
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 November 2025 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

also present: One member of public
Louise Evans, Standards & Ethics Committee

Apologies

Cllr Linda Morgan (unwell)

Cllr Simon Underdown (unwell)

Cllr Graham Walters (family commitment)

SW Police

Chair welcomed everyone to the meeting, especially Louise Evans who was attending on behalf of Standards and Ethics Committee to complete routine observations at meetings.

2. Declaration, Registration and the Nature of Interests

None

3. Police Matters

SW Police did not attend the meeting, but crime figures had been provided for 10th September to 18th November as follows:

ASB Related - 4

Burglary/Attempted (Commercial) – 1; Burglary/ Attempted (Residential) - 1

Criminal Damage – 2; Criminal Damage (Vehicle Related) - 1

Theft / Attempted Theft: From Vehicle – 3; Theft of Pedal Cycle – 1; Other - 3

It was noted there had been reports of stolen bikes including a motorcycle.

Council members discussed how often a PCSO attended the council meeting, and it was noted 2 to 3 times per year, however any call-out would receive priority for officers to attend. It was noted that monthly PACT meetings are held, as well as Cuppa with a Copper, and to advertise these sessions more via social media.

4. MP, Senedd, County Councillor Matters

Chair reported that County Councillors had attended a meeting with the Primary School to discuss building matters including drainage issues and how these could be progressed.

5. Public Session

(i) Resident requested, feedback on a previous report of antisocial behaviour at the flats on Greenmeadow estate.

6. Matters arising from the Public Session

(i) Clerk advised that the matter had been reported to Cardiff Council Housing, who had

instructed their Anti-social behaviour officer to attend and for letters to be issued to residents.

7. Consideration & Approval of the minutes of the Ordinary Meeting on 27th Oct 2025

Council Members all agreed to approve the minutes of the Ordinary Meeting on 27th Oct.

Council resolved to approve the minutes of the Ordinary Meeting on 27th Oct 2025.

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

Item 8 Water Leak and installation of smart heating controls – ongoing.

Item 8 Sparrows Field. A meeting had been arranged but Cardiff Council officers did not attend **AP Clerk to rearrange.*

Item 8 Festive Lights, contractor confirmed they had not been given permission from Cardiff Council to install a spotlight due to it being considered distracting for drivers. Chair suggested speaking with County Councillors for next year's display. All other lights had been installed and lit. It was noted that a tree obstructing a lamppost feature had been cut back.

Item 8 Together Event, Clerk confirmed a funding request had been submitted to Wales and West and the magician who attended the event last year had been booked again.

Item 9 (iii) Allotment Shed, Clerk confirmed that support requests had been submitted to businesses based in Tongwynlais and a response had been received from Lovell who would like to view the shed to learn more about the proposals and project. **AP Clerk to arrange*

Item 10 (ii) Biodiversity Report, Residents with biodiversity expertise had confirmed they would like to help with the biodiversity plan, Clerk advised that the separate section 6 report should be published by end of December.

Item 13 (iii) Road Sweeper, Chair reported that the road sweeper had attended the village and cleared the leaves.

Item 11 Natwest Bank, Clerk confirmed that the bank switchover should complete that week.

Item 10 Footbridge Closure, it was noted that a free bus had been provided to transport residents from the village across to Coryton.

9. Updates from Working Groups

(i) Festive Lights

LED trees had been put up with thanks to volunteers and were awaiting electrical connection and another three trees to be installed, although it was noted that 1 tree appeared broken. Arrangements for volunteers to assist with putting up the remaining trees from 5.30pm on Tuesday evening. It was agreed to keep a mallet and pegs with the trees for next year. All agreed to monitor weather conditions especially regarding storms with strong winds as the trees should be lowered on these occasions.

(ii) Together Event

The village hall has been booked, as well as the magician. An application for funding from Wales and West has been submitted. Cllr Hill and Cllr Lane volunteered to collect the food order and it was noted to arrange less mince pies than last year due to leftovers.

Cllr Waite volunteered to provide sweets for the event.

Thanks to Cllr Waite to complete the design for the poster. It was agreed not to print copies to distribute this year, but to display in the noticeboard and to distribute via the school parentmail, as well as advertise on social media.

Snow machine to be used outside if weather permitted.

It was noted that 12 residents had already confirmed their attendance.

(iii) Allotment Shed and Gardens Project

Item already covered in agenda item 8.

10. Clerk's Report of Correspondence.

November 2025

Ask Cardiff The annual residents' survey is open until end of November, information has been circulated.

One Voice Wales Free training places for councillors has been extended to additional courses, information has been circulated.

North Cardiff Woodlands The project team is currently advertising for a community ranger. Once the project is ready to launch the Community Council will receive an invitation to the launch event.

Updates from October Meeting

Item 8 Sparrows Fields A meeting was arranged with Cardiff Council Parks Department on Wednesday

19th November with the Chair and Clerk, but Cardiff Council officers did not attend. **AP Clerk to rearrange*

Item 8 Festive Lights Contractor has advised that Cardiff Council will not allow the spotlight due to a distraction to drivers.

Item 8 Together Event The magician has been booked for the event at a cost of £200. A funding request has been submitted to Wales and West for the cost of the entertainer and the leaflet prints.

Item 9 (i) Newsletter The village newsletter has been printed and delivered to households with thanks to volunteers. Positive feedback has been received from residents.

Item 10 Pine Tree Pantgwynlais Cardiff Council have confirmed the tree is suffering from dieback and has been identified for removal this financial year.

Item 10 SLCC/OVW meeting Clerk attended the meeting which included a presentation from Wales Audit Office who advised they are increasing resources to clear the backlog of audit responses. Discussions are ongoing to reduce the reporting requirements for smaller council's although any changes will not be implemented ahead of 2026.

