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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 26th January 2026 – 6.30pm**



## 1. Attendance

**Community Councillors:** Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Rob Wiseman, Ceri Lane, Ana Waite, Linda Morgan, Graham Walters, Simon Underdown

Owen Thomas (via Microsoft Teams)

**Clerk:** Nadine Dunseath

**also present:** One member of public

## Apologies

Cllr Linda Morgan (leaving early choir rehearsal)

Cllr Ana Waite (arriving late due to traffic)

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, but crime figures had been provided for 18<sup>th</sup> November to 19<sup>th</sup> January as follows:

ASB Related - 2

Burglary/Attempted (Commercial) – 1; Burglary/ Attempted (Residential) -3;

Criminal Damage (Vehicle Related) - 1

Theft / Attempted Theft: From Vehicle – 2; Theft of Vehicle – 2 (1 x motorbike – found, 1 x van – found); Fraud & Forgery – 1; Other - 1

*\*AP Clerk to contact SW Police to ask if there had been an increase in residential burglaries.*

SW Police had provided some updates and information as follows: -

*Responses to previous PACT meeting "After a successful day of action late last year where over 40 E-bikes were seized, we have another coming up very soon. Any intelligence on location/storage/colours of these bikes can be sent to us to add to the puzzle of seizing these and focussing our attention on where they are being seen."*

*Important Updates "Rogue traders specialising in gardening / tree cutting have emerged, offering services and increasing the price with a poor finish or carrying out the work without you asking for it and then demanding payment. Be wary and share with elderly neighbours as they are being targeted. In addition, gift card scams are trending. Reminder to please keep personal details to yourself and if in doubt do not share, check with trusted person first.*

*Police/Banks/HMRC will not ask for bank details over the phone nor ask you to buy items for collection."*

*\*AP Clerk to add information to website and social media.*

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

None

Cllr Ana Waite joined the meeting 6.35 with apologies for being late due to traffic.

**5. Public Session**

**(i) Biodiversity Plan**

Local resident Andy Wilkinson attended the meeting to provide help and guidance to the Community Council in producing the next biodiversity action plan which is a legal requirement on the Council to publish. Mr Wilkinson provided information on his background and experience and shared information on the varieties of species found in Tongwynlais which he described as "rich in wildlife." Concerns were shared on the climate emergency and ideas on how to make a positive difference in the area.

Chair advised that the role of the Community Council is to provide facilities to residents and listed the areas of land that belong to, or are managed by, the Community Council. Council members provide a link to the Primary School through the Governor role, as well as to the Historical Society which hopes to start a new project cleaning the canal stretch by Ironbridge Road. It was suggested that information could be shared with the Primary School to help raise awareness of biodiversity.

Mr Wilkinson shared a draft document and offered to provide an electronic copy to the Clerk.  
*\*AP Clerk to circulate.*

Council agreed to consider a working group for biodiversity with the view to a meeting in February incorporating a walk around the village to view existing biodiversity.

*\*AP Cllrs to confirm if they wish to be part of the working group.*

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

(i) It was noted that the grass bank by Coryton Roundabout had not received its annual cut.  
*\*AP Clerk to contact Cardiff Council to request a one-off cut.*

Chair suggested that following the bramble clearing at Sparrows Field, then hedge planting alongside the stream could be considered.

It was suggested to cut back the brambles in front of the rock face on Taff Trail Merthyr Road to encourage wildflowers to grow. *\*AP Clerk to contact groundsperson.*

Mr Wilkinson offered to provide help in felling/trimming the trees around the allotment shed.  
*AP Clerk to contact local tree surgeons who may be able to help and provide chipper.*

**13. Councillors Reports.**

(i) Resident Welfare. Item discussed early in the meeting (after item 6) at Chair's discretion. Council members shared concern over a resident who had passed away recently. Chair advised that a meeting was to be arranged between the Community Council, Wales & West Housing Association and Social Services, to discuss how welfare of residents could be improved and if the Community Council could help in any way.

It was suggested that the Older Persons Commissioner for Wales may be able to provide advice.

Cllr Linda Morgan left the meeting early at 7.30 with apologies due to choir rehearsal.

(ii) Christmas Hampers. Item discussed early in the meeting (after item 6) at Chair's discretion.

