
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 31st March 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, Linda Morgan, Graham Walters, Ceri Lane, Ana Waite

Clerk: Nadine Dunseath

also present: 3 members of the public

Apologies

Cllr Rob Wiseman (unwell)

Cllr Linda Morgan (Arriving late – work commitments, leaving early – choir)

2. Declaration, Registration and the Nature of Interests

Cllr Mike Jones-Pritchard declared a potential conflict of interest in agenda item 15 consideration of Bethesda Chapel due to his profession as an architect and left the meeting during this item.

3. Police Matters

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

4. MP, Senedd, County Councillor Matters

(i) Canoe platform Radyr Weir

It was noted that canoes and paddleboards already frequently use an area of the riverbank upstream of Radyr Weir to enter and exit the river. A suggestion had been made to install a formal platform to reduce risk whilst using the river for recreational purposes. This suggestion was supported by Council Members. **AP Clerk to write to Cardiff Council to advise TCC supported the initiative.*

(ii) Consideration of VE day event

Council discussed possibilities of arranging a village event to commemorate the 80-year anniversary of VE day on May 8th, and it was noted that other events were already arranged including at the Lewis Arms and Village Hall on the following Sunday.

**AP Clerk to contact Cardiff Libraries to enquire if they could provide information to the children during the Tanyard library opening hours on May 9th.*

It was noted that the Lord Mayor was hoping to arrange the lighting of a beacon on the Garth Mountain at 9.30pm to which Council Members were supportive.

5. Public Session

(i) Resident report that kissing gate at lower end of football field had been removed. Chair advised that Cardiff Council had removed the gate to improve accessibility to the field.

(ii) Resident report that litter bin on the Taff Trail near to Longwood Drive was overflowing.

**AP Clerk to report to Cardiff Council.*

(iii) Resident report of littering along kerbside on Longwood Drive. It was noted that this had been removed by a local litter picking group the previous weekend.

(iv) Resident report that band practice at the Village Hall is often noisy especially with drums. Chair advised this was not the Community Council responsibility and any concerns should be raised with the Village Hall Committee or Shared Regulatory Services.

(v) Resident enquiry over responsibility of galvanised waste bin used in communal flats Greenmeadow Drive. It was noted that the bin had been cleaned the previous week following a request from the Community Council. Resident enquiry regarding the frequency of cleaning.

**AP Clerk to contact Cardiff Council with enquiries about cleaning frequency and whether residents or waste operatives are to move the bin for emptying.*

(vi) Bus Service. Resident concern that, due to a recent burst water main and road closure, there was a reduction in the bus service through Tongwynlais and residents were not kept up to date with transport route changes. It was noted the RCT County Council had arranged a minibus for residents during the road closure. Resident suggestion that the bus service through Morganstown could be extended to circle the Ynys Bridge Roundabout.

**AP Clerk to contact County Councillors regarding replacement services..*

**AP Clerk to contact Stagecoach bus company to advise of resident difficulties.*

**AP Clerk to contact Cardiff Bus to suggest extension to service.*

(vii) Resident report that council house residents often receive letters from Cardiff Council and a suggestion was made the information could be sent by email or text to help reduce costs. It was noted however that not all council house residents had access to email or text and may prefer letters.

(viii) Resident report of a flytipped sofa on the green area Pantgwynlais with a suggestion that Cardiff Council simplify procedures for recycling.

Cllr Linda Morgan joined the meeting with apologies at 7pm.

6. Matters arising from the Public Session

Actions noted in agenda item 5.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 24th Feb 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 24th Feb.

Council resolved to approve the minutes of the Ordinary Meeting on 24th Feb 2025.

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

Any matters arising are noted in the Clerk's report.

9. Updates from Projects

(i) Festive Lights

Chair and Clerk met with contractor to discuss festive lights for 2025. Contractor advised that any new lights required ordering before June. Contractor to alter the connection on the lamppost by the church for the feature to connect directly rather than connecting to the church and advised there would be no charge for this.

Contractor to provide brochure and quote for new lamppost features and confirmed these could be paid for over a 3-year period. Contractor agreed that spotlights could be placed on the lamppost by the green to shine onto the fir tree subject to some branches being trimmed back, and that an additional lamppost feature could be arranged.

(ii) Allotment shed and trees

Chair advised that there was some vegetation and further trees that still required removing near to the allotment shed and asked if volunteers may be available over the next few weeks. Chair advised that following the tree survey for the woodland near to the allotments, ownership of some of the trees required confirmation, and there may be some further work required.

10. Clerk's Report of Correspondence.

March 2025

Tanyard Light A light in the hall is not working. Thanks to Cllr Walters who kindly agreed to repair.

Blocked Drain Clerk reported a blocked drain outside the Tanyard to Cardiff Council who have advised they will attend to clear the drain.

