
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 September 2026 – 6.30pm

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard, Vice-Chair Caryn Hill, Simon Underdown, Owen Thomas, Ceri Lane, Ana Waite, Linda Morgan
Mike Trodd, Jen Lyttleton-Smith

Clerk: Nadine Dunseath

7 Members of the public, including 4 representing Tongwynlais Historical Society.

Apologies

Cllr Linda Morgan (leaving early for Choir rehearsal).
SW Police.

Chair welcomed everyone to the meeting.

2. Declaration, Registration and the Nature of Interests

None

3. Appointment of new Council Members

Following an application and interview selection process, Council Members resolved to appoint by co-option Mike Trodd and Jennifer Lyttleton-Smith as Council Members to fill the two vacant roles.

Council resolved to appoint by co-option Mike Trodd and Jennifer Lyttleton-Smith as Council Members.

4. Police Matters

Clerk had sourced crime figures from the SW Police website for Tongwynlais for June as follows: public order 1; criminal damage and arson 3; anti-social behaviour 2; vehicle crime 2; violence and sexual offences 7; theft from a person 1; other crime 2.

Crime figures from the SW Police website for Tongwynlais for July as follows:

public order 8; violence and sexual offences 12; anti-social behaviour 2; other crime 3.

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. There had been some anti-social behaviour which was neighbour dispute and some theft from vehicle and theft of vehicle, with the number of reports low. Anti-social behaviour had been reported at Castell Coch.

**AP Clerk to contact SW Police to request they expand on the information of 12 reports of violence and sexual offences during July as the amount seemed high.*

5. MP, Senedd, County Councillor Matters

None

6. Public Session

(i) Hedge trimming request for Merthyr Road from the primary school to the hotel. Chair advised this has been raised with Cardiff Council who confirmed they would be cutting back

during the next 3 months after the bird nesting season had finished.

(ii) Two Bollards on Merthyr Road near the Coryton Roundabout and at the junction with Greenmeadow Springs had fallen. **AP Clerk to contact Cardiff Council for repair.*

Chair advised Cardiff Council officers have said that they would revisit the measures to prevent a left turn into Greenmeadow Springs from Merthyr Road, which is a banned manoeuvre.

(iii) It was noted that a bollard had been installed on the corner of Herman Hill junction with Merthyr Road to improve pedestrian safety at the request of a property owner, who thanked to the Community Council for their assistance with the request.

(iv) Resident request for Cardiff Council to attend the flats at Greenmeadow Drive to tidy the gardens. **AP Clerk to contact Cardiff Council.*

(v) Resident report of large quantities of feathers found near Greenmeadow Drive and concern raised over bird hunting. It was noted this may have been due to natural causes.

(vi) Members of the Tongwynlais Historical Society attended to advise they had donated a historical cartwheel to the Tanyard and a request made to display this more safely. All agreed.

(vii) Members of the Tongwynlais Historical Society also attended to request permission to document and digitalise the photograph collection at the Tanyard and improve the display in the process. All agreed.

It was agreed to create a working party for this project to include the Historical Society, Cllr Thomas volunteered to lead the project.

Chair thanked members of the public for attending the meeting. 4 members of the public from the Historical Society left the meeting.

7. Matters arising from the Public Session

Addressed during item 6.

8. Consideration & Approval of the minutes of the Ordinary Meeting on 28th July 2026 Council resolved to approve the minutes of the Ordinary Meeting on 28th July 2026.

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

Matters covered in Clerk's report item 11.

10. Updates from Working Groups

(i) Biodiversity

Clerk provided an update on the receipt of the Local Places for Nature grant which will provide a wildflower garden on the grass bank Merthyr Road (near to the red bench). A lawnmower had been received and the Groundsperson had completed the first cut of the grass bank. A request to purchase a second battery for the lawnmower had been submitted by the Groundsperson. **AP Groundsperson to provide battery specification to enable Clerk to obtain quotes, and to advise if the mower could be used in other areas of the village.*

Wildflower seeds and signage had been received, with wildflower bulbs to follow.

It was advised that the seeds should be planted in consultation with all members of the biodiversity working group including local ecologists who could advise on suitable planting areas along the grass bank.

The group held a public community walk around the village looking at local nature and how to make bird boxes. The walk was well attended and very informative. The group are hoping to follow on with a series of nature talks and to create a village map of local biodiversity.

Cllr Morgan left the meeting with apologies.

(ii) Allotment Shed – consideration of community consultation responses

Clerk circulated a summary of the responses received from the community consultation. The suggestions received in the comments were discussed and it was agreed to implement wherever possible.

