
TONGWYNLAIS COMMUNITY COUNCIL



Minutes of the Ordinary Meeting held virtually following the guidelines of The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, Nov 30th 2020 Meeting commenced at 7:30pm.

- 1.00 ATTENDANCE:** **Community Councillors:** Chairman Brian Griffiths, Ceri Lane, Chris Morgan, Mike Jones-Pritchard, Peeter Tiidt, Linda Morgan
Clerk: Nadine Dunseath
County Councillors: Mike Jones-Pritchard, Linda Morgan
Standards & Ethics Committee: Mr Arthur Hallett
Local Resident: Mr Oliver Francis
- 2.00 APOLOGIES**
Community Councillors – Caryn Hill, Mike Griffiths, Graham Walters
- 3.00 DECLARATIONS OF INTEREST**
None
- 4.00 POLICE MATTERS**
No Police attended the meeting, and no crime figures were reported.
- 5.00 PUBLIC MATTERS**
Mr Oliver Francis attended the meeting to raise his concerns about Japanese Knotweed and Himalayan Balsam that is growing around the football field particularly alongside the stream. He also reported Knotweed is growing alongside the footpath on Merthyr Road on the section towards Coryton bridge.
He raised another concern that the football field does not have disabled access, which also makes it difficult to access with a pushchair.
- 6.00 MATTERS ARISING FROM THE PUBLIC SESSION**
Chair advised that this is Cardiff City Council business as the areas of land do not belong to the Community Council and asked County Councillors Mike Jones-Pritchard and Linda Morgan to assist. Cllr Morgan reported she had spoken to Cardiff Council Parks Department previously regarding knotweed and they are aware of the problem. Cllr Jones-Pritchard advised that the City Council should be able to address the matter of disabled access to the football field.
AP Local Resident to send map of areas of invasive species.
- 7.00 CONSIDERATION AND APPROVAL OF THE EXTERNAL AUDITOR'S REPORT AND ANNUAL RETURN**
Clerk reported the External Auditor's Report and apologised for not completing a box on the annual return to state "N/A" as this was in error. No other issues were raised. All agreed to approve and accept the completed annual return and external auditor's report.
Proposed Cllr Mike Jones-Pritchard, Seconded Cllr Linda Morgan
- 8.00 CONSIDERATION & APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING ON 26TH OCTOBER**
All agreed the minutes were accurate and correct.

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

- 9.01 Item 8.00 Cllr Mike Jones-Pritchard reported that the rough sleeper on Merthyr Road was awaiting housing and his belongings and tent have been cleared.
- 9.02 Item 12.01 Regarding installation of a new bench at Ironbridge Road play area. Clerk reported that the location had been checked by Cardiff City Council but still awaiting installation.
- 9.03 Item 12.02 Regarding the village noticeboard. Clerk advised she is still awaiting a price from Cllr Graham Walters and his contractor. Cllr Mike Jones-Pritchard is awaiting a quotation from a contractor and will provide details to the Clerk once known.
- 9.04 Item 12.03 Regarding the Tanyard
Cllr Mike Jones-Pritchard reported a ceiling tile was available from contractors which could be cut to size.
The librarian had contacted the Clerk to advise that a ceiling tile in the kitchen had been moved and was awaiting refitting from Cardiff City Council asbestos contractors. Clerk reported that the library would reopen on Friday December 4th.
- 9.05 Item 12.06 Regarding New Website Design and Accessibility Requirements
Clerk has been in contact with a company called myparishcouncil.co.uk who provide a simple and modern website template with hosting starting at £10 per month, including up to 10 email addresses. They also offer a service to migrate an existing site into their template starting at £500.
AP Chair to meet with Clerk to produce a document to circulate to all Councillors for their consideration.
- 9.06 Item 12.07 Cardiff Council have reimbursed 50% of the Council Tax payment for the Tanyard.
- 9.07 Item 12.08 Regarding Items for litter picker
Cllr Mike Jones-Pritchard has provided the litter picker with 2 rolls of pink bags which are free of charge and specifically for litter picking. The bags can be left next to a public waste bin and will be collected by Cardiff Council free of charge on a Tuesday morning. Clerk has provided the litter picker with a bin bag hoop.
- 9.08 Item 12.09 Regarding woodland on Heol Y Fforest /Corner of Catherine Drive
Cllr Mike Jones-Pritchard advised that a notice had been served on the owner of the land.
- 9.09 Item 13.03 Regarding drainage channels to be cleared following resurfacing of the pavement on Merthyr Road
Cllr Mike Jones-Pritchard has been contacted by Cardiff Council who require the exact location that requires clearing.
- 9.10 Item 13.01 Regarding cracked drainage pipe underneath Mill Road
Cllr Mike Jones-Pritchard has been contacted by Cardiff Council who confirmed that the pipes were sound and clear.
- 9.11 Item 13.02 Regarding special garden waste collection in January for Christmas tree disposal. Cllr Mike Jones-Pritchard confirmed that the green garden waste bins will also be collected.
- 9.12 Item 13.03 A resident in Ironbridge Road has contacted the Clerk to pass on praise to the groundsman for doing a splendid job cutting the grass on Ironbridge Road.
- 9.13 Item 14.01 Regarding 4 lights not working in the subway that runs at the bottom of Market Street and under the A470.
Cllr Mike Jones-Pritchard has reported this to Cardiff Council to repair who have advised it is