Item 10 Annual fire extinguisher service The annual fire extinguisher service has been completed.

Item 10 J32 Coryton Traffic Cardiff Council have installed two large no entry signs onto the existing posts, advising that they believe these would be more visible than road markings.

Item 10 Allotments overgrowth Groundsperson has provided quotations, however Clerk has suggested that the council brushcutter is inspected for suitability in the first instance.

Item 10 Natwest Bank A switchover form has been completed and submitted to Natwest to transfer the funds, direct debit payments and close the old Lloyds account.

Item 10 (i) Biodiversity Report Clerk has contacted the 2 local residents with biodiversity knowledge who are happy to help with content for the new biodiversity plan to include documenting existing species.

Clerk has completed the section 6 report that must be published before the year end for council's consideration.

Item 11 (vi) Forces Fitness funding application Further information has been provided upon request.

Item 13 (v) School Gates Painting A request for paint supplies has been submitted to Sacyr who are exploring the possibility of providing paint.

Item 14 (i) Coryton roadmarkings Clerk has contacted SWTRA who have forwarded the correspondence on to Welsh Government for a response.

Item 14 (ii) Cannabis Cardiff Council have advised that an Anti-social behaviour officer will attend the flats and letters will be sent to all residents.

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

Paint – to add to next meeting agenda

(ii) To consider the draft section 6 biodiversity report

Clerk circulated a draft section 6 biodiversity report and advised that a report must be published on the council website before the end of the calendar year. Two residents with biodiversity knowledge have agreed to contribute to the biodiversity plan.

Council discussed other items that could be included in the report such as Sparrows Field and the intention to trim back the surrounding brambles to encourage children to use the play area more, but to take note of biodiversity in the meantime; to note green areas and woodland within the village and to encourage collaborative work with Cadw, Cardiff Council, Village Hall Committee and North Cardiff Woodlands. It was noted that the Glamorganshire Canal had work being completed by Cardiff Council to clear silt in the Whitchurch area, but the canal within the Tongwynlais area had not, due to overgrowth of Japanese knotweed. **AP Clerk to report to Cardiff Council to remove, as well as Himalayan Balsam.*

It was hoped that Cardiff Council may also be able to cut back overgrowth from the perimeter of the picnic site to increase the usable area. **AP Clerk to request*

It was noted that numbers of sparrows were on the decline which may be due to homeowners improving roof and fascias preventing birds from nesting, as well as habitat destruction, pesticides and possibly climate change. Suggestions were made on how to improve nesting conditions with the possibility of encouraging bird box making workshops from the allotment shed. **AP Clerk to update the section 6 biodiversity report.*

Council resolved to publish the section 6 biodiversity report on their website with the above additions.

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

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

Expenditure

Bank Charges August	dd	-£4.25
BG Lite Elect Bill September	dd	-£38.99
BG Lite Gas Bill September	dd	-£64.65
Staff Costs October	BACS	-£1,361.19
Hamper Donation	BACS	-£400.00
Cardiff Bay Print - Newsletters	BACS	-£290.00
Tesco Mobile October	dd	-£10.60
Bank Charges Sept	dd	-£4.25
Window Cleaner Nov 13	BACS	-£20.00
BG Lite Elect Bill October	dd	-£40.95
BG Lite Gas Bill October	dd	-£98.04
2 sets new lights for large tree	BACS	-£84.47

(i) Approval of Payments

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

Staff Costs November	tbc
Fire Extinguisher Service	£101.33

Community Council resolved to approve the payments to be made.

Cllr Lane confirmed and signed the Q2 bank reconciliation.

**(ii) To consider purchase of any additional lamppost poppies for 2026
Council resolved to purchase 20 additional lamppost poppies for 2026.****(iii) To consider the draft budget 2026-27**

Clerk circulated a draft budget for 2026-27. Council members to consider the spending requirements for the next financial year and to review at the January meeting.
Council discussed various funding opportunities to support the allotment shed project.

(iv) To consider funding request from Forces Fitness

It was noted that further details had been provided to support the funding request.
Council members to consider the application and to review at the January meeting. It was noted that the activity was hoped to be planned for the summer months.

12. Planning Matters

25/02511/FUL Bethesda United Reform Church, New entrance porch and tower to existing church building.

Council discussed the plans and drawings and had no objection to the proposals.

13. Councillors Reports.

(i) One Voice Wales Meeting. Cllr Lane and Cllr Hill attended the recent meeting which included two presentations on climate change, and making your community a better place to live and work. The presentations were based on experiences of Community Councils in the Vale of Glamorgan area and left little time for other items to be discussed in the meeting. OVW raised concern about lack of attendance by some councils.

The One Voice Wales newsletter was commended regarding content and information, and it

was encouraged to submit articles. It was suggested to submit an article on the Together at Christmas event and to put the event in for an award.

(ii) Cllr Wiseman reported that the Historical Society Christmas cards had been a successful project, and it was hoped to do the same next year with more designs.

(iii) Cllr Morgan had passed on comments via the Chair that volunteers had not put up the LED trees at the same time as the other village lights. Council members discussed the timing of festive events with suggestions that they could be held during December, allowing more time to finish the festive decorations. It was noted that the carol singing event had gone well and had been well attended.

(iv) Choir concerts were arranged with Whitchurch Primary on Wednesday 3rd December and with Tongwynlais Primary on Thursday 4th December and all council members were welcome to attend. A further concert in the village hall was arranged on 14th December.

14. Any urgent matters for information only

None

Date of next meeting Monday 26th January 2026.

Chair thanked all for attending and wished everyone a Merry Christmas and Happy New Year. Meeting closed at 7.30pm