
TONGWYNLAIS COMMUNITY COUNCIL



**Minutes of the meeting held at The
Tanyard, Tongwynlais on Nov 25th 2019
Meeting commenced at 7:30pm.**

- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Ceri Lane, Chris Morgan, Graham Walters, Mike Griffiths, Caryn Hill, Peeter Tiidt
Clerk: Nadine Dunseath
County Councillors: None
Members of the public: None
- 2.00 APOLOGIES**
Community Councillors – Linda Morgan, Mike Jones-Pritchard
SW Police
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**
None
- 4.00 POLICE MATTERS**
South Wales Police did not attend the meeting but had provided crime figures from 27th September to date as the following: -
ASB Nuisance 4; ASB Personal 3; Drug Possession 1; Violence against the person 6, Burglary (Residential) 2; Theft and Handling 6; Criminal Damage (Vehicle) 3; Concern for Safety 7; Road Traffic Collision 1.
- 5.00 PUBLIC SESSION**
No members of the public attended the meeting
- 6.00 MATTERS ARISING FROM THE PUBLIC SESSION**
No matters arising
- 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 5.08 The journalist student from Cardiff University had approached Cllr Graham Walters to cover a story on the lamp-post poppies for the Cardiffian newspaper. Cllr Caryn Hill advised the Council that the story was published on November 5th. Cllr Walters advised that out of the 30 poppies, 13 had been stolen. He hoped to approach the journalist for a follow-up news article. Clerk to provide Cllr Graham

Walters with the journalist contact details. Chairman Brian Griffiths thanked Cllr Walters for his hard work with the poppies.

- 8.02 Item 6.01 Cllr Chris Morgan advised that work had been carried out on the football dugouts including the beginnings of a roof installation.
- 8.03 Item 6.02 Cllr Ceri Lane reported that a concrete base had been installed near the children's play area on Ironbridge Road to place a new bin. Clerk provided an update from Cllr Mike Jones-Pritchard that he had contacted Cardiff Council who confirmed they had not removed the bin.
- 8.04 Item 6.05 Chairman Brian Griffiths asked the Council for input on where to place the new dog waste signs. The Council agreed the signs should be fixed with nails wherever possible to prevent them from being removed.
- 8.05 Item 6.07 Clerk provided an update from Cllr Mike Jones-Pritchard that the zebra crossing light by the primary school had been repaired.
- 8.06 Item 8.02 Re Primary School Gardening Club damaged polytunnel cover. Clerk has ordered and received the new polytunnel cover. Cllr Graham Walters advised he will collect the cover and place in the allotment shed until it is installed. Chairman Brian Griffiths advised that the gardening club wished the installation not to go ahead until early January. Clerk advised that of the £400 for the school gardening club budget, £394 had been spent including the new polytunnel cover and that £200 was in the separate gardening club account. The Council agreed not to move any further money into the separate account at this time.
- 8.07 Item 8.05 Cllr Graham Walters advised that due to the weather daffodil bulbs were still to be planted around the bus stop at Pantgwynlais. Cllr Peeter Tiidt agreed to plant some of the remaining bulbs on the grass bank by the allotments.
- 8.08 Item 8.06 Clerk has received a response from Land Registry confirming the public footpath at the top of Birch Hill is unregistered. Clerk to contact the footpath officer at Cardiff Council to register the path as a public footpath.
- 8.09 Item 8.07 Cardiff Council Parks have advised they have no record of the arrangement to maintain the kickabout area behind Castle Road and requested a site visit to discuss the arrangement. Clerk to confirm meeting on Wednesday 4th December.
- 8.10 Item 8.08 Clerk circulated an updated draft biodiversity plan. The Council agreed and approved the plan. Clerk to publish the plan on the website. Clerk advised that the journalist student had also requested a copy.
- 8.11 Item 8.09 Clerk advised that BT contractors had removed the village phone box.
- 8.12 Item 9.01 Chair advised that when Centregreat installed the lights they encountered several problems. Many of the connectors already in place were found unfit to use and in need of replacement. They have also not been provided with enough lights to complete the installation on the Church and needed to order a further 35 metres of icicle lights. Chair and Clerk to arrange a meeting with Centregreat after the festive season to discuss the problems with this year's lights for the Council to decide on any actions required with a suggestion that One Voice Wales could be approached for advice. Cllr Caryn Hill volunteered to photograph the lights to have a Council inventory. Cllr Graham Walters advised that the lamppost feature by the old butchers

was not working and that about 5 metres of icicle lights were missing by the doctor's surgery. Clerk to contact Centregreat.

