
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 28th July 2026 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

2 Members of the public

Apologies

Cllr Rob Wiseman (arriving late due to work commitments)
SW Police.

Chair welcomed everyone to the meeting.

2. Declaration, Registration and the Nature of Interests

Cllr Linda Morgan and Cllr Mike Jones-Pritchard declared an interest in agenda item 11.v. as members of the church choir and congregation.

3. Police Matters

Clerk had sourced crime figures from the SW Police website for Tongwynlais for May as follows: violence & sexual offence 7; criminal damage & arson 1; anti-social behaviour 1; public order 3; other theft 1. It was noted that one crime can result in more than one report. PCSO had emailed with apologies for being unable to attend the meeting and to advise there were no issues or patterns to report at this time.

4. MP, Senedd, County Councillor Matters

None

5. Public Session

(i) Resident report of grass cutting opposite the primary school on the grass bank where a section is left uncut as too steep for the Cardiff Council cutter. The area will be attended at a later date by Cardiff Council who will strim the bank. **AP Clerk to enquire with Cardiff Council why the cut isn't completed at the same time.*

(ii) Resident enquired about hedge cutting from the school to the hotel along Merthyr Road. Chair advised this receives an annual cut from Cardiff Council after the bird nesting season ends in September. **AP Clerk to remind CCC of the need for cutting of the overhanging trees.*

(iii) Resident report of parking along Merthyr Road especially by the school which obscures visibility for oncoming traffic. Chair advised this has been reported to SW Police and that a Cardiff Council consultation had been completed with new parking restrictions in progress.

(iv) Resident report of overgrown hedges on the lane between Pantgywnlais and Cae Lewis which is needed for access to resident garages. **AP Clerk to report to Cardiff Council.*

(v) Resident report of overgrown hedge on footpath between Cae Lewis and Greenmeadow. It was noted this is a housing owned footpath. **AP Clerk to refer to housing for cutting*

(vi) Resident enquiry to the bee orchids on the grass bank opposite hotel and that often the

grass is taller than the height of the orchids obscuring the view. It was noted that the annual grass cut back was left late last year which may have affected this year's growth. **AP Clerk to remind CCC that the cut grass is supposed to be removed, not left on the brambles*

6. Matters arising from the Public Session

None

7. Consideration & Approval of the minutes of the Ordinary Meeting on 29th June 2026
Council resolved to approve the minutes of the Ordinary Meeting on 29th June 2026.

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

Tanyard Toilet It was noted that the overflow still needed repair.

Allotment Perimeter The allotment perimeter overgrowth by the steps has been cleared back with thanks to Wales and West Housing Association.

Sparrows Field The overgrowth around the perimeter has been cut back as requested by Cardiff Council. It was noted that there are two large willow trees growing at the field which may require trimming back over the winter.

Wales & West Housing Association Bins areas have been improved at the Catherine Drive estate, and changes to some access routes improving privacy for residents. Fencing has been installed at the grass area to improve safety for children playing.

Bridlepath Cardiff Council have cut back the overgrowth from the perimeter of the bridlepath around the recreational field. An area of knotweed remains by the access gates to the field.

**AP Clerk to report to Cardiff Council.*

(i) Sparrows Field grass cutting contract with CCC

Clerk advised that an enquiry had been sent to Cardiff Council Parks via the County Councillors requesting a compromise on costs. Cardiff Council Parks advised they would not be able to reduce the quotation. Council members discussed the grass cutting quotation and agreed to accept the contract for 6 cuts per year at £391.38

Council resolved to accept Cardiff Council grass cutting contract for Sparrows Field for 6 cuts per year at £391.38.

9. Updates from Working Groups

(i) Biodiversity – Consideration and acceptance of the OVW Biodiversity Grant

It was noted that some of the wildflower plants offered were not native species to the area and it was suggested to tailor the list of plants within the grant. It was suggested to invite the representative from OVW to meet the biodiversity group.

Council resolved to accept the OVW Biodiversity Grant but to tailor the list of plants to native species.

The village nature walk was hoped to be arranged for September in conjunction with the school but open to all residents.

Consideration and approval of the biodiversity action plan

It was noted this was a work in progress document.

