
TONGWYNLAIS COMMUNITY COUNCIL

**Minutes of the meeting held at The
Tanyard, Tongwynlais on Apr 29th 2019
Meeting commenced at 7:30pm.**



- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Mike Griffiths, Ceri Lane, Peeter Tiidt, Mike Jones-Pritchard, Caryn Hill, Chris Morgan
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard
Members of the public: One
- 2.00 APOLOGIES**
Community Councillors – Linda Morgan, Graham Walters
Cardiff County Councillors – Morgan, Davies, Phillips
South Wales Police
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**
Item 6.01 and Item 8.06 Cllr Mike Jones-Pritchard declared an interest in the planning application as architect for the Church and as a member of the planning committee.
- 4.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**
4.01 The previous minutes were agreed and approved as correct.
- 5.00 POLICE MATTERS:**
5.01 SW Police were unable to attend the meeting, but reported the crime figures from 25th March to 29th April as the following: -
Anti-social behaviour 2; Burglary 0; Theft 2; Damage 0.
There were no matters to report to the police.
- 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.
Chairman Brian Griffiths reported the Church has contacted him to inform there had been a hold-up with completion of the works, but it should be completed in the next 2 to 3 months.
6.02 Item 6.02 Regarding "Welcome to Tongwynlais" road sign.
Cardiff Council Highways have installed the new sign on Heol y Fforest. A complaint had been received regarding the positioning of the sign, but it has been placed on the village boundary.

- 6.03 Item 6.03 Re: Primary School Gardening Club. Money has previously been given to the Gardening Club which may be used for new paths around the gardening nursery area.
- 6.04 Item 6.04 Clerk provided a comparison of gas usage for the past 3 years. More units have been used over Q4 last year than the previous 2 years, however the previous 2 years were based on estimated bills received. The price charged for last Q4 was more than in previous years, but the tariff had switched from a fixed energy deal to the variable rate.
Clerk has calculated that the compensation received from Opus Energy for the contract delay was in line with the additional costs incurred.
Clerk reported the unit rate for Gas charges had been reduced from 5.25p per kWh to 5.20p per kWh. The Electricity charges have been increased to 43.372p per day with the day rate at 17.161p per kWh and night rate of 12.753p per kWh.
Chair confirmed no further action was required.
- 6.05 Item 6.05 Clerk confirmed that the Community Council's Christmas lights are available for collection from previous supplier Floodlighting, but a van and containers are required. Cllr Peeter Tiidt confirmed he had containers that could be used.
- 6.06 Item 6.06 There has been no further progress by Cardiff Council for completion of the works at the bus stop on Merthyr Road by the Holiday Inn.
- 6.07 Item 6.08 Clerk has received a quotation from a specialist stone mason for the repair works needed to the boundary wall on the corner of Merthyr Road and Bute Street. Further quotations are required.
- 6.08 Item 6.11 Clerk has enquired with the librarian if they may be able to assist with the cost of installing a suspended ceiling in the main hall of the Tanyard. The librarian is seeking guidance from her manager. The librarian confirmed they would provide a recycling service for batteries and would make enquiries about recycling lightbulbs. The librarian has asked if there are any items the Council wished to dispose of from the Tanyard Hall. Council confirmed that at this time disposal of the fluorescent strips were all that was required.
- 6.09 Item 6.13 Clerk has contacted the Community Council IT specialist and received costs for creating tongwynlais.gov.uk email accounts. Clerk to make further enquiries. Clerk advised Councillors should have a separate email accounts for Council related matters to their personal email accounts.
- 6.10 Item 7.01 Clerk has received a letter from Cardiff Council regarding the proposed extension to the 20mph zone in the village to include Mill Road who have confirmed they are rolling out the scheme starting at the city centre and areas below the A48 which they hope to have completed by 2021/2. The County Council will then consider the best approach for areas above the A48.
- 6.11 Item 7.02 Cllr Caryn Hill will be attending One Voice Wales health and safety training on Tuesday 11th June at Bedwas.
- 6.12 Item 7.04 Cllr Mike Jones-Pritchard provided feedback to the Council following the briefing meeting on the Boundary Commission Review at City Hall on 29th March. Clerk asked Councillors to supply any comments on the review for their consultation by the 24th June.