Clerk advised that Cllr Mike Jones-Pritchard had requested the old lamppost outside the church is removed but had received no response and was to chase again.

Clerk had received a response from Cadw regarding the suggestion to light up Castell Coch with festive lighting, who confirmed they were considering the suggestion. Clerk to contact Cadw again as the Community Council believe the installations are already in place at Castell Coch.

- 8.13 Item 9.02 Clerk had received an insurance quotation from Zurich at £682 per year for a 3-year long term arrangement and had contacted current insurers Came & Company to ask if they would match the renewal price. Came & Company provided a 3-year long term arrangement quotation with Pen (Axa) Insurers at a price of £659. Clerk to request an explanation from Came & Company as to why the price is considerably cheaper than the current premium. Council agreed to insure with Came and Company on the 3-year long term arrangement.
- 8.14 Item 9.04 Clerk advised that Opus Energy had installed an electricity smart meter at the Tanyard.
- 8.15 Item 9.08 Chairman Brian Griffiths informed that there are petitions in the Chemist and Café Arosfa regarding the planning application for dwellings on the land to the side of the village hall. Clerk had enquired with Cardiff Council Planning Department why email notifications had stopped regarding local planning applications. No explanation was provided, but email notifications are being received once more.

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

- 9.01 Clerk advised that £375 had been received from local businesses in Christmas Lights donations with promises from others.
- 9.02 The Aion Church had enquired about using the Tanyard for the Thursday morning toddler group from May to Oct 2020 whilst building work was being completed at the Church. The Council agreed at the price of £10 per week. The church enquired about storing a small number of toys in the hall. Clerk to speak with the church about storage requirements.
- 9.03 Smerdon Tree Services on behalf of Western Power had requested to trim trees close to the power lines on land at the top of Wellington Street and outside the village hall. Clerk had advised contact details for the landowners. Clerk to contact Smerdon again to advise that some trees in front of the village hall belong to the village hall.
- 9.04 The Council has received an invitation by SE Wales Transport Commission to attend a workshop in Cardiff on 5th December to consider problems and constraints of travelling on the M4 in South East Wales.
- 9.05 Clerk has received a letter from Opus Energy advising changes to terms and conditions will come into effect on 29th November where customers at the end of a fixed term contract plan will move to a monthly plan rather than a variable rate.
- 9.06 Clerk advised she has chased up the website designer regarding the new domain name and email addresses but has had no response for several weeks.

- 9.07 The Welsh Ambulance Service has a new National defibrillator network database called the Circuit linked to the ambulance service. Clerk to register the village defibrillator on the database.
- 9.08 Clerk has reported to Cardiff Council that the light is not working on the zebra crossing on Merthyr Road near to the junction with Mill Road.
- 9.09 The Chair of Cardiff Eisteddfod for January 2020 has asked if the Community Council is able to fund a donation. The Council agreed that at this time they would not be able to donate any funds.
- 9.10 Clerk has received an email from the production company filming the Repair Shop asking if there are any local personal or community owned items in need of repair that can be brought to their workshop in Chichester. Clerk to place information flyers on social media.
- 9.11 Clerk advised that the current green bus passes will expire on 31st December and new style bus passes can be applied for online at www.tfw.wales/travelcards or by phone on 0300 3034240 or you can call into your local library.
- 9.12 Next Bikes had installed a concrete base and bike stands on the grass bank on Merthyr Road adjacent to Pantgwynlais.
- 9.13 Clerk has received a response from SWTRA regarding lane markings on the Coryton Interchange, who apologised for the delay in responding, but advised that although signs and road markings are clear, some signs are obscured by vegetation and they were arranging to clear this.
- 9.14 A BBC Wales Journalist had contacted all the Cardiff area Community Councils asking if they had considered providing a bi-lingual website. The Clerk at Lisvane Council had contacted One Voice Wales who have advised there is no statutory requirement for a Community Council to provide a Welsh Language service and that funding and resources are limited. Clerk to respond to the journalist and inform other Clerks of the response.
- 9.15 Wales and West Housing have booked the Tanyard on 28th November for a private Christmas craft event for residents on the Catherine Drive estate.
- 9.16 Clerk reported that the village noticeboard is in poor condition, but it would be costly to replace. Cllr Graham Walters recommended a local carpenter who may be able to help with repairs.
- 9.17 Planning Application 19/02689/DCH – 1 Pantgwynlais, CF15 7LS. Demolition of existing rear conservatory, porch, side extension and detached garage. Erection of double storey side extension. Application received 7th October. The Community Council had no comment on this application.
- 9.18 Planning Application 19/02886/MNR – White Lodge, Rhiwbina Hill, CF83 1NG. Conversion, alteration and extension of 3 outbuildings to create 3 detached 2 storey dwellings. Application received 31st October. The Community Council had no comment on this application.
- 9.19 Planning Application 19/03009/DCH 31 Queen Street, CF15 7NL. Single Storey rear extension. Clerk to circulate plans for this application.

