
TONGWYNLAIS COMMUNITY COUNCIL



**Minutes of the meeting held at The
Tanyard, Tongwynlais on Sept 30th 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, Linda Morgan
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard, Linda Morgan
Members of the public: Two
- 2.00 APOLOGIES**
Community Councillor – Graham Walters
Cardiff County Councillors – Phillips
South Wales Police
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**
Item 9 – Cllr Mike Jones-Pritchard declared an interest in an element of the discussion of amending Standing Order 24.
- 4.00 POLICE MATTERS**
South Wales Police did not attend the meeting, but had provided crime figures for 30th June to the 23rd September as the following: -
1 x Abandoned Vehicle; 2 x Damage; 8 x Anti-Social behaviour and 1 Unpleasant Rubbish, 1 Dangerous Dog, 1 Scrambler Bike; 5 x Burglary (1 Garage, 2 Commercial, 2 Shed); 2 x Theft; 3 x Concern Calls; 2 x Suspicious Males; 1 x Vehicle Check.
Cllr Linda Morgan advised the Community Council that the Police are aware of serious drug issues in the village and an investigation is ongoing.
- 5.00 PUBLIC SESSION**
- 5.01 A local resident has commented that the dug outs at the football field have not yet been completed.
- 5.02 The new Pastor at Aion Baptist Church attended the meeting and informed the Community Council that planning permission has been granted to extend the church. The church has already raised half the funding required and hopes to have the remainder in place by January. The Pastor circulated a questionnaire that he hopes residents will complete to highlight local community needs in the village.
- 5.03 A local resident with an interest in natural history and the environment of the area attended the meeting to observe with the hope of developing future projects.
- 5.04 It was reported that the bin has been removed from the children's playground area near Ironbridge Road.

- 5.05 Residents from the Greenmeadow estate have enquired about providing information or placing a commemorative plaque at the orchard relating to its history.
- 5.06 Cllr Linda Morgan asked if it may be possible to obtain a grant to help with painting and improving the centre of the village.
- 5.07 Many residents have requested more dog waste signs are placed around the village.
- 5.08 A suggestion has been received to acknowledge a local resident with a bravery award.

6.00 MATTERS ARISING FROM THE PUBLIC SESSION

- 6.01 Item 5.01 The Football Club has provided a comment to the Clerk that the brickworks are now completed, and the dug outs will be roofed and painted within 2 weeks. Cllr Linda Morgan to speak with the Football Club.
- 6.02 Item 5.02 The Community Council Members completed questionnaires with their own views and returned them to the Pastor.
- 6.03 Item 5.04 Cllr Linda Morgan to speak with the Parks Department at Cardiff Council.
- 6.04 Item 5.05 Clerk to look up contact details for the family who once owned the orchard.
- 6.05 Item 5.06 Clerk to look up grant details for local painting of properties.
- 6.06 Item 5.07 Clerk to order 6 more signs.
- 6.07 Item 5.08 The Community Council are aware that a bravery award has already been given.

7.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

The previous minutes were agreed and approved as correct.

8.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM PREVIOUS MEETING.

- 8.01 Item 8.02 Re: Primary School Gardening Club. It was noted that another £100 is to be transferred from the main account to the Gardening Club Fund once the hanging baskets have been removed. Clerk informed the Community Council that the £100 donated to the Primary School Gardening Club last year has been used by the club to pay towards skip hire.
- 8.02 Item 8.04 The website designer has advised he will begin work on the new Tongwynlais.gov.wales website soon with a test area. Clerk advised the Community Council on accessibility regulations for new public service websites and has been assured by the website designer that the requirements will be met. The Community Council agreed the format they would like for the new email accounts. Clerk to inform website designer of new email addresses required.
- 8.03 Item 8.08 The bench with a commemorative plaque and plants has been installed on Merthyr Road. Chairman Brian Griffiths to contact the local gentleman who completed the work to ensure his costs are covered.
- 8.04 Item 8.09 Clerk submitted the Community Council good news story with photographs of the Primary School Gardening Club and hanging baskets to One Voice Wales who have advised the Community Council could submit details of the project for a National award. Clerk is awaiting further details from One Voice Wales.
- 8.05 Item 8.12 Regarding the Annual Audit Return. The Community Council has received a satisfactory report back from the External Auditor. The report had highlighted two issues: -
Regarding the minute reference for the signing of the annual return that was missing from the form; - Clerk advised this was human error and will ensure the information is presented in future.

