
TONGWYNLAIS COMMUNITY COUNCIL



**Minutes of the meeting held at The
Tanyard, Tongwynlais on June 24th 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
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard
Members of the public: Two
- 2.00 APOLOGIES**
Community Councillors – Linda Morgan
Cardiff County Councillors – Morgan, Phillips
South Wales Police
- 3.00 DECLARATION AND REGISTRATION OF INTERESTS:**
Agenda Item 13 re: Register of Interests formal documents have been reviewed by all. Councillors have provided amendments or confirmation they are still current and correct to the Clerk.
- 4.00 POLICE MATTERS**
South Wales Police did not attend the meeting and had not provided crime figures. Clerk to request crime figures and ask if figures can be sent through if South Wales Police cannot attend the meeting. There were no matters to report to the police.
- 5.00 PUBLIC SESSION**
- 5.01 A local resident reported that the brass band rehearsing in the village hall is causing him a disturbance in his property. He raised particular concern that the previous evening the band were playing instruments within the village hall grounds until approx. 11pm.
- 5.02 It was reported that the lock to the gate on the children's play area has again snapped off.
- 5.03 It was noted that the dug-out at the football field has not yet been completed.
- 6.00 MATTERS ARISING FROM THE PUBLIC SESSION**
- 6.01 Clerk to contact Environmental Services to enquire if they can help the local resident regarding noise levels. Clerk to contact the Village Hall Committee in relation to the band rehearsals and to send a reply to the local resident.
- 6.02 Cllr Mike Jones-Pritchard reported that the playground gate had already been fixed.
- 6.03 Item 15.02 Cllr Mike Jones-Pritchard reported he could not see any yellow paint on the trees by the village hall as reported last month.

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 18.01 Re: Primary School Gardening Club. Clerk has received a response from the School confirming how donations made historically for the Cardiff in Bloom awards were spent by the school.
Council resolved to transfer £100 from the main account to the Gardening Club Fund.
- 8.02 Item 18.04 Two further quotations have been received from specialist stone masons for the repair works needed to the boundary wall on the corner of Merthyr Road and Bute Street. Groundsman to clear the buddleia from the wall to aid the works. Cllr Graham Walters to confirm measurements of the wall.
- 8.03 Item 18.05 The librarian has arranged removal of the used fluorescent strip lights from the Tanyard.
- 8.04 Item 18.06 Clerk has asked the website designer for his quote in transferring the domain name and creating new email accounts. Clerk to request that he provides a definite price in time for the next meeting.
- 8.05 Item 18.09 Clerk to contact Wales & West Housing advising them that the woodpile by the steps of Catherine Drive has again been vandalised.
- 8.06 Item 18.10 Clerk has not received a reply from the Post Office regarding a local businessman who had applied to take over the post office service. Clerk to contact again.
- 8.07 Item 18.12 Council agreed the purchase of 6 dog waste signs and stickers with the wording Tongwynlais Community Council to be added to the signs. Clerk to place order.
- 8.08 Item 18.16 Clerk has received a second quotation for the bench to be placed on Merthyr Road. Council agreed a provider. Clerk to order bench.
- 8.09 Item 18.17 Clerk has received a response from Cardiff Council regarding the FOI request for number of empty dwellings. They have confirmed there are currently no voids in Tongwynlais.
- 8.10 Item 19.02 Cllr Ceri Lane has provided photographs of the Primary School Gardening Club and Clerk has produced a page for the Community Council good news stories. Council approved the content. Clerk to supply copy to school for approval and to place on village noticeboard.
- 8.11 Item 19.03 Clerk has booked a place on the OVW Advanced Local Government Finance Course at Bridgend Council on 22nd July.
- 8.12 Item 19.04 The annual service for the Tanyard boiler has been completed. Clerk to request a copy of the gas safe certificate for the Council records.
- 8.13 Item 19.05 The Primary School Federation has confirmed they will be changing the school session time to finish at 3pm for Foundation Phase and 3.05pm for KS2 from September 2020.

- 8.14 Item 20.05 Re: Consideration of the internal auditor's report and signing of the annual return. The Annual return has been sent to the external auditor together with a letter from the Chair highlighting concerns with the internal auditor's report.
Clerk provided guidance from the NALC publication "Good Councillors guide to finance and transparency 2017" where it is recommended that "A council should hold between 3- and 12-months expenditure". Clerk has received clarification from the WAO that they cannot provide recommendation on reserves but "each Council should consider adequacy of its reserves when setting its budget".
Council agreed that the level of reserves was adequate but would review when setting next year's precept.