(ii) Allotment Shed – consideration of community consultation responses

Clerk circulated a summary of the responses received for the community consultation. It was agreed to add some responses to comments on the website for information.

(iii) Festive Lights – consideration of quotation.

It was noted that photographs of the new lamppost features had not been received. All agreed that it was not possible to consider a quotation without all the information required. **AP Clerk to chase contractor again. *AP Clerk to seek alternate quotations. *AP Clerk to contact Taffs Well CC to enquire into suppliers.*

It was noted that the power supply for the feature by the church was still connected via the church and not from the lamppost as previously requested. **AP Clerk to remind contractor their offer to fit the lamppost equipment FOC.*

It was noted that the Armenian church and Lewis Arms would be both providing trees this year. The dates for the village events are Wednesday 25th and Thursday 26th November and all agreed to try to arrange a switch on event for Wednesday 25th. All agreed to test the LED trees in September to allow time for any repairs or replacements.

Cllr Rob Wiseman joined the meeting with apologies at 7.15pm

10. Clerk's Report of Correspondence.

July 2026

Boiler Service The annual boiler service for the Tanyard has been completed and the engineer has again advised a gas shut-off lever should be installed which is free of charge and should be completed by the National Grid. Clerk has sent an enquiry. Quotations have also been received for remedial works to the boiler.

Ash Tree An ash tree situated to the rear of Greenmeadow Drive which appears to have died has been reported to Cardiff Council for their attention.

Footpath Catherine Drive to Castell Coch View Clerk has reported the overgrowth and littering alongside the footpath to Cardiff Council who have advised they will attend.

Clerk's Meeting Clerk attended the quarterly meeting with other Community Council Clerks and the Cardiff Council Monitoring Officer. Cardiff Council Team Manager for Member's Services attended the meeting to provide a report on how the system is working. Reports to the service line from Tongwynlais Community Council from 1st April 2022 to 16th July 2026 were 189 and considerably higher than other areas. Reports were mainly associated with highways, parks and street scene. Cardiff Council responds to 69% of reports within their target of less than 10 days. A Cardiff Council Officer also attended the meeting to provide guidance on Martyn's Law which will take effect from April 2027 for events if 200+ people are in attendance at any one time and there is a controlled entry such as ticketing. On these occasions it would be necessary to implement a public protection plan to include evacuation or lockdown procedures and communication to attendees.

Safekey box The safekey box has again stopped opening correctly. Clerk is sourcing a replacement.

Updates from June Meeting

Biodiversity Grant Some suggestions have been received from the Biodiversity Working Group regarding the choice of wildflower species.

Festive Lights Clerk has requested photographs of the suggested new lamppost features.

Tanyard Door Guards The door guards have been installed on two of the doors for the Tanyard, with the guards for the toilet doors still to complete.

Newsletter The newsletter has been completed and delivered to all residents together with the community consultation. Many responses have been received.

Sparrows Field Clerk has contacted County Councillors with the suggestion that a compromise could be met on the grass cutting costs, however Cardiff Council Parks have declined to reduce their quote.

WWHA Catherine Drive Community Fun Day The Community event has been arranged for Thursday 6th August 1-3pm at Catherine Drive next to the park where children's entertainment will be available as well as representatives from Wales & West Housing and the local PCSO's. An invitation has been extended to the Community Council and a request for any contributions or support.

Knotweed by Canal Path Cardiff Council have cut back the perimeter overgrowth including knotweed from the path surrounding the football field.

Business Electricity Costs British Gas have advised that during their peak energy savings for Businesses on Wednesday's for June, the Tanyard hall saw a saving of 22p which has been applied to the account.

Public Bins Overflowing bins have again been reported to Cardiff Council who have advised they will attend and cleanse the area.

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

None

(ii) Consideration of support for WWHHA community fun day

Council members were thankful of the invitation and suggest that members of the biodiversity group could consider a table for a future event.

