
TONGWYNLAIS COMMUNITY COUNCIL



**Minutes of the Annual General Meeting
held virtually following the guidelines of
The Local Authorities (Coronavirus)
(Meetings) (Wales) Regulations 2020, Oct
26th 2020**

Meeting commenced at 7:30pm.

- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Ceri Lane, Chris Morgan, Mike Griffiths, Mike Jones-Pritchard, Caryn Hill
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard
- 2.00 APOLOGIES**
Community Councillors – Graham Walters, Peeter Tiidt, Linda Morgan
- 3.00 ELECTION OF CHAIR**
Chair Brian Griffiths proposed that all appointments remain as they currently are for consistency during these uncertain times. This was seconded by Cllr Mike Griffiths and agreed by all. It was resolved Cllr Brian Griffiths to remain as Chair.
- 4.00 ELECTION OF A VICE-CHAIR**
Vice-Chair Chris Morgan queried if it was ok for him to remain as Vice-Chair if the situation arose for him to Chair a virtual meeting whilst dialling in via phoneline. All agreed it would work ok for him to Chair a meeting. It was resolved Cllr Chris Morgan to remain as Vice-Chair.
- 5.00 OTHER APPOINTMENTS**
It was resolved that all appointments to remain as existing as follows: -
One Voice Wales Representatives – Cllr Ceri Lane and Cllr Graham Walters
Allotments Representative – Cllr Peeter Tiidt
Health and Safety Representative – Cllr Caryn Hill
Primary School Federation Community Council Governor – Cllr Ceri Lane
- 6.00 REVIEW OF COUNCIL POLICY DOCUMENTS (Standing Orders, Financial Regulations, Data Protection and FOI Policy, Press/Media Policy, Risk Management, Complaints Procedure, Biodiversity Plan)**
Clerk reported that she had made a small amendment to the Biodiversity Plan to update to the dates for this current year and precept.
Clerk reported she had added a section to the Risk Management Plan for Covid19 related risks.
Clerk reported all other Policy Documents remain the same.
Vice-Chair Chris Morgan proposed all documents were approved and accepted, Cllr Mike Griffiths seconded. All agreed. It was resolved to accept these policy documents.

7.00 DECLARATION OF INTERESTS

None

8.00 POLICE MATTERS

No crime figures were available from SW Police.

Chair Brian Griffiths updated the Community Council on the situation with the rough sleeper on Merthyr Road. The County Council and SW Police were aware and have offered the gentleman help which has been refused. Chair has instructed the Clerk to contact Environmental Health to ask if anything can be done as the gentleman is using the bushes for his toilet which is anti-social behaviour and an obvious health risk. Clerk is awaiting response.

9.00 PUBLIC SESSION

No public attended the meeting.

10.00 MATTERS ARISING FROM THE PUBLIC SESSION

No matters arising.

11.00 CONSIDERATION AND APPROVAL OF THE MINUTES OF THE ORDINARY MEETING ON 28TH SEPTEMBER

Cllr Mike Jones-Pritchard requested amendments to September minutes as follows: -
Item 3 paragraph 2 amend to read he declared a personal interest in the planning.
Item 10.11 amend to read that the tree felling was due to ash dieback not larch disease. All agreed to approve the minutes with these amendments.

12.00 MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM THE MEETING

12.01 Item 9.05 Regarding installation of a new bench at Ironbridge Road play area. Clerk reported that another Community Council are in a similar situation where they have been advised by Cardiff Council that specific benches must be installed at a set cost following an agreement in their tendering process. An enquiry has been sent to the Monitoring Officer to request a copy of Cardiff Council's procurement procedure relating to the benches, in order that this documentation can be provided to the Community Council's auditor to show financial regulations were followed.

12.02 Item 10.03 Regarding the village noticeboard.

Clerk has contacted Cllr Walters to request he chase an answer from the carpenter regarding the noticeboard repair. Cllr Walters advised he has spoken with the carpenter who has inspected the noticeboard and will provide further details and a quotation in due course.

Chair commented how valuable the noticeboard is as a means of providing information and requested other quotations are sourced to complete the work.

AP Cllr Mike Jones-Pritchard to speak to contractors to provide quotations.

12.03 Item 10.07 Regarding the Tanyard

Clerk reported that Cardiff Libraries have supplied a copy of the most recent asbestos report for the Tanyard dated 2019.

