
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 July 2025 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Owen Thomas, Rob Wiseman, Ana Waite, Simon Underdown, Ceri Lane (Also acting as Clerk)

Clerk: Ceri Lane

also present: No members of public

Apologies

Cllr Caryn Hill (Holidays)

Cllr Linda Morgan (Unwell)

Cllr Graham Walters (family commitments)

2. Declaration, Registration and the Nature of Interests

None

3. Police Matters

Crime figures, from 30th June until 27th July.

4 - Anti-social Behaviour

1 – Criminal Damage

1 – Theft from vehicle

4. MP, Senedd, County Councillor Matters

None.

5. Public Session

No public session.

6. Matters arising from the Public Session

No matters to discuss.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 30th June 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 30th June.

Council resolved to approve the minutes of the Ordinary Meeting on 30th June 2025.

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

Item 4(ii) Recycling. Cardiff Council have confirmed that mixing pre-sorted recycling sees An increase to the recycling rate of 25% compared to the previous mixed green recycling Item 8 Green Waste Recycling Bags. These have now been received. Resolved.

Item 10 The proposed amended constitution of One Voice Wales was considered and all members agreed to vote in favour. Meeting will take place September 4th to vote for the amendments.

Item 10 Merthyr Road Signage Improvements Cardiff Council have provided further correspondence that they consider road markings to be correct and due to current workloads of Council officers they do not feel a site visit can be justified at this time. They have agreed to cut back vegetation that is covering parts of some signs. It was noted that new No Entry signs have been put up at junction of Market Street/Queen Street and No Right Turn sign on Queen Street.

Item 11(i) A quote for boiler repairs was considered and all members agreed to go ahead with the quote if needed but to check with Cllr Graham Walters first. Clerk to speak to Cllr Graham Walters

9. Updates from Working Groups

(i). Festive Lights - Contractor still to provide requesting price list and brochure of new lamppost features. Decision to be made in September's meeting.

**AP Clerk to chase and request quotation for installation*

(ii) The newsletter will be updated and a couple of additional articles added. Plan is to go to print and be delivered to residents in August.

(iii) As nesting season draws to an end, it would be good to start cutting back vegetation around community garden area.

(iv) Old Christmas lights need to be taken from Tanyard and stored at Allotment shed.

10. Clerk's Report of Correspondence.

July 2025

Water Meters Welsh Water have advised that over the coming months they will be working in the village to fit water meters to properties that have a current meter over 10 years old or do not have a meter at all. They have advised that it may not be possible to install a meter to every property at this time. They have assured that there will be no change to billing, and the initiative is intended to identify any leaks to enable repairs.

Weedkiller Usage Resident enquiry regarding potential use of weedkiller Mill Road. Clerk has confirmed the Community Council has not sprayed weedkiller and advised resident to enquire with Cardiff Council.

Fallen Tree Resident report of fallen tree where owner has cleared the vegetation, but this was left in a public footpath. Clerk has notified the footpath officer at Cardiff Council.

Council Housing Issues Resident request for support with council housing issues at their property. Cllr Lane and Chair to arrange meeting with resident.

Natwest Bank Application for the new account has been submitted and is currently being processed.

North Cardiff Woodlands Project The project team have written to advise that the project start has been delayed whilst legal requirements are put in place, but they will keep the Community Council up to date with developments.

Recycling Supplies Cardiff Council have advised that replacement food waste kitchen caddies should soon be available from the Tanyard.

Trees Resident concern of trees overhanging property which are situated on Pantgwynlais and the lane.

Large vehicles Resident enquiry over weight limit of large vehicles travelling through the village.

Updates from June Meeting

Item 4(ii) Recycling. Cardiff Council have confirmed that mixing pre-sorted recycling sees an increase to the recycling rate of 25% compared to the previous mixed green recycling bags. The Council will be investing in smaller vehicles to segregate waste when current vehicles require replacing.

Item 5 (i) Grass Cutting Clerk raised concern of grass clippings on the pavements following Cardiff Council contractors cutting the grass verges in the village, especially the area of pavements opposite the primary school. Cardiff Council are currently looking into the possibility of varying their contracted agreement, where cuttings are not collected, to make an exception due to the proximity of the school and risk posed to pedestrians.

Item 5 (ii) Noise Clerk has reminded local pub landlord to suggest meeting dates, to be confirmed.