Cardiff Council have attended and cleared a blocked drain on Wellington Street following reports from residents, as well as the Clerk.

Cement Works Breedon Cement Ltd have confirmed they experienced problems on Monday 3rd March

resulting in vehicles returning to the depot later than usual time. Information was provided for a large pour on Wednesday 12th March which was shared by the Community Council on social media to advise residents to expect more vehicles than usual on that one day.

Regional Transport Plan Cardiff Capital Region's Draft Regional Transport Plan is out for consultation with comments invited until May 19th.

Mobile Phone Contract Mobile Phone provider has advised there will be a small increase to the monthly contract to £10.60 per month from April 2025.

ICO Data Controller Fee The Information Commissioners Office has advised that the annual data controller fee will increase from April 2025 to £47 per year which includes a £5 direct debit discount.

IRPW Report 2025-26 The Independent Remuneration Panel for Wales has published their 2025-26 report which notes no changes to current arrangements for councillor allowance payments. The work of the panel will transfer to the Democratic Boundary Commission Cymru from April 2025.

One Voice Wales One Voice Wales has launched a new website <https://onevoicewales.wales>

Biodiversity Section 6 Report All Community Councils must publish a biodiversity report in 2025. Clerk will be attending a One Voice Wales webinar in April which will detail the responsibilities required.

Litter Coryton Interchange Clerk has reported the litter on the A470 southbound on-slip from Coryton Interchange to Cardiff Council with a request for their waste management team to clean.

Road Markings Coryton Interchange Clerk has contacted Cardiff Council with a request to repaint the road markings where required.

Updates from February Meeting

Flytipping and CCTV request Ironbridge Road Cardiff Council have advised that cameras can only be placed where all enforcement monitoring has been exhausted first. They must record all types of waste, and locations must be evidenced for a Privacy Impact Assessment to ensure no collateral intrusion (human rights). Wherever possible they will always look to place cameras where there are constant recurring incidents of flytipping.

Item 6(i) Footpath Flooding Cardiff Council have confirmed they will reinvestigate the flooding on the footpath to the play area Ironbridge Road, but have advised there is no funding at present to upgrade the footpath.

Item 6(iv) Flytipping Greenmeadow Cardiff Council have passed the report of flytipping to their caretaking team.

Item 6(v) Communal bin area Cardiff Council have confirmed that there has been a recent routine check by a safety inspector of all paths around Greenmeadow and any defects have been repaired, but they will reinspect the path from the bin area as requested.

Item 9(iii) Festive Lights Chair and Clerk met with contractor to discuss festive light options for 2025.

Quotes for any new lights will be provided in due course.

LED light strings for the trees are not replaceable but separate light panels could be joined together to repair. Replacement poles to be delivered in due course.

Item 11 Tanyard Radiator Cllr Walters has confirmed a replacement valve is required and will complete the work in due course.

Item 11 Cardiff Council Replacement LDP Clerk attended a briefing session with Cardiff Council Head of Planning who has confirmed there are no changes in the replacement local development plan for Tongwynlais. Information from the presentation has been circulated to Council members for information and further invitations to consultation sessions. Head of Planning has offered a meeting with individual Community Councils to discuss specifics for their areas.

Item 11 Broken Fence A470 Cardiff Council have contacted South Wales Trunk Road Agency (SWTRA) to repair the fencing.

Item 11 Air Quality Monitoring Information has been provided from the Cabinet Member for Climate Change that a diffusion tube to monitor air quality has been placed by the Primary School. Full assessment can only be achieved after 12 months of monitoring, but monthly results will be shared when available.

Item 11 Mud on pavement Cardiff Council have removed the accumulated mud on Merthyr Road near the bus stop and traffic calming measure just past Birch Hill.

Item 14 (iii) Road Markings A470 Cllr Green has confirmed that he is supportive of improvements to the road markings as you enter the village at either end of Merthyr Road and has passed on suggestions to Cardiff Highways for their consideration.

Item 14(v) Dog Mess Cardiff Council have advised they do not provide dog waste bag dispensers and

reiterated that it is the dog owners responsibility to carry bags when walking their dogs. The enquiry for suggestions of future initiatives has been passed on to the relevant team to respond.

Item 14(vii) Castle car park Cadw have advised that they will be looking at car park improvements over the next financial year which will include signage. They also advised that the castle closes to admissions an hour before the car park closes to help visitors vacate, and that the car park is managed by a security company, separate from Cadw, who will attend to unlock the gate if required.

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

Mobile Phone Contract – Council approved the additional cost.

ICO Data Controller Fee – Council approved the additional cost and noted this was a statutory requirement.

Cardiff Council Replacement Local Development Plan *AP Clerk to arrange Community Council meeting with Head of Planning.

Broken Fence A470 *AP Clerk to contact again to remind due to safety risk

Potholes Chair advised he had reported to Cardiff Council several potholes around the village, which had been filled.

