
TONGWYNLAIS COMMUNITY COUNCIL

**Minutes of the Annual General meeting
held at The Tanyard, Tongwynlais on May
21st 2018
Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Vice Chairman Graham Walters, Mike Griffiths, Ceri Lane, Peeter Tiidt, Caryn Hill
Clerk: Nadine Dunseath
County Councillors: None
Members of the public: One
Police Representative: One
- 2.00 ELECTION OF A CHAIRMAN**
Brian Griffiths was nominated as Chairman by Cllr Mike Griffiths.
This was seconded by Cllr Graham Walters.
Brian Griffiths signed to accept his role as Chairman.
- 3.00 ELECTION OF A VICE-CHAIRMAN**
Graham Walters was nominated as Vice-Chairman by Chairman Brian Griffiths. This was seconded by Cllr Mike Griffiths.
Graham Walters signed to accept his role as Vice-Chairman.
- 4.00 OTHER APPOINTMENTS**
Chairman Brian Griffiths proposed that all other appointments remain the same as last year and this was agreed. Those appointments are as follows:
Tongwynlais & Coryton Federation School Governor – Ceri Lane
One Voice Wales – Ceri Lane & Graham Walters
Allotments – Peeter Tiidt
Health and Safety – Caryn Hill
- 5.00 APOLOGIES:**
Community Councillors – Linda Morgan, Mike Jones-Pritchard, Chris Morgan
Cardiff County Councillors – Morgan, Jones-Pritchard, Davies, Phillips
- 6.00 DECLARATION AND REGISTRATION OF INTERESTS:**
None
- 7.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**
The previous minutes were approved as correct.

8.00 POLICE MATTERS:

8.01 SW Police reported figures from the last month as the following; - 3 Antisocial behaviour where one was personal, one due to car parking and the other environmental; 1 criminal damage; 0 burglaries; 0 thefts.

There have been reports of rough sleepers in the bus shelters on Merthyr Road. Police advise that any anti-social incidents such as verbal abuse or insulting language should be reported to them straight away.

SW Police attended the Whitsun march on Sunday 20th May, but request that in future the church apply for a rolling road closure, which the police would be happy to assist with.

Further to April's meeting Clerk has contacted SW Police with a FOI request regarding car crime figures compared to other areas and is awaiting a response.

9.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.

9.01 Item 6.01 Regarding "Welcome to Tongwynlais" road signs.

The plants have been finished for the rockeries.

Clerk has contacted Cardiff Council regarding a third road sign on Heol-y-Fforest and is awaiting a quotation for the works. Chairman Brian Griffiths to meet with Cardiff Council to determine the location of the sign. Clerk to enquire if local businesses may wish to contribute towards the cost.

9.02 Item 6.03 Re: the fire safety survey for the Tanyard hall.

Clerk has received quotes for repairs to the fire exit door. Cllr Graham Walters advised that the repair should include a rebate in the centre of the door and a seal should be fitted around the door perimeter. Clerk to confirm with the repair company that they will complete this work.

Clerk has received a quote to install emergency lighting and smoke/heat detectors, however this is expensive. Clerk to arrange further quotations.

9.03 Item 6.04 Re: General Data Protection Regulations, which come into force on 25 May 2018. Cardiff City Council Legal Services have offered training to Community Clerks; however, this is quite expensive, and advice is available from other sources. Website updates are to be implemented. Clerk to produce a data privacy notice.

9.04 Item 6.05 Re: The Community Council insurance and valuations for the Tanyard. Clerk has been unable to use online tools to determine a rebuild value as these tools refer to residential properties. Clerk to contact Came & Company Insurers to enquire about their surveying costs.

9.05 Item 6.07 Cllr Peeter Tiidt has contacted a tree specialist for a quote in removing the ash trees on land near the allotments. A total of 8 trees are to be removed.

