
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 24th February 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, Robert Wiseman, Linda Morgan, Graham Walters, Ceri Lane

Clerk: Nadine Dunseath

also present: 2 members of the public

Apologies

Cllr Ana Waite (family commitments)

SW Police

2. Declaration, Registration and the Nature of Interests

Cllr Mike Jones-Pritchard declared an interest in item 13 (iii) Planning Matters as agent to one of the applications.

3. Police Matters

SW Police sent apologies for being unable to attend the meeting and provided crime figures from 27th January to 22nd February as the following: -

Criminal Damage (Vehicle Related) – 2; Theft (General) -1.

4. MP, Senedd, County Councillor Matters

None

5. Public Session

(i) Resident report regarding flooding on footpath near playground Ironbridge Road. It was noted that this had previously been reported to Cardiff Council who inspected the site.

(ii) Resident report of loose stones on wall by Primary School. It was noted this had previously been reported to Cardiff Council along with other school repairs.

(iii) Resident report of difficulties for residents in communal flats using the segregated recycling.

(iv) Resident report of flytipping on grass verges on Greenmeadow Drive.

(v) Resident report of large galvanised waste bin used in communal flats Greenmeadow Drive which is heavy to use and concern over who should move it and potential for injury. Chair advised the bin is emptied by a commercial vehicle arranged by Cardiff Council and that it is likely the waste operators are the ones who would move it. It was noted that the communal bin area had recently been cleaned by Cardiff Council following a request from the Community Council, however the bin still had an unpleasant odour.

6. Matters arising from the Public Session

(i) Re: flooding. **AP Clerk to contact Cardiff Council for follow-up as ongoing matter.*

(iv) Re: Flytipping. **AP Clerk to contact Cardiff Council to clear flytipped waste.*

- (v) Re: Communal bin area. **AP Clerk to contact Cardiff Council re cleansing of the bin and condition of path to road from bin area.*
7. **Consideration & Approval of the minutes of the Ordinary Meeting on 27th Jan 2025**
 Council Members all agreed to approve the minutes of the Ordinary Meeting on 27th Jan.
Council resolved to approve the minutes of the Ordinary Meeting on 27th Jan 2025.
8. **Matters arising from the minutes and any remaining business from the meeting.**
 (a) It was noted that Cardiff Council did not approve catenary wires of any kind between lampposts and that a policy on festive lights would be provided in due course.
 (b) An inspection was still required of the hanging basket brackets.
 (c) A response had been received regarding air quality monitoring and the results would be shared in due course.
 (d) It was noted that information provided on speed signs suggested this was not effective.
 (e) Fruit trees had been received from Coed Caerdydd and planted with thanks to Cllr Underdown.
(i) Nominations to Primary School Federation School Governor
 No nominations had been forthcoming. **AP Cllr Jones-Pritchard to contact Primary School to enquire if a resident could be nominated by the school who could provide a report back to the Community Council.*
9. **Updates from Projects**
(i) Trees
 Chair thanked volunteers who had helped to cut the fallen tree into logs, and it was noted that some additional work was required to trim remaining trees.
(ii) Newsletter Ongoing.
(iii) Festive Lights Meeting date with contractor to be confirmed.
10. **Consideration of adopting new Model Financial Regulations**
 Clerk circulated the new NALC model finance regulations which had been provided by One Voice Wales and highlighted new requirements. It was noted that the new regulations were more reflective of current working arrangements and that existing financial controls had been mirrored to the new document.
Council resolved to adopt the new model financial regulations.
11. **Clerk's Report of Correspondence.**
February 2025
Tanyard Radiator *Water leak from radiator valve requires repair, radiator has been switched off to isolate the issue.*
Bank Charges *Correspondence has been received regarding new bank charges applied to the bank account which has changed to a community account. Bank charges will be applied, but information has been provided on taking the complaint further should the Community Council wish to do so.*
Tanyard Energy *Gas contract for the Tanyard has completed at EDF and switched to British Gas Lite as per Council instructions and there should be a benefit from reduced costs.*
Double Yellow Lines *Cardiff Council have written regarding a previous enquiry regarding parking restrictions on the corner of Mill Road and Merthyr Road to advise they have not yet secured funding to progress the matter but are currently carrying out surveys and observations to ensure they have current information.*
Electoral Review Programme 2025 *The Boundary Commission for Wales has published a Policy and Practice Document as part of the Electoral Review Programme for Principal Councils as part of a consultation.*
Replacement LDP Consultation *Cardiff Council are in the process of arranging meetings with Community Councils and Head of Planning to discuss the consultation. Clerk confirmed they would be attending the online meeting on March 4th.*
St David's Day Civic Service *Lord Mayor Cllr Helen Lloyd Jones has sent an invitation to attend the St. David's Day Civic Service to be held on March 1st at the City Parish Church of St. John the Baptist. Cllr Mike Jones-Pritchard has confirmed attendance to represent the Community Council.*
Broken Fence A470 *The broken fence alongside the A470 had been reported to Cardiff Council and passed to the relevant team.*
Mud on pavement *The accumulation of mud on the pavement Merthyr Road nr Birch Hill has been*