Welsh Government responsibility. Cllr Jones-Pritchard has contacted Welsh Government and is awaiting a reply.

9.14 Item 14.02 Regarding Lamppost Poppies
Chair Brian Griffiths thanked Cllr Ceri Lane for putting up and removing the lamppost poppies who confirmed she has them for safekeeping. Chair Griffiths suggested more poppies are ordered for next year.

9.15 Item 14.03 Regarding village festive lights
Chair Brian Griffiths confirmed that the lights have gone up in the village. Some lamppost features are different but look in keeping with others. He confirmed that following advice the tree opposite the school did not have lights this year as it would likely create gatherings and could lead to social distancing issues. He confirmed the tree would have lights next year. Cllr Linda Morgan asked the Clerk to contact the contractors to revisit the village hall connections as they are on constantly.
AP Clerk to contact contractors.

10.00 CLERK'S REPORT OF CORRESPONDENCE AND PLANNING MATTERS

10.1 Cllr Linda Morgan has suggested a village competition this year for residents to decorate the front of their houses for the "best dressed house" and "best dressed street" categories. Chairman Brian Griffiths has agreed that the Community Council could sponsor prizes of a plaque presented to the best dressed street and a family dinner for 4 in the Lewis Arms for winners of the best dressed house. The family dinner to be funded 50% by the Community Council and 50% by the Lewis Arms. Clerk has advised that finances are available to support these costs.

10.2 Welsh Government have announced the new National Strategy for Flood and Coastal Erosion Risk Management in Wales.
Please contact the Clerk if you would like a copy.

10.3 One Voice Wales have provided information on the National Lottery Heritage Fund which is available to community organisations to enhance or restore nature in the local area. Grants must be used to create a natural asset; flower rich meadows or verges, a community orchard, or removal of non-native species or other threats to nature to allow native species to recover.

10.4 WG has published latest guidance on electoral legislation postponement of by-election regulations. Please contact the Clerk if you would like a copy.

10.5 Cllr Graham Walters has raised his concern on the amount of fallen leaves on the local roads, particularly Merthyr Road. Cardiff Council have sent a road sweeper.

10.6 WG have published the Waste (Wales) (Miscellaneous Amendments) Regulations 2020 which come into force on 19 November. Please contact the Clerk if you would like a copy.

10.7 Clerk has received 2 copies of the Boundary Commission for Wales Final Recommendations Report which is open for comments for 6 weeks from 5th November. It is proposed that existing electoral arrangements for Whitchurch/Tongwynlais are retained and the Welsh Name for the ward as "Yr Eglwys Newydd a Thongwynlais". Please contact the Clerk if you would like a copy of the report. Copies are also available to view on the website <https://ldbc.gov.wales/reviews/11-20/cardiff-final-recommendations>

10.8 Questgates Solicitors have been in contact with the Clerk regarding the Japanese Knotweed case on Castle Road. Clerk has provided further clarification as requested. They have asked Cllr Peeter Tiidt to provide a statement of actions he has taken with managing the knotweed. Questgates have advised at this point there is no evidence to support the Client's case against the Community Council.
AP Clerk to collect statement from Cllr Peeter Tiidt and forward to Questgates

10.9 A resident has contacted the Clerk regarding the sale of fireworks to individuals and issues with them being set off at inappropriate times. The resident has signed a petition and written to Julie Morgan and Anna McMorrin but asked if the Community Council could also take any action.

