
TONGWYNLAIS COMMUNITY COUNCIL

**Minutes of the Annual General meeting
held at The Tanyard, Tongwynlais on Sept
24th 2018
Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Mike Griffiths, Caryn Hill, Mike Jones-Pritchard, Peeter Tiidt, Linda Morgan, Graham Walters, Ceri Lane, Chris Morgan
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard, Linda Morgan
Members of the public: One
Police Representative: PCSO Jay Toor
- 2.00 APOLOGIES**
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.**
Re: Item 8.13 School finances. Cllr Mike Jones-Pritchard requested an amendment to the sentence “The School are currently struggling with finances” to read “Finances are tough, which is taken as read in Local Government, but the school has managed to make no redundancies.”
Following a further discussion of this item the Community Council were informed by a Council Member that there have been redundancies at the school.
- 5.00 POLICE MATTERS:**
5.01 SW Police reported crime figures for the past two months as the following; - 2 antisocial behaviour, which were neighbour to neighbour; 2 thefts from vehicles and 2 thefts of an online matter; 3 criminal damage to vehicles with 1 suspect; 1 dwelling burglary where an arrest has been made, 1 shed burglary, 1 commercial burglary and 1 trespass.
A member of the public informed the police that trees had been burned to the rear of a property on Grants Close and a fire engine had been called.
SW Police advised that there have been a number of nuisance calls in the area pretending to be from HMRC, which are fraudulent and should be ignored.
- 6.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**
6.01 Item 4 Land to the rear of the Band hall for overflow car park.
Further to July’s minutes, Cllr Mike Jones-Pritchard advised that he did not contact Cardiff Council Planning Department to inform them that the work for the overflow car

park has not been carried out in accordance with the original plans, however he was contacted by them and discussed the change to the original plans.

Chairman Brian Griffiths had spoken to Cardiff Council planning, who advised that the works did not require planning consent for the future use of this land, but require a plan to show the new engineering works for remodelling of the ground and laying hardcore. The applicants "The Church" will not continue work until the new plans are completed and submitted for approval.

- 6.02 Item 7.01 Regarding "Welcome to Tongwynlais" road signs.
Clerk has contacted Cardiff Council Highways Department to ask for confirmation if the land on the corner of the junction Heol-y-Fforest and Rhiwbina Hill belongs to the Council and whether the road sign could be positioned here. Clerk is awaiting information.
- 6.03 Item 7.02 Re: the fire safety survey for the Tanyard hall.
Cllr Walters has completed the works in fitting smoke detectors and emergency lighting to the Tanyard.
Clerk has purchased a draft excluder and arranged fitting to the bottom of the fire door, as well as painting of the planed edge of the door.
- 6.04 Item 7.03 Re: General Data Protection Regulations.
Clerk has completed the following documents and circulated copies to the Councillors for their consideration prior to approval/amendment in next month's meeting: -
Retention of Documents Policy; Information & Data Protection Policy; Data Security Breach Reporting Form; Subject Access Request Form; Consent to hold Personal Information Form.
Clerk attended Information Management and GDPR training and advised the need to review the Risk Assessment Policy to include Data Protection. Also, Clerk to produce a publication guide and to look at prices for a lockable filing cabinet.
- 6.05 Item 7.04 Three quotes have been received for felling the Ash trees behind Castle Road on Community Council land. The Council have accepted a quote from All Trees Ltd for £990 and work is due to commence soon.
- 6.06 Item 7.05 Re: The Annual Audit. The audit has been completed and returned with a qualified opinion as information regarding party affiliation was missing from the Council website. Clerk has amended the website to show that the Council has no party affiliation. The Council agreed and approved the audit report.
- 6.07 Item 7.06 Clerk has sent a cheque to the school for a donation to the gardening club.
- 6.08 Item 7.07 NRW have begun the tree felling works in Heol-Y-Fforest and have commented that people have not been complying with the warning signs for the safety diversions in place.
- 6.08 Item 7.11 Revision to the Community Council Charter and the signing ceremony has been postponed due to staff illness at Cardiff Council.
- 6.09 Item 8.02 Clerk has displayed posters and information regarding the Ask Cardiff survey.
- 6.10 Item 8.04 Council to agree the position of the new trestle tables after the meeting and the relocation of the old tables.

- 6.11 Item 8.05 Overgrowth on Wyndham Street has been cut back by the Community Council groundsman.
- 6.12 Item 8.06 Clerk has passed the Q1 bank audit documents to Cllr Ceri Lane who has completed the audit.
- 6.13 Item 9.05 Clerk provided information on dual fuel contracts and Chairman Brian Griffiths approved to transfer the gas and electricity contracts to Opus Energy. Clerk is arranging switching providers.
Clerk provided information on pricing of smart thermostats and is making further enquiries.
- 6.14 Item 11.01 Cllr Peeter Tiidt will arrange removal of Japanese Knotweed behind the allotments and on the bank of the stream by the playing fields at the appropriate time for removal.
- 6.15 Item 11.02 Resurfacing of several roads in the village has been completed.
- 6.16 Item 11.03 Following a report that public bins were not emptied on Herman Hill or Merthyr Road on Monday July 30th, it was confirmed that the bins were emptied later that evening.