Regarding the Internal Auditors Report; - the External Auditor has recommended issues in the report are addressed but stressed the Community Council is under no statutory obligation to do so. The Community Council has already addressed all the points in the report. The External Auditor has been informed a resolution has been made to amend budget lines more frequently than in previous years, if required. This resolution is already in practice, where funds have been reallocated if budget lines have seen an underspend.

- 8.06 Item 8.16 Re Primary School Gardening Club damaged polytunnel cover. Cllr Graham Walters has provided the measurements to the Clerk who advised 7.8m x 11m is required and a fixed size of 9m x 11m is available at a price of £132. Cllr Graham Walters has advised that new wooden batons would be needed to fit the cover. Clerk advised the Community Council on prices for new polytunnels which would be larger than the existing. Clerk to contact the Gardening Club to ask when it would be convenient for a new cover to be fitted. Chairman Brian Griffiths enquired about the possibility of purchasing overalls for the children at the Gardening Club.
- 8.07 Item 8.18 Chairman Brian Griffiths advised the Community Council had agreed to fund the purchase of refreshments for the next Clerks meeting on October 11th which the Clerk has offered to host at the Tanyard Hall. Clerk to make required purchase.
- 8.08 Item 9.02 Re Overgrown brambles growing onto a property from the orchard on the Greenmeadow estate. Cllr Linda Morgan advised that the works have been delayed but Cardiff Council Parks Department will trim back the overgrowth.
- 8.09 Item 9.04 Re The hanging basket watering bowser repair. Cllr Graham Walters to make the required purchases and advise the Community Council of the costs.
- 8.10 Item 9.05 It was noted that the overgrown brambles on the pavement by the Lewis Arms have been trimmed back.
- 8.11 Item 9.11 Regarding the length of Tongwynlais Summer Fayre. Cllr Mike Jones-Pritchard advised that Coryton Primary School did not have a Summer Fayre this year but have recently held an Autumn Fayre that lasted 3 hours. He confirmed the Tongwynlais Primary School Summer Fayre had raised over £1000.
- 8.12 Item 12.02 Re The water bottle refills stations provided by local businesses. Café Arosfa have advised they would like to join the scheme. Cllr Ceri Lane is awaiting further information regarding the scheme.
- 8.13 Item 12.03 Re the lane markings on the Coryton roundabout to Tongwynlais. Cllr Linda Morgan advised that the South Wales Trunk Road Agency (SWTRA) have informed her they feel the lane markings are adequate.
- 8.14 Item 12.04 Re anti-social behaviour in the playground at Catherine Drive. Cllr Linda Morgan advised that Wales and West Housing have been monitoring and there have been less incidents recently

9.00 DISCUSSION ON STANDING ORDER 24

The Community Council discussed the current Standing Order 24 wording and a recent Motion to amend the wording. The Council members agreed not to make an amendment to the current wording of Standing Order 24.

10.00 TO CONSIDER THE RECOMMENDED AMENDMENTS TO THE FINANCIAL REGULATIONS.

Clerk presented the suggested amendments to the Model Financial Regulations that have been received by One Voice Wales as the following: -

Amendment to Regulation 11.1.a.ii currently reads "*for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants*"

Suggested amendment "*for specialist services such as are provided by legal professionals acting in disputes*"

One Voice Wales state this amendment provides clarification for the disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general legal work.

Amendment to footnote to Regulation 11.1.b currently reads "*Thresholds currently applicable are: - a) For public supply and public service contracts 209,000 Euros (£164,176) b) For public works contracts 5,225,000 Euros (£4,104,394)*"

Suggested amendment reads "*Thresholds currently applicable are: - a) For public supply and public service contracts 209,000 Euros (£181,302) b) For public works contracts 5,225,000 Euros (£4,551,413)*"

This amendment provides an update to exchange rates.

The Community Council agreed to these amendments and resolved to update their Model Financial Regulations.

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

11.01 The Community Council have purchased 1000 daffodil bulbs and 5 planters and are calling for volunteers to help with the planting in early October. It was agreed that the bulbs should be grouped in 3 main areas: - opposite the school by the new bench, near to the top bus stop on Merthyr Road by Pantgwynlais; and on Mill Road, as well as around the Welcome Signs.

Local Resident Karen Wilkinson advised that care should be taken with the planting so as not to disturb any existing wildflowers, especially bee orchids that are growing near to the Holiday Inn.