- 6.13 Item 10.01 Clerk to contact the secretary from Tongwynlais Football Club to request that the recently installed dug outs at the football ground are painted and privet hedging, or trees planted around them.
- 6.14 Item 10.02 Clerk has received a response from Stagecoach bus company regarding the possibility of including Tongwynlais in their Cardiff All-day travel ticket. Stagecoach have advised they use the M4 as a boundary to determine pricing zones and unfortunately Tongwynlais falls outside the area.
- 6.15 Item 10.03 Clerk has reminded a regular group using the Tanyard Hall to ensure the burglar alarm is set and has also placed notices on the wall by the main exit door.

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

- 7.01 The Tanyard Library would like to be involved in the Summer Festival. Clerk has provided the librarian with Cllr Linda Morgan's contact details who organises the event.
- 7.02 Children from Year 4 at the Primary School are due to visit the Tanyard Library on 2nd May. Cardiff Libraries are promoting a new scheme to ensure all Year 4 Children across the city are registered at their local library.
- 7.03 The Tanyard Library is hoping to set up a heritage and roma/gypsy heritage workshop later this year.
- 7.04 The WI have confirmed they will be holding their monthly committee meetings at the Tanyard Hall the first Tuesday morning of every month starting in June.
- 7.05 Clerk has received the annual return audit forms for the 2018/19 financial year and hopes to have them completed to sign off at the May AGM meeting on 20th May.
- 7.06 Clerk has received a letter from the Merchant Navy Fund supporting partners asking if the Council would fly a red ensign flag on merchant navy day on 3rd September and arrange a flag hoisting ceremony to support local veterans and sea-cadets. Council confirmed they did not have a flagpole to be able to take part.
- 7.07 The groundsman requires a new brush cutter and a repair to the existing. Clerk advised that 3 quotes had been obtained for the new brush cutter where the cheapest was £299. The repair cost to the existing brush cutter is expected to be £160. The costings were approved.
- 7.08 Clerk has contacted Wales & West Housing regarding the branches that were felled near to the steps of Catherine Drive and to advise that rubbish was being left on the area. Wales & West confirmed they would remove the rubbish, but the tree branches should be left for wildlife.
Clerk to reply to Wales & West Housing and request the branches are properly stacked to provide a wildlife habitat.
- 7.09 Clerk has received a letter from the Post Office stating that no interest has been shown in restoring the local Post Office service in the village, so the branch is to remain closed.

Cllr Mike Jones-Pritchard informed the Council that a local businessman had applied to take over the post office service but been informed he had to wait until a consultation period had been completed before he could formally apply. Clerk to contact the Post Office to advise them of the local interest.

- 7.10 Aion Baptist Church recently held a public session and have supplied plans to the Community Council regarding a proposed planning application for side extensions, installation of a front porch and a separate prayer room at the church on Market Street. Council viewed the plans and had no objection or concerns.
- 7.11 A local resident had complained about Welsh Water works taking place on Merthyr Road on Sunday 14th April which caused him a disturbance and limited access to his property. Clerk has enquired with Cardiff Council Highways as the works were not included on the weekly list of road closures and works. Cardiff Council were aware of the works but did not inform the Community Council as the work was considered a minor disruption. Clerk has requested that the Community Council are advised of all road works in the village in future, to enable them to inform residents.
- 7.12 Clerk to return a form to One Voice Wales confirming 2 Councillor representatives. Cllr Ceri Lane confirmed she would be happy to continue her role, Clerk to contact Cllr Graham Walters to confirm if he wishes to continue.
- 7.13 A request for funding from Bethesda Church has been received to install an alarm system and road signage for an art exhibition they are hosting as part of the Summer Festival. Council confirmed they could not fund this but could provide use of the Tanyard Hall which already has an alarm system installed. Clerk to inform the Bethesda Church.
- 7.14 Clerk raised (on behalf of Cllr Linda Morgan) a request for the Council to contribute to the Senior Citizens Tea which is part of the Summer Festival. Council confirmed they were happy to finance the Tea Party. Volunteers are being sought to help with the road closure on Wednesday 26th June between 6.15pm and 8pm. Clerk to advertise for volunteers and to advertise the litter pick on the same day.
- 7.15 Chair Brian Griffiths raised (on behalf of Cllr Linda Morgan) the possibility of placing signage on the grass bank on Mill Road to encourage dog owners to pick up after their pets. Clerk to obtain quotes for signage.

