
CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL



**Minutes of the Annual Statutory Meeting
held at the Tanyard in compliance with
the Local Government and Elections
(Wales) Act 2021
Tuesday 26th May 2026 – 6.30pm**

1. Election of Chair

Cllr Linda Morgan proposed Cllr Mike Jones-Pritchard as Chair, Cllr Ana Waite seconded.

Council resolved to appoint Cllr Mike Jones-Pritchard as Chair.

2. Election of Vice-Chair

Cllr Mike Jones-Pritchard proposed Cllr Caryn Hill as Vice-Chair, Cllr Owen Thomas seconded.

Council resolved to appoint Cllr Caryn Hill as Vice-Chair.

3. Attendance

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

Clerk: Nadine Dunseath

3 Members of the public

Apologies

SW Police

Cllr Graham Walters.

Clerk reported that Cllr Graham Walters had sent a notice of resignation from his position on the Community Council. Chair and Council Members all shared the sentiment that Cllr Walters will be missed from his role, and it was noted that he had been a long-standing member of the Community Council for 27 years filling the roles of Chair and Vice-Chair during that time and had made a much-valued contribution to the community.

**AP Clerk to send letter of thanks.*

Chair welcomed everyone to the meeting.

4. Other Appointments

(i) **One Voice Wales Representative** Cllr Caryn Hill, Cllr Ceri Lane

(ii) **Health and Safety Representative** Cllr Caryn Hill

(iii) **School Governor** Cllr Owen Thomas

5. Consideration of any new committees, and/or Working Parties

No new committees required. All agreed to continue with existing working parties.

6. Declaration, Registration and the Nature of Interests

Cllr Mike Jones-Pritchard declared an interest in agenda item 17.ii as agent for the planning application 26/00892/VAR.

7. Re-adoption of Policy Documents (Standing Orders, Financial Regulations, Data Protection Policy, Risk Management Policy, Concerns and Complaints Policy, Litter

**Policy, Lettings Policy, Welsh Language Policy, Whistleblowing Policy, Training Plan)
Council resolved to re-adopt the policy documents.**

END OF ANNUAL STATUTORY MEETING
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**8. Police Matters**

Clerk had sourced crime figures from the SW Police website for Tongwynlais for March as follows: violence & sexual offence 4; criminal damage & arson 4; vehicle crime 2; anti-social behaviour 1; drugs 1; other theft 1; other crime 1.

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

None

**10. Public Session**

(i) Resident attended the meeting to request clarification for a statement in the April minutes under item 12 planning, that a building development had been reported to planning enforcement to investigate as there was no planning application for the works. Chair confirmed that further information had been received from Cardiff Council Planning Enforcement that development permission had been granted for the works and the statement in the April minutes was incorrect.

(ii) Resident attending the meeting advised that there appeared to be a rodent concern particularly near the forest and provided advice that the pest control department at Cardiff Council could be contacted who will be able to assist with any problem.

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

Noted in item 10 above.

**12. Consideration & Approval of the minutes of the Ordinary Meeting on 27<sup>th</sup> April 2026**

Chair advised that the statement under item 12 Planning was incorrect as further information had been received from Cardiff Council Planning Enforcement confirming a permission had been granted for the building works.

Council Members all agreed to approve the minutes of the Ordinary Meeting on 27<sup>th</sup> April with the above amendment noted.

**Council resolved to approve the minutes of the Ordinary Meeting on 27<sup>th</sup> April 2026 with the above amendment.**

**13. Matters arising from the minutes and any remaining business from the meeting.**

**Road Surfacing** The junction of Catherine Drive and Castle Road had been resurfaced.

**14. Updates from Working Groups**

**(i) Biodiversity – Consideration and Approval of the Biodiversity Action Plan**

Cllr Hill and Cllr Thomas provided an update from the recent Working Group Meetings. The group had been compiling an action plan to provide an identity for the village. They were hoping to host a stall at the summer fete in Whitchurch on 4<sup>th</sup> July to raise awareness and to gain resident feedback on the action plan and what to include for biodiversity projects. The group hoped to host a community walk on 16<sup>th</sup> July to gain interest and enable residents to identify local biodiversity and nature. A further suggestion was to host a biodiversity photography competition. Draft branding and a logo were shared with Council Members. All approved the design with thanks to Cllr Hill and Cllr Thomas for the work and ideas involved in putting together the design.

