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# TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the meeting held at The  
Tanyard, Tongwynlais on Jan 28th 2019  
Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:**                    **Community Councillors:** Chairman Brian Griffiths, Graham Walters, Mike Griffiths, Chris Morgan, Ceri Lane, Caryn Hill, Linda Morgan, Peeter Tiidt  
**Clerk:** Nadine Dunseath  
**County Councillors:** Linda Morgan  
**Members of the public:** One
- 2.00 APOLOGIES**  
Community Councillors - Mike Jones-Pritchard  
Cardiff County Councillors – Jones-Pritchard, 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.
- 5.00 POLICE MATTERS:**
- 5.01 SW Police were unable to attend the meeting, but provided crime figures from 26<sup>th</sup> November as the following: -  
Anti-Social Behaviour- 3x cold callers claiming to be from HMRC/Western Power, 1 suspicious male at Castell Coch, 3x neighbour nuisance, Youths/drug use, Youths in ground of primary school  
Theft- 2x Interference with a vehicle, Theft of motor vehicle, Theft of front gate, Robbery, 2x Theft from vehicle  
Damage- 2x Damage to vehicle, failure to stop at RTC  
Burglary- Theft of bike from outbuilding, 2x Attempted burglary to shed, Commercial burglary
- 6.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**
- 6.01 Item 6.01 Land to the rear of the Band hall for overflow car park.  
The planning application has been granted and approved by Cardiff Council. Chairman Brian Griffiths expressed his concerns about the length of time this simple application has taken to be decided. He has composed a letter to the Director of Planning. All members present were given copies of this letter and agreed for it to be sent.

- 6.02 Item 6.02 Regarding "Welcome to Tongwynlais" road sign. The road sign has not yet been installed on Heol-Y-Fforest. Clerk has contacted Cardiff Council Highways for an update and is awaiting the response.
- 6.03 Item 6.04 Clerk has arranged a new savings account with Lloyds Bank and transferred £100 as money for the school gardening club.
- 6.04 Item 6.05 NRW have completed the first phase of the tree felling at Heol y Fforest and the footpaths have reopened to the public. The second phase is planned for 2021. Cllr Linda Morgan to contact NRW as complaints have been received of the timber lorries travelling through the village and it had been agreed that NRW would not do so.  
Clerk had contacted NRW in December commenting on the increase in the amount of flood water during heavy rain on Heol y Fforest and Castle Road since the tree felling took place but is awaiting a response. Cllr Linda Morgan to ask for a response from NRW.
- 6.05 Item 6.06 On December 13<sup>th</sup> the signing ceremony for the Community Council Charter took place and Chairman Brian Griffiths and the Clerk attended the ceremony along with the other 5 Community Council Chairs, 2 Clerks and the Leader of Cardiff Council Huw Thomas. A copy of the signed Charter will be displayed in the Tanyard.
- 6.06 Item 6.07 The play park on Catherine Drive is now open and available for use.
- 6.07 Item 6.08 Opus Energy have still not transferred the gas energy contract despite advising a transfer date of October 2018. They have mistakenly transferred the meter of a residential property rather than the Tanyard Hall. Clerk has contacted Opus for an explanation, and requested the meter is transferred with immediate effect with compensation for the extra charges received from the previous supplier.
- 6.08 Item 6.09 The Community Council received £345 in donations from local businesses towards the cost of the Christmas lights. Floodlighting have now removed the lights. Clerk is awaiting the final bill.
- 6.09 Item 6.10 Openreach responded regarding the internet problems in the village having completed their investigations but have not been able to identify any specific problems. They advise that if residents are experiencing faults with their internet that they contact their service providers who will pass the details on to Openreach.
- 6.10 Item 6.13 Council has considered and approved the new Standing Order document that has previously been circulated by the Clerk and decided to formally adopt this document as procedure.  
Council has considered and approved the Dealing with the Media document circulated by the Clerk and decided to formally adopt this document as procedure.
- 6.11 Item 7.03 Cardiff Council and the Community Council have been unable to find a copy of the long-term rental for the land for access at Castle Road. Clerk has provided Cardiff Council with a plan of the site and a copy of last year's invoice for the rental and is awaiting a response to whether the agreement can be reviewed.

- 6.12 Item 7.05 Planning Application 18/02553/MNR Land at Ironbridge Road, Demolition of garage and construction of new dwelling. Clerk submitted a planning objection letter from the Community Council. This planning application has been refused.
- 6.13 Item 7.07 Clerk has circulated a Co-Opting policy document which the Council has reviewed and approved and decided to formally adopt as procedure. Clerk has made enquiries regarding purchasing of a book entitled "Local Councils Explained". Clerk to contact One Voice Wales at finding the book for the best price.
- 6.14 Item 10.01 Clerk has contacted Cardiff Council regarding the bus stop on Merthyr Road by Holiday Inn which is awaiting health and safety improvements. Cardiff Council responded to advise that they are awaiting Western Power to connect a power supply to the shelter and will pursue this as a matter of urgency. Clerk to contact Cardiff Council again to advise that some bollards have been moved from the bus shelter.
- 6.15 Item 10.02 Clerk contacted Cardiff Council to report that a light on the zebra crossing by the Primary School is not working. However, the light has still not been repaired and Clerk has contacted Cardiff Council again.
- 6.16 Item 10.03 Cllr Linda Morgan advised that the road closure signs for the Winter Fayre were paid for by the Village Hall Committee who believed they were receiving 4 road signs but only 2 arrived. They are making enquiries as to whether they will be able to use signs they have made themselves in future years to help reduce costs. The Winter Fayre raised funds of £500 for the Village Hall Committee.

