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# TONGWYNLAIS COMMUNITY COUNCIL

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**Minutes of the Annual General Meeting held  
virtually following the guidelines of The  
Local Government and Elections (Wales)  
Act 2021, May 24th 2021  
Meeting commenced at 7:30pm.**



## 1. ELECTION OF A CHAIR

Cllr Mike Griffiths proposed Cllr Brian Griffiths as Chair, Cllr Ceri Lane seconded. All agreed.  
**Council resolved to appoint Cllr Brian Griffiths as Chair**

## 2. ELECTION OF VICE-CHAIR

Chair Brian Griffiths reported that Cllr Chris Morgan had informed the Clerk he wished to stand down this year as Vice-Chair.  
Cllr Mike Griffiths proposed Cllr Caryn Hill as Vice-Chair. All agreed.  
**Council resolved to appoint Cllr Caryn Hill as Vice-Chair**

## 3. OTHER APPOINTMENTS

Chair Brian Griffiths proposed to keep all other appointments as previous. All agreed.  
One Voice Wales Representatives – Cllr Ceri Lane, Cllr Graham Walters  
Allotments Representative – Cllr Peeter Tiidt  
Health and Safety Representative – Cllr Caryn Hill  
Primary School Federation Community Council Governor – Cllr Ceri Lane  
**Council resolved to keep appointments as previously agreed.**

## 4. ATTENDANCE

**Community Councillors:** Chairman Brian Griffiths, Caryn Hill, Mike Griffiths, Ceri Lane  
Peeter Tiidt  
**Clerk:** Nadine Dunseath

## 5. APOLOGIES

Community Councillors: Chris Morgan, Graham Walters, Mike Jones-Pritchard, Linda Morgan

## 6. Review of Policy Documents (Standing Orders(amended), Financial Regulations, Data Protection and FOI Policy, Press/Media Policy, Risk Assessment, Complaints Procedure, Biodiversity Plan)

Clerk advised that all policy documents, except Standing Orders, had not changed from last year other than to update the date to reflect they were current.

Clerk proposed 2 amendments to the Standing Orders: -

1. On page 8 to add a paragraph relating to permanent permission to have the option of holding a Community Council meeting virtually, physically in an agreed place, or as a combination of both as a hybrid meeting, in compliance with the Local Government and Elections (Wales) Act 2021.

2. On page 16/17 to add a paragraph relating to the requirement under the Local Government and Elections (Wales) Act 2021 for electronic publication of draft minutes within 7 working days of a meeting being held.

**Council resolved to approve the policy documents not changed from last year and to approve the amended Standing Orders.**

7. **Consideration of the Internal Auditors Report**  
Chair Brian Griffiths thanked the Clerk for the work required for the audit. The Internal Auditor's report has made one recommendation to discuss Council reserves on a quarterly basis.  
**Council resolved to accept the Internal Auditors comments and recommendation and approve the report.**
8. **Consideration and Approval of the end of year Financial Report**  
Chair Brian Griffiths and the Community Councillors thanked the Clerk for a good end of year balance.  
**Council resolved to approve the end of year Financial Report.**
9. **Consideration and Approval of the Annual Return**  
The annual return was completed, agreed, and approved.  
**Council resolved to agree and approve the Annual Return.**
10. **DECLARATIONS AND REGISTRATION OF INTERESTS**  
None
11. **POLICE MATTERS**  
South Wales Police had provided crime figures from 1<sup>st</sup> April to 24<sup>th</sup> May as follows: -  
Damage 4, Burglary 2, Attempted Burglary 1, Theft 1, Anti-social behaviour 5, Suspicious Incident 4, Road Related 2.  
Chair Brian Griffiths expressed concern that crime incidents seemed quite high. The Community Council considered placing crime information on the website and noticeboard.  
*AP Clerk to contact South Wales Police to confirm if any information is confidential.*
12. **PUBLIC MATTERS**  
No public attended the meeting.
13. **MATTERS ARISING FROM THE PUBLIC SESSION**  
No matters arising.
14. **CONSIDERATION & APPROVAL OF THE MINUTES OF THE ORDINARY MEETING ON 26th APRIL 2021**  
The minutes of the meeting were agreed and approved. Cllr Mike Griffiths proposed, Cllr Peeter Tiidt seconded.
15. **MATTERS ARISING FROM THE MINUTES AND ANY REMAINING BUSINESS FROM THE MEETING**
- 15.1 Item 7.01 Regarding new website  
The website designers have completed the site ready to go live. They have been given admin access to the current site to enable them to place an automatic redirect to the new site once live. They are in the process of creating new email addresses for all Councillors who wish them. One Voice Wales do recommend that Council Members have a separate email account specifically for Council related matters to comply with data protection. Chair proposed an email address format which was considered and agreed.  
*AP Clerk to provide list of email addresses required to website designers.*
- 15.2 Item 7.03 Regarding sleepers to be removed on land behind Castle Road.  
Cllr Peeter Tiidt confirmed he had removed the sleepers, but someone had put them back. Chair requested Cllr Tiidt move them onto the allotment ground and to request assistance from the groundsman if required.  
*AP Cllr Peeter Tiidt to remove the sleepers*
- 15.3 Item 7.04 Regarding new noticeboard.  
Clerk provided an update provided by Cllr Walters who had begun removal of the old noticeboard to find it fused to the posts. After seeking advice from the manufacturers, the installation had been delayed due to bad weather and work commitments, but he intended to

install it by the bank holiday weekend.