Chair provided a plan of the Community Council boundary which could be included in the action plan, and a suggestion was made to develop the list of local wildlife species to include badgers, egret, and other additional birds.

Chair thanked Cllr Hill and Cllr Thomas. *\*AP Biodiversity Group to provide articles for newsletter to the Clerk.*

**(ii) Allotment Shed – Consideration of Community Consultation Plan**

Chair reported that following a meeting with a contractor, a further quotation for materials had been provided but the contractor had declined to work on the project.

Clerk reported that she had met with a representative from Lovells Contractors to discuss

funding opportunities. They were keen to assist and recommended that a community consultation was completed prior to any funding application being submitted. Lovells had provided a draft template which had been circulated to Council Members.

All approved the template consultation to be included with the next newsletter.

**(iii) Festive Lights**

Centregreat had not yet provided the quotation for festive lights. *\*AP Clerk to chase.*

**(iv) Hampers**

A date for the group to meet had been arranged for 9<sup>th</sup> June.

**(v) Newsletter**

Chair suggested that articles could include an update on finance, biodiversity projects, an article on a resident and the community consultation questionnaire.

*\*AP Cllrs to send article ideas to Clerk to compile draft newsletter.*

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

**May 2026**

**Pension** Employer contribution has decreased in April 2026 from 18.3% to 15.1%.

**Road Sign** The damaged road sign at Cae Lewis has been reported for repair.

**Electricity** British Gas have offered half price electricity costs on Wednesday's until mid-June. Clerk has registered for the saving.

**Updates from April Meeting**

**Item 3 Police Matters** PCSO confirmed that the police are always happy to attend Community Council meetings when the shifts align with the meeting date and time. With regards parking issues in the village, on narrower streets they adopt a common-sense approach and don't tend to take action unless complaints are received or the obstructions to pavements are more serious. On the more well-used routes in the village, they will take action if the parking prevents a pushchair or wheelchair from using the pavement and the driver can be identified by educating the driver and asking them to move the vehicle. If the driver can't be identified, a fixed penalty notice may be issued, or they may seize the vehicle. Advice to residents is to report any vehicle obstructions to the police using 101 or online via their website.

**Item 8 Road resurfacing** The road surface has been repaired at the junction Castle Road and Catherine Drive.

**Item 8 Parking Restrictions Merthyr Road** In response to the enquiry for timescales for the new parking restrictions on Merthyr Road, Cardiff Council have advised that this is now out for public consultation, where notices will be placed on site and on their website. Any timescale for completion is dependent on the comments received.

**Item 9 i Biodiversity** A response had been received following the application to Local Places for Nature for wildflower seeds with a request to provide a letter of volunteer support.

**Item 9 ii Allotment Shed** A further quotation has been received for materials for the roof repair to the shed, however the contractor has advised they would be unable to complete the work. Clerk met with Lovells who advised they may be able to provide financial support to the project via their community grant scheme, however a resident consultation must be completed prior to any grant application. Guidance has been provided by Lovells.

**Item 9 v Hanging Baskets** Compost has been ordered and delivered to the school, with thanks to Pughs who applied a small discount to the costs compared to last year. Extra pollinator plants have been ordered by the Gardening Club and delivered to the school at additional costs to last year. *\*AP Council to approve costs*

**Item 10 Damaged bench** Cardiff Council Parks have repaired the damaged bench.

**Item 10 WWHA** A meeting with Wales and West Housing Association and officers from Cardiff Council Waste Team has been arranged for June 5<sup>th</sup> with Community Councillors welcome to attend.

**Item 10 Paint** Sacyr have confirmed they have sourced a contractor who is willing to support with repainting the school gates and purchasing the materials needed. They have asked to confirm suitable dates to complete the work.

**Item 10 i. Portable Appliance Testing** Ongoing *\*AP Clerk to source quotes*

**Item 11 Internal Audit** Clerk has compiled the information and completed the reports required by the Internal Auditor for this year's annual return with their report expected for the June meeting. The Council is due a more in-depth transaction-based audit for 25-26 financial year.

**Item 13 Road Markings Coryton** A response had been received from the Welsh Government Strategic Road Network Correspondence Team to advise that work is ongoing to resurface at the Coryton interchange which will include a refresh of road markings as part of the works. Concerns regarding the condition of the existing road markings have been noted and SWTRA (South Wales Trunk Road Agency) have been asked to review if these can be refreshed ahead of the planned works.

