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# TONGWYNLAIS COMMUNITY COUNCIL

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



- 1.00 ATTENDANCE:**                    **Community Councillors:** Chairman Brian Griffiths, Mike Griffiths, Caryn Hill, Mike Jones-Pritchard, Peeter Tiidt  
**Clerk:** Nadine Dunseath  
**County Councillors:** Mike Jones-Pritchard  
**Members of the public:** One  
**Police Representative:** None
- 2.00 APOLOGIES**  
Community Councillors - Vice Chairman Graham Walters, Ceri Lane, Linda Morgan, Chris Morgan  
Cardiff County Councillors – Morgan, Davies, Phillips  
SW Police
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**  
Cllr Mike Jones-Pritchard declared a prejudicial interest in Item 4 Land to the rear of the band hall for overflow car park and left the room during discussion of item 4.
- 4.00 Land to the rear of the Band hall for overflow Car park.**  
Councillor Mike Jones-Pritchard has been in contact with Cardiff Council Planning Department and informed them that the work for the overflow car park has not been carried out in accordance with the original plans. Chairman Brian Griffiths contacted Cardiff Council Planning who advised they require new drawings to cover hardcore being used and the bank being cut to the level of the site. The Brethren Church have requested the plans are amended by Councillor Mike Jones-Pritchard. No work will take place on the site until the amended plans are submitted for planning approval.
- 5.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**  
The previous minutes were approved as correct.
- 6.00 POLICE MATTERS:**  
6.01 SW Police were unable to attend the meeting but reported figures from the last month as the following; - 1 Antisocial behaviour; 2 thefts; 1 criminal damage where an arrest was made; 1 shed burglary and 1 dwelling burglary.  
The male who has been sleeping in the bus stop has moved on from the village.
- 7.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**  
7.01 Item 6.01 Regarding "Welcome to Tongwynlais" road signs.

Chairman Brian Griffiths has met with Cardiff Council Highways Department to determine the location of a sign on Heol-y-Fforest. Cardiff Council has proposed positioning the sign where the accident sign at the top of the hill is currently situated and to move the accident sign further down the road. Cardiff Council to provide further information.

- 7.02 Item 6.02 Re: the fire safety survey for the Tanyard hall.  
Clerk to arrange fitting of a draft excluder to the bottom of the fire door and painting of the planed edge.  
Cllr Walters has provided a quotation for fitting the smoke detectors and emergency lights. Chairman Brian Griffiths has approved this quotation and work has begun. Cllr Walters has purchased a new ladder for the Tanyard to comply with Health and Safety Regulations.
- 7.03 Item 6.03 Re: General Data Protection Regulations. Clerk has provided copies of the Data Privacy Notice to Council employees and regular groups who book the Tanyard Hall. The Notice is also available to view on the Community Council Website.  
Clerk to complete retention of documents policy.
- 7.04 Item 6.05 Cllr Peeter Tiidt advised Council that the tree surgeon will be providing a full report on the condition of the trees behind Castle Road and a quotation for works asap.
- 7.05 Item 6.06 Re: The Annual Audit. Clerk has submitted the annual audit documents to the external auditors.
- 7.06 Item 6.10 Chairman Brian Griffiths proposed donating to the gardening club. Cllr Mike Jones-Pritchard to enquire who to make the cheque payable to.
- 7.07 Item 6.12 Natural Resources Wales held a drop-in session in St.Michael's Church Hall on 17<sup>th</sup> July to answer questions on the tree felling operations at Fforest Fawr.
- 7.08 Item 7.01 Limegreen advised the email was sent in error regarding servicing of the Tanyard boiler, which is not due for 12 months.
- 7.09 Item 7.07 Clerk ordered 4 new hi-vis waistcoats for the Community Council and 6 which the Community Council is donating to the Village Hall.
- 7.10 Item 7.08 Clerk has placed payments to members information on the Community Council website as required by The Independent Remuneration Panel.
- 7.11 Item 7.12 A date in September has been proposed for a signing ceremony of the revised Community Council charter which Chairman Brian Griffiths will be attending.

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

- 8.01 Flytipping has been reported on Ironbridge Road. Clerk has reported this to Cardiff Council who aim to clear the waste within 5 days.
- 8.02 Ask Cardiff survey would like to display a poster in the village and provide leaflets in the Tanyard for residents to complete a survey. Clerk is awaiting the poster/leaflets.
- 8.03 The lightbulb in the main corridor at the Tanyard is to be replaced.

