
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 29th June 2026 – 6.30pm

1. Attendance

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

Clerk: Nadine Dunseath

PCSO Neil Park

1 Member of the public

Apologies

Cllr Linda Morgan (Choir Concert)

Cllr Mike Jones-Pritchard (leaving early for Choir Concert)

Cllr Ana Waite (Work Commitments)

Chair welcomed everyone to the meeting.

2. Declaration, Registration and the Nature of Interests

None

3. Police Matters

Clerk had sourced crime figures from the SW Police website for Tongwynlais for April as follows: violence & sexual offence 14; criminal damage & arson 3; anti-social behaviour 2; drugs 2; other theft 1; all other crime 2.

PCSO Park attended the meeting and advised that whilst they can no longer provide the crime figures they are able to report on crime patterns. He reported that there had been some recent calls regarding anti-social behaviour. There had been no reports of damage to car tyres, but some reports of number plate thefts. Illegal ebikes had been an issue in most areas, however there had been no reports of these from the village. PCSO Park advised that if ebikes are seen being ridden on the roads then these can be reported by phoning 101, as the police cannot act if there is no information. **AP Clerk to add to newsletter for residents to report any information on crimes to SW Police.*

Recent reports of incidents of bike thefts around Hailey Park and Gabalfa had caused concern. PCSO Park reported that there had been some arrests and there was an increased police presence.

Cllr Mike Jones-Pritchard left the meeting at 6.45pm with apologies.

Cllr Caryn Hill as Chair.

A report was made of parking near the traffic calming measure on Merthyr Road near to the junction with Ironbridge Road which was obscuring the view for oncoming traffic. Pavement parking was also raised with PCSO especially regarding parking on double yellow lines near to the Spar. PCSO Park advised he would patrol.

PCSO Park advised that Cuppa with a Copper meets every 2 weeks at Aion Chapel. SW Police provide a messaging service "South Wales Listens" which is free to sign up to with an

email address and information is shared including scam advice and fire safety. **AP Clerk to include in newsletter.*

Chair thanked PCSO Park for attending the meeting.

4. MP, Senedd, County Councillor Matters

None

5. Public Session

Resident attended the meeting but had no questions to raise.

6. Matters arising from the Public Session

None

7. Consideration & Approval of the minutes of the Annual General Meeting on 26th May 2026

Council resolved to approve the minutes of the Annual General Meeting on 26th May 2026.

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

Biodiversity Working Group Meetings had been held to discuss hosting a stall at the Whitchurch Village Fete to promote and launch commitment to the TCC Biodiversity plan and identity, but it was felt this wasn't local enough and plans would be reconsidered at a later date for an event held in Tongwynlais. A nature walk is hoped to be arranged for July which would be around the village highlighting local nature. **AP Clerk to add to newsletter, Cllr Thomas to ask school governors.* To note that children should be accompanied by an adult.

Festive Lights It was noted a quote had been received and to add this to the next meeting agenda for a decision. Clerk had requested photographs of the new proposed lamppost features which was awaited and it was noted that if they were matching it may make a nice theme.

Hanging Baskets The baskets had been put along Merthyr Road.

Portable Appliance Testing Tanyard Clerk advised that this had been completed. A quote had been received of £50 which was approved to be paid under delegated spending authority by the Clerk in conjunction with the Chair.

Sacyr Paint **AP Cllr Thomas to ask school Governors for date*

Tanyard Door Guards Clerk advised these had been ordered and to note a shipping cost of £20.

(i) Councillor Vacancy Clerk reported that an election notice had been provided by Cardiff Council Electoral Services Office which had been published but no request for an election had been made and the Office had confirmed the Community Council could co-opt to fill the role and had provided a notice. Council Members confirmed a closing date for expressions of interest Sunday 26th July. **AP Clerk to publish notice.*

9. Updates from Working Groups

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

Cllr Hill provided an update from the recent Working Group Meetings which is noted in item 8 above. Clerk advised that the group had been successful with their application for a grant and circulated the details. It was agreed for the working group to consider the offer particularly regarding the species of wildflower bulbs and seeds to be provided and to report back.

(ii) Allotment Shed

It was noted that the community consultation would be included within the next newsletter.

**AP Clerk to include the consultation on the website and on social media*

(iii) Festive Lights Noted in item 8 above.

(iv) Hampers

A date for the group to meet to be rearranged.

(v) Newsletter

To add info from SW Police to newsletter, article on Cllr Walters with photograph, article from historical society, details on vacancy, details of Henry Francis funeral, and additions to the biodiversity section. It is hoped to have the newsletter printed and delivered weekend of 11th/12th July. **AP Cllr Hill and Clerk to meet to finalise on Friday.*

10. Clerk's Report of Correspondence.

June 2026

Picture Donation A resident has kindly donated an aerial photograph of Tongwynlais.

Tanyard Toilet The flush on the ladies' toilet is not working. Clerk has sourced a quote from a plumber at £165 to replace the flush mechanism with a dual flush. Thanks to Cllr Jones-Pritchard for repairing.

Overgrowth Allotment Perimeter Thanks have been shared from a resident for the cutting back of overgrowth along the perimeter with the allotments.

Sparrows Field Cardiff Council have confirmed they will be providing a completion date to cut back the overgrowth perimeter at Sparrows Field. County Councillors have contacted Cardiff Council Parks regarding regular grass cutting, who have confirmed they are unable to do this free of charge due to budget and resource constraints. County Councillors have offered to work with the Community Council to discuss further.