Council Members provided feedback on the delivery of the Christmas Hampers scheme. It was suggested that the scheme could be looked at in more detail on an individual need basis, especially if residents required the food to be prepared in advance, and that criteria should be considered and met. It was suggested that a working group could be formed with Cllr Morgan taking the lead and an involvement from Wales & West Housing Association and that the hampers could be organised by the group.

Cllrs Jones-Pritchard, Waite, Wiseman expressed an interest in being involved with the group.

**14. Consideration & Approval of the minutes of the Ordinary Meeting on 24<sup>th</sup> Nov 2025**

Council Members all agreed to approve the minutes of the Ordinary Meeting on 24<sup>th</sup> Nov.

**Council resolved to approve the minutes of the Ordinary Meeting on 24<sup>th</sup> Nov 2025.**

**15. 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 Together Event, Chair reported that it had been a successful event but attendance slightly less than in previous years. It was suggested to improve advertising for next year to confirm the event was open to all ages. Clerk confirmed that a funding donation of £390 had been received from Wales and West Housing Association.

Item 8 Allotment Shed, Chair confirmed that a quote had been received for repairs to the shed but additional quotations were still being sourced.

Item 10 Paint, Clerk confirmed that information had been provided to Sacyr who may be able to provide paint for the school gates on Ironbridge Road.

**(i) To consider costs for Sparrows Field maintenance**

Chair reported that he and the Clerk had met with officers from Cardiff Council Parks at Sparrows Field to discuss bramble clearing and routine grass cutting and that quotes had been provided of £502 for a one-off bramble cut and £391 per year for 6 grass cuts. Clerk shared information from a historic informal arrangement where Cardiff Council Parks had agreed to carry out grass cuts at no cost. *\*AP Clerk to contact County Cllrs for advice.*

Council members agreed that the quotes were reasonable and subject to advice from County Cllrs to accept. Cllr Walters requested it noted that he was against accepting the costs.

**16. Updates from Working Groups**

**(i) Festive Lights**

Council Members reported they were very pleased with the festive lights display, but it was noted to plan ahead for next year with regards the timing of putting up the LED trees. It was noted that volunteers had completed the display and a suggestion had been made to hire a contractor, but it was noted this would add to the costs. Council suggested that the Groundsperson may be asked if he could help.

Chair thanked the volunteers who had given up their time to display the LED trees.

It was noted that the LED trees require some maintenance and repair, especially to the one tree that was vandalised and new poles were required.

Cllr Lane had completed instructions on how to install the trees which would be kept in the individual boxes clearly marked. Council members thanked Cllr Lane.

It was suggested to agenda an item for the September meeting to begin an inspection of the trees and establish if any new trees needed to be purchased. It was noted that more heavy-duty pegs were required.

*\*AP Clerk to contact doctor's surgery to enquire if they may be happy to display trees.*

*\*AP Clerk to contact Centregreat to arrange a meeting in March to discuss next year's display.*

**(ii) Biodiversity**

It was noted the suggestion under agenda item 5 to create a biodiversity working group.

**(iii) Hampers**

It was noted the suggestion under agenda item 13(ii) to consider a working group.

**17. Clerk's Report of Correspondence.**

**January 2026**

**Festive Lights Donations** Clerk sent donation requests to local businesses with £345 received. Letters of thanks had been sent.

**Blocked Drains Castle Road** Two blocked drains on Castle Road have been reported to Cardiff Council who have advised they will inspect and complete any required remedial actions.

**Overgrown Branches** Clerk has reported to Cardiff Council that overgrown branches are obscuring the streetlights along Merthyr Road (parallel to Pantgwynlais) and requested these are trimmed back to allow more light for motorists and pedestrian safety. Cardiff Council have confirmed they will trim these at the earliest opportunity.

**S137 Discretionary Limit** Welsh Government have announced the S137 discretionary spending limit for 2026-27 at £11.60 per electorate.

**OVW Biodiversity Training** Clerk was unable to attend a OVW biodiversity training session due to technical issues, however information outlining the next stage of reporting requirements were to be shared.

**Wales and West Trees** Clerk received an enquiry regarding trees near to the Catherine Drive estate that are overhanging some properties and causing issues with leaves blocking gutters. Chair inspected

*the area and it was confirmed that the trees are located on Wales and West land who had previously been advised of the issues of overhanging properties last Spring.*

**Visitor Levy** The Means Group have produced a survey on behalf of Cardiff Council to consult on the proposed visitor levy which has been circulated to all councillors.

