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# TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the meeting held at The  
Tanyard, Tongwynlais on Oct 22nd 2018  
Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:**                    **Community Councillors:** Chairman Brian Griffiths, Mike Griffiths, Mike Jones-Pritchard, Peeter Tiidt, Graham Walters, Chris Morgan  
**Clerk:** Nadine Dunseath  
**County Councillors:** Mike Jones-Pritchard  
**Members of the public:** Two  
**Police Representative:** None
- 2.00 APOLOGIES**  
Community Councillors - Caryn Hill, Linda Morgan, Ceri Lane  
Cardiff County Councillors – Morgan, Davies, Phillips  
South Wales Police
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**  
None
- 4.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**
- 4.01 The previous minutes were approved as correct.  
4.02 Any discussion regarding accuracy of the minutes should take place during the Council meeting. It is not appropriate to contact the Clerk during the month requesting amendments to the minutes.
- 5.00 POLICE MATTERS:**
- 5.01 SW Police were unable to attend the meeting but reported crime figures for the past month as the following; - 1 Anti-social behaviour relating to parking; 3 burglary: - 1 attempted, 1 commercial, 1 dwelling where a suspect was arrested and charged. 1 theft from a bicycle; 2 damage: - 1 to a vehicle and 1 to property where a suspect was arrested and charged.  
Unfortunately, due to a reallocation of resources, South Wales Police will no longer be able to attend the Community Council meetings. However, they will still report the crime figures and will still attend PACT meetings.
- 6.00 Grant Funding for the Changing Rooms.**
- 6.01 Cllr Linda Morgan was unable to attend the meeting and as such this discussion has been postponed.
- 7.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**

- 7.01 Item 6.01 Land to the rear of the Band hall for overflow car park.  
Cllr Mike Jones-Pritchard has submitted revised plans to Cardiff Council Planning. These plans have been submitted with Tongwynlais Community Council as the applicant and the Clerk's personal contact details without prior consent of the Council or the Clerk. It was originally agreed by the Community Council that the Church would submit the planning application. The Community Council object to this change in applicant and that the plans have been submitted without prior agreement. Chairman Brian Griffiths has agreed with Cardiff Council Planning to leave the Community Council as the applicant as a necessity to resolve this matter. The revised plans request that a tree survey is completed, however Cardiff Council Planning have advised there is no requirement for a tree survey for this application.
- 7.02 Item 6.02 Regarding "Welcome to Tongwynlais" road signs.  
Cardiff Council Highways Department have confirmed the land on the corner of the junction Heol-y-Fforest and Rhiwbina Hill is privately owned and is not the best location being a distraction for motorists at a junction. Cardiff Council have suggested the sign be placed on the existing accident sign post or on the existing Tongwynlais sign near to the castle. The Community Council agreed to place the sign on the existing accident signpost and to keep the accident sign on the same posts. Cardiff Council have agreed to cover the costs for installation. Clerk to inform Highways of the decision.
- 7.03 Item 6.04 Re: General Data Protection Regulations.  
The Community Council approved and accepted the following documents: - Retention of Documents Policy; Information & Data Protection Policy; Data Security Breach Reporting Form; Subject Access Request Form; Consent to hold Personal Information Form; Risk Assessment Policy. The Community Council publication guide is available on the website.  
Clerk provided prices for a lockable filing cabinet and the Council approved the purchase.
- 7.04 Item 6.07 The school gardening club are compiling a list of new equipment they would like to purchase from the donation. Clerk to enquire with Lloyds Bank if the Council could have a separate savings account for money to regularly donate to the school.
- 7.05 Item 6.08 Chairman Brian Griffiths is making enquiries with the Woodland Trust regarding several mature trees that NRW have felled in Heol-Y-Fforest, which are not larch trees. NRW have advised the contractors are felling trees for access to the diseased larch. The Community Council advise residents to observe the warning signs for the safety diversions in place.
- 7.06 Item 6.08 The Community Council agreed and approved the revised Council Charter. Clerk to inform Cardiff Council. The signing ceremony is due to take place on November 15<sup>th</sup>. Chairman Brian Griffiths will be attending.
- 7.07 Item 6.13 The switch over date for dual fuel providers to Opus Energy has been arranged for October 27<sup>th</sup>.  
Clerk is making further enquiries for the installation of a smart thermostat.
- 7.08 Item 7.02 The vehicle abandoned on Mill Road has been removed.
- 7.09 Item 7.05 The new playground on Catherine Drive is awaiting some Health and Safety improvements before it can be opened.