reported to Cardiff Council who have advised the street cleansing team would attend.

Joint PACT and TCC meeting The Whitchurch and Tongwynlais PACT team had suggested holding a joint meeting with the Community Council.

Updates from January Meeting

Item 4 Waste Collection Re: separated recyclables being placed on same vehicle – County Councillor response that on rare occasions this occurs, however the overall quality of the recycling is higher compared to the previous system. Further clarification is being sought from Cardiff Council Waste Team which will be shared with the Community Council.

Item 4 Waste Collection Flats Greenmeadow Drive Cardiff Council have apologised for issues faced by constituents and resolved the matter by cleansing the area. Properties have been provided with segregated recycling containers and placed on the collection round for the village. Cardiff Council will be monitoring the collection service over the coming weeks.

Item 10 Festive Lights Clerk enquired with Cardiff Council regarding use of festive lights attached to lampposts in other areas of Cardiff and has been informed that a festive lights policy is being finalised by Cardiff Council and will be shared with the Community Council in due course. The policy provides detail for the processes for permissions for festive lighting, type of festive lighting, periods that festive lighting can be erected and the explicit prohibition of the use of catenary wires between street lighting columns for the reasons previously discussed. Cardiff Council have advised that current arrangements in Tongwynlais will likely meet requirements of the festive lighting policy.

Date of meeting with festive lighting contractor to be confirmed to discuss next display.

Item 11 Road Sweeper Cardiff Council road sweeper has attended and cleansed Merthyr Road.

Item 11 Air Quality Clerk contacted MS Julie Morgan regarding air quality monitoring on Merthyr Road who responded to advise they had been in contact with the Primary School Headteacher and enquiries were made with Cardiff Council Health and Safety Team who in turn has advised that: -

“Locations for monitoring are usually on narrow streets in excess of 5,000 annual average daily traffic (AADT) per day for air quality monitoring. Using the latest traffic data available, the estimated AADT for the road adjacent to Tongwynlais Primary School is 2860 AADT, so we would not expect nitrogen dioxide levels to exceed the legal limit. Sites for monitoring have already been allocated for 2025, although I have requested a diffusion tube is installed outside Tongwynlais Primary to reassure residents that air quality is within acceptable limits.”

Ms Morgan has advised that once results from the monitoring are available, they will be shared with the Community Council.

Item 11 Asbestos Awareness Training Clerk attended asbestos awareness training duties for building managers on February 6th which was hosted by Caerphilly County Council and recommended by One Voice Wales. The Tanyard has had an asbestos management survey completed 2019 by Cardiff County Libraries in compliance with Control of Asbestos Regulations. Clerk has enquired with Cardiff County Libraries if annual condition monitoring has been completed since 2019 and if an emergency procedure has been documented if asbestos is disturbed.

Item 11 Broken Fencing Taff Trail With thanks to South Wales Trunk Road Agency (SWTRA) for repairing the broken fencing.

Item 12(viii) Precept 2025-26 Clerk submitted the precept request for 2025-26 to Cardiff Council who have acknowledged the request.

Item 14 (i) Resident Letter Clerk has contacted landlords at a local pub to arrange a meeting with the Chair and Clerk, dates to be confirmed.

Item 14 (ii) Fruit Trees Cardiff Council have granted permission for planting of fruit trees on the grass area opposite the primary school and adjacent Pantgwynlais provided consideration is taken for underground service cables and pipeworks.

Item 14 (iii) Trees With thanks to volunteers for trimming trees and making safe the fallen tree by the allotment shed Merthyr Road.