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

- 7.01 Clerk met with Rhys George Electoral Services Manager Cardiff Council who discussed his role and responsibilities and how he can help Community Council Clerks throughout an election process. He informed of the possibility of the Parliamentary Boundaries Review and invited a Council representative to attend a talk at County Hall on March 28<sup>th</sup>.
- 7.02 PAT testing has been completed at the Tanyard by Cllr Graham Walters.
- 7.03 Peter Alan estate agents contacted the Community Council to ask for recommendations for a contractor to lay a water pipe. Clerk replied to inform that the Community Council must remain impartial and cannot make recommendations.
- 7.04 BM James Grounds Maintenance enquired if there may be opportunities for grounds maintenance contracts in the area. Clerk replied informing him that the Community Council employs a groundsman and does not have any other contracts available.
- 7.05 The WI have informed the Community Council that some members face difficulties using the steps into the Tanyard Hall. The Council discussed the possibility and cost of installing a ramp. Clerk to seek professional advice and to make enquiries about grant funding.
- 7.06 The football club have informed the Community Council that they have submitted a plan to Cardiff Council requesting to install dug-outs at the football pitch. They expressed a wish to attend the meeting to make the Community Council aware of their future plans for the football club but did not attend on this occasion. Council discussed grant funding options that the football club may be eligible to apply for.

- 7.07 A resident has advised the Community Council that their boundary wall has become damaged due to overgrowth. The wall lies behind the bus stop on Merthyr Road. Clerk has obtained the land registry plan for the adjacent green area and established that the land does belong to the Community Council. Clerk to arrange meeting with the resident and Chairman Brian Griffiths to examine the damage to the wall.
- 7.08 The Community Council insurance has been renewed with Came and Company for another year.
- 7.09 Planning Aid Wales are hoping to host a free event at the Village Hall on Thursday 21<sup>st</sup> February. Clerk is awaiting further details.
- 7.10 The library has requested a copy of the gas installation certificate for the Tanyard boiler that was installed last April. The Community Council has been unable to find the certificate and believe one was not supplied at the time of installation. Clerk has contacted the supplier who will be providing the certificate.
- 7.11 Planning Application 18/03051/MNR Part of land to rear of 37 Queen Street. Small two-bedroom house on infill site. The Community Council has no objection to this application.
- 7.12 Clerk was unable to attend the Clerks meeting on December 6<sup>th</sup> but reported that completion of the Charter had been discussed. The next meeting is to be held on March 13<sup>th</sup>.
- 7.13 Cllrs Graham Walters and Ceri Lane attended the One Voice Wales meeting on 14<sup>th</sup> January. They reported the following: -
- a) Where residents begin a rental contract during the financial year the Council tax payments for Community Council allowance does not get included in the Precept allowance for Community benefit.
  - b) There is a requirement for the Clerk to hold a written record of Councillors wishes for their allowance payments. Council agreed that they would not be claiming the allowance. Clerk to produce a form for each Councillor to confirm their wish in writing and to be aware that any allowance is taxable.
  - c) The Clerks salary is due for an annual incremental rise in April.
  - d) To produce some good news stories to report on the work of the Community Council, such as the gardening club hanging baskets that are funded by the Community Council but produced by the school children each year.
- 7.14 Cllr Ceri Lane attended a sub-committee meeting and reported that the school are looking for PTA leadership roles, such as the Chair and the Treasurer and are asking for volunteers. Clerk to place notice on Community Council website to help raise awareness.

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

### **Expenditure**

Wages & Expenses Nov	1685/6/7/8	-1033.22
Wales Audit Office	1689	-217.05
Opus Energy Electricity Bill Nov	1693	-34.23
Wages & Expenses Dec	1690/1	-522.36
Welsh Water	1692	-68.07

Came & Company Insurance Renewal 2019/20	1694	-1064.48
Opus Energy Electricity Bill Dec	d/d	-26.72
British Gas Gas Bill	d/d	-517.35

- 8.01 The clerk reported they had received the following since the last meeting:  
Audit, Electricity and Gas bills, Welsh Water bill, Insurance
- 8.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor
- 8.04 The finance report was presented to the Council and agreed as correct.
- 8.04 The annual precept request of £21000 was completed and signed. Clerk to forward to Cardiff Council by January 31<sup>st</sup>.
- 9.00 NOTICES OF MOTION**
- 9.01 None
- 10.00 QUESTION TIME**
- 10.01 Cllr Ceri Lane reported that the bins adjacent to the play area by Ironbridge Road have not been emptied for at least a week and are overflowing, mainly with dog waste bags. Clerk to contact Cardiff Council.
- 10.02 Cllr Graham Walters reported that he had seen a local dog day care business exercising numerous dogs on the rugby field and that they had 5 dogs at a time off the lead. The Council expressed concerns surrounding the difficulties in monitoring 5 dogs at one time and how effectively an owner could clean up after the dogs and it was suggested a rugby field may not be the best place to exercise dogs in this way. Clerk to contact Cardiff Council parks.
- 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 25th February at 19.30hours  
The meeting closed at 20:45 hours.