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# CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the Ordinary Meeting held at  
the Tanyard in compliance with the Local  
Government and Elections (Wales) Act  
2021**

**Monday 23<sup>rd</sup> February 2026 – 6.30pm**

**1. Attendance**

**Community Councillors:** Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Ceri Lane, Graham Walters, Simon Underdown, Owen Thomas  
**Clerk:** Nadine Dunseath

**Apologies**

Cllr Linda Morgan (holiday)  
Cllr Ana Waite (work commitments)  
Cllr Rob Wiseman  
SW Police

Chair welcomed everyone to the meeting.

**2. Declaration, Registration and the Nature of Interests**

None

**3. Police Matters**

SW Police did not attend the meeting, and an email had been sent regarding new procedures by the police not to provide crime figures to community councils under data protection law. It was noted that the figures could be requested under Freedom of Information and these were also available on the police website. It was noted the latest figures were for December so would be delayed in receiving information.

Clerk confirmed that the PCSO's were invited to every council meeting and they attend when available.

A report was made of cannabis smoking near to the garages on Greenmeadow Drive and guidance shared. If residents had environmental health concerns, reports could be made to Shared Regulatory Services or Housing Services via Cardiff Council, or if concerns were due to anti-social behaviour, then the police could be informed.

A previous report regarding cannabis smoking in council owned properties was due to have the Anti-Social Behaviour Officer from Cardiff Council attend and provide advice. *\*AP Clerk to request feedback.*

**4. MP, Senedd, County Councillor Matters**

None

**5. Public Session**

No public attended the meeting

**6. Matters arising from the Public Session**

None

- 7. Consideration & Approval of the minutes of the Ordinary Meeting on 26<sup>th</sup> Jan 2026**  
Council Members all agreed to approve the minutes of the Ordinary Meeting on 26<sup>th</sup> Jan.  
**Council resolved to approve the minutes of the Ordinary Meeting on 26<sup>th</sup> Jan 2026.**
- 8. Matters arising from the minutes and any remaining business from the meeting.**
- (i) **Update re: resident welfare** A meeting has been arranged between the Community Council and Wales and West Housing for the 12<sup>th</sup> March.
  - (ii) A request has been made to Cardiff Council to cut the grass bank opposite the hotel.
  - (iii) It was suggested to arrange a working party meeting for the Hampers project during March.
  - (iv) The water leak and smart heating controls for the Tanyard were ongoing.
  - (v) *\*AP Clerk to send follow-up email to Sacyr regarding paint for the school gates.*
  - (vi) Sparrows Field. It was noted that County Councillors were following up on the grass cutting maintenance agreement. As per last meeting, it was agreed to proceed with the quotation for the one-off bramble cut. All agreed.
  - (vii) It was noted that the Clerk had written to the doctor's practice enquiring about the possibility of installing festive lights and a response was awaited.
  - (viii) Potholes had been reported to Cardiff Council with some already filled.  
It was noted that the Eastbound M4 off slip to Coryton was poor with potholes and stones.  
*\*AP Clerk to report.*
  - (ix) Allotment Shed. Clerk reported that a quotation for the repairs had been requested from a contractor recommended from another community council. *\*AP Clerk to chase quote.*
  - (x) Line Markings on Coryton Interchange. *\*AP Clerk to respond to SWTRA requesting if the dotted lines could be made visually clearer for traffic.*
- 9. Updates from Working Groups**
- (i) Biodiversity**  
12 volunteers planted hedging for landowner which included hawthorn, blackthorn and holly. The working group met to complete a walkaround the village noting natural resources and to receive advice on how planting different bulbs may complement native species. Ideas and initiatives were discussed, such as litter collection and mapping the spaces in the village. It was suggested to have a standing agenda item for biodiversity providing an opportunity to reflect on council decisions.  
An annual planner of activities for green works was suggested which could include planting times, bird nesting seasons etc. A biodiversity plan will be produced which could feed into the Council Vision Statement. A talk was being planned for May to raise community awareness.
  - (ii) Mensheds**  
It was noted that the initiative was predominantly aimed at men but was not gender specific in terms of use of the shed.  
Quotes had been received for repairs to the shed, with a further requested.  
Council members discussed the priority repairs and possible funding opportunities. It was suggested to form a working group to take the project forward and invite a representative from the mensheds group to attend a future meeting.  
It was noted that whilst church organisations in the village may be keen to be involved the project should be driven by the Community Council.
  - (iii) Festive Lights**  
A meeting had been arranged with the contractor which unfortunately was postponed.
- 10. Clerk's Report of Correspondence.**
- February 2026**
- Fforest Fawr Natural Resources** Wales will be completing tree management works during February at Fforest Fawr with signage in place to advise of closure of the Forest Car Park and some trails. Information has been shared on the Community Council website.
  - Civic Service** An invitation has been received to attend the Lord Mayor's Civic Service on 1<sup>st</sup> March.
  - Defibrillator** The routine quarterly check of the defibrillators found the one outside the Tanyard not to be working and requiring new batteries. Clerk ordered new batteries under delegated spending authority in conjunction with the Chair. The new batteries have been fitted and ambulance service database updated.
  - Festive Lights Trophy** The trophy has been engraved with the Christmas Lights Best Dressed Street competition winner for 2025 as Castell Coch View. The engraving company have completed the

engraving free of charge.

To note that the winner for the Christmas Lights Best Dressed House competition winner has received their prize of £50 voucher for the Lewis Arms.

**Cllr Allowance Payments** The annual councillor allowance payments are due to be paid in March. If any member does not wish to accept their payment, please notify the Clerk in writing prior to the end of March.