Following Welsh Government advice Clerk has generated a QR code specific for the Tanyard Hall with address and contact details. A poster is to be displayed on all business premises to assist with the NHS track and trace system. Any visitors to the hall can scan the QR code using a smart phone to record they have been at that location.

Clerk reported that the annual fire extinguisher inspection was completed on Monday 19th October. The Fire Officer advised that the missing ceiling tile had no impact on

fire protection for the hall as the ceiling was not designed as a firebreak.
Cllr Mike Jones-Pritchard suggested that the library was possibly concerned that the ceiling tiles could fall and did not wish to open for that reason.

AP Clerk to send Cllr Mike Jones-Pritchard a description and photo of the ceiling tile to see if his contractors could provide a replacement tile.

- 12.04 Item 10.10 Regarding building works needed for the Tanyard
Clerk reported that of the 3 builders contacted, 2 have confirmed they are too busy to take on any further work, the remaining builder is still due to inspect the hall to provide a quote.
Chair asked if the flushing mechanism in the ladies toilet had been replaced.
AP Clerk to contact Cllr Graham Walters for confirmation that the toilet has been repaired
- 12.05 Item 10.13 Regarding Clerk's meeting with Monitoring Officer
Clerk attended the virtual Clerk's meeting with the Monitoring Officer on 30th Sept. There were no items raised by the Monitoring Officer, and the meeting was an opportunity for Clerks to raise any local concerns. An item raised by another Community Council which is relevant to Tongwynlais was regarding payment of staff who are unable to work due to Coronavirus restrictions. The Monitoring Officer advised that a Community Council has a duty of care to staff and an obligation to pay a salary as set out in a contract of employment. It would need to be agreed by the employee to accept a reduced wage or to be made redundant. Community Council employees cannot be supported by the HMRC furlough scheme as they are already government funded, this would only apply if staff were funded by an income, i.e. a caretaker funded by income generated from hall lettings. Further guidance has been requested by One Voice Wales.
It was also raised that there is a 3-year requirement for First Aid Training in the Outdoors for grounds staff. Clerk is advising that both grounds staff at Tongwynlais should attend refresher training if they have not already done so.
The next Clerk's meeting is planned for the end of January.
- 12.06 Item 10.14 Regarding Website Accessibility Requirements
Clerk suggested that quotes from alternate providers were arranged, as the website designer has failed to respond or provide the work he was contracted to do. All agreed for new quotes to be sourced.
AP Clerk to source new quotations for a new website and email addresses.
- 12.07 Item 11.02 Regarding Council Tax Business Rates for the Tanyard
Clerk reported that a response had been received from Cardiff Council regarding concessions towards Business Rates payable for the Tanyard, who advised that as the hall has been forced to close for 6 months this year to date they have awarded a 50% discount on the annual rate and the additional amount paid will be refunded.
Chair thanked the Clerk for pursuing this as the refund was a substantial amount of money.
- 12.08 Item 13.01 Regarding Items for litter picker
Clerk has ordered a bin bag hoop for the litter picker. Clerk has made enquiries into commercial waste collections. Orange or clear bags can be provided but any collections will be chargeable at a business premises and litter picking in the village would not be classed as commercial waste.

- 12.09 Item 13.02 Regarding woodland on Heol Y Fforest /Corner of Catherine Drive Clerk has written to Cardiff Council, Natural Resources Wales, and South Wales Police to express Community Council concerns. South Wales Police and Cardiff Council have responded.
Cllr Mike Jones-Pritchard provided an update that the situation has been raised with Cardiff Council Planning and Highways Departments. There is concern over the fencing that has been erected that falls within 2metres of a highway, the height of the fencing and that barbed wire has been placed across the top. He advised that Natural Resources Wales regularly attend to inspect the trees and monitor the number being felled.
- 12.10 Item 13.03 Regarding resurfacing of the pavement on Merthyr Road
Cllr Mike Griffiths reported that the pavement had been resurfaced but the drainage channels in the centre of the pavement were now full of tarmac.
AP Cllr Mike Jones-Pritchard to report this to Cardiff Council