**Senedd Elections** Information has been received from Cardiff Council Electoral Services Office to confirm that if a Community Councillor is elected as a Member of the Senedd in the May 2026 election, they would be required to stand down from their position as Community Councillor, similarly for County Councillors.

**Updates from November Meeting**

**Item 1 Standards & Ethics Committee** Positive feedback has been received from the Standards & Ethics committee member who observed the meeting. Clerk advised that name badge lanyards were being worn by Clerk and all members, and this has been noted by the committee.

**Item 4 Coryton footbridge** SWTRA have advised that work on the North footbridge has completed and the bridge reopened December 16<sup>th</sup>. The South footbridge reopened temporarily from Dec 19<sup>th</sup> to 11<sup>th</sup> Jan but will be closed for a further 2 weeks to the 23<sup>rd</sup> to complete the resurfacing. A diversion is in place via the underpass near Pendwyallt Road.

**Item 8 Sparrows Field** Cardiff Council Officers met with the Chair and Clerk on 5<sup>th</sup> December and had a positive meeting discussing cutting back the overgrowth at the field, as well as at the picnic site off Ironbridge Road. Cardiff Council has confirmed they would be happy to help with ongoing maintenance but would have to charge to cover costs.

**Item 8 Allotment Shed** Chair and Clerk met with a representative from Lovell at the allotment shed to discuss the building works required and potential support that could be provided.

**Item 8 Natwest Bank** The bank switchover is complete with funds transferred.

**Item 9 (i) Festive Lights** Thanks to volunteers for putting up and lighting the LED trees.

**Item 9 (ii) Together Event** Wales and West Housing Association have kindly donated £390 towards the event to cover the cost of the entertainment and towards the food costs. Thanks to volunteers for making the event a success.

**Item 10 Grass Cutting Mill Road** Clerk sent a follow-up email to Cardiff Council asking to avoid any daffodil shoots when they complete their cutting. Cardiff Council have confirmed they will raise the height of the cut to avoid any shoots and that the cut should be completed by the end of December.

**Item 10 School Gates Painting** Sacyr have advised they may be able to provide paint for the project and Clerk has provided further details on the paint required and photos of the gates to gauge the amount. The Primary School Headteacher has confirmed they would be pleased to have gates on Ironbridge Road painted, but further information is required for the pedestrian access on Merthyr Road.

**Item 10 Coryton Roundabout roadmarkings** Welsh Government Strategic Road Network Team have responded to advise that there is evidence that some road markings may need to be refreshed, and that the interchange is currently undergoing design work in preparation for a resurfacing scheme.

They have further advised that: -

*"There are strict national rules around when solid white lines can be used. Markings at roundabouts and junctions are designed to guide drivers into the correct lanes, not to prohibit lane changes. It is important that these markings are only used where the criteria are met, to maintain their effectiveness and ensure drivers continue to respect them. The dashed lines currently in place are there to warn drivers they are approaching a hazard, such as a stop line, and have been installed in line with the UK Traffic Signs Manual, which ensures consistency for all road users."*

**Item 10 (i) Invasive Species** Cardiff Council have advised they have been treating the Japanese Knotweed on the bridlepath as part of a treatment programme for the past few years. They are not currently treating the Himalayan Balsam which is managed by pulling the plants in June and July before flowers appear. They do not currently have a workforce for this and kindly request volunteers.

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

It was noted that it should be possible to arrange volunteers to help with invasive species by the bridlepath and this could be incorporated into the biodiversity plan.

**(ii) To receive and approve the WAO annual return for 2024-25**

Wales Audit Office had provided its response for the 2024-25 annual return which has recommended the Community Council produce a formal vision document.

Council members noted this recommendation and that information from the community had not been forthcoming from previous consultations, but to consider a new request from residents as part of a springtime newsletter.

**Council resolved to approve the WAO report on the 2024-25 annual return**

**18. Financial Matters – To receive the Finance Report for December/January**

Clerk presented the financial report for December/January to the Community Council with expenditure as follows: -

