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# TONGWYNLAIS COMMUNITY COUNCIL

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

## **1.00 ATTENDANCE:**

**Community Councillors:** Chairman Brian Griffiths, Graham Walters, 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:** One

## **2.00 APOLOGIES**

Cardiff County Councillors – Phillips  
South Wales 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 for May and June as the following: -

1 x Highway Disruption; 1 x road related incident between cyclist and driver; 2 x Anti-Social Behaviour; 5 x Burglary & Attempted Burglary; 1 x Abandoned Vehicle removed.

Clerk to request crime figures for July.

Cllr Peeter Tiidt informed the Community Council that Trail Bikes and Quad Bikes were being ridden dangerously around the main roads late at night and often the individuals were not wearing helmets. Clerk to inform South Wales Police.

## **5.00 PUBLIC SESSION**

5.01 It was noted that the dug-out at the football field has not yet been completed.

5.02 It was reported that there is a broken-down caravan on Ironbridge Road.

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

None

## **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 6.01 Clerk sent a letter to Shared Regulatory Services regarding the noise complaint by a resident regarding band rehearsals in the village hall. Clerk has contacted the resident and provided a 24-hour helpline number if any disturbances occur in future. The Village Hall Committee has been informed. Cllr Linda Morgan informed the Community Council that the band rehearsal on the evening in question was a one-off occasion for a specific event.
- 8.02 Item 8.01 Re: Primary School Gardening Club. Clerk confirmed that £100 had been transferred from the main account to the Gardening Club Fund.
- 8.03 Item 8.03 It was reported that the Groundsman had cleared buddleia and Ivy wherever possible from the garden wall on the corner of Bute Street and Merthyr Road. Chairman Brian Griffiths and Cllr Peeter Tiidt to apply weedkiller to the remaining plant growth on the wall. Cllr Graham Walters confirmed the measurements of the wall as 13 x 1.8 metres.
- 8.04 Item 8.04 Clerk has received a quotation from the website designer to transfer the domain name and create new email accounts at £200 to transfer the domain, £80 to register the name and £100 per year for hosting. The Community Council agreed to go ahead with the works. Clerk to contact the website designer to begin the process.
- 8.05 Item 8.05 Clerk has received a response from Wales & West Housing advising they would restack the woodpile by the steps of Catherine Drive. Cllr Mike Jones-Pritchard advised the Council that the woodpile has been removed.
- 8.06 Item 8.06 Clerk has received a reply from the Post Office, regarding a local businessman who had applied to take over the post office service, advising they could not find a copy of the Community Council's letter. Clerk has resent a copy of the letter.
- 8.07 Item 8.07 The 6 dog waste signs and stickers have been received. The Community Council agreed for them to be placed as follows: - 3 x Mill Road, 1 at the football field entrance gate, 1 on the grass area opposite the School on the Greenmeadow Estate and 1 on the grass bank opposite the School entrance. Chairman Brian Griffiths offered to place the signs.
- 8.08 Item 8.08 Clerk has requested permission from Cardiff Council to place the bench on Merthyr Road who have informed they would like a written agreement to ensure the Community Council would maintain the bench and would remove it if required by Cardiff Council. Clerk is awaiting the written agreement from Cardiff Council.  
A local resident has offered to pay towards the cost of the bench and requested to place a commemorative brass plaque on the bench in memory of his father. The Community Council agreed the resident could provide the plaque for the bench.
- 8.09 Item 8.10 Cllr Ceri Lane requested the Community Council good news story with photographs of the Primary School Gardening Club and hanging baskets be sent to One Voice Wales. Clerk to contact One Voice Wales.
- 8.10 Item 8.11 Clerk attended the OVW Advanced Local Government Finance Course and advised the Community Council of the following: -  
i) In 2021 the Wales Audit Office will be taking back the external annual audit.  
ii) A Community Council can request that their Internal Auditor looks at the accounts more frequently than once per year if necessary and can request they attend a Council meeting to present their Audit Report.  
iii) A Community Council should carry out an annual review of the effectiveness of their internal controls which should be minuted.
- 8.11 Item 8.12 Clerk has received the annual Gas Safe Certificate for the Tanyard boiler.