13.00 CLERK'S REPORT AND FINANCIAL MATTERS

- 13.01 A resident in Mill Road has advised that recently Cardiff Council attended to clear a blocked drain and informed them that the pipe beneath the road was cracked and they were unable to clear between one drain to the next. No further works have been done to address the problem. Chair has asked Clerk to contact Cardiff Council for the problem to be resolved.
- 13.02 Cardiff Council are stopping the fortnightly garden waste collections for the winter months, and they will resume in March. There will be a special collection in January for Christmas Trees to be disposed.
- 13.03 A resident on Ironbridge Road has reported the grass area has become overgrown. The Groundsman has been contacted who is aware but highlighted difficulties he has encountered with vehicles parking alongside the area. Similarly, he is having difficulties strimming the grass by the top bus stop on Merthyr Road by the corner of Bute Street.
- 13.04 The Independent Remuneration Panel for Wales (IRP) has published a draft report for 2021/22 for consultation until 23rd November.
- 13.05 Clerk has recently attended virtual training by One Voice Wales for the "understanding the law" module. This training was funded by St Georges and St Brides-super-Ely Community Council.
- 13.06 Welsh Government has published a consultation till 19 January 2021 for changes to planning policy and guidance on compulsory purchases regarding empty houses.
- 13.07 Welsh Government has published a consultation till 4 January 2021 to establish regulations on the procedure for preparing strategic development plans.
- 13.08 Welsh Government has published a consultation till 4 January 2021 to establish corporate joint committees.
- 13.09 Cardiff Council have provided details for the annual Ask Cardiff survey. Clerk will advertise the information on the Community Council website and her twitter page.

PLANNING

- 20/01906/MNR | CHANGE OF USE OF PART OF GROUND FLOOR AND VACANT FIRST FLOOR TO A TWO BEDROOM RESIDENTIAL FLAT | 47 MERTHYR ROAD, TONGWYNLAIS, CARDIFF, CF15 7LG
- Garages at Ironbridge Road. Planning Application 20/00593/MNR.
A resident contacted the clerk to raise concern about works commencing at the site on Ironbridge Road as it is not clear that planning has been granted. Concerns have been raised that during demolition of the 2 garages part of a boundary wall belonging to the neighbouring garage was demolished. Chair advised Clerk to contact Cardiff Council to request they attend the site.
- Planning Land Off Mill Road 20/00800/MNR
Outline Planning Permission has been granted at the site, although Cardiff Council planning portal still shows as “awaiting decision”. The land has been put up for sale.
- 20/02055/DCH Single Storey side extension to form a bathroom, St Hilarion House, Rhiwbina Hill.

FINANCE

- The WI have written to advise that every year they donate towards a community project and this year have chosen to donate £100 to the Community Council towards upkeep of the Tanyard.
- Clerk reported the following bills since the last meeting: -
Gas Bill, Electricity Bill, Fire Extinguisher Service, Bin Bag Hoop and Wages/Expenses.

Expenditure

Opus Energy Gas Bill	d/d	-12.18
Opus Energy Electricity Bill	d/d	-23.15
Blackwood Fires Ltd - Fire Extinguisher Service	1809	-53.48
Bin Bag Hoop	ccard	-14.55
Wages & Expenses Oct	1810/11	-548.19

- The Finance Report was presented to the Council and agreed as correct.
- Clerk had previously circulated a finance report to all Councillors showing actual costs to date compared to the budget.

14.00 COUNCILLORS REPORTS

- 14.01 Cllr Chris Morgan reported that 4 lights were not working in the subway that runs at the bottom of Market Street and under the A470.
AP Cllr Mike Jones-Pritchard to report this to Cardiff Council to repair
- 14.02 Cllr Ceri Lane asked if the Community Council were intending to put up the lamppost poppies this year and offered to do so. Chair Brian Griffiths suggested the poppies were positioned around the centre of the village.
AP Clerk to provide cable ties to Cllr Ceri Lane. Cllr Ceri Lane to put up the poppies

14.03 Cllr Ceri Lane reported that residents had asked if there would be Christmas lights in the village this year. Chair Brian Griffiths confirmed that lights would be up, and it was hoped this would be done w/c 16th November. Clerk asked if she should contact local businesses to request donations towards the cost of the lights as in previous years as it may have been a difficult year financially for some. Council agreed to write to local businesses as normal but to state the Community Council is not asking for donations this year, but businesses could still donate if they wished to do so.
AP Clerk to write to local businesses.

15.00 DATE OF NEXT MEETING

The next Community Council meeting will be the held virtually on Monday 30th November at 19.30hours. The meeting closed at 20:00 hours.