**Expenditure**

Bank Charges Sept	dd	-£4.25
Bank Charges Oct	dd	-£4.25
Bank Charges Nov	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
Walker Fire UK Ltd	BACS	-£101.33
Anon Hamper Donation	BACS	-£25.00
Staff Costs November	BACS	-£1,039.55
Tesco Mobile November	dd	-£10.60
Water Bill - 6 monthly	BACS	-£114.80
Carl John Magician	BACS	-£200.00
BG Lite Elect Bill November	dd	-£44.20
BG Lite Gas Bill November	dd	-£211.63
Together Event Food	BACS	-£405.31
Christmas Lights and cable cover	BACS	-£32.41
Christmas Competition Winner Gift Card	BACS	-£50.00
Staff Costs December	BACS	-£857.27
HMRC PAYE & NI Q3	BACS	-£588.20
Tesco Mobile December	dd	-£10.60
BG Lite Elect Bill December	dd	-£41.83
BG Lite Gas Bill December	dd	-£183.66

**(i) Approval of Payments**

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

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

Staff Costs January	tbc
Insurance Renewal	-£1,925.31
Festive Lights	tbc
Window Cleaner	-20.00
TEEC Ltd – Annual Website Hosting	-223.20

**Community Council resolved to approve the payments to be made.**

Cllr Lane confirmed and signed the Q2 bank reconciliation.

**(ii) To consider the draft budget 2026-27**

Council considered the draft budget for 2026-27. It was suggested to increase the budget line for staff costs and to consider annual maintenance costs for Sparrows Field if required. It was noted that there had been no charges for knotweed treatment recently as the plan was

currently in the monitoring phase.

**Council resolved to approve the budget 2026-27 with the above adjustments.**

It was noted to agenda an item for the February meeting to discuss the allotment shed and Menshed initiative.

**(iii) To approve the precept request 2026-27**

Council discussed the budget increase and agreed to increase the precept by 10%.

**Council resolved to request the precept amount of £34485 for 2026-27**

*\*AP Cllrs and Clerk to sign precept form and Clerk to submit to Cardiff Council by end of January.*

**(iv) To receive the Q3 bank reconciliation**

Council noted the information in the Q3 bank reconciliation. Cllr Lane had completed her checks and signed to confirm the figures.

**(v) To consider the Q3 Budget vs Actual report**

Council noted the information in the Q3 budget vs actual report and agreed to the recommendation by the Clerk to balance the costs for water usage for the hall.

**(vi) To consider quotation for insurance renewal £1925.31**

**Council resolved to accept the quotation for insurance renewal at £1925.31**

**(vii) To approve donations for hosting LED trees £25**

It was noted that the Village Hall, St Michael's Church, Bethesda church, and Aïnon Chapel had hosted LED trees and to be reimbursed £25 each towards electricity costs.

**Council resolved to provide £25 towards electricity costs for hosting LED trees.**

**(viii) Hall booking arrangements and storage – scouts**

1st Castell Coch scouts have advised they no longer use of the hall for their Monday evenings as larger premises have been sought, but requested an arrangement could be made to continue to store equipment and to retain their booking slot to be used to retrieve supplies and to use in case other premises are unavailable.

Council discussed the current charges and agreed these were fair to continue.

**12. Planning Matters**

25/02905/ADV 96 Sheet Landscape digital advertising display, land adjacent to Coryton roundabout and Merthyr Road Tongwynlais

Council discussed the plans and drawings and raised concern over the size of the advertising board and the distraction this could pose to motorists on Coryton Interchange. It was noted that the fittings detail was not clear from the plans, and that siting this adjacent to a wildflower meadow could have an impact on the land and ecology. Questions were also raised on the back view of the board, who would maintain and how a power supply would be established. It was proposed to draft a response to the proposal and to include a question on the benefits to the community and the village.

*\*AP Clerk to draft response*

**13. Councillors Reports.**

(i) Resident Welfare. Item discussed earlier in the meeting (after item 6) at Chair's discretion. minuted above.

(ii) Christmas Hampers. Item discussed earlier in the meeting (after item 6) at Chair's discretion. minuted above.

(iii) Traffic and Parking.

It was noted that a car had been parked on several occasions near to the hotel and although there were no restrictions on the road, it was causing an obstruction to the footway.

*\*AP Clerk to report to PCSO.*

(iv) Hotel Update.

*\*AP Clerk to request update from Cardiff Council on hotel and when to expect it return to private lease.*

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

- (i) Cllr Underdown reported that he had recently maintained the village planters and removed the discarded Christmas trees from the gardens. Chair thanked Cllr Underdown for his help.
- (ii) Cllr Hill advised that the older person's survey had been circulated previously by the Clerk and suggested Council Members may like to complete this and provide comments.

Date of next meeting Monday 23<sup>rd</sup> February 2026.

Chair thanked all for attending. Meeting closed at 8.25pm

DRAFT