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

- 7.01 The bushes on Cwm Gwynlais have become overgrown. Clerk contacted Cardiff Council who have trimmed them.
- 7.02 A vehicle with flat tyres has been abandoned on Mill Road. The Police and Cardiff Council have been informed who are unable to assist as the vehicle is taxed.
- 7.03 Cardiff Council are consulting on new dog controls, which will include the prohibition of dog fouling in all public places owned or maintained by the Council and the exclusion of dogs in all enclosed playgrounds or marked sports pitches. The fine for a breach will increase to £100. The Community Council discussed and agreed to support the proposals. Clerk to respond to Cardiff Council.
- 7.04 The Community Council would like to thank local resident Lesley May for cleaning the public telephone box opposite the Lewis Arms. Clerk to send letter of thanks.
- 7.05 Work has commenced on the new playground on Catherine Drive.
- 7.06 Cllr Ceri Lane nominated the Oak tree in the picnic area into a National Trust tree competition.
- 7.07 A rental property in Mill Road has fallen into disrepair. Clerk to contact Rent Smart Wales for advice.
- 7.08 Floodlighting have provided a quote for installation and removal of this years Christmas lights. Chairman Brian Griffiths approved the quote and Clerk has contacted Floodlighting asking for an installation date of w/c 12th November in time for the village Christmas Fayre on November 22nd.

- 7.09 The Tanyard head librarian is retiring at the end of September and a new manager has been appointed.
- 7.10 One Voice Wales are providing Health and Safety Training in Swansea on 21st November. Clerk to enquire if any local training is intended in the near future.
- 7.11 Clerk contacted Cardiff Council to request trimming of the overgrown bushes on Merthyr Road from the bus stop to the hotel.
- 7.12 The Independent Review Panel has provided it's outline findings and recommendations report to Welsh Government. Clerk to circulate report on request. Key points include giving more local powers to Community Councils and an increase in responsibility. Recommendations include Clerks to hold the Certificate in Local Council Administration and mandatory training to all Councillors in a range of areas including code of conduct, being an employer, finance and planning.
- 7.13 No quarterly clerk's meeting took place in September due to lack of attendees.
- 7.14 One Voice Wales are holding their AGM and conference on September 29th and the next meeting on October 22nd.
- 7.14 Clerk is enquiring about dates for holding another defibrillator training session in the Tanyard.

8.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

Expenditure

Wages & Expenses July	1660/1/3/4	-1200.59
Land for Access Castle Rd Annual Rental	1662	-0.08
British Gas Electricity	d/d	-18.88
School Gardening Club Donation	1665	-100.00
HMRC PAYE	1666	-5.60
Wages & Expenses Aug	1667/8/9/70	-846.48
British Gas Electricity	d/d	-17.31
Emergency Lights, Smoke Alarms & Ladder	1671	-737.00
HMRC PAYE	1672	-20.60

- 8.01 The clerk reported they had received the following since the last meeting: Castle Road Annual Rent, School Gardening Club donation, Emergency Lights, Smoke Alarms and Ladder, British Gas Electricity.
- 8.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor, Rhys Davies
- 8.03 The finance report was presented to the Council and agreed as correct.

9.00 NOTICES OF MOTION

- 9.01 None

10.00 QUESTION TIME

- 10.01 The Community Council Groundsman has been asked to clear the overgrowth behind the bus shelter on Merthyr Road.

- 10.02 The gate to the playground has been locked. Clerk to contact Cardiff Council Parks Department.
- 10.03 Cllr Ceri Lane to contact the School following a report regarding dogs on the playground during drop-off/pick-up time.
- 10.04 Clerk to obtain quotes for taking down the hanging baskets in the village and returning them to the School Gardening Club.
- 10.05 The lamppost on the corner of Queen Street and Market Street is not working. Clerk to contact Cardiff Council.
- 11.00 ANY OTHER URGENT BUSINESS BY PERMISSION OF THE CHAIR**
- 11.01 Cllr Peeter Tiidt requested the start of the Council meetings be moved to 7pm. The Council discussed the proposal and agreed to continue with 7.30pm start.
- 12.00 DATE OF NEXT MEETING**
- 12.01 The Community Council agreed that the following meeting could be held a week early on Monday 22nd October at 19.30hours due to the Clerk being unable to attend on the last Monday of the month.
The meeting closed at 20:40 hours.