- 7.10 Item 7.07 Clerk has contacted Cardiff Council Private Sector Housing Department following advice from Rent Smart Wales regarding the rental property on Mill Road, which has fallen into disrepair.
- 7.11 Item 7.08 Clerk to remind Floodlighting to take care not to leave black cable ties on the pavements when installing and removing the Christmas lights this year. Clerk has sent letters to local businesses requesting help towards the cost for the lights.
- 7.12 Item 7.09 Clerk has met with the new head librarian at the Tanyard who is keen to expand library services offered with more Community Schemes and working with the school. Clerk is awaiting further information.
- 7.13 Item 7.10 One Voice Wales advised the next Health and Safety Training is likely to be held in April - June 2019. They can arrange a private trainer for the Community Council to host a session for 20 attendees at a fee of £399. Council agreed to wait for the next session in 2019.
- 7.14 Item 7.14 Defibrillator training was arranged in the Tanyard on October 15<sup>th</sup> hosted by 2 local nurses. Unfortunately, despite interest in the event no-one attended on the date. Clerk to arrange new dates when the nurses are next available.
- 7.15 Item 10.02 Cllr Mike Jones-Pritchard contacted Cardiff Council Parks Department who advised that one gate on the playground has been welded shut for safety reasons as currently there is no finance to replace the faulty hydraulic hinge. He has also requested the access gates are painted a different colour to highlight location.
- 7.16 Item 10.04 Clerk obtained quotes for taking down the hanging baskets in the village and returning them to the School Gardening Club. The Community Council have accepted the quote from Urban Landscapes who offered to do the work for free, so the money could be donated to the School Gardening Club.

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

- 8.01 Local resident Abigail Phipps attended the meeting to raise an issue of slow and intermittent internet speed in the village, which is affecting many residents. As different phone lines and service providers are affected it was questioned if there may be a problem with the local exchange at Taffs Well. Clerk to contact Openreach.
- 8.02 A new Community Wellbeing service is available for residents. Clerk has posted information on the Council website and her twitter page.
- 8.03 The lock on the defibrillator cabinet door has become jammed. Clerk has contacted the manufacturer who are sending a replacement lock. The Welsh Ambulance service has been notified that the defibrillator is currently inaccessible. Clerk has purchased new batteries for the motion sensor light, which Cllr Graham Walters has kindly offered to install.
- 8.04 Chichester Stoneworks who are carrying out restoration works at Castell Coch are arranging hard hat tours. Clerk has requested further information.
- 8.05 Clerk to respond to the Welsh Government consultation on unadopted roads regarding issues on Birch Hill who face private resurfacing costs.

- 8.06 A local resident has raised concerns about bottles and glasses being left around the pub area. Cllr Linda Morgan has contacted the Lewis Arms and the RFC asking for more care to be taken.
- 8.07 One Voice Wales have advised Community Councils adopt new model standing orders. Clerk is reviewing the Standing Orders to reflect Council requirements.
- 8.08 One Voice Wales meeting is being held on October 22<sup>nd</sup> which Cllr Ceri Lane and Cllr Caryn Hill are attending.

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

### **Expenditure**

|  |            |          |
|--|------------|----------|
| Wages & Expenses Sept                      | 1673/4/5/7 | -1087.82 |
| All Trees Ltd - Ash Tree Felling           | 1676       | -990.00  |
| British Gas - Gas Bill                     | d/d        | -82.84   |
| OVW Information Management Training Course | 1678       | -40.00   |
| HMRC PAYE Sept                             | 1679       | -17.60   |
| British Gas - Electricity Bill             | d/d        | -19.58   |

- 9.01 The clerk reported they had received the following since the last meeting: Tree Felling, British Gas, OVW Training Course, British Gas Electricity.
- 9.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor, Rhys Davies
- 9.03 The finance report was presented to the Council and agreed as correct.
- 9.04 Clerk circulated the Q2 bank reconciliation and a cashflow forecast to the end of the financial year.

## **10.00 NOTICES OF MOTION**

- 10.01 None

## **11.00 QUESTION TIME**

- 11.01 Clerk to contact Cardiff Council Parks Department to request the flower troughs on the Church wall are removed so a banner can be displayed.
- 11.02 It has been reported that rubbish is being swept into the gutter during cleaning of the bus shelters. Clerk to contact Environmental Services.
- 11.03 Cllr Peeter Tiidt asked if a Community scheme could help clear roads and help vulnerable people during cold winter months. Chairman Brian Griffiths referred to the new Community Wellbeing scheme that has been set up for residents.

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

- 11.01 None

## **12.00 DATE OF NEXT MEETING**

- 12.01 The next Community Council will be held on Monday 26th November at 19.30hours  
The meeting closed at 20:50 hours.