

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
10<sup>th</sup> December 2014**

1. **Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. Mrs. J. Morgan, Cllr. P. Matthews, Cllr. Mrs J Bold  
**Members of Public Attending:** None  
**Clerk:** Karen Price
2. **Apologies:** Cllr. D. Green, Cllr. T. Roberts, Tom Bold, Lloyd Harris, PCSO Nicola Redman.
3. **Declarations of Interest:** None
4. **Matters raised by the members of the public present** – No residents present.
5. **Police Report** - PCSO Redman had e-mailed a Police Report to the Clerk. Since the last Community Council meeting there had been a burglary at a property in Candwr Park. Cllr. Matthews had been informed that there had been two burglaries in Candwr Park on the same day. (**Action: Clerk to make enquiries about a second burglary**)
6. **Report from Cllr. Huw Bevan, TCBC** – Council noted the contents of a number of e-mails received from Cllr. Bevan:
  - a. **Data from the most recent deployment of a Speed Indicator Device (SID) in Ponthir** – This SID was deployed from 22/7/2014 to 3/9/2014 and showed:
    - i. The 85th percentile speed was 32 mph
    - ii. The average speed was 29mph
    - iii. The total number of vehicles was 61,644.TCBC Highways Dept. stated that ‘these results do not indicate that there is a problem with excessive speed in this area and based on their current road safety schemes priority ranking system would not figure highly or warrant any further action at this time’. TCBC have forwarded Gwent Police a copy of this correspondence.
  - b. **Request from Cllr. Bevan to re-site the Pedestrian Controlled Crossing near School Close** – TCBC Highways noted that this was suggested in 2009 but was not considered appropriate at that time. They have advised that there is no capital funding currently available to undertake this work.
  - c. **Request for a Pedestrian Crossing and installation of a mirror near the junction of Hafod Rd/Caerleon Rd** – TCBC Highways advise that there is no capital funding for a new crossing and that the siting of a visibility mirror, located on the public highway, is not allowed as a general principle due to the susceptibility to vandalism and misalignment. TCBC also noted that Welsh Government guidance does not support the use of mirrors on an urban 30mph road.
  - d. **Removal of the slide from Ponthir Play Area** – Clerk had already reported this information at the Community Council’s October meeting.
7. The minutes of the meeting held on 12<sup>th</sup> November 2014 were approved as a true record and duly signed. Proposed by Cllr. Davies and seconded by Cllr. Morgan.

## **8. Matters Arising from the meeting held on 12<sup>th</sup> November 2014**

- a. **Large Lorries travelling along Caerleon Rd** – PSCO Redman has confirmed that a survey of lorries using Caerleon Road will be conducted by Gwent Police in the New Year.
- b. **Freedom of Information and Data Protection** – Cllr. Bailey confirmed that the new e-mail addresses had been set up. Clerk will, in future, be circulating e-mails to the new e-mail addresses assigned to each Councillor. Clerk will also be reviewing these new e-mail accounts and regularly deleting e-mails no longer of administrative use. These arrangements are necessary to comply with the Freedom of Information and Data Protection Policies. (Action: Clerk to liaise with Cllr. Bailey to finalise the administrative arrangements for the new e-mail accounts.)
- c. **Letter Headed Paper and Compliment Slips** – (Action: Clerk to arrange for 3 quotes to be obtained) Cllr. Matthews requested that at least one quote should be requested from a local company.
- d. **New Llanfrechfa Noticeboard** – Clerk has applied for advertising consent from TCBC.
- e. **Dog Fouling on Playing Fields/School Fields** – (Action: Clerk to arrange collection of signs from TCBC)
- f. **Confirmation that construction traffic from the development at Llanfrechfa Grange will not travel through Ponthir** – Cllr. Bevan has e-mailed the Clerk stating that he has received confirmation and will forward it to the Community Council.
- g. **Items to be raised at the Local Council Partnership Meeting** – (Action: Cllr. Davies to take points previously raised to next week's meeting.)
- h. **Overgrown Ditches** – (Action: Clerk to inform resident that TCBC do not own the ditches in question and that these ditches do not form part of the public highway)

9. The Minutes of the Finance Meeting held on 26<sup>th</sup> November 2014 were approved as a true record and duly signed. Proposed by Cllr. Morgan and seconded by Cllr. Bailey.

## **10. Matters Arising from the Finance Meeting held on 26<sup>th</sup> November 2014.**

- a. **Clerk's Salary** – Council noted the additional information received following the Council's approval to increase the Clerk's salary in line with the nationally agreed pay rise for clerks. This additional information states that there should be a one off payment made in December's salary and that the pay rise should take effect from 1<sup>st</sup> January 2015. Council approved these arrangements should be applied to the Clerk's salary. It was noted that the increase in salary payments for the remainder of this financial year would affect the figure used to calculate the funding for the 2015/2016 budget and it was agreed to reduce the 2015/2016 Contingency Fund accordingly.
- b. **Children's Play Area** – Clerk is currently arranging a meeting with TCBC officers. (Action: Clerk to arrange separate bank account to be used for the Play Area Project)
- c. **Christmas Tree Lights** – Clerk confirmed there is no contract with the company that currently stores, tests, installs and removes the lights.

## **11. Finance and Accounts**

a. Balance of Direct Plus Account as at 28<sup>th</sup> November 2014 = £21,436.60

### **Authorisation of Cheques**

- i. R Davies (Travel Expenses - TCBC Meeting) – Details not presented. Item Deferred.
- ii. K Price (Travel Expenses Training Sessions - £14.22, Stationery - £4.80, Stamps - £7.44, Xmas Tree Lighting Expenses - £11.00) = £37.46

Council approved the payment to K Price. Proposed by Cllr. Bold and seconded by Cllr. Matthews.