The Community Council agreed that all volunteers should meet at the Tanyard on Saturday 12th October at 10am for the planting.

11.02 The hanging basket by the fish and chip shop has been reported as broken. Cllr Graham Walters has checked the bracket.

11.03 Clerk has received a copy of the 2019 Practitioner's Guide and can circulate copies to Members if required.

11.04 A local resident has reported overhanging trees adjacent to a public footpath have caused damage to their property. Clerk has contacted Cardiff Council who have advised that the footpath does not belong to them. Clerk is awaiting a response from land registry.

11.05 A local resident has reported Japanese Knotweed has invaded their garden from an adjacent area. Clerk has provided guidance to the resident that the landowner should be contacted in the first instance.

11.06 Clerk has sent a letter to Cardiff Council Parks reminding them the kickabout area behind Castle Road belongs to the Community Council and is only leased to them. The area is not in good condition. Chairman Brian Griffiths reported a health and safety incident relating to dog waste on grass verges entering the area. The Community Council discussed options to deter dogs using the area, such as leaving the grass to grow or removing the grass verge.

- 11.07 One Voice Wales have advised that each Community Council must prepare and publish a plan by the end of the year on maintaining and enhancing biodiversity to meet their duties under Section 6 of the Environment Wales Act 2016. A draft template plan has been received but more guidance is to follow.
- 11.08 Lisvane Community Council are hosting a One Voice Wales Refresher Training Session to cover the main modules on 7th October.
- 11.09 Clerk has been provided with posters for the annual Ask Cardiff survey and these are displayed in the Tanyard window and the main village noticeboard.
- 11.10 The National Development Framework for Wales has launched a consultation until the 1st November.
- 11.11 BT are proposing to remove the telephone box opposite the Lewis Arms due to lack of use. Clerk to enquire about adopting the box for Community use.
- 11.12 Let's Talk Community Group are holding an event at Insole Court in Llandaff on 9th October.

12.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

Expenditure

Wages & Expenses July	1734/5	-748.96
HMRC PAYE July	1736	-56.60
Opus Energy Gas Bill	d/d	-20.64
Opus Energy Elec Bill	d/d	-28.58
Boston Bulbs Daffodil Bulbs	1737	-79.99
Clean up after your dog signs - extra 9 signs	1738	-78.21
Wages & Expenses Aug	1739/40	-425.97
Earth Anchors - Teak Bench	1741	-382.80
Opus Energy Gas Bill	d/d	-22.61
Opus Energy Elec Bill	d/d	-25.59
Wages & Expenses Sept	1742/5	-469.99
Land Registry Search	1743	-4.00
5 Bulb planters	1744	-24.18

- 12.01 Clerk reported the following had been received since the last meeting: Electricity and Gas bills, Daffodil bulbs and planters, Dog Signs, Bench, Land Registry search.
- 12.02 The finance report was presented to the Council and agreed as correct.
- 12.03 Clerk advised the Community Council that they should have a policy in place regarding Councillors Allowances where Members take up office or leave part way through a financial year. The Community Council agreed that new Members starting part way through the year should receive a pro-rated allowance, but Members leaving would not be expected to return any funds received.
- 12.04 Clerk circulated a report for Q2 showing actual costs against budget. The Community Council resolved to move underspent funds from the Senior Citizens Tea Party

budget and Councillors Allowance to Miscellaneous Expenses. This should cover the cost of the hanging basket watering bowser repair, amongst other costs. Clerk to amend budget.

13.00 NOTICES OF MOTION

None

14.00 COUNCILLORS REPORTS

- 14.01 Cllr Mike Jones-Pritchard requested that brambles that are overhanging pavements were trimmed back at Castell Coch View and Catherine Drive. Chairman Brian Griffiths to contact the Groundsman.
- 14.02 Cllr Linda Morgan reported the date for the village Christmas Fayre is 21st November and the Community Council agreed the village Christmas lights should be installed the week prior to this. Clerk to contact Centregreat.
- 14.03 Cllr Mike Jones-Pritchard reported that NextBikes to hire are likely to be placed on the Greenmeadow Drive grass area next month.
- 14.04 Cllr Ceri Lane advised that the School Governor's meeting will be held on Wednesday October 2nd
- 14.05 Cllr Ceri Lane advised that the next One Voice Wales meeting will be held on October 28th

15.00 DATE OF NEXT MEETING

- 15.01 The next Community Council meeting will be held on Monday 28th October at 19.30hours. The meeting closed at 21:15 hours.