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# TONGWYNLAIS COMMUNITY COUNCIL

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Minutes of the meeting held at The  
Tanyard, Tongwynlais on Mar 26th 2018  
Meeting commenced at 7:30pm.



- 1.00 ATTENDANCE:**           **Community Councillors:** Chairman Brian Griffiths, Vice Chairman Graham Walters, Mike Jones-Pritchard, Mike Griffiths, Chris Morgan, Ceri Lane, Peeter Tiidt, Caryn Hill  
**Clerk:** Nadine Dunseath  
**County Councillors:** Mike Jones-Pritchard  
**Members of the public:** One  
**Police Representative:** None
- 2.00 APOLOGIES:**  
Community Councillors – Linda Morgan  
Cardiff County Councillors – Morgan, Davies, Phillips
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**  
Vice Chairman Graham Walters declared an interest in item 6.06 as he is friends with the manager of Limegreen, who completed the boiler service and repair.
- 4.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**  
The previous minutes were approved as correct.
- 5.00 POLICE MATTERS:**  
5.01 SW Police were unable to attend and as such the crime figures for the past month were unavailable.  
There has been a further report of a near miss to pedestrians from cyclists on the pavements. Clerk to obtain some leaflets to help raise awareness and to meet with local coffee shop owners and the Lewis Arms to ask if they are happy to display leaflets.
- 6.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**  
6.01 Regarding "Welcome to Tongwynlais" road signs.  
The wooden posts have been installed for the rockery. Planting and laying of decorative bark will take place soon. The plants will spread and trail over the posts, but it was hoped to see the plants from a distance when entering the

village. Chair to check the rockery design to ensure the posts have been installed as specified.

- 6.02 The Monitoring Officer from Cardiff Council provided training to local Councillors on the Code of Conduct. The training was well attended by Councillors from the village, as well as neighbouring Radyr and Morganstown Community Councillors.
- 6.03 The chain is still missing from the lock at the gate by the canal. There has been an incident of flytipping in the area. Cllr Mike Jones-Pritchard to contact Cardiff Council again.
- 6.04 A meeting took place between the leader of Cardiff City Council and neighbouring Community Councils on Monday 12<sup>th</sup> March to discuss the Community Council Charter. Clerk is awaiting the minutes. The Monitoring Officer has requested regular meetings with all Clerks and has sent a list of proposed dates.
- 6.05 Clerk contacted Floodlighting about the cable ties being left on the pavement when the Christmas lights were removed. The Manager of the company apologised and assured that this incident would not be repeated.
- 6.06 During the repair and annual service to the Tanyard boiler, it was noted that the insulation panels on the heat exchanger unit were cracked and the door seal had perished. As a result, the boiler was considered unsafe to use and has been switched off. A quote to repair the boiler was obtained. It was discussed and agreed that as the repair is expensive, and the boiler is old, it would be more cost efficient to replace the boiler. Clerk has provided quotes for new boilers from one company, and is in the process of obtaining 2 more company quotes for comparison. Clerk has informed users of the hall and apologised on behalf of the Community Council that there is currently no heating or hot water.
- 6.07 Cllr Tiidt to again remind the litter picker to wear his Tongwynlais Community Council hi-vis vest or jacket.
- 6.08 Re: the fire safety survey for the Tanyard hall. Blackwood Fires have provided the required emergency signage, 2 fire action notice signs have been installed and a "fire exit keep clear" sign will be placed on the fire door when this has either been repaired or replaced.  
A surveyor will attend on Tuesday 27<sup>th</sup> March to provide a quote for the fire door. A further survey is arranged for later in the week to provide a quote for emergency lighting and smoke detectors.
- 6.09 The Clerk will be attending Local Government Finance Training on Tuesday 27<sup>th</sup> March.
- 6.10 Re: General Data Protection Regulations which come into force on 25 May 2018. Clerk has registered the Community Council as a Data Controller with the Information Commissioner's office. Clerk contacted the Cardiff Council

Monitoring Officer who responded saying she can complete the role of Data Protection Officer for Community Councils, but there will be a charge. Clerk to ask for clarification on the charge amount.