Council noted that the Clerk had received the following three invoices after the agenda for this meeting had been published:

- iii. Rob Davies (Christmas Tree Lighting Expenses) = £50.00
- iv. Ponthir Village Hall (Hall Rental Xmas Tree Lighting Event) = £60.00
- v. The Gate Llanfrechfa (Hire of The Gate Crashers) = £100.00

Council agreed that these invoices should be paid and would be included on January's agenda for formal approval.

c. **To Approve Cheques already Paid**

- i. One Voice Wales (Training 17<sup>th</sup> November 2014) = £90.00  
Council approved this payment.

d. **To Note Standing Order Payments**

- i. TCBC ( Clerk's Salary) on 20<sup>th</sup> November 2014  
This payment was duly noted.

- e. **The change in TCBC's banking arrangements** – Council noted TCBC's new banking arrangements and a new standing order mandate relating to the Clerk's salary was duly signed.

12. **Planning**

- a. 14/P/00616 - Replace conservatory with single storey extension at 26, Stokes Court, Ponthir, Cwmbran, Torfaen, NP18 1RY – No Observations
- b. 12/P/00288 - Outline application for the development of land at Llantarnam for employment (B1), residential (C3), a neighbourhood centre (including A1 retail and D1 community uses), together with vehicular and pedestrian/cycle access including new highway junction on Newport Road, realignment of Malthouse Lane, re-grading of site to form new site levels and associated infrastructure works, parking, servicing, landscaping and public open space provision at Land at Llantarnam, adjacent to Malthouse Lane, Llantarnam, Cwmbran – No Observations
- c. **Update from the Clerk concerning a number of recent planning applications**
  - i. 14/P/00417 Crown lift trees to the rear of 12-20 Oakland – Application Refused. TCBC stated that there was insufficient justification to undertake this work.
  - ii. 14/P/00578 Ty Cwtch, 6 Badgers Meadow, Ponthir – This was an application for a Lawful Development Certificate and was refused as it did not meet the necessary conditions of General Permitted Development. Another application for this property (14/P/00631) has subsequently been received and approved.
  - iii. 14/P/00519 All Saints Church, Llanfrechfa – This application was for internal works to a listed church which has ecclesiastical exemption. This means that the churches own internal procedure determines the application and not TCBC.
  - iv. 14/P/00369 Byways, Caerleon Road, Ponthir – TCBC have advised that this application is still under consideration and it is hoped that it will reported to TCBC Planning Committee in December.

13. **Grant Applications**

- a. The following grant was approved using the appropriate power:

**The Power of Well Being**

Organisation	Amount	Proposed	Seconded
I-Am Youth Ministry – Ponthir Baptist Church	£100.00	Cllr. Bailey	Cllr. Davies

- b. The following grant was approved using the appropriate power:

**The Local Government Act (Misc. Provision) Act 1976 s 19**

Organisation	Amount	Proposed	Seconded
Ponthir Playgroup	£250.00	Cllr. Matthews	Cllr. Bold

- c. The following grant was approved using the appropriate power:

**The Power of Well Being**

Organisation	Amount	Proposed	Seconded
All Creatures Great and Small	£500.00	Cllr. Davies	Cllr. Bailey

- d. **Llanfrechfa Village Association** – The decision was deferred in November’s monthly meeting.. (**Action: Cllr. Davies to contact Llanfrechfa Village Association** )

- e. **Torfaen Young Peoples Music and Arts Trust** – Council noted that an audited set of accounts had still not been submitted. Decision deferred until paperwork complete.

14. **Reports and Updates**

- a. **Report from the OVW Training session – Making Effective Grant Applications** – Cllr. Bailey and Clerk attended this session. It was noted the amount by which Community Councils can raise the Precept by is not restricted but any rise does need to be fully justified. When completing grant application forms it is important to use the same wording as used in any information and criteria for that grant. Information on National Lottery grants was given out.
- b. **Report from a Social Media Training session** – This was attended by the Clerk. The following points were raised by the TCBC Officer running the training:
- i. A Facebook page needs to be tailored to the audience you want to attract.
  - ii. Photographs of children attending events, details of local weather effects e.g. local roads flooded, closure of schools because of snow etc. and humour increase a Facebook page activity.
  - iii. Permission from parents is required if using children’s photograph’s.
  - iv. TCBC considered Facebook more useful than Twitter as it uses a more considered approach to any content rather than Twitters instant comments.
- c. **Afon Llwyd Update** – Cllr. Bailey reported that the next meeting is to be held in January. Council noted that feedback from Cllr Green on the views of residents affected by the underpass access route have been passed to John Palmer.
- d. **Children’s Play Area Update** – Council noted that Play Wales had contacted the Clerk concerning the donation of a swing from Forest Drive, Cwmcarn. Cllr. Morgan is to store this swing and Play Wales had arranged transportation. Unfortunately Play Wales have been let down by the company providing this transport. (**Action: In view of the urgency to arrange collection it was agreed that Clerk contact Colin Richardson Contractors to ask if they could assist with collection of this swing. Clerk to post a link to the online survey on the Facebook page.**)
- e. **Gateway Update** – Following the Council’s November meeting Cllrs. Davies and Roberts met with TCBC Officers to finalise arrangements. Council noted that the planter has been installed and planted a few days after this meeting. Cllrs Davies and Roberts asked TCBC Officers to cut back the brambles on this site but it was noted that as the hedging belongs to the residents of Barnfield, whose properties back