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# TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the Annual General meeting  
held at The Tanyard, Tongwynlais on May  
20th 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, Graham Walters, Linda Morgan  
**Clerk:** Nadine Dunseath  
**County Councillors:** Mike Jones-Pritchard, Linda Morgan  
**Members of the public:** One

**2.00 ELECTION OF A CHAIR**

Cllr Brian Griffiths asked if there were any nominations to Chair. Cllr Mike Griffiths proposed that Cllr Brian Griffiths remain as Chairman, this was seconded by Cllr Chris Morgan.

It was resolved that Cllr Brian Griffiths be elected as Chair who signed and formally accepted the role for another year.

**3.00 ELECTION OF A VICE CHAIR**

Cllr Graham Walters announced he would like to stand down from his role as Vice-Chair. Cllr Brian Griffiths asked for nominations. It was proposed that Cllr Chris Morgan take over the role, this was agreed by all.

It was resolved that Cllr Chris Morgan be elected as Vice-Chairman who signed and formally accepted the role.

**4.00 APPOINTMENTS OF ANY COMMITTEES**

It was agreed that no committees were required.

**5.00 OTHER APPOINTMENTS**

It was agreed that the following appointments are continued from the previous year: -  
One Voice Wales Representatives – Cllr Graham Walters and Cllr Ceri Lane  
Allotments Representative – Cllr Peeter Tiidt  
Health and Safety Representative – Cllr Caryn Hill  
Primary School Federation Community Council Governor – Cllr Ceri Lane

**6.00 APOLOGIES**

Cardiff County Councillors – Davies, Phillips  
South Wales Police

**7.00 REVIEW OF COUNCIL POLICY DOCUMENTS (Standing Orders, Financial Regulations, Data Protection and FOI Policy, Press/Media Policy, Risk Management)**

Following guidance received from the Internal Auditor and the One Voice Wales Good Councillors Guide 2017, the Clerk advised the agenda format for Council meetings should be amended to include an early item for Public Session, followed by Matters Arising from the Public Session, and no longer include Question Time or Any Other Business, but replace these items with Councillors Reports. Any item which a Councillor wishes to report that requires a decision should be notified to the Clerk at least 3 clear days before the meeting in order to be added to the agenda. It was agreed that after the meeting finished any urgent matters could be discussed informally at that time to ensure all Councillors were aware.

It was resolved to continue with the above policy documents for the forthcoming year, (subject to the amendment to the agenda format in the Standing Orders).  
Proposed by Cllr Mike Jones-Pritchard, Seconded Cllr Mike Griffiths

**8.00 REVIEW OF FIXED ASSETS REGISTER**

The Internal Auditor has advised the asset value for the Tanyard Hall should not be increased annually based on the insurance value and the amount should be amended to the value stated in 2017. Similarly, the Internal Auditor advised to include detail on the contents of the Tanyard Hall and to amend the asset value to that stated in 2017. Clerk has amended the fixed asset register as advised. Cllr Graham Walters advised that 2 ladders should be included on the register. Clerk to amend register.  
It was agreed (following the above amendments) that the fixed asset register was correct.

**9.00 CONFIRMATION OF INSURANCE COVER**

The insurance cover policy document has previously been circulated and no amendments are required. The policy is due for renewal in January 2020.

**10.00 REVIEW OF STAFF SUBSCRIPTIONS TO OTHER BODIES**

Clerk reported the subscription to One Voice Wales. The Council had already decided to continue with this subscription in a previous meeting.

**11.00 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

Clerk previously circulated a draft Concerns and Complaints Policy to all Councillors. It was resolved to formally adopt and agree to this policy.

**12.00 REVIEW OF TERMS OF EMPLOYMENT AND STAFF SALARIES**

It was noted that in a previous meeting, staff salaries had been reviewed and where necessary increased. Clerk confirmed that where appropriate the National Minimum Living Wage had been applied.

**13.00 DECLARATION AND REGISTRATION OF INTERESTS:**

Agenda Item 19 re: planning application at Aion Church Market Street. Cllr Mike Jones-Pritchard declared an interest as a member of the Planning Committee and took no involvement in any comments.  
Cllr Mike Jones-Pritchard requested that the Register of Interests formal documents were reviewed by all on an annual basis. Clerk to re-circulate documents to Councillors for amendments or confirmation they are still current and correct.

**14.00 POLICE MATTERS**

South Wales Police did not attend the meeting and had not provided crime figures. There were no matters to report to the police.

#### **15.00 PUBLIC SESSION**

- 15.01 It was reported that due to a gap in the hedging bikes or horses could enter the football pitch.
- 15.02 It was reported that some trees and posts by the village hall have been painted yellow.

#### **16.00 MATTERS ARISING FROM THE PUBLIC SESSION**

- 16.01 Cllr Linda Morgan and Cllr Mike Jones-Pritchard to assess the trees and posts by the village hall that have been painted yellow.

#### **17.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**

The previous minutes were agreed and approved as correct.