- 9.06 Item 6.12 Clerk has received information for Cardiff Council Neighbourhood Services regarding a house on Merthyr Road that has been reported as a possible house of multiple occupancy. The house is registered with Rent Smart Wales as rental accommodation and let as short-term holiday let to contractors. Neighbourhood Services are unable to regulate this kind of accommodation.
- 9.07 Item 7.01 Re: The Annual Audit. Clerk has contacted the internal auditor who completed last year's audit and they are happy to complete the report for the Community Council again this year. A notice has been displayed in the Tanyard to inform residents when they may view the Council financial records.
- 9.08 Item 7.02 Tongwynlais Football Club have requested funding from the Community Council to support the Youth Team by providing a noticeboard. Clerk to contact and suggest notices could be placed in the main village noticeboard.
- 9.09 Item 7.03 Cllr Graham Walters to repair a chair that has broken at the Tanyard.
- 9.10 Item 7.06 Clerk has disposed of the debit bankcard that was not requested but received by Lloyds Bank. Clerk has contacted Lloyds Bank to request they update their records.
- 9.11 Item 7.07 The Community Council will be hosting a pop-in session on Thursday 24th May at the Tanyard from 7-8pm, which is open to all residents to share their views. Comments will be returned to the Independent Review Panel.
- 9.12 Item 8.04 Clerk has contacted Lloyds Bank to request combining the two savings accounts. Clerk has produced a letter to be signed by the account signatories and returned to Lloyds Bank.
- 9.13 Item 10.01 The hanging baskets produced by the school gardening club are likely to be ready by the end of May. Cllr Graham Walters and Cllr Chris Morgan to check all brackets and bolts and to replace any as required.
- 9.14 Item 10.03 Clerk to contact Cardiff Council regarding cutting of the grass verges around Greenmeadow estate and request they are tidier with the trimmings. These are often left across the pavement causing a slipping hazard to pedestrians.

10.00 CORRESPONDENCE, COMMUNICATIONS, PLANNING APPLICATIONS & REPORTS OF MEETINGS: -

- 10.01 Ironbridge Road is undergoing drainage and patching works from 14th to 25th May and diversions are in place.
- 10.02 Flytipping has been reported near the Council flats on the Greenmeadow Estate. Clerk has contacted Cardiff Council to request this is removed.

- 10.03 Correspondence has been received enquiring if the Community Council would like to purchase commemorative coins for the Royal Wedding. Council decided against the purchase on this occasion.
- 10.04 Planning Aid Wales are holding an event on Monday 18th June to discuss "Place plans and the value of community engagement in planning". Clerk circulated information to the Council.
- 10.05 Natural Resources Wales are upgrading the sculpture trail path between 8th and 25th May, signs have been displayed. The new sculptures have already been installed. Natural Resources Wales hope to hold another drop-in session in the village soon (date tbc.)

11.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

Expenditure

Wages & Expenses April	1638/9/40	-736.95
Hanging Basket plants	1641	-200.00
Website Annual Charge	1642	-140.00
HMRC PAYE	1643	-54.26
Tanyard Plumbing Repair	1644	-92.20
British Gas Electricity	d/d	-20.73

- 11.01 The clerk reported they had received the following since the last meeting: Hanging basket plants, Website annual charge, PAYE, plumbing repair, British Gas Electricity.
- 11.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor.
- 11.03 The finance report was presented to the Council and agreed as correct.

12.00 NOTICES OF MOTION

- 12.01 None

13.00 QUESTION TIME

- 13.01 New signs have been installed on Heol-y-Fforest displaying the number of accidents recorded for the road.
- 13.02 Hedges require trimming on Merthyr Road from the school to the road narrowing. Clerk to contact Cardiff Council and inform them the hedging is covering the cycle path.
- 13.03 The benches in the play area have fallen into disrepair. Clerk to contact Cardiff Council and suggest these are replaced with picnic benches.

14.00 ANY OTHER URGENT BUSINESS BY PERMISSION OF THE CHAIR

14.01 A plan has been produced for the proposed car parking area on land adjacent to the Plymouth Brethren Church. The public footpath will still be accessible. Members agreed that Chairman Brian Griffiths is to meet with representatives of the church on behalf of the Community Council to agree contract terms and annual rent for the land.

15.00 DATE OF NEXT MEETING

15.01 The date of the next meeting will be Monday 25th June 2018 at 19.30 hours. The meeting closed at 20:45 hours.