Updates from May Meeting

Item 8 Police Matters SW Police provided an update for May crimes stating there haven't been any patterns in crimes, but a few reports of anti-social behaviour relating to neighbour disputes. Some reports of door-to-door salespersons but following investigations these were confirmed as legitimate companies.

SW Police have an online messaging service called South Wales Listens providing information on scam callers. Residents can sign up to the service by providing their name, address and email contact.

PCSO Lauren Jay has left the team, but representatives for the village are PCSO Neil Park, PCSO Stephen Westlake, PCSO Kyle Williams and PC Kelly Rees. An updated poster for contacting the police has been provided which has been displayed in the noticeboard and on the website.

Item 9.iii Festive Lights Contractor apologised for not yet providing the quotation due to IT problems and advised it would be provided as soon as possible.

Item 15 Road Sign Cae Lewis Cardiff Council have confirmed they will be manufacturing two replacement road signs.

Item 15 Biodiversity Application The application for biodiversity improvements has been successful. Clerk met with representative from One Voice Wales Local Places for Nature at the grass bank on Merthyr Road to discuss wildflower improvements. The grant will provide a handheld cut-and-collect electric lawnmower to cut the bank twice per year in the Spring and Autumn with the cut grass spread along the treeline boundary. It was advised not to trim the bank to encourage wildflowers to grow which are already in abundance, but seeds will be provided to enhance the area. The fruit trees should have mulch around the base to protect them and all twigs raked and placed along the treeline boundary, one tree to be staked to provide support. Two plants may also be provided to enhance the display at the bench. One Voice Wales has provided an agreement for the Community Council to consider.

Item 15 Hanging Baskets Two additional hanging baskets will be created by the School Gardening Club in metal baskets to be hung at the Lewis Arms.

Item 15 WWHA meeting Chair and Clerk met with representatives from Wales and West Housing Association and Cardiff Council Recycling Communications Officer to hear feedback from their recent consultation with residents. Some ideas were discussed regarding improvements to bin storage for flats, communal drying areas, safety considerations for green spaces and litter picking. The next meeting is to be arranged for September.

An invitation to Community Councillors has been extended for a community fun day at Catherine Drive on 6th August 1pm to 3pm which is hosted by WWHA.

Item 15 Sacyr Paint Sacyr have confirmed that materials have been ordered and received to complete the painting work of the school car park gates, and are awaiting confirmation of the date for the work to be completed.

Item 15.i. Portable Appliance Testing Clerk has contacted a further two contractors for quotations, with one quotation forthcoming at £50. Under delegated spending authority in conjunction with the Chair, Clerk has arranged the testing.

Item 18 Pantgwynlais Trees Cardiff Council have confirmed they have issued a works instruction to remove the dead branches from the trees at Pantgwynlais green which should be completed mid-June.

Item 18 Coryton signage South Wales Trunk Road Agency have confirmed that all signage on Junction 32 relating to recent resurfacing works has been removed.

Item 18 Merthyr Road Traffic Cardiff Council have advised that parking over pavements obstructing

access to properties poses a risk to pedestrians and residents could request a traffic regulation order. As the site on the corner of Hermon Hill already has double yellow lines, they have advised that any parked vehicles across the lines or obstructing doorways could be reported to SW Police.

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

Sparrows Field It was agreed to contact Cllr Green to enquire if a compromise on costs might be considered **AP Clerk to contact*

(ii) Consideration of the Internal Auditors Report

It was noted there were 2 recommendations to include a statement regarding the precept being received early, and to include documents on the website where possible.

Council resolved to approve the Internal Auditors Report

(iii) Approval and signing of the Annual Return

All agreed to approve and sign the annual return

Council resolved to approve and sign the annual return

**AP Clerk to submit audit documents to WAO*

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

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

Expenditure

Window Cleaner - 13May	BACS	-£20.00
BG Lite Elec Bill May	dd	-£39.60
BG Lite Gas Bill May	dd	-£33.47
Pughs Garden Centre - school compost	BACS	-£95.69
Hanging Basket Plants	000001	-£320.00
Staff Costs May	BACS	-£1,612.73
Tesco Mobile May	dd	-£11.23
BG Lite Elec Bill June	dd	-£39.43
BG Lite Gas Bill June	dd	-£22.80
Welsh Water Tanyard	BACS	-£113.36
JPS Electricial PAT Testing	BACS	-£50.00
Door Finger Guards	BACS	-£124.54

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Costs June	tbc
Q1 HMRC PAYE & NI	tbc
Internal Auditor	-200

Community Council resolved to approve the payments to be made.

12. Planning Matters

None

13. Councillors Reports.

(i) RW report of knotweed along the path by the canal. **AP Clerk to report to Cardiff Council.*

(ii) OT report of public waste bins not being collected. **AP Clerk to contact Cardiff Council.*

(iii) RW report that the congregation at the Armenian Church were lovely people and a suggestion that Community Council Members may wish to attend.

(iv) CH suggestion of creation a friends of Tongwynlais Community Council group which could

consist of volunteers who wished to help with events. This could include secondary school students who were completing their Welsh Bacclaureate.

14. Any urgent matters for information only

None

15. Exclusion of Press and Public

To consider the exclusion of press and public for item 16 by reason of confidential nature of business.

A council resolution is required

Council resolved to exclude press and public.

Member of public left the meeting at 8.30pm, Chair thanked for attending.

16. Staff Hours

confidential item

Date of next meeting Tuesday 28th July 2026.