- 8.12 Item 8.14 Regarding the Annual Audit Return. Clerk has not received a response back from the External Auditor regarding the Chairman's letter of concerns with the Internal Auditor's report. Clerk has responded to two queries from the Auditor that the minute reference for the signing of the annual return was missing from the form, and for a more in-depth explanation on the variance for staff salary costs.
- 8.13 Item 9.04 Re allotments: -  
Cllr Peeter Tiidt confirmed he was working on a record of allotment rentals. Chairman Brian Griffiths asked for the information in the form of a receipt book to be presented by Cllr Tiidt at the next Council meeting.
- 8.14 Item 9.09 Clerk has received a letter from Cardiff Council Libraries stating they had not nominated the Tanyard toilets as a public facility. Cardiff Council have been informed so the premises are not listed on their website.
- 8.15 Item 9.10 It was reported that the bracket on the corner of Mill Road had been replaced and the basket rehung.
- 8.16 Item 9.11 The Primary School Gardening Club would like to replace the damaged polytunnel cover during the school holidays. Cllr Graham Walters to measure the size required and inform Clerk. Chairman Brian Griffiths to inform Clerk of supplier details for an order to be placed.
- 8.17 Item 9.12 Regarding Cardiff Council consultation on proposed public spaces order regarding dog controls. Clerk informed that two other Community Council's had also suggested the fixed penalty should be set at £250 rather than £100.
- 8.18 Item 9.13 Clerk advised that the next Clerks meeting is to be held on October 11<sup>th</sup> and she had offered to host this meeting at the Tanyard Hall. Clerk requested permission to purchase refreshments (Tea, Coffee, Biscuits) for the guests. Community Council agreed to fund this purchase.
- 8.19 Item 12.07 Cllr Tiidt has contacted the local tree surgeon who wished to use local trees for training of employees and advised them the area on Ironbridge Road could be used. The company is satisfied with the arrangement.
- 9.00 CORRESPONDENCE, COMMUNICATIONS, PLANNING APPLICATIONS & REPORTS OF MEETINGS: -**
- 9.01 Cllr Linda Morgan thanked the Community Council on behalf of the Village Hall Festival Committee for funding the Senior Citizens tea party.
- 9.02 A local resident has reported that brambles are growing onto their property from the orchard on the Greenmeadow estate. Clerk passed the information to Cllr Linda Morgan who has asked Cardiff Council Parks Department to trim back the overgrowth.
- 9.03 A local resident has enquired about renting an allotment. Clerk has provided the resident with contact details for Cllr Peeter Tiidt who is the allotment manager. Cllr Peeter Tiidt advised there are currently no vacant allotment plots.
- 9.04 It has been reported that the hanging basket watering bowser is not working properly and needs a new battery. Cllr Graham Walters advised he has purchased a new battery, but more repairs/replacements are required to the hose, as well the purchase of new solar panels. Cllr Walters to make the required purchases.
- 9.05 A local resident has complained to the Community Council regarding brambles overhanging the pavement by the Lewis Arms. Clerk has contacted the Lewis Arms who have advised they will trim the brambles.

- 9.06 Clerk has helped the Tanyard Librarian with a utilisation audit of the Tanyard for use of the library but advised she could not fully answer the questionnaire as in places it needed to be completed by the Librarian.
- 9.07 Clerk has received copy of correspondence from Natural Resources Wales who had received a complaint about littering and dog mess in Fforest Fawr and that tubes of grease had been left on site by the harvesting contractors. NRW had apologised regarding the tubes of grease and advised they had tried different options to reduce littering.
- 9.08 Clerk had previously circulated details of a pre-application consultation to upgrade the telecommunications site at the Peartree Depot. The Community Council had no comments to make on the consultation.
- 9.09 Cllrs Ceri Lane and Graham Walters attended the One Voice Wales AGM and reported the Chair was John Hughes and Vice Chair Mike Cuddy. A Public Service Ombudsman Wales representative had attended to report there had been an increase in complaints received and there had been a new PSOW Act 2019 to now accept oral complaints, undertake own initiative investigations, undertake private medical treatment care and undertake a role in complaints handling and procedures.
- 9.10 Cllr Mike Jones-Pritchard attended the Primary School Governors meeting where the school appointments were confirmed.
- 9.11 Chair Brian Griffiths expressed his disappointment that the Tongwynlais School Fete was only 2 hours long, whereas Coryton Primary had an all-day event. Cllr Mike Jones-Pritchard explained this may have been due to the resignation of the Tongwynlais PTA.

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

### **Expenditure**

|   |        |         |
|---|--------|---------|
| Wages & Expenses June                       | 1725   | -416.43 |
| SSE Swalec Xmas lights unmetered connection | 1726   | -66.63  |
| One Voice Wales H&S Training                | 1727   | -40.00  |
| Pensioners Tea                              | 1728/9 | -72.50  |
| Transfer to Gardening Club Fund             | TFR    | -100.00 |
| Opus Energy Gas Bill                        | d/d    | -37.02  |
| Opus Energy Elec Bill                       | d/d    | -28.05  |
| Clean up after your dog signs & stickers    | 1730   | -64.14  |
| Wages & Expenses July                       | 1731/2 | -589.15 |
| One Voice Wales Finance Training            | 1733   | -40.00  |

- 10.01 The clerk reported they had received the following since the last meeting: Xmas lights electricity bill, One Voice Wales Training, Pensioners Tea, Gas Bill, Electricity Bill, Dog Signs and stickers.
- 10.02 The finance report was presented to the Council and agreed as correct.
- 10.03 Clerk circulated a Q1 bank reconciliation. The bank reconciliation audit has been completed by Cllr Ceri Lane.

## **11.00 NOTICES OF MOTION**

None

## **12.00 COUNCILLORS REPORTS**

- 12.01 One Voice Wales meeting update (see minute 9.08)
- 12.02 Cllr Ceri Lane informed the Community Council that local businesses can provide water bottle refill stations and advertise that they offer this service. Cllr Ceri Lane to contact local businesses to ask if they may be interested in joining the scheme.

- 12.03 Cllr Ceri Lane advised that the lane markings on the Coryton roundabout are not clear if you are travelling to Tongwynlais. Clerk to contact South Wales Trunk Road Agency (SWTRA) to ask if the lanes can be made clearer.
- 12.04 It was reported that there is anti-social behaviour in the playground at Catherine Drive. Cllr Linda Morgan to contact Wales & West.

**13.00 DATE OF NEXT MEETING**

- 13.01 The next Community Council meeting will be held on Monday 30th September at 19.30hours. The meeting closed at 20:30 hours