**Tanyard Heating** Following a report from a hall hirer that the heating was not working during their booking, Clerk has found the boiler will not retain water pressure. Cllr Graham Walters agreed to investigate the problem and discovered an airlock which has been resolved.

**Fencing** The missing fence panel alongside the A470 has been reported to SWTRA and repaired. Acoustic capping panels require replacing and removing from the footpath, SWTRA have advised they will attend.

**Ironbridge Road Junction** An anonymous letter has been received from a resident regarding the junction Ironbridge Road and Merthyr Road and difficulties with visibility due to parked vehicles.

#### **Updates from January Meeting**

**Item 3 Parked Vehicle** SW Police have advised they will keep an eye out for any vehicles causing an obstruction whilst on patrol.

**Item 5 Biodiversity Working Group** has been created with Cllr Mike Jones-Pritchard, Cllr Caryn Hill, Cllr Owen Thomas, Cllr Simon Underdown, local residents Andy and Karen Wilkinson, with support from the Clerk. The group have met to learn more about local ecology and to begin sharing ideas for an action plan.

**Item 8 (i) Cardiff Council Parks** Cardiff Council Parks Department have confirmed they will cut back the brambles from the perimeter of the picnic area Ironbridge Road as part of their routine maintenance when weather conditions allow. County Cllr Jamie Green has confirmed they will make enquiries with Cardiff Council regarding grass cutting arrangements for Sparrows Field.

**Item 9 (i) Festive Lights** A meeting with Centregreat and the Chair and Clerk was postponed.

**Item 10 Visitor Levy** Information on public drop-in sessions for the visitor levy consultation have been shared.

**Item 13 (i) Resident Welfare** A meeting with Wales & West Housing Association is arranged for March 12<sup>th</sup>.

**Item 13(ii) Hampers Working Group** has been created with Cllr Linda Morgan, Cllr Mike Jones-Pritchard, Cllr Ana Waite, Cllr Rob Wiseman, Cllr Owen Thomas, with support from the Clerk.

**Item 13 (iv) Hotel** The Operational Manager for Supported Accommodation confirmed that Cardiff Council's agreement with the Holiday Inn at Tongwynlais ended in December 2025, further information has been requested.

#### **(i) Consideration for Chair to attend Civic Service**

All agreed for the Chair to attend the Lord Mayor's Civic Service on 1<sup>st</sup> March.

#### **(ii) Any matters arising from the Clerk's report**

**Hotel** - \*AP Clerk to contact Holiday Inn to ask for confirmation regarding their proposals for future arrangements and for an update regarding the planning application for additional rooms approved by Cardiff Council in 2022.

**Library Rental Fees** It was noted that no response had been received from Cardiff Library Services regarding a rental fee proposal. Council Members agreed that a 3% increase could be suggested. \*AP Clerk to contact library services.

**Ironbridge Road Junction** It was noted that some of the items mentioned in the resident's letter have already been covered in previous council meetings. A proposal by Cardiff Council to place parking restrictions has been considered. \*AP Clerk to forward copy of letter to County Councillors and to request update on proposal for parking restrictions.

### **11. 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 Bill December	dd	-£41.83
BG Lite Gas Bill December	dd	-£183.66
TEEC Ltd - Annual Website Hosting	BACS	-£223.20
Window Cleaning 21 Jan	BACS	-£20.00
Insurance Renewal	BACS	-£1,925.31
Staff Costs January	BACS	-£951.73
Microphone/Speaker for hybrid meetings	BACS	-£44.99
Tesco Mobile January	dd	-£10.60
Ainon - Festive lights electricity contribution	BACS	-£25.00
St.Michaels Church - Festive lights electricity contribution	BACS	-£25.00
Bethesda Church - Festive lights electricity contribution - Donated payment back to CC		£0.00
Village Hall - Festive lights electricity contribution	BACS	-£25.00
Defibrillator replacement batteries	BACS	-£52.74
BG Lite Elec Bill January	dd	-£51.65

**(i)Approval of Payments**

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

**End of Month Payments to be approved: -**

Staff Costs February	tbcb
Festive Lights	-£2,118.00
Clerk Annual Membership (Society of Local Council Clerks) 1/3 cost	-£68.00

**Community Council resolved to approve the payments to be made.****12. Planning Matters**

26/00198/CLPUD 10 Maes Y Draenog, Single storey rear extension to replace conservatory, new steps and alterations to patio.

Council members suggested that a letter could be sent to the Planning Office to enquire if a Green Infrastructure Statement was required for this application, and if so to advise that a statement should be provided as part of the supporting documents.

**13. Councillors Reports.**

- (i) Traffic and Parking. Item already covered above
- (ii) Hotel. Item already covered above
- (iii) Public Waste Bin outside village hall still missing. *\*AP Clerk to chase.*
- (iv) Grass Bank cutting opposite Hotel. *\*AP Clerk to chase.*
- (v) One Voice Wales funding for biodiversity. It was noted the deadline for applications was 27<sup>th</sup> February. Clerk to submit application, if time allowed, for wildflowers and/or bulbs to be planted on the grass bank Taff Trail Merthyr Road. *\*AP Clerk to apply.*
- (vi) It was suggested the cupboards or shelving could be sourced to improve storage in the Tanyard. *\*AP Cllr Thomas to seek quotations.*
- (v) Repair Café. It was noted that Whitchurch Library Hub host a Repair Café and it was suggested that the Tanyard could be used for such sessions. *\*AP Clerk to enquire with Whitchurch Library.*

**14. Any urgent matters for information only**

None

Date of next meeting Monday 30<sup>th</sup> March 2026.

Chair thanked all for attending. Meeting closed at 8.00pm