**AP Clerk to seek quotes for a suggestion postbox for the Tanyard.*

**AP Clerk to recirculate link to the consultation on social media*

(iii) Festive Lights – consideration of quotation.

Centregreat had provided photographs of new lamppost features for consideration which were circulated to Council Members. The designs were discussed and all agreed to consult

residents for the favourite design. *AP Cllr Lane and Cllr Waite to produce social media poll. A 3 yr payment by instalments quote had been received to purchase 12 new lamppost features and to install the icicle lights on the church. *AP Clerk to contact contractor to confirm costs.

Council resolved to accept the quotation for 12 new lamppost feature and icicle lights on the church under a 3-yr instalment of payments, subject to confirmation of costs.

It was agreed to retain the angel lamppost feature for the church lamppost.

Council resolved to retain the angel lamppost feature to be installed by the church.

It was suggested the lights to be installed 18th-20th November in readiness for the village events and to enquire about the possibility of a switch on.

It was noted that if 1 lamppost feature was retained and 12 additional purchased, that an additional lamppost to be converted with the suggestion on the corner of Mill Road, and this would likely incur a cost.

11. Clerk's Report of Correspondence.

September 2026

Observations at Meetings An independent member from the Standards and Ethics Committee has requested to attend the October Community Council meeting.

Sparrows Field Goal Posts A request has been sent to Cardiff Council parks enquiring if they may be able to provide new goal posts for the play area.

Traffic Cllr Green has contacted Cardiff Council Highways regarding concerns raised on traffic flow through the village especially at peak times and a request to reprioritise the junction at Greenmeadow Springs. Officers have advised that the current layout aids traffic flow from the motorway off-slip and plays an important part in preventing build-up of traffic on the motorway. They have further advised that if congestion in the village is decreased it will encourage more motorists to use the village as a short-cut. Cllr Green and Cllr Jones-Pritchard to arrange a site meeting to discuss further.

Model Standing Orders One Voice Wales has published a new model standing orders document with some amendments relating to procurement. (Note paragraphs 18.a.v and 18.c have been omitted)

Updates from July Meeting

Item 3 Pavement parking Cardiff Council have installed a bollard on the corner of Merthyr Road and Hermon Hill to prevent pavement parking at this point which already has double yellow lines in place.

Item 5.ii Hedge pruning Merthyr Road Cardiff Council have advised the work has been scheduled for the next round of tree pruning which is due to be completed within the next 3 months and will be carried out using an open topped double decker bus.

Item 5.iv Overgrowth Pantgwynlais to Cae Lewis lane Cardiff Council have advised they will carry out a cut back after the bird nesting season during the winter months of October to February.

Item 5.v Overgrowth Cae Lewis to Greenmeadow Drive Footpath Cardiff Council have advised they will carry out a cut back after the bird nesting season during the winter months of October to February.

Item 5.vi Grass Cutting opp. Hotel Merthyr Road Cardiff Council have advised that the green area has been scheduled a cut back during September/October when the majority of grass cuttings will be removed, with some left to provide habitat for grass snakes, and other reptiles and invertebrates.

Item 8 Wales & West Housing Association The quarterly meeting between the Community Council, Cardiff Council Waste Team, and Wales & West Housing Association took place on Thursday 24th September at the Tanyard.

Item 8 Knotweed Cardiff Council have advised the area of knotweed will be treated in the Autumn and again next year.

Item 8.i Sparrows Field Cardiff Council Parks have confirmed the grass cutting at Sparrows Field has been added to the programme. Clerk has passed on compliments to the team for the overgrowth cut back around the perimeter of the field.

Item 9.i Biodiversity The group recently held a nature walk for residents which was well attended. One Voice Wales have provided most items for the biodiversity grant for a wildflower garden on Merthyr Road, including a lawnmower, wildflower seeds and signage, with bulbs still expected.

Item 9.ii Allotment Shed – Community Consultation responses A few more responses have been received which have been circulated to Council members.

Item 9.iii Festive Lights Taffs Well County Councillor has confirmed that Centregreat were used as the contractor for their festive lights. Centregreat has provided requested photos of the new lamppost and

features and quoted for a payment by instalments. Centrgreat have advised the requested church to lamppost connection alteration will be completed.

Item 10 Ash tree Cardiff Council officers have attended the site on Greenmeadow Drive and advised they identified a number of trees deemed to be in reasonable condition and considered safe.

Item 10 Safekey box A replacement safekey box has been purchased.

Item 11.v Church organ repair funding request The church has provided invoices of costs for the repair as requested.

Item 11.vi Tanyard gas meter shut-off lever Clerk has contacted Wales and West Utilities to arrange a lever to be installed.