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

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

Expenditure

BG Lite Elec Bill June	dd	-£39.43
BG Lite Gas Bill June	dd	-£22.80
Welsh Water Tanyard	BACS	-£113.36
JPS Electrical PAT Testing	BACS	-£50.00
Internal Auditor	BACS	-£200.00
Doorguards	BACS	-£124.54
Staff Costs June	BACS	-£1,662.75
Q1 HMRC PAYE & NI	BACS	-£913.97
Window Cleaning 1st July	BACS	-£20.00
Tesco Mobile June	dd	-£11.23
Newsletters Printing	BACS	-£297.00
Boiler Service	BACS	-£99.00
BG Lite Elec Bill July	dd	-£36.58
BG Lite Gas Bill July	dd	-£29.77

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Costs July	tbc
Wales Audit Office Fees - Audit 24-25	-£178.72

Community Council resolved to approve the payments to be made.**(ii) To receive the Q1 bank reconciliation**

Cllr Lane had approved the Q1 bank reconciliation.

(iii) To receive the Q1 Actual vs Budget

It was noted that Council tax costs were higher than expected and the additional cost to be taken from reserves. It was noted that miscellaneous expenses were high for Q1 compared to the annual budget and to monitor this, also VAT reclaimed was lower than expected and to adjust this budget line.

(iv) To consider and approve HMRC mileage rates

It was noted that the HMRC mileage rates had been unchanged for a number of years and had been increased from April 2026 to 55p per mile.

Council resolved to approve the HMRC Mileage rates for 2026**(v) To consider funding for church organ repair**

Cllr Mike Jones-Pritchard and Cllr Linda Morgan declared an interest in this item due to being members of the church choir and congregation. Both left the meeting room whilst the discussion into the grant request was being considered.

Council members agreed that the church was an important part of the village for many and were supportive in principle to repairing the church organ. It was agreed that a breakdown of costs should be requested to see if the Council could cover part of the expense. Also to suggest to the church that other church organisations and local businesses may also be able to assist towards the cost and to offer the council contacts these on the church's behalf.

(vi) To consider quote for boiler remedial works

It was noted that the Clerk had contacted the National Grid with request for lever to shut off the gas supply at the Tanyard in an emergency.

A quote has been received to replace the fan in the boiler, although it was noted that this is working at the moment. All agreed to defer to reconsider in the Autumn.

12. Planning Matters

None

13. Councillors Reports.

(i) Democracy and Boundary Commission Wales Research

A survey request had been sent to all council members from One Voice Wales.

(ii) One Voice Wales good practice stories

Cllr Hill suggested that the council shared some good practice stories to promote their work.

(iii) Cllr Underdown reported that the bushes in front of the Castell Coch sign by the Taffs Well Roundabout were overgrown and volunteered to cut these back.

(iv) It was noted that the public waste bins were again overflowing **AP Clerk to continue to report.* It was noted that the bin on Market Street was unpleasant for the closest residents and to suggest this could be moved closer to the underpass.

(v) An enquiry was made to the council meeting start time and day but agreed to keep to Monday's 6.30pm where possible.

(vi) The disabled bay on Queen Street had been suspended for the past two years as no longer necessary, but the paint outline still remained. **AP Clerk to contact Cardiff Council to ask if the paint could be removed, along with a mobility scooter and lift.*

(v) Cllr Wiseman reported that the historical society had renovated a wheel found in the River Taff by the Ironbridge which is believed to date back to 1877. It has been covered in coal in the river which has helped to preserve it. It was suggested to display the wheel with a plaque at the Tanyard.

(vi) Cllr Wiseman tendered his resignation as Community Councillor as he is moving away from the village. Chair and Council Members thanked Cllr Wiseman for his contribution during his time as Councillor.

(vii) It was noted that the drainpipe on the Tanyard has been repaired with thanks to the individual who has completed the work.

14. Training

Cllr Hill suggested to hold a training item on the agenda as a reminder to all council members that training was available and a budget in place to cover the cost.

15. Any urgent matters for information only

None

16. Exclusion of Press and Public

To consider the exclusion of press and public for items 17 and 18 by reason of confidential nature of business.

A council resolution is required

Council resolved to exclude press and public.

Members of public left the meeting at 8pm, Chair thanked for attending.

17. Consideration and approval of the confidential minutes of the Ordinary meeting on 29th June

confidential item

18. Councillor Vacancy

confidential item

Date of next meeting Monday 28th September 2026.