#### **18.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.**

- 18.01 Item 6.03 Re: Primary School Gardening Club. A letter of thanks has been received from the Primary School for the Gardening Club donation made last year. The School have confirmed money is available to the Gardening Club. Clerk to contact the School for confirmation that donations made historically for the Cardiff in Bloom awards were given to the Gardening Club.
- 18.02 Item 6.05 The Community Council is very grateful to a local resident who helped transport the village Christmas lights to their new storage premises.
- 18.03 Item 6.06 The work on the bus stop on Merthyr Road by the Holiday Inn has finally been completed.
- 18.04 Item 6.07 A second quotation has been received 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.
- 18.05 Item 6.08 The librarian has enquired on the number of fluorescent strip lights that require removing from the Tanyard. Clerk to inform the librarian that approximately 20 lights need removing which are 8ft in length.
- 18.06 Item 6.09 Clerk has made enquiries about the cost and process in creating Tongwynlais.gov.wales email accounts for the Community Councillors and has been advised that the Council website address would also need changing. Clerk is making further enquiries regarding the overall cost.
- 18.07 Item 6.13 Tongwynlais Football Club have sent a letter of thanks to the Community Council for the recent donation. They have confirmed the dug outs at the football ground will be painted and privet hedging or trees planted around them. The work is due to be completed in the next couple of weeks.
- 18.08 Item 7.07 The groundsman's brush cutter has been repaired but the cost was higher than expected at £173.
- 18.09 Item 7.08 Clerk has received a response from Wales & West Housing confirming that branches felled near to the steps of Catherine Drive were left properly stacked to

provide a wildlife habitat. They confirmed they would attend the site again to assess the area and arrange for operatives to re-stack the woodpile.

- 18.10 Item 7.09 Clerk has written to the Post Office informing them a local businessman had applied to take over the post office service who had been informed he had to wait until a consultation period had been completed before he could formally apply. Clerk is awaiting a response.
- 18.11 Item 7.14 As Chairman Brian Griffiths will be away, he asked if the Village Hall Committee would be able to purchase the food for the Senior Citizens Tea Party with the Community Council reimbursing the cost afterwards.
- 18.12 Item 7.15 Clerk provided designs and costs for signage encouraging owners to pick up after their dogs. Council agreed a design and for a purchase of 6 signs to be placed around the village. Clerk to enquire into the possibility of having Tongwynlais Community Council name added to the signs.
- 18.13 Item 8.07 A letter of thanks has been received from the Brethren Church regarding the decision to waiver the annual rent for one year for lease of the land for an overflow carpark.
- 18.14 Item 9.01 Regarding the proposed amendment to the Standing Order. A majority vote had not been received in writing by the Clerk, so the motion has not been passed.
- 18.15 Item 10.03 Cllr Mike Jones-Pritchard confirmed that the repair to the stone wall on Ironbridge Road has been reported as part of the programme for school maintenance.
- 18.16 Item 10.04 Clerk circulated designs and prices for a bench to be placed on Merthyr Road near to the Welcome sign that could overlook the Little Garth Mountain. Council agreed on a design up to a cost of £250. Clerk to make enquiries at local garden centres to see if a similar design could be obtained cheaper. A local resident has offered to fix a concrete base.
- 18.17 Item 10.05 Clerk has been advised by the Members Enquiry Line to submit the FOI request in writing regarding the number of empty dwellings. A written request has been submitted and Clerk is awaiting response.

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

- 19.01 A local resident is holding an open garden event on 25<sup>th</sup> and 26<sup>th</sup> May for charity at Maes y Draenog. Clerk has displayed an advertisement on her twitter page.
- 19.02 The Primary School Gardening Club have given permission for photographs to be taken for the Community Council good news stories. Cllr Ceri Lane volunteered to take the photographs.
- 19.03 Clerk requested permission to attend the OVW Advanced Local Government Finance Course at Bridgend Council on 22<sup>nd</sup> July. The Community Council approved the request.
- 19.04 The annual service for the Tanyard boiler is due and the Clerk has arranged this for June 5<sup>th</sup>.

- 19.05 The Primary School Federation has sent out a consultation letter to all parents to consider changing the school session time to finish at 3pm.
- 19.06 Planning Application 19/01218/MNR Aion Baptist Church, Market Street. Construction of single storey side extensions, front porch and detached prayer room. The Community Council considered the plans for this application at a previous meeting and have no objection.

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

### **Expenditure**

Wages & Expenses April	1713	-206.15
Forest Park & Garden Brush Cutter Repair	1714	-208.08
Opus Energy Gas Bill April	d/d	-88.67
Opus Energy Electricity Bill April	d/d	-27.92
Wages & Expenses May	1715/6	-727.02

- 20.01 The clerk reported they had received the following since the last meeting: Brush Cutter Repair Bill, Gas Bill, Electricity bill, Compost.
- 20.02 Cheques to be written by the Clerk: Wages & Expenses: Tyfrion Edwards, Nadine Dunseath, James Proctor
- 20.03 The finance report was presented to the Council and agreed as correct.

### **20.04 SETTING THE COUNCIL BUDGET FOR 2019-20**

Following advice from the Internal Auditor, Clerk has readdressed the Council budget for 2019-20 and had pre-circulated a copy of the new proposed budget. Clerk advised there may be a need to amend the budget during the financial year to ensure no budget line has an overspend. Council agreed the budget.

### **20.05 CONSIDERATION OF THE INTERNAL AUDITORS REPORT AND SIGNING OF THE ANNUAL RETURN**

The Chair expressed his concerns and disappointment over the Internal Auditors report. Clerk circulated copies of the report to all Councillors together with her comments in response to the report. The Chair and Clerk signed the annual return and agreed for the documents to be sent to the external auditor together with a letter from the Chair highlighting concerns. The Chair suggested a different internal auditor was used in future.

### **21.00 NOTICES OF MOTION**

None

### **22.00 COUNCILLORS REPORTS**

None

### **23.00 DATE OF NEXT MEETING**

- 23.01 The next Community Council meeting will be held on Monday 24th June at 19.30hours.  
The meeting closed at 20:40 hours.