Clerk has received advice from One Voice Wales who have suggested a group of clerks attend training and can then act as a Data Protection Officer for other Councils. They have also advised that companies will provide the service. One Voice Wales have provided a 12-step action plan to get Councils ready. Clerk has already started working through this plan in preparation for 25<sup>th</sup> May.

- 6.11 Re: The Community Council insurance. Clerk has obtained 3 estate agent details and is to arrange valuations for the Tanyard, which has not been reviewed for some time.
- 6.12 Challenge Wales are hosting a 10k trail run starting from Fforest Fawr car park on Sunday 8<sup>th</sup> July.
- 6.13 Re: Amended Plan for the Planning Application 16/03067/MNR Land off Mill Road. The planning committee met on 15<sup>th</sup> March and granted planning permission for one dwelling on the land off Mill Road.
- 6.14 Clerk has yet to receive the inspection report from Wales and West Housing regarding the Oak tree that has died and needs removing on the land adjacent to the steps between Catherine Drive and Castell Coch View. Clerk to contact Wales and West Housing again.
- 6.15 Clerk has contacted The Plan2Ride café to either remove or replace the damaged cycle that hangs on the wall on the corner of Merthyr Road and Market Street.
- 6.16 Item 7.02 Clerk has made enquiries with BT about adopting the telephone box by the Lewis Arms with the intention on cleaning it up. If a telephone box is formally adopted from BT they will disconnect and remove the phone, but it is optional to keep an electricity supply. Clerk to contact BT again to establish how often the telephone is used.

## **7.00 CORRESPONDENCE, COMMUNICATIONS, PLANNING APPLICATIONS & REPORTS OF MEETINGS: -**

- 7.01 A local beekeeper has enquired about placing a hive in the allotments. Clerk to provide him with Cllr Peeter Tiidt contact details.
- 7.02 The new federation of Tongwynlais and Coryton Primary Schools is to be named the Peartree Federation. There will be a pear tree planted at both schools on April 10<sup>th</sup>. It was agreed that the Community Council would provide the pear trees.

- 7.03 A local resident has asked if there are any rules for short terms lets and holiday lets in the village. Clerk to check it is registered as a house of multiple occupancy.
- 7.04 It has been reported that the taps are leaking in the Tanyard toilets and may require new washers. Cllr Graham Walters to check.

## **8.00 FINANCIAL REPORT AND SIGNING OF CHEQUES**

### **Expenditure**

Wages & Expenses Feb	1625/6	-402.45
British Gas Electricity	d/d	-26.16

- 8.01 The clerk reported they had received the following since the last meeting: British Gas Electricity.
- 8.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor.
- 8.03 The financial report was presented to the Council and agreed as correct.
- 8.04 The Model Financial Regulations 2014 were discussed, and the Community Council agreed to formally adopt these as most of the procedures were already in practice.

## **9.00 NOTICES OF MOTION**

- 9.01 None

## **10.00 QUESTION TIME**

- 10.01 Works are to commence at the bus stop by the layby by Taffs Well roundabout to install a shelter.
- 10.02 The post office in the village has temporarily closed following the retirement of the postmaster. It is hoped that a local business will take over.
- 10.03 Aimee's hairdressers on the corner of Market street is planning to relocate to Taffs Well, also the Bikeshed on Merthyr Road is planning on closing.
- 10.03 3 lights are not working in the subway that runs under the A470 from the bottom of Market Street. Clerk to contact Cardiff Council.

## **11.00 ANY OTHER URGENT BUSINESS BY PERMISSION OF THE CHAIR**

None

## **12.00 DATE OF NEXT MEETING**

- 12.01 The date of the next meeting will be Monday 30<sup>th</sup> April 2018 at 19.30 hours. The meeting closed at 20:20 hours.