HMRC PAYE	BACS	-£398.00
TEEC - Annual website hosting	BACS	-£259.20
Cllr annual allowance + office consumables	BACS	-£1,872.00
Cardiff Council - Council Tax	BACS	-£1,391.60
Window Cleaner - 2nd April	BACS	-£20.00
ICO Data Controller Fee	dd	-£47.00
Tesco Mobile March	dd	-£10.00
BG Lite Gas Bill Feb	dd	-£108.92
BG Lite Gas Bill March	dd	-£128.10

BG Lite Elect Bill March	dd	-£43.19
Bank Charges February	dd	-£4.25

(i) Approval of Payments

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

Staff Wages & Expenses April	tbc
Pension Contributions April	tbc
Wales Audit Office - Audit Fees 2022-23	-£540.00
School Gardening Club Compost	-£96.99

Clerk advised that Wales Audit Office had not previously invoiced for the 2022-23 financial year, which was the full transactional audit explaining a higher than normal charge.

Community Council approved the payments to be made.

(ii) Approval of pension scheme

Clerk advised that the Community Council had agreed to support staff pensions at their January meeting subject to additional information. Clerk advised on staff members who wished to join the scheme and details on the pension scheme. All agreed.

Community Council resolved to join the Cardiff and Vale LGPS

(iii) To receive the Q4 Actual vs Budget Final Figures and Annual Statement of Accounts 24-25

Clerk circulated the Q4 Actual vs Budget final figures and advised that due to the 2025-26 Precept received early, the end of year figures were higher than expected.

(iv) Approval of purchase of Bowser £1379 and Solar Panels £249.99

Chair advised that purchase of a new bowser and solar panels was previously supported by the Community Council with arrangements to be made in April 2025. Clerk advised that the cost of each item had increased slightly. All agreed to purchase.

13. Councillors Reports.

(i) One Voice Wales meeting (CH)

Cllr Caryn Hill advised that both she and Cllr Ceri Lane had been unable to attend the recent One Voice Wales meeting and had sent their apologies.

14. Any urgent matters for information only

None

There being no further business Chair thanked everyone for attending. The meeting closed at 8.10pm.

Date of next meeting for the Annual Statutory Meeting to be held at the later date of Tuesday 27th May, due to the bank holiday on the Monday.