**Item 13. iv. Cannabis update** Cardiff Council have provided an update and confirmed that investigations have been made but they are unable to take any action without identification of the individuals involved. If any additional information is known they have kindly requested if this can be provided to them. They have advised that any drug-related offences or disturbances are reported to SW Police via 101 or by their website.

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

**Portable Appliance Testing (PAT)** \*AP Clerk to source quotes

**Parking Consultation** \*AP Clerk to pass on any comments provided on the facebook page to Cardiff Council.

**Hanging Basket Brackets** \*AP Clerk to contact PM to ask if he can inspect the brackets.

**Paint** \*AP Cllr Thomas to check with school at the Governors meeting for dates on when to complete the painting.

**Biodiversity Application** \*AP Clerk to provide letter of volunteer support to include Working Group and Nature by the Taff volunteers.

**16. Financial Matters – To receive the Finance Report for May**

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

**Expenditure**

|                                |      |            |
|--------------------------------|------|------------|
| BG Lite Gas Bill April         | dd   | -£108.07   |
| BG Lite Elec Bill April        | dd   | -£39.29    |
| Staff Costs April              | BACS | -£1,140.80 |
| Replacement defibrillator pads | BACS | -£79.20    |
| Council Tax                    | BACS | -£1,480.90 |
| Tesco Mobile April             | dd   | -£11.23    |
| Window Cleaner - 13May         | BACS | -£20.00    |
| BG Lite Elec Bill May          | dd   | -£39.60    |
| BG Lite Gas Bill May           | dd   | -£33.47    |

**(i) Approval of Payments**

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

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

|                                      |          |
|--------------------------------------|----------|
| Staff Costs May                      | tbc      |
| Pughs Garden Centre - school compost | -£95.69  |
| Hanging Basket Plants                | -£320.00 |

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

It was noted that the budget for hanging basket plants had been set at £300 but costs had been received at £416 due to more pollinator plants being ordered. It was agreed to adjust the budget for overall projects to cover this cost.

**(ii) Consideration of donation to British Heart Foundation**

Community Council agreed that individual donations could be made and that some Council Members had already contributed.

**(iii) Consideration of purchase of door guards - £105.90 incl. VAT**

**Council resolved to purchase door finger guards for the Tanyard at £105.90**

\*AP Clerk to place order

## 17. Planning Matters

(i) 26/00877/FUL Seaview Rhiwbina Hill – change of use and conversion of stable building to a garden room for ancillary use to the residential dwelling.

It was noted that there doesn't appear to be a red line, or blue line, on the site location plan. The location of the building does not appear to be within the visual demise of the property. There is a 2M fence around the garden of the adjoining property, with a vehicular access lane between that property and the building referred to in the application, with the adjoining property having a separate vehicular access off Rhiwbina Hill, north of the access lane. There are no orientations on the elevations to indicate which side faces the lane and the field.

(ii) 26/00892/VAR Rear of 47-49 Merthyr Road – construction of new dwelling – appl.

Approved Nov21 variation of condition 1 to extend implementation period by 5 years.

Cllr Mike Jones-Pritchard declared an interest in this item as agent to the application and Cllr Caryn Hill took over as Chair for the item.

It was noted that this application had already been approved and the application was an extension to the original permission. Council Members had no objections to the proposals.

## 18. Councillors Reports.

(i) SU Advertising Boards. It was noted that some new advertising boards had been installed in other areas which were large in structure and concerns were raised on the impact of the board proposed adjacent to Coryton Interchange. Chair advised that comments had been provided to Cardiff Council regarding the proposals with concerns over the size and the impact on traffic, as well as on local ecology. It was understood that permission had been granted by Cardiff Council which was likely to have been determined by a planning committee.

(ii) OT Merthyr Road Traffic. A concern had been raised by a resident whose property has a front door opening directly onto pavement on Hermon Hill, where on occasions traffic approaches from Merthyr Road around the corner to park across the front door. This has caused concern especially with children opening the door and vehicles blocking the door. It was noted to raise concerns with SW Police in terms of parking and to ask County Councillors and Cardiff Council Highways if any steps could be taken. *\*AP Clerk to contact.*

(iii) CH Biodiversity Plan and Summer Fete. It was suggested a budget may be required to print materials for the fete.

## 19. Any urgent matters for information only

None

Date of next meeting Monday 29<sup>th</sup> June 2026.

Cllr Linda Morgan gave apologies being unable to attend the next meeting due to a choir concert.

There being no further business the Chair thanked all for attending. Meeting closed at 7.35pm.