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

Tanyard Radiator Cllr Walters volunteered to inspect the leak and advise on repair.

Bank Charges Council agreed to consider a replacement bank.

Replacement LDP Consultation *AP Clerk to enquire if the development boundary was to be changed.

St David's Day Civic Service Council approved for Cllr Mike Jones-Pritchard to attend the service and represent the Community Council.

Joint PACT and TCC meeting Council agreed that the PACT meeting could be held at 6.30pm with the Community Council meeting following.

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

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

Expenditure

BG Lite Elect December - cancelled	dd	£0.00
Tesco Mobile January	dd	-£10.00
Insurance Renewal	BACS	-£1,877.15
SLCC Annual Membership (1/3 cost)	BACS	-£64.60
Storage Boxes for lights	BACS	-£27.00
Lewis Arms - xmas lights competition winnings	BACS	-£100.00
Window Cleaner	BACS	-£20.00
Staff Wages & Expenses January	BACS	-£806.00
BG Lite Elect January	dd	-£85.71
EDF Gas January	dd	-£104.60

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Wages & Expenses February	tbc
Centregreat Festive Lights	-£2,000.40
One Voice Wales Annual Membership	-£356.00

Community Council approved the payments to be made.

Q3 bank reconciliation Cllr Lane approved and signed the Q3 bank reconciliation and confirmed all to be in order with the accounts.

It was noted that a budget review would be completed as part of the March meeting ahead of the end of the financial year.

13. Planning Matters

(i) 25/00102/HSE 45 Merthyr Road. Demolition of existing single storey rear extension and outbuilding and construction of new single storey rear extension with balcony area. External alterations to existing house and rear workshop.

Council noted concerns regarding overlooking of neighbouring properties and agreed to submit a letter to the planning office.

(ii) 25/00423/HSE 20 Castle Road. Roof alteration – rear double storey flat roof changed to hip/gable.

Council made no comments on this proposal.

(iii) 25/00394/DOC 20 Mill Road. Discharge of Condition 3 (Construction Environmental Management Plan) of 23/02511/HSE

Cllr Mike Jones-Pritchard declared an interest as agent to the applicant and left the meeting room during this item.

Council made no comments on this proposal.

14. Councillors Reports.

(i) Update from One Voice Wales meeting (CH/CL)

The recent meeting was attended by Cllr Lane and Cllr Hill and included a presentation on wellbeing of future generations regulations, as well as a discussion on health services.

(ii) (SU) Green Containers.

Cllr Underdown volunteered to weed the village green containers and advised that spring bulbs had been planted.

(iii) (CH) Road Markings A470

Cllr Hill reported that there had been several near misses of traffic entering the village from the Taffs Well roundabout and it not being clear of designated lanes into the village, or to join the A470. It was noted that the road sign was not clear and often obscured by overgrowth or temporary road works signs. It was noted there were similar concerns of traffic entering the village from the Coryton Interchange. **AP Clerk to contact Cardiff County Councillors to request a meeting with Highways.*

(iv) Hampers (LM)

Cllr Morgan reported that 51 hampers had been gifted to residents for the Christmas period with some containing cooked meats and others perishable. It was noted that there had been an increase in costs from the previous year, but these had been met.

(v) Dog mess (OT)

Cllr Thomas reported that there had been several postings about dog mess recently on social media which seemed to be an increasing problem.

Council members suggested that the school children may like to design posters to display around the village and perhaps there could be a prize for best design. **AP Cllr Jones-Pritchard to enquire with the school.*

**AP Clerk to post on social media information about reporting dog mess to Cardiff Council.*

Council members suggested that dog waste bags could be made available at locations around the village. **AP Clerk to enquire with Cardiff Council regarding dispensers and advice.*

(vi) Historical Society (RW)

Cllr Wiseman reported that the information board for the Toll house had been completed and brought the sign to the meeting to show Council members. He reported that the sign would be installed soon.

Cllr Wiseman advised that arrangements had been made for an acoustic music session at the Tollhouse as part of the Summer Festival week.

(vii) Castle car park

It was noted that the car park sign at the castle could be clearer to advise visitors of closing times. **AP Clerk to contact Cadw to enquire.*

15. Any urgent matters for information only

None

There being no further business Chair thanked everyone for attending. The meeting closed at 7.30pm.