Broken Sign Chair had reported to Cardiff Council a broken sign which had been removed.

Fallen Tree Heol y Fforest Cllr Thomas had reported the fallen tree on Heol y Fforest to Cardiff Council which had been removed.

Lamppost Coryton Interchange It was noted that a lamppost on the Coryton Interchange appeared to have been hit by traffic making it difficult to see the lights for vehicles leaving Tongwynlais and entering the roundabout. *AP Clerk to report to Cardiff Council for repair.

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

BG Lite Elect January	dd	-£85.71
EDF Gas January	dd	-£104.60
Tesco Mobile February	dd	-£10.00
Centregreat Festive Lights	BACS	-£2,000.40
One Voice Wales Annual Membership	BACS	-£356.00
Staff Wages & Expenses February	BACS	-£727.51
EDF Gas February - Final Bill	dd	-£61.72
BG Lite Elect February	dd	-£37.74
Bank Charges January	dd	-£4.25

(i)Approval of Payments

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

End of Month Payments to be approved: -

Staff Wages & Expenses March	tbc
Q4 HMRC PAYE	tbc
TEEC - Annual website hosting	-£259.40
Cllr annual allowance + office consumables	-£1,872.00
Cardiff Council - Council Tax	-£1,391.60

Community Council approved the payments to be made.

Clerk reported that Cardiff Council had paid the 2025-26 annual precept early in March in error. Clerk had sought advice from Cardiff Council who confirmed that the income should be reported in the 2024-25 financial year as "income received early". Clerk confirmed that this amount should be included in the 24-25 annual return and reports with an explanation.

(ii) To receive the Q4 Actual vs Budget Provisional Figures and consideration of budget lines.

Clerk circulated the Q4 Actual vs Budget provisional figures with some budget lines highlighted requiring a reallocation from underspent lines. All agreed.

(iii) To approve budget for fencing repair £100

Chair advised on a resident's fence that had been damaged in recent storms from a fallen tree belonging to the Community Council. Estimated costs for timbers at £100 and to approve the groundsperson to repair. All agreed.

(iv) To approve purchase of gardening club compost £100

Clerk advised that the school gardening club had requested compost for the village hanging baskets and Community Council to consider if they will support the cost as in previous years. All agreed. **AP Clerk to order compost.*

(v) Banking arrangements

Due to recent increased bank charges, Clerk circulated information on various community bank accounts that offer free services and dual authorisation banking arrangements for council consideration. All agreed to change bank accounts to Natwest with existing signatory arrangements and the addition of Vice-Chair, on the proviso that levels of service are in line with existing bank and that direct debits can be transferred. **AP Clerk to contact Natwest.*

12. Planning Matters

(i) 25/00469/HSE Garth View 3 Bute Street, First Floor Rear Extension

Council made no comments on this proposal.

(ii) 25/00329/HSE 19 Castle Road, Installation of air source heat pump.

Council made no comments on this proposal.

13. Councillors Reports.

(i) Allotment Shed (OT)

Cllr Thomas reported that Aion had contacted him to advise they were interested in purchasing the allotment shed from the Community Council. Chair asked Cllr Thomas to request a formal proposal from Aion to be sent to the Clerk to enable the Community Council to consider but advised that there was an agreement on the land with Cardiff Council.

(ii) Police Matters (OT)

Cllr Thomas reported on recent incidents of 3 individuals seen breaking into cars parked on Grants Close and Queen Street which had been reported to the police. **AP Clerk to contact SW Police to enquire if there had been a resolution.*

14. Any urgent matters for information only

None

15. Consideration of Bethesda Chapel

Cllr Mike Jones-Pritchard declared a potential conflict of interest in this item and left the meeting at 7.30pm. Cllr Caryn Hill chaired the meeting from this point onwards.

Cllr Linda Morgan left the meeting with apologies during this item at 8.15pm.

Clerk circulated information regarding the sale of Bethesda Chapel, together with the deeds for the Tanyard and excerpts from the Community Council minutes 1975-77 regarding conditions on ownership of the Tanyard.

All agreed that Bethesda Chapel was in a prominent position within the village which may encourage use of a community hall, and that it provided better facilities in terms of accessibility. It was noted that the sale had requested tender bids to be submitted by 28th April. There followed a majority vote in favour of submitting a bid, in principle, if the timescale allowed and subject to legal guidance. It was suggested that funds may be borrowed as a

short-term loan to enable a purchase prior to sale of the existing hall. Clerk advised that a borrowing permission must be sought from WG. It was noted that an extra-ordinary meeting could be arranged during April if required to progress this item.

**AP Clerk to provide information on WG borrowing procedure and use of capital funds.*

**AP Clerk to contact One Voice Wales for legal advice on Tanyard deeds.*

There being no further business Vice-Chair thanked everyone for attending. The meeting closed at 8.25pm.

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