
TONGWYNLAIS COMMUNITY COUNCIL

**Minutes of the Annual General meeting
held at The Tanyard, Tongwynlais on June
25th 2018
Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Vice Chairman Graham Walters, Mike Griffiths, Ceri Lane, Caryn Hill, Chris Morgan, Linda Morgan, Mike Jones-Pritchard
Clerk: Nadine Dunseath
County Councillors: Linda Morgan, Mike Jones-Pritchard
Members of the public: One
Police Representative: Two
- 2.00 APOLOGIES**
Community Councillors - Peeter Tiidt
Cardiff County Councillors – Davies, Phillips
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**
None
- 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 reported figures from the last month as the following; - 8 Antisocial behaviour where 4 related to the male sleeping in the bus stop; 3 criminal damage; 0 burglaries; 1 theft from a vehicle.
Clerk has contacted Stagecoach bus regarding the male in the bus stop who have advised it is the responsibility of Cardiff Council who own the bus shelters. Cardiff Council have been made aware. South Wales Police advise to inform them straight away over any anti-social behaviour experienced by this man.
- 6.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**
6.01 Item 9.01 Regarding "Welcome to Tongwynlais" road signs.
Clerk to chase Cardiff Council regarding a third road sign on Heol-y-Fforest to arrange a meet between Chairman Brian Griffiths and Cardiff Council to determine the location of the sign.
6.02 Item 9.02 Re: the fire safety survey for the Tanyard hall.
Repairs have been made to the fire exit door including a rebate in the centre of the door and a seal fitted around the door perimeter, new fire safe hinges and a new panic bar. The repair company have advised that a draft excluder should be fitted to

the bottom of the door and the edging that has been planed should be painted taking care not to paint over the rebate.

Clerk has received 2 quotes to install emergency lighting and smoke/heat detectors, Cllr Walters to provide a further quotation.

- 6.03 Item 9.03 Re: General Data Protection Regulations. Clerk has produced a data privacy notice following guidance from One Voice Wales. Council discussed this notice and agreed the content. Clerk has provided copies to all Council members and will provide copies to Council employees.
One Voice Wales has provided guidance on the retention of documents. Clerk to produce a retention policy.
- 6.04 Item 9.04 Re: Valuation of the Tanyard. Clerk contacted Came & Company Insurers about their surveying costs. They use Barrett, Corp and Harrington Surveyors who will charge £500 for the survey. Council agreed to postpone this survey for the time being.
- 6.05 Item 9.05 Cllr Peeter Tiidt advised Council that the tree surgeon will be providing a full report on the condition of the trees behind Castle Road asap.
- 6.06 Item 9.07 Re: The Annual Audit. Council discussed the Internal Auditors report and agreed and signed the audit return form. Clerk to send documents to the external auditors by July 9th. Council discussed the recommended NALC salaries and the Clerk's role and agreed this should be on salary point 26.
- 6.07 Item 9.11 The Community Council hosted a pop-in session on Thursday 24th May. Completed questionnaires have been returned to the Independent Review Panel.
- 6.08 Item 9.12 The two Community Council savings accounts have been combined.
- 6.10 Item 9.13 The hanging baskets produced by the school gardening club have been put up, with a few additional baskets requested from residents. Chairman Brian Griffiths proposed donating to the gardening club. Chairman Griffiths to make enquiries on how to make this donation.
- 6.11 Item 9.14 Clerk received a response from Cardiff Council regarding cutting of the grass verges around Greenmeadow estate after requesting they are tidier with the trimmings. Unfortunately, the cutting equipment used does not collect the grass trimmings and they do not have the budget to provide new equipment.
- 6.12 Item 10.05 Natural Resources Wales will be holding a drop-in session in the Village Hall on 17th July between 2-8pm.
- 6.13 Item 13.02 Hedges were trimmed on Merthyr Road by Cardiff Council, but require cutting again. Clerk to contact Cardiff Council.
- 6.14 Item 13.03 Clerk contacted Cardiff Council regarding the benches in the playground and Cardiff Council have advised they will be repairing the benches. Unfortunately, they do not have the budget to provide picnic benches.
- 6.15 Item 14.01 The Plymouth Brethren Church have provided a contract agreement for leasing the land for an overflow carpark. Clerk has provided a letter to residents on Castle Road advising them of the intended works.

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

- 7.01 Clerk received an email from Limegreen advising that the Tanyard boiler is due an annual service. Clerk queried as the boiler has only recently been installed and is awaiting a response.
- 7.02 A horse rider has been on the football / rugby pitches. Clerk has reported to Cardiff Council and is awaiting a response.
- 7.03 Clerk advised Cardiff Council that the bins on Merthyr Road were not emptied w/c 21st May. Cardiff Council responded to say that a refuse lorry had broken down and the bins were emptied later that week.
- 7.04 There has been an incident of graffiti and flytipping at the football changing rooms. SW Police and Cardiff Council have been made aware.
- 7.05 The Groundsman's leaf blower has broken. A replacement has been ordered.
- 7.06 Cardiff Council completed deep cleansing of some streets in the village on 6th and 7th June.
- 7.07 Council approved ordering new hi-vis waistcoats for the Community Council and 6 for the Village Hall. Clerk to place order.
- 7.08 The Independent Remuneration Panel advised that payments to members should be advertised, including nil returns. Clerk to place information on the Community Council website. Council agreed they do not wish to accept payments for the forthcoming year.
- 7.09 Planning Application 18/00833/MNR – Enclosure of existing canopy to include new front entrance at the Holiday Inn. The Community Council has no objection.
- 7.10 Planning Application 18/01237/DCH – Rear extension and alterations to roof and existing side annex, 3 Greenmeadow Drive. The Community Council has no objection.
- 7.11 Planning Application 18/01332/MNR – Change of use from retail to rentable tourist self-catering accommodation and insertion of new window to rear, 2B Merthyr Road. The Community Council has no objection.
- 7.12 Clerk attended a Clerk's meeting with representatives of neighbouring Community Councils and the Monitoring Officer.
- Clerk advised that a new members enquiry service was to be trialled by Cardiff Council for 6 months; a service level agreement for legal advice was available upon request. Council discussed any roles or assets they may be able to take over from Cardiff Council and agreed there were none at this time. The next meeting will be held in September.
 - The revised Community Council charter was discussed, and Councillors are happy to sign and agree this document.
 - The Model Local Resolution Protocol was discussed and adopted as practice by the Community Council. Clerk to enquire about mediation training.
- 7.13 The next School Governors meeting is to be held on Thursday 28th June.

7.14 The next One Voice Wales meeting is to be held on Monday July 30th.

11.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

Expenditure

Wages & Expenses April	1645/6/8	-842.84
Allscapes Landscaping Ltd	1647	-440.00
British Gas Electricity	d/d	-18.86

11.01 The clerk reported they had received the following since the last meeting:
Allscapes Landscaping Ltd (rockery plants), British Gas Electricity.

11.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor, Rhys Davies

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 None

14.00 ANY OTHER URGENT BUSINESS BY PERMISSION OF THE CHAIR

14.01 None

15.00 DATE OF NEXT MEETING

15.01 The date of the next meeting will be Monday 30th July 2018 at 19.30 hours. The meeting closed at 21:00 hours.