8.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

Expenditure

Wages & Expenses March	1703/4	-571.86
British Gas Final Gas Bill	1705	-456.22
Cardiff Council - Council Tax	1706	-973.10
Sceptre Services - Renewal of Office 365 software licence	1707	-114.00
Donation to Tongwynlais AFC	1708	-400.00
Renewal of Data Controller Annual Fee	d/d	-35.00
Opus Gas Bill	d/d	-175.51
Opus Electricity Bill	d/d	-34.28
Wages & Expenses April	1709/12	-738.81

Compost for School Gardening Club	1710	-62.09
Forest & Arb Brush Cutter	1711	-299.25

- 8.01 The clerk reported they had received the following since the last meeting: Council Tax, Renewal of Computer Software, Data Controller Annual Fee, Gas Bill, Electricity bill, Compost, Brush Cutter.
- 8.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor
- 8.03 The finance report was presented to the Council and agreed as correct. Clerk also circulated Annual Bank rec and Statement of accounts for last financial year.
- 8.04 Cllr Ceri Lane has completed the Q4 bank audit.
- 8.05 Clerk has spoken with groundsman regarding the pay increase from April 1st in line with minimum wage who has confirmed he is happy with the increase. Clerk to check the pay amount is in line with the living wage.
- 8.06 Cllr Ceri Lane supplied the Clerk with publications from the Wales Audit Office that she has received via One Voice Wales, "Internal Audit Arrangements at Town and Community Councils in Wales" and "Financial Management and Governance – Town and Community Councils 2017-18".
- 8.07 The annual rent for the Brethren Church lease of land for overflow car park was discussed as the annual payment will soon be due. Chair Brian Griffiths proposed not charging the church for 1 year due to the time taken to complete the overflow car park. Cllr Ceri Lane abstained from voting and Cllr Caryn Hill would prefer to compromise on the bill.
Cllr's Brian Griffiths, Chris Morgan, Peeter Tiidt and Mike Griffiths agreed to waiver the charges for 1 year.
Cllr Mike Jones-Pritchard did not take part in the vote or discussion having declared an interest in this item.

9.00 NOTICES OF MOTION

- 9.01 To add to Section 24 of the Standing Orders:
"No Councillor will act personally on behalf of the Council, or make a decision, or use the Council's name in any shape or form without the authorisation of the Council at its monthly meeting. This decision to be included in the minutes of that meeting."
Proposed – Chair Brian Griffiths, Seconded – Cllr Chris Morgan.

The proposed amendment to the standing orders was not discussed as Cllr Mike Jones- Pritchard highlighted Section 25 of the Standing Orders which states: -
"A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by a simple majority of councillors to be given to the Proper Officer in accordance with standing order 9."

Chair Brian Griffiths withdrew the motion and advised that he would like the amendment discussed at the next meeting and would collect written notices by 5 Councillors.

10.00 QUESTION TIME

- 10.01 Branches have fallen at the entrance to the Village Hall. Council confirmed this was the responsibility of the Village Hall Committee.
- 10.02 A cycle tyre has been placed on a lamppost near to the village hall.
- 10.03 There are loose stones on wall near a metal telegraph pole on Ironbridge Road. Clerk to enquire about a repair.
- 10.04 Cllr Mike Jones-Pritchard proposed placing a bench on the green area near to the "Welcome" sign on Merthyr Road that would overlook the Little Garth mountain. Clerk to obtain quotes.
- 10.05 Cllr Ceri Lane asked about making a FOI request to Cardiff Council to ask how many empty dwellings there are in the village. Clerk to use the members enquiry line.
- 10.06 Cllr Peeter Tiidt advised that residents cannot use the tips in Caerphilly Council and the nearest tips are Lamby Way and Bessemer Close. Anyone using the tips must provide identification showing they are a Cardiff Council resident.
- 10.07 Cllr Peeter Tiidt asked about the possibility of extending the NAT bus service to Catherine Drive. Cllr Peeter Tiidt to contact NAT, Clerk to also make enquiries with NAT.
- 10.08 Cllr Ceri Lane has finished reading the Local Councils Explained book and has passed it to Cllr Peeter Tiidt.

11.00 ANY OTHER URGENT BUSINESS BY PERMISSION OF THE CHAIR

- 11.01 Chair Brian Griffiths reported that the Primary School Gardening Club had been let down by a local business for delivery of compost for the hanging baskets. Chair had arranged for Pughs Garden Centre to deliver the compost to the Gardening Club. He raised concern for installation of the hanging baskets which would require a van and someone to be able to hang them.

12.00 DATE OF NEXT MEETING

- 12.01 The next Community Council meeting will be the AGM to be held on Monday 20th May at 19.30hours.
The meeting closed at 21:00 hours.