*AP Cllr Graham Walters with assistance to install new noticeboard and place existing in store.*

15.4 Item 7.07 Regarding rendering on Tanyard.

Clerk informed the Council that the Tanyard cleaner had reported a water leak had been found in the gents' toilets. Cllr Walters had inspected and confirmed it not a plumbing leak, but that water is leaking through the ceiling air vent. Chair had instructed the Clerk to obtain quotes for a roof repair. One contractor has inspected so far, who has provided a quote to strip the roofing tiles off a small section above the corner of the building, replace the felt and broken tiles for a cost of £650. Although the contractor only specialised in roofing repairs, he advised that the corner of the building did require re-rendering.

*AP Clerk to seek further quotations.*

15.5 Item 7.08 Regarding the village hanging baskets.

Chair Brian Griffiths advised that the village hanging baskets plants were still small but should be ready soon, he had arranged for someone to water the baskets and for the company to hang them when ready.

*AP Cllr Graham Walters to check brackets and replace as necessary.*

## **16. CLERK'S REPORT OF CORRESPONDENCE**

**16.1** Cardiff Council have provided information regarding the UK Community Renewal Fund. This is open to applicants including Community Councils to submit a bid for a project to Cardiff Council who are the lead organisation in Cardiff who then submit agreed projects to UK Government for consideration.

Successful bids will

- \* Support Community Renewal
- \* Build on local insight and knowledge
- \* Target people most in need
- \* Align with long-term strategic plans for local growth
- \* Compliment other National and local service provision

Investment Priorities: -

- \* Investment in skills – Local Businesses, Communities and Places
- \* Supporting people in to employment

Projects focussing on construction or refurbishment of buildings, purchases of land or large pieces of equipment will not be supported.

*AP Clerk to provide information to Cllr Ceri Lane*

**16.2** Planning Aid Wales and One Voice Wales are holding an online event on 23<sup>rd</sup> June "Regenerating Welsh Towns and Communities Post Covid" for £50 per delegate. Community Councillors to contact the Clerk if interested in attending.

**16.3** Cardiff Council Replacement Local Development Plan consultation will be launched on Friday 28<sup>th</sup> May. Cardiff Council are holding a pre-launch event for Community Councillors on Wednesday 26<sup>th</sup> May 11am to 12am for up to 5 representatives per Community Council. Community Councillors to contact the Clerk if interested in attending.

**16.4** A Cardiff University journalism student has asked if the Community Council could help with an article about the new campaign launched by the Open Spaces Society to encourage landowners to grant 'town and village green status' to public spaces used by people for recreation and what the benefits there could be for communities. Clerk has asked for a list of questions and is awaiting a response.

**16.5** Clerk had received a letter of thanks from the Office of National Statistics Census Representative who had attended a previous meeting for the Community Council raising awareness of the census and offering help and support.

## **17. PLANNING**

21/01113/DCH 27 Castell Coch View. Rear Single Storey Extension

21/01083/DCH 17 Cae Lewis. Single Storey Front Extension

21/01007/DCH 9 Grants Close. Single Storey Rear Extension.  
Cardiff Council Planning Permission Granted

21/00956/MNR 57 Pantgwynlais, Outline Planning with all matters reserved for a new dwelling.

*AP Clerk to circulate details to Council members and to ask Cllr Mike Jones-Pritchard if there are any reasons for concern with this application.*

## **18. FINANCIAL MATTERS INCLUDING APPROVAL OF CHEQUE PAYMENTS**

18.1 Clerk reported the following bills since the last meeting: -

### **Expenditure**

HMRC NI Employer Contribution	1843	-7.79
Opus Energy Electricity Bill	dd	-24.88
Opus Energy Gas Bill	dd	-24.30
Travel for Hanging Basket Plants	1844	-30.00
Garden Centre Hanging Basket Plants	1845	-200.00
Noticeboard	1846	-2023.50
Internal Auditor	1847	-125.00
Wages & Expenses May	1848/50	-599.99
H&N Cleaning	1849	-144.00
Lewis Arms Christmas Competition Giftcard	Ccard	-50.00

HMRC NI, Gas Bill, Electricity Bill, Wages/Expenses, Travel for Hanging Baskets & Hanging Basket Plants, Noticeboard, Internal Auditor, Cleaning services, Christmas Giftcard

18.2 The Finance Report was presented to the Council and agreed.

18.3 Clerk advised the Council that they were eligible for Councillors Allowance payments of £150 for this financial year and to confirm to the Clerk if they wished to receive the payment or to opt-out.

## **19. COUNCILLORS REPORTS INCLUDING REPORTS OF MEETINGS**

- 19.1 Cllr Walters to raise concerns regarding virtual meetings  
As Cllr Walters did not attend the meeting, Chair Brian Griffiths informed the Council that Cllr Walters had raised his concerns to the Clerk following the April 2021 virtual meeting. Chair advised that Cllr Walters concerns were regarding the length of the meeting and that he wished to return to physical meetings in the Tanyard and for these concerns he had requested they were minuted. Council discussed the concern of the length of the April 2021 meeting confirming that they had been given opportunity to raise items and there being no further matters the meeting had closed. Council discussed returning to physical meetings in the Tanyard and agreed this is not currently possible as Covid restrictions still do not permit.
- 19.2 Item 11.03 one-way street sign on Market Street  
Cllr Mike Griffiths reported that the street signs were 20mph signs and this matter had been resolved.
- 19.3 Cllr Mike Griffiths reported that Cardiff Council had placed a new bin by the bus stop on Merthyr Road opposite the cottages.
- ## **20. DATE OF NEXT MEETING**
- The next Community Council meeting will be held virtually on Monday 28th June at 19.30hours. The meeting closed at 8.15pm.