Item 13.iv Public Bins Cardiff Council have advised they are reviewing the use of lamppost bins and to update with larger free standing waste bins, and also if more frequent collections can be made to the village.

Item 13.vi Disabled Bay Queen Street Cardiff Council have advised that arrangements will be made to remove the painted bay that is no longer required, and are making enquiries regarding reallocation of the mobility scooter and lift. Cardiff Council have advised they can remove the accessibility lift and requested contact details of the property owner.

(i) Consideration and adoption of the new model standing orders

One Voice Wales had published the new model standing orders with some amendments to procurement processes.

Council resolved to adopt the new model standing orders

(ii) Confirmation of date for painting the school gates.

Chair advised that the school governors were meeting later that week and a date would be discussed.

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

None

12. Financial Matters – To receive the Finance Report for August/September

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

Expenditure

BG Lite Gas Bill July	dd	-£29.77
Wales Audit Office Fees - Audit 24-25	BACS	-£178.72
Staff Costs July	BACS	-£1,938.81
SafeKey Box	BACS	-£19.94
Tesco Mobile July	dd	-£11.23
BG Lite Elect Bill August	dd	-£41.73
BG Lite Gas Bill August	dd	-£27.07
Window Cleaner - 26 August	BACS	-£20.00
Staff Costs August	BACS	-£1,039.92
Tesco Mobile August	dd	-£11.23
BG Lite Elect Bill Sept	BACS	-£39.55
BG Lite Gas Bill Sept	BACS	-£29.48

(i) Approval of Payments

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

End of Month Payments to be approved: -

Staff Costs Sept	tbc
Q2 HMRC PAYE & NI	tbc
Microsoft 365 Renewal	-£84.99

Community Council resolved to approve the payments to be made.

(ii) To consider funding for church organ repair

It was noted that as requested further information had been provided for the breakdown of costs for the church organ.

Clerk advised that guidance had been received from One Voice Wales that under Local Government Act 1894 no expenditure was permitted to be incurred for church property. It was noted that this funding request could not be further considered.

13. Planning Matters

No new applications for September.

14. Councillors Reports.

(i) Football Goals Sparrows Field Chair reported that he had received resident request to reinstate a football goal at Sparrows Field. **AP Clerk to enquire into funding from Football Association Wales and Sports Wales.*

Chair reported that a site visit to Sparrows Field was to be arranged with Wales & West Housing Association during November to look at potential access to the site from the Catherine Drive estate.

(ii) Trees in Merthyr Road Gardens Cllr Underdown reported that residents had expressed concern regarding a silver birch tree in the gardens. It was noted to include this tree in the next tree management survey.

(iii) Mensheds Cllr Thomas advised that he would like to provide an update on the Mensheds project next meeting.

(iv) Festive items Cllr Waite reported festive items on behalf of Cllr Morgan as follows: - December 17th would be the judging date for the village festive lights competition.

Clarification on whether the Together at Christmas event would be taking place. It was confirmed this would be held on Thursday 18th December and that Wales & West Housing Association would like to help support costs.

Asked whether someone should be paid to put up the Village LED trees. Councillors would be erecting the trees, and it was noted that putting up the trees would be more organised this year with suggested dates of weekend 14/15 and/or 20/21 November.

Hamper scheme to begin soon with donation requests. It was noted that the scheme cannot be a Community Council led scheme as the Council were not permitted to donate to individuals but to the community benefit as a whole.

(v) Youth Club All agreed for Cllr Lyttleton-Smith to look into grant funding possibilities to reinstate a village youth club.

(vi) Wales & West Housing Association quarterly meeting

Chair reported that he and the Clerk had attended the quarterly meeting with Wales and West Housing Association which was very productive. Improvements had been made to the Catherine Drive estate to individual bin areas, and privacy fencing installed especially around clothes drying areas. The community fun day event was a success, and it was hoped to hold the event again next year. Cardiff Council waste officers attended the quarterly meeting and were making enquiries into a public waste bin to be installed by the play area. A site visit at Sparrows Field to be arranged for November and the next quarterly meeting to be arranged for January.

15. Training

It was noted that new Community Council members to attend Code of Conduct training and suggested that all members attend for a refresher course. **AP Clerk to enquire if Monitoring Officer may provide an in-person training event.*

16. Any urgent matters for information only

None

17. Exclusion of Press and Public

To consider the exclusion of press and public for items 18 and 19 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 8.04pm, Chair thanked for attending.

18. Consideration and approval of the confidential minutes of the Ordinary meeting on 28th July

confidential item

19. Consideration of the NALC 26-27 pay award

confidential item

Date of next meeting Monday 26th October 2026.

Draft