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 26th October 2026 – 6.30pm

1. **Attendance**
   Community Councillors: Chair Mike Jones-Pritchard, Simon Underdown, Owen Thomas, Ceri Lane, Mike Trodd, Jen Lyttleton-Smith
   Clerk: Nadine Dunseath
   Cllr Julia Charles representing the Standards & Ethics Committee
   2 Members of the public

   Apologies
   Cllr Linda Morgan (unwell)
   Cllr Caryn Hill (Holiday)
   Cllr Ana Waite (Family Commitments)
   SW Police.

   Chair welcomed everyone to the meeting and introduced Cllr Julia Charles who was attending the meeting to observe on behalf of the Standards & Ethics Committee.

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 August as follows: public order 4; anti-social behaviour 2; violence and sexual offences 10; theft 1; other crime 3.
   An explanation had been provided by SW Police on the high figure of violence and sexual offence reports during July that as this category of information hadn't previously been published, the figure may stand out. This figure related to isolated occurrences of domestic incidents, harassment, threats, or private matters. Several incidents were reported but nothing that poses a wider threat to the community.
   SW Police had sent an email to advise that incidents of theft of vehicles had been reported this month and to ensure vehicles are kept locked with no valuables on display. It was noted that a local business had been broken into. SW Police advised that a new operation is ongoing regarding illegal use of e-bikes and had provided information on how to report any sightings. **AP Clerk to include info in newsletter.*

4. **MP, Senedd, County Councillor Matters**
   None

5. **Public Session**
   (i) Resident advised they had seen several incidents of fly tipping around the village recently, including mattresses at the communal waste area at Greenmeadow Drive which had been reported to Cardiff Council to remove.

Draft

6. **Matters arising from the Public Session**
   Addressed during item 5.

7. **Consideration & Approval of the minutes of the Ordinary Meeting on 28th September 2026, as well as the confidential minutes**
   Council resolved to approve the minutes and confidential minutes of the Ordinary Meeting on 28th September 2026.

8. **Matters arising from the minutes and any remaining business from the meeting.**
   It was noted that 1 broken bollard by the junction to Greenmeadow Springs had been replaced, with 1 still ongoing for replacement.
   It was noted that a date was still awaited for the painting of the school gates.

9. **Updates from Working Groups**
   (i) Biodiversity
   It was noted that a talk on hedgehogs has been arranged for Wednesday 4th November at Ainon Church by the Caerphilly Hedgehog Rescue group and information had been published.
   Clerk reported that the delivery of wildflower bulbs had been received for the wildflower garden on Merthyr Road.
   It was noted that a presentation has been arranged for Taff Catchment Partnership for Thursday 19th November.
   (**ii) Festive Lights – consideration of quotation.**
   Centregreat had advised that unfortunately the preferred lamppost feature was no longer available with suppliers, but they were able to decorate the village with features they had in stock. A quotation had not been provided for the cost to install these features, but it was noted that it would be less than the previous quotation to purchase new features which had been approved.
   Council resolved to proceed with the available in-stock features
   Centregreat had advised whilst a switch-on would be possible they could only switch on 2 features at a time. All agreed to have the lights on timers as in previous years to light at dusk with the first date they were lit to be Wednesday 25th November for the first village event.
   **AP Clerk to advise contractor*
   - Consideration of purchase of additional LED trees
   Thanks to Cllr Lane for checking on the condition of the LED trees, it was noted that two of the trees were working and anticipated that the large tree would also be sufficient.
   Clerk had sourced prices for replacement trees for 4m at £289.95 and 6m at £700.
   Council resolved to purchase 1x4m and 1x6m tree in cool-white.
   It was noted that it may be necessary to purchase postcrete to install the larger tree.
   **AP Clerk to order LED trees.*
   It was noted that the electricity supply to the allotment shed required switching on from the extension from Ainon Church.
   Council discussed a previous arrangement where Santa drove around the village on his sleigh and considered if this could be possible again. **AP Clerk to source information.*

   (iii) Consideration of budget for Together at Christmas event
   It was noted that last year's budget for the event was £900 with the total cost under budget.
   All agreed to keep the budget at £900 for this year's event.
   All agreed to advertise the event via the school as well as in the newsletter and to emphasise that it is an event for any age.
   Council resolved to set budget at £900 for Together at Christmas event.
   - consideration of quotation of magician at £180
   It was noted this cost fell within the total budget for the event.
   All agreed to book the magician.
   Council resolved to book magician at £180
   It was noted that Wales & West Housing Association had offered to help towards the costs again this year. **AP Clerk to apply for funding support.*

   (vi) Tanyard
   Thanks to the Tongwynlais Historical Society who had begun improvements at the Tanyard

with cleaning and organising the photograph collection.