- 10.10 A resident has contacted the Clerk to report that the zebra crossing light by the Primary School is not working. Clerk has reported it to Cardiff Council who have mended the light.
- 10.11 Welsh Government working with Natural Resources Wales have produced a new flood map to be used in making planning decisions as part of the National Strategy for Flooding. The map is out for consultation until 8 January. Please contact the Clerk for further details if you would like to view the flood maps or make comments.
- 10.12 A resident has contacted the Clerk regarding safety for cyclists and pedestrians in the village and has suggested a stop sign could be placed at the end of Mill Road at its junction with Merthyr Road.
- 10.13 A resident has contacted the Clerk regarding suggestions on improving road safety in the village to include cycle lanes and increased pedestrian areas. Clerk has advised this is Cardiff City Council responsibility.
- 10.14 Cllr Peeter Tiidt has spoken with the Chair regarding his concerns over large trees in the allotments adjacent to Castle Road. Chair has advised he contact a tree inspector and seek a quotation for any necessary work.

PLANNING

- Planning Land Off Mill Road 20/00800/MNR. Cllr Mike Jones-Pritchard advised that outline permission has been approved in principle but is subject to a section 106 commitment. Until the agreement is signed then no planning permission exists.
- Cllr Graham Walters has expressed his concern regarding the works taking place on the football field which is to lay sections of wastewater pipes by Welsh Water working with Morgan Sindall. The works commenced in September and will not be completed until October 2021. Cllr Walters is particularly concerned about the large vehicles that are travelling down Ironbridge Road past the school. Chair has instructed the Clerk to contact Welsh Water to express concerns regarding safety on Ironbridge Road particularly for the school children and to query why the Community Council was not advised this work is taking place. Welsh Water responded promptly to apologise they had not corresponded with the Community Council prior to works taking place. They advised they have consulted with the headteacher at the primary school regarding large vehicles travelling down Ironbridge Road and have agreed to restrict this within the hours of 9.30 and 2.30. Welsh Water have provided copies of all newsletters previously provided to stakeholders and will ensure the Community Council receives any future copies. Cllr Walters has advised that the football and rugby pitches are not available for use until next September and asked if they had been informed or if alternative venues had been found for them. Cllr Walters asked if the restrictions to large vehicles could also be applied during the school lunch time.
- A local resident has forwarded an information sheet to the Clerk which relates to a proposed development taking place at Glynnis Farm Morganstown, although no formal planning application has yet been submitted. Clerk has circulated the information sheet to all Councillors.

11.00 FINANCIAL MATTERS INCLUDING APPROVAL OF CHEQUES

- Wales Audit Office has published a report setting out future audit arrangements for 2020-21 accounts onwards and provided a free webinar which the Clerk attended. The External Audit will now be completed by Audit Wales. There will be a 3-year programme where for 2 years the annual return will be similar to current practices, but 1 year in 3 will see a transaction-based audit which will be more detailed and will incur an increase in audit fees. Each Community Council will be placed in one of 3 groups A, B or C dependant on their size, precept and any previous audit concerns. These groups and the increase in fees will be published shortly. Tongwynlais may have the more detailed audit for their 2020-21 accounts and a higher level of fees incurred next financial year.

- Clerk reported the following bills since the last meeting: - Gas Bill, Electricity Bill, and Wages/Expenses.

Expenditure

Opus Energy Gas Bill	d/d	-32.71
Opus Energy Electricity Bill	d/d	-23.84
Wages & Expenses Nov	1812/3/4	-705.75

- The Finance Report was presented to the Council and agreed as correct.

12.00 CONSIDERATION OF THE 2021-22 BUDGET

- 12.01 Clerk had previously circulated a proposed budget for 2021-22. Cllr Mike Jones-Pritchard queried if expenditure had been less this year. Clerk confirmed that even though income was less due to the hall closure, savings had been made in other areas such as utilities. It is estimated that approximately £6000 will be the difference this year between income and expenditure which could be carried forward to next financial year. All approved and agreed the 2021-22 budget.

13.00 SETTING OF THE 2021-22 PRECEPT

- 13.01 Chair Brian Griffiths proposed that due to a difficult year for many that the precept remained at the current value. Proposed Cllr Linda Morgan, Seconded Cllr Peeter Tiidt. All agreed for the precept to continue at £23000.

14.00 COUNCILLORS REPORTS

- 14.01 Cllr Linda Morgan confirmed that Santa would be in his grotto at the village hall this year, but visits are by appointment only this year.
- 14.02 Chair Brian Griffiths commented he had seen a car parked in the wood area by the vicarage on Merthyr Road. Cllr Linda Morgan advised that Cardiff Council Parks have previously investigated a similar occurrence.
AP Clerk to contact Cardiff Council Parks to report the incident.

15.00 DATE OF NEXT MEETING

The next Community Council meeting will be held virtually on Monday 25th January at 19.30hours. The meeting closed at 20:10 hours.
Chair Brian Griffiths wished everyone a happy and safe Christmas.