- 8.04 Cardiff Library have donated 5 trestle tables to the Tanyard Hall.
- 8.05 Overgrowth on Wyndham Street is causing a problem to residents and may start to cause damage to parked vehicles. Clerk has contacted Cardiff Council.
- 8.06 Under the new Financial Regulations the Community Council is required to complete a quarterly bank audit to verify bank reconciliations match with the bank statements. Clerk proposed Cllr Ceri Lane is the most experienced to complete these audits, which was agreed and approved by the Community Council.
- 8.07 Clerk has produced a terms of use document for hiring the Tanyard Hall, which has been circulated to all regular groups and will be provided for all new bookings.
- 8.08 Fallen drains are causing a nuisance to residents on Merthyr Road due to disturbance from traffic travelling over the dips. Cllr Mike Jones-Pritchard to contact Cardiff Council.
- 8.09 Clerk reported there was a new Electoral Services Manager at Cardiff Council who has enquired if the Community Council has any specific training needs regarding electoral services. The Council agreed it had no specific needs or issues at this time.
- 8.10 Planning Application 18/01085/DCH Two storey side extension including conversion of garage, 2 Pwllhelyg, Tongwynlais. The Community Council has no objection to this application.
- 8.11 Planning Application 18/01534/DCH Proposed 2 storey side extension, Bwlch Cottage, Rhiwbina Hill, Tongwynlais. The Community Council has no objection to this application.
- 8.12 The Clerk reported that she has taken on a second position as Clerk and Responsible Finance Officer at St George's and St Brides Super Ely in the Vale of Glamorgan.
- 8.13 Cllr Mike Jones-Pritchard attended the School Governor's meeting and reported there will be no cutting of staff. He also reported that there had been 3 exclusions during the last academic year. The School are currently struggling with finances.
- 8.14 Cllr Graham Walters and Cllr Ceri Lane were absent from the Community Council meeting as they were attending the One Voice Wales meeting on the same evening.

## 9.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

### Expenditure

Wages & Expenses June	1649/50/3/5	-1223.20
Cheltenham Mowers - Leaf Blower	1651	-189.00
Senior Citizens Tea Party & Extra hanging basket plants	1652	-116.39
Joanna Howell Internal Audit	1654	-100.00
British Gas - Gas Bill	d/d	-163.53
DWR Fire Exit door repair	1656	-480.00
British Gas - Electricity Bill	d/d	-18.79
Lush Monkey - Hi-Vis vests	1657	-55.00
HMRC PAYE	1658	-2.10

British Gas - Gas Bill	d/d	-1241.97
Water bill	1659	-96.96

- 9.01 The clerk reported they had received the following since the last meeting:  
Leaf Blower, Tea party, Internal Audit, British Gas Bill, Fire door repair, Hi-vis vests,  
British Gas Electricity, Welsh Water Bill.
- 9.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine  
Dunseath, James Proctor, Rhys Davies
- 9.03 Clerk also circulated a quarterly bank reconciliation for Q1.
- 9.04 The finance report was presented to the Council and agreed as correct.
- 9.05 Clerk reported a large gas bill had been received as the gas usage had been  
estimated for some time as well as the cost being expensive. The contract for both  
gas and electricity is due to be renewed. Clerk provided information on new gas  
suppliers and Council agreed to change provider. Clerk to enquire into dual fuel  
contracts. Also, Clerk to make enquiries into a Wi-Fi controlled thermostat to ensure  
that the heating is always set correctly.
- 9.06 Clerk to meet with Chairman Brian Griffiths during August for signing of cheques.

#### **10.00 NOTICES OF MOTION**

- 10.01 None

#### **11.00 QUESTION TIME**

- 11.01 There is Japanese Knotweed behind the allotments and on the bank of the stream by  
the playing fields. Cllr Peeter Tiidt to arrange a contractor to spray the knotweed  
during September.
- 11.02 Resurfacing of several roads will take place week commencing 15<sup>th</sup> August.
- 11.03 It was reported that public bins were not emptied today on Herman Hill or Merthyr  
Road.
- 11.04 The footpath from the Holiday Inn to Rhiwbina has become very overgrown. Clerk to  
contact the footpaths officer at Cardiff Council.
- 11.05 There is a raised-up kerb stone on the corner of Merthyr Road and Birch Hill. Clerk to  
contact Cardiff Council Highways.

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

- 12.01 None

#### **13.00 DATE OF NEXT MEETING**

- 13.01 The date of the next meeting will be Monday 24<sup>th</sup> Sept 2018 at 19.30 hours.  
The Community Council agreed that the following meeting could be held a week  
early on Monday 22<sup>nd</sup> October at 19.30hours due to the Clerk being unable to attend  
on the last Monday of the month.  
The meeting closed at 20:35 hours.