(v) Consideration of draft newsletter and confirmation of budget for printing
It was agreed to add articles for the following: -
Confirmation of the new parking restrictions by the school and along Merthyr Road;
Information from SW Police for reporting illegal use of e-bikes;
information following quarterly Wales & West Housing Association meetings;
update following reporting of overflowing bins;
update on chemical spill in river;
Note of biodiversity talk on hedgehogs;
Remembrance Day poppies;
Article on local resident; **AP Cllr Thomas*
To expand on information for Together Event;
QR code for community consultation;
survey with QR code for youth club.
It was noted that the last newsletter consisted of 6 sides A4 and cost £297 and it was anticipated the same cost.
Council resolved to approve printing costs up to £297

(vi) Remembrance Day – Confirmation of date to put up lamppost poppies
It was noted that the lamppost poppies had been put up over the weekend with thanks to Council Members and local resident Graham Walters for volunteering with this project.
A request had been received to purchase additional lamppost poppies in case any become damaged by storms. All agreed that the display was effective and to consider any additional next year.

10. Clerk's Report of Correspondence.
October 2026
Annual Return *Wales Audit Office has completed their report for the 25-26 Annual Return which was unqualified with two recommendations to complete a vision statement and to note the trust funds section of the form should have read as non-applicable.*
1st Castell Coch Scout Group *An invitation has been received for members of the Community Council to join the board of trustees for the scout group.*
Clerk's Meeting *Clerk attended the quarterly Clerk's meeting with the Monitoring Officer on 16th October, which included a presentation on the May elections by the Head of Democratic Services. Guidance and information will be distributed from Cardiff Council. Clerk has volunteered to be a point of contact for community engagement to share information ensuring residents are aware of the election and their right to vote. The election will take place on May 6th with March 19th the start of the pre-election period. To note that the Annual Meeting of the Community Council is required with 14 days of the election date. Clerk is proposing this is scheduled for Monday 17th May 2027.*
It was also confirmed during the meeting that complaints have been addressed regarding the frequency of waste collections for public bins with improvements made.
OVW & SLCC Conference *Clerk will attend the joint OneVoice Wales and Society of local Council Clerks annual conference in November.*
Tanyard Boiler Service *The annual boiler service has been scheduled for Monday 2nd November.*
Cllr Allowances *The Democracy and Boundary Commission Cymru has published it's draft report for consultation for councillor renumeration for 26-27 which sees no changes to existing arrangements at £156 annual allowance payment and £52 for office consumables.*
Merthyr Road Traffic Restrictions *Cardiff Council have written to advise that following the public consultation of traffic restrictions on Merthyr Road of no parking and no waiting lines particularly around the school area, a traffic order has been passed to implement the works. The traffic restrictions come into force in October and lines will be in place in due course.*
Commemorative Plaques consultation *The Community Council has been invited to comment on the commemorative plaques consultation and information has been circulated to members.*
HMRC Survey *The Community Council has been contacted by the company IPSOS to complete a survey regarding HMRC and tax for public bodies, which Clerk has completed.*
Gwaelod-y-Garth Primary School *The headteacher has written to suggest they work more closer with*

Tongwynlais Community Council as they are aware a number of their pupils live in the village. Clerk has advertised their poster regarding an upcoming open evening on social media channels.
Chemical Spillage River Taff *A letter has been sent to Natural Resources Wales asking for feedback following the recent incident. Information for residents has been shared on the Council website and social media.*
Parking enquiry *Local resident had enquired about creation of additional parking spaces by their property. Advice had been provided to contact the neighbouring landowner as well as Cardiff Council Planning and Highways.*
Tanyard *It was noted that flooring bars in the Tanyard required repair and that a drain pipe from the sink had become damaged.*

Updates from September Meeting
Item 3 New Councillors *A quotation for new ID badges for the new Council Members has been requested. Email accounts have been set up.*
Item 4 Police Matters *Clerk contacted SW Police regarding the high number of reports of violence and sexual offences during July. SW Police have advised that this category of incident hasn't previously been reported so the figure may stand out as high. The category usually relates to isolated occurrences of domestic incidents, harassment, threats, or private matters. They advised that several incidents were reported but nothing that poses a risk or threat to the wider community.*
Item 6.ii Bollards *The broken bollards at the Greenmeadow Springs junction on Merthyr Road have been reported to Cardiff Council by the Clerk who have advised that a safety inspector has visited the location and raised an order to repair the bollards as soon as practicable.*
Item 6.iv Greenmeadow Drive Flats Gardens *Following the resident request, Clerk has contacted Cardiff Council to request the gardens are tidied. Cardiff Council Parks have advised they will complete a site visit assessment to identify the extent of works required and schedule and prioritise any works to be completed at the earliest convenience.*
Item 6.vi Tanyard *Thanks to the Tongwynlais Historical Society and volunteers for beginning a tidy up of the Tanyard which has involved cleaning and reorganising the photograph display.*
Item 10.i Biodiversity *The wildflower bulbs have been received for the Local Places for Nature Grant.*
Item 10.iii Festive Lights *Thanks to residents who voted on the online poll to choose their preferred design.*
Clerk contacted the contractor who advised that the design had unfortunately sold out. Clerk has expressed disappointment in the service they have been receiving from the contractor. Contractor has confirmed they will be able to provide lamppost features this year and will confirm available designs. Clerk has made enquiries with alternate suppliers.
An application has been submitted to Cardiff Council to include an additional lamppost feature on Mill Road.
Item 11 Safe Key Box *The new box has been installed, but removal of the old box is still ongoing.*
Item 11.iii School Gates painting *The school headteacher has confirmed that any time would be convenient to paint the car park gates provided notice is given. Clerk has contacted Sacyr to request they suggest suitable dates in the first instance.*
item 14.i Football Goals Sparrows Field *Clerk has made some enquiries, and it may be possible to apply for funding under the Be Active Wales Fund where expressions of interest are welcomed from November. To note the Community Council would be required to cover 10% of the cost*
Item 15 Code of Conduct Training *Clerk has contacted the Monitoring Officer to enquire about in-person training for all Council Members as a refresher course, or induction for new Councillors. The Monitoring Officer has advised that she is currently unable to provide a course due to work commitments but would like to be involved after the May elections. One Voice Wales have provided a quotation for a bespoke in-person training session as well as a remote training option. One Voice Wales also offer training throughout the year, and the Community Council is eligible to apply for 2 free places on a Code of Conduct training course.*