- 9.20 Clerk reported 3 other planning applications had been submitted to Cardiff Council Planning Department where the Community Council had not been notified at the time.
 19/01990/DCH – 23 Grants Close, CF15 7NG. Ground Floor side and rear extension.
 19/02370/DCH – 21 Wellington Street, CF15 7LP. Rear Extension
 19/02542/DCH – 8 Castell Coch View, CF15 7LA. Revised rear extension.
 The Community Council had no comments on these applications.
- 9.21 Cllr Graham Walters reported that the red light on the Coryton roundabout as you exit Tongwynlais is not working. Clerk to contact Cardiff Council.
- 9.22 Cllr Ceri Lane reported that the road from Ynys Bridge roundabout toward Radyr is now 30mph.

10.00 FINANCIAL REPORT AND SIGNING OF CHEQUES

Expenditure

HMRC PAYE	1753	-24.80
VOIDED Cheque	1754	0.00
cement expenses	1755	-50.00
Polytunnel Cover	1756	-132.00
Royal British Legion - 30 Lamppost Poppies	1757	-105.00
Opus Energy Gas Bill	d/d	-81.50
Opus Energy Elec Bill	d/d	-29.54
Wales Audit Office - Audit Fees 18-19	1758	-217.50
Wages & Expenses Nov	1759/60	-744.77

- 10.01 Clerk reported the following had been received since the last meeting:
 Polytunnel Cover, Lamp-post Poppies, Gas Bill, Electricity Bill, Audit Fees
- 10.02 The finance report was presented to the Council and agreed as correct.
- 10.03 Clerk has completed the Q2 bank reconciliation, which has been signed and approved by Cllr Ceri Lane.
- 10.04 One Voice Wales have advised regarding the use of a credit or debit card for purchases or online banking. Debit cards are not permitted, but a credit card or pre-paid credit card could be used with governance arrangements in place to comply with Finance Regulations. Clerk advised of Item 6.20 of the Finance Regulations that state "Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk (or RFO) and shall be subject to automatic payment in full at each month end."
 Clerk has contacted Lloyds Bank who have confirmed the Community Council can apply for a business credit card. They would require a document confirming the Council are allowed borrowing and the amount. Clerk to enquire if Lloyds charge a credit card fee.
 One Voice Wales also advised that online banking could be used where 2 signatories are required to register and approve payments. Clerk is only permitted to enter payment details and could not sign and approve any payments. Lloyds Bank has confirmed they offer this form of online banking.
 One Voice Wales also advised that a credit card could be used where transactions are approved by 2 signatories in a Council meeting.
 Clerk advised again that no payments should be made on a personal card.

Clerk to get further information on the online banking approval system.

- 10.05 Clerk circulated a draft 2020/21 budget for consideration to help with setting of the annual precept. The Community Council discussed the budget and agreed to increase the precept to £23000 for 2020/21.

11.00 NOTICES OF MOTION

None

12.00 COUNCILLORS REPORTS

- 12.01 Cllr Graham Walters asked for consideration of a village war memorial that could be placed outside the church as a possible location or on the grass opposite the school. It was suggested the memorial could contain the 26 names of those who had fallen in the 1st and 2nd world wars. Cllr Mike Griffiths to contact the church in the first instance. Clerk to contact Royal British Legion to enquire if grant funding is available.
- 12.02 Cllr Ceri Lane reported that the next One Voice Wales meeting is to be held on the 15th January which is the same evening as the next School Governor's meeting.
- 12.03 Clerk advised on behalf of Cllr Linda Morgan that a suggestion has been made to arrange a children's Christmas party in the village hall for 2020.

13.00 DATE OF NEXT MEETING

- 13.01 The next Community Council meeting will be held on Monday 27th January at 19.30hours. The meeting closed at 21:10 hours.