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

- 9.01 A donation request has been received from Bobath Children's Therapy Centre Wales for Cerebral Palsy. Council agreed there were not sufficient funds to provide a donation at this time.
- 9.02 Clerk has completed a catalogue of the Tanyard Photographs.
- 9.03 Clerk reported to Cardiff Council that a lamppost is not working on Cae Lewis. This has not yet been repaired. Clerk to contact Cardiff Council again.
- 9.04 WG have sent a request for allotment information. Cllr Peeter Tiidt has provided information. Clerk to send response.
- 9.05 One Voice Wales have provided online training courses.
- 9.06 The Woodland Trust is holding a competition where a tree can be nominated to receive up to £1000 in tree care maintenance.
- 9.07 A local resident has enquired about garage rental in the area. Clerk to provide response letter.
- 9.08 Clerk has received a response from the NAT bus group regarding extension of the G1 service to Catherine Drive which advised the Clerk to contact Cardiff Council. Clerk is awaiting response from Cardiff Council.
- 9.09 A letter was received to The Manager at the Tanyard thanking them for volunteering the toilets as a public facility. A notice was placed in the Tanyard window which the Clerk removed. The Community Council agreed that the toilets could not be a public facility other than when the library was open on a Friday afternoon between 2-6pm as the hall is used by other private bookings during the week. Clerk to contact Cardiff Council and to advise the librarian.
- 9.10 Two of the hanging basket brackets need repair or replacement. Cllr Graham Walters to assess the brackets. Clerk to contact Cardiff Council Parks Department to enquire if they removed a basket from the corner of Mill Road.
- 9.11 The Gardening Club require a new polytunnel cover and have asked who supplied the cover. Clerk has checked Council records but cannot find this information. Cllr Graham Walters to measure the polytunnel for a new cover.
The Club also intend on planting a fruit orchard at the school.
The Gardening Club has received a large donation from a local resident. Clerk to send a letter of thanks to the resident.
- 9.12 Cardiff Council have asked for comments on their proposed public spaces protection order regarding dog controls, which will allow enforcement officers to serve fixed penalty notices of £100 for failing to pick up after a dog, failing to provide the means to do so, and failing to put a dog on a lead when instructed to do so.
The Community Council agreed that the fixed penalty should be higher at £250. Clerk to respond to the consultation.
- 9.13 a. Clerk attended a Clerk's meeting on June 12th where the dog controls consultation was discussed. It was advised that Cardiff Council plans to hold a publicity campaign and provide new signage regarding the controls. The monitoring officer is making

enquiries whether a local authorised officer, such as a groundsman, may be appointed to issue fixed penalty notices.

b. Clerk advised that another Community Council has purchased additional bins and pays Cardiff Council to empty them.

c. Clerk advised of the Love Where You Live campaign as part of Keep Britain Tidy where local litter picks are advertised and where it may be possible to be provided with equipment.

d. The C2C email system has been replaced with an online form as Cardiff Council were often not getting all the necessary information. This new system will be reviewed after 1 month and again at 3 months. Residents can still use fix my street to report problems and the Cardiff App which is due to be expanded.

e. Cardiff Council Electoral Services Manager has provided a briefing note on the fees and charges incurred during a Community Council election

9.14 A local resident has arranged for boxes to be placed in Cardiff Holiday Homes on the corner of Mill Road where people can recycle crisp packets and bread wrappers as part of the Terracycle scheme.

9.15 Planning Application 19/01515/DCH 9 Wellington Street, rear single storey extension. The Community Council have no objection to this application.

9.16 Planning Application 19/01642/DCH 20 Castle Road, Porch. The Community Council have no objection to this application.

10.00 FINANCIAL REPORT AND SIGNING OF CHEQUE

Expenditure

Wages & Expenses May	1717	-387.66
Internal Audit Fee	1718	-120.00
Travel expenses to collect plants	1719	-20.00
Hanging Basket Plants	1720	-180.00
Opus Energy Electricity Bill	d/d	-29.49
Opus Energy Gas Bill	d/d	-57.28
Wages & Exp June	1721/24	-790.92
Water Bill	1722	-91.44
Limegreen Boiler Service	1723	-75.00

10.01 The clerk reported they had received the following since the last meeting: Internal Auditors Fee, Hanging Baskets Plants and expenses, Gas Bill, Electricity bill, Water Bill and Boiler Service.

10.02 The finance report was presented to the Council and agreed as correct.

10.03 Clerk circulated a Q1 review of budget vs actual costs and proposed amendments to the annual budget.

1. To amend the water bill budget from £100 in August to June.

2. To increase the audit budget by £20 to allow for the increased internal auditor's bill.

Clerk proposed reallocating underspend from Water, Gas, Electric and Council tax up to value of £20.

Community Council agreed this amendment and resolved to amend the budget.

11.00 NOTICES OF MOTION

None

12.00 COUNCILLORS REPORTS

12.01 Letters have been received from a local resident and from Cardiff Council regarding Japanese Knotweed. Cllr Peeter Tiidt has assessed a site behind properties on Castle Road adjacent to the brook. He is monitoring the weed to ensure that it does not cause problem to residents on Castle Road and has spoken to the local resident.

12.02 Cllr Caryn Hill attended Health and Safety training and advised that the Community Council should have a competent registered Health and Safety Officer which is expensive. Other Community Councils employ a company to cover this role. She advised that the Community

Council should produce a Health and Safety Policy. It was agreed for Cllr Hill to meet with the Clerk to assess what Health and Safety arrangements are already in place.

- 12.03 The Community Council discussed the flower beds by the Welcome signs and agreed for the Groundsman to replant next year.
- 12.04 It was noted that no further information had been provided from the Aion Church regarding use of the Community Council land as a fire exit.
- 12.05 Chair Brian Griffiths to ask the Groundsman to trim back some branches from the Community Gardens on Merthyr Road.
- 12.06 Chair Brian Griffiths to speak to the gentleman to ensure that all the baskets and planters are regularly watered.
- 12.07 Cllr Peeter Tiidt has been contacted by a local tree surgeon company who would like the opportunity to use trees within the village to train new employees. The company is fully insured and will remove any dead branches they find. The Council agreed the area on Ironbridge Road would be a suitable location for the training. Cllr Peeter Tiidt to contact the company to make arrangements.

13.00 DATE OF NEXT MEETING

- 13.01 The next Community Council meeting will be held on Monday 29th July at 19.30hours. The meeting closed at 20:50 hours.

It is with great sadness to report that Cardiff Councillor Tim Davies has passed away. The Community Council would like to offer condolences and sympathy to his family.