(i) Consideration of scout group invitation to board of trustees
Information had been shared to Council Members and advised contacting the scout group directly if they were interested in joining the board of trustees.

(ii) Receipt and approval of the Auditor General's report for Annual Return 25-26
Council resolved to approve the Auditor General's report for the Annual Return 25-26
(iii) Any matters arising from the Clerk's report
It was noted that a letter had been sent to Natural Resources Wales regarding the chemical spillage in the river requesting further information that could be shared with residents.
It was agreed to progress the grant opportunity for funding of football goals.
It was agreed to wait till next year after the elections to consider a bespoke training session for code of conduct.

11. **Financial Matters – To receive the Finance Report for October**
Clerk presented the financial report for October to the Community Council with expenditure as follows: -

Expenditure		
BG Lite Elect Bill Sept	BACS	-£39.55
BG Lite Gas Bill Sept	BACS	-£29.48
Microsoft 365 Renewal	BACS	-£84.99
Staff Costs Sept	BACS	-£1,420.48
Q2 HMRC PAYE & NI	BACS	-£957.79
Tesco Mobile Sept	dd	-£11.23
BG Lite Elect Bill Oct	dd	-£38.47
BG Lite Gas Bill Oct	dd	tbc

(i)Approval of Payments
Clerk reported the payments to be made in October as follows: -

End of Month Payments to be approved: -	
Staff Costs Oct	tbc
Window Cleaner	-£20

Community Council resolved to approve the payments to be made.

(ii) To receive the Q2 bank reconciliation
The Q2 bank reconciliation had been circulated to all members for information. Thanks to Cllr Lane for confirming the accuracy of the information.
(iii) To receive the Q2 actual vs budget report and review of budget lines
The Q2 actual vs budget report had been circulated to all members for information. It was noted that all lines were within budget. Clerk suggested the budgets for the older persons annual tea party and the lamppost poppies were reallocated if not required.
Council resolved to reallocate the budget lines for the annual tea party and lamppost poppies to the Festive lights budget.
(iv) Consideration of the quotation for smart heating thermostat installation
Two quotations had been received. It was agreed to await a third quotation from a local electrician before proceeding.
(v) To consider donation to hamper scheme
It was noted that last year's donation was £400.
Council resolved to donate £400 to the hamper scheme
All agreed that the donation was conditional on the Council having input on the hamper recipients and noted that this was not a Community Council scheme.
(vi) To consider purchase of postbox/suggestion box up to £30
Council resolved to purchase a postbox for the Tanyard up to a cost of £30
(vii) To consider purchase of additional lawnmower battery £185
Council resolved to purchase an additional lawnmower battery at £185

Draft

12. Planning Matters

No new applications for October.

13. Councillors Reports.

(i) Youth Club Cllr Lyttleton-Smith circulated a paper of initial ideas for forming a new youth club within the village and to provide Council Members an opportunity to comment and to progress the next steps. **AP Cllr Lyttleton-Smith to create survey*
**AP Clerk to enquire if a Community Council could fund hiring of a church hall*
(ii) Mensheds Cllr Thomas advised that volunteers had helped with cleaning and organising of the photograph collection in the Tanyard and suggested that the Tanyard was the most suitable location to host a group. He advised he would be looking to arrange a meeting with the Mensheds organisation before Christmas to enquire about setting up a local group.
It was agreed to look into the possibility of some commercial storage units, or shelving, for the Tanyard, to clear up the area at the front. The use and flexibility of the Tanyard was discussed, looking at the allocation of spaces. This could include whether the current location of the library is the best and the creation of a quieter meeting space with sofas.
(iii) Chemical Spillage River Taff Item already discussed earlier in the meeting.

14. Training

Cllr Lyttleton-Smith advised she would be attending the new councillor induction training. Chair suggested Cllr Lyttleton-Smith and Cllr Trodd as new councillor's attend code of conduct training with One Voice Wales at a convenient date.

15. Any urgent matters for information only

None

Date of next meeting Monday 30th November 2026.

Draft