Item 8 Green waste recycling bags Cardiff Council have delivered green waste recycling bags for Community Council usage

Item 8 Public Waste Bins Cardiff Council have confirmed that replacement public waste bins have been ordered for Taff Trail Merthyr Road and for outside Village Hall Merthyr Road, and these will be replaced as soon as possible.

Item 9 (ii) Festive Lights A quotation has been requested from current contractor.

A quotation from another contractor has been provided with varying options to hire lamppost features.

Item 10 Monitoring Officer Meeting Clerk attended the quarterly meeting for Community Council Clerks with the Monitoring Officer which is a useful and informative session to share ideas and support other Councils. The next meeting is scheduled for October.

Item 10 Merthyr Road Signage Improvements Cardiff Council have provided further correspondence that they consider road markings to be correct and due to current workloads of Council officers they do not feel a site visit can be justified at this time.

Item 10 Fencing Repair Clerk and Chair have confirmed the cost of 1/3rd for the fencing repair, including staff time and an invoice has been sent to the resident.

Item 10 (i) Vegetation at allotments Clerk has contacted the allotments manager who has advised he and volunteers will take a look at the required cutback.

Item 10 (i) Sparrows Field Clerk has contacted Cardiff Council to request the perimeter is trimmed. It has been noted that the field has been cut for some time by a resident, Cardiff Council has been reminded of their agreement to cut the field.

Item 11 Financial matters Employer National Insurance Contributions have increased since April 2025. Clerk and Chair have enquired if Employer allowance can be applied for but unfortunately a Community Council is not eligible.

Item 11(i) Boiler Service Remedial Works Clerk contacted contractor as a new boiler filling loop was replaced in January 2023. Contractor has advised that the filling loop is only covered under a 12-month parts warranty and although can last much longer, can sometimes fail, or there could possibly be some corrosion to the pipes it connects to. A quote for the repair has been provided at £143.98.

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

The over hanging trees on Pantgwynlais – Cardiff Council maps of the area seem to show that the land is Council or Housing land. Chair will contact the resident to let them know.

(ii) Large Vehicles – there are no known weight restrictions on large vehicles, with the road through the village used as a diversion for A470 closures.

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

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

Expenditure

Hanging Basket Plants & Travel costs	cheque1950	-£240.00
Hanging Basket Plants Travel costs	cheque1949	-£25.00
BG Lite Elect Bill May	dd	-£43.22
BG Lite Gas Bill May	dd	-£21.59
Fencing Materials - extra costs	BACS	-41.14
Staff Costs June & May pension	BACS	-£1,771.89
HMRC PAYE & NI Q1	BACS	-£969.03
Tesco Mobile June	dd	-£10.60
BG Lite Elect Bill June	dd	-£32.16
Senior Citizens Tea Party	BACS	-£83.44
Bank Charges May	dd	-£5.17

Income

Allotment Fees GS	500173	£10.00
Tanyard Hire - CC 25June	dc	£24.00
Tanyard Hire - CC 2July	dc	£24.00
Tanyard Hire - CC16July	dc	£24.00
Transfer from Savings	TFR	£3,741.43
Tanyard Hire - CC23July	dc	£24.00
Annual Rent of Carpark	dc	£500.00

(i)Approval of Payments

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

Staff Costs July	tbc
Window Cleaner	£20

Community Council resolved to approve the payments to be made.

(i) To receive the Q1 bank reconciliation.

The Q1 bank reconciliation was circulated and accepted. Cllr Ceri Lane approved.

(ii) To receive the Q1 Actual vs Budget Figures

Clerk circulated the Q1 Actual vs Budget figures for consideration. Accepted.

12. Planning Matters

No planning matters.

13. Councillors Reports.

(i) Cllr Ana Waite has been in contact with Whitchurch Fire Station and they would like to raise awareness of FREE Home Safety visits. This information will be added to the newsletter.

(ii) Discussion took place concerning dogs not under control by owners. Anybody with concerns relating to dogs that could be dangerous or out of control should contact police or RSPCA.

(iii) Cllr Ceri Lane has been contacted by a resident who has requested support in a housing matter. Cllr Ceri Lane to arrange a meeting at the property with the Chair to see how we can assist.

(iv) The padlock has been changed on the recreation field gate. Chair to inquire as to the new combination code for emergency access.

(v) Clerk Nadine Dunseath was extremely grateful for the flowers, cards and kind messages she received from the Community Councillors.

14. Any urgent matters for information only

None

There being no further business Chair thanked everyone for attending. The meeting closed at 7.12pm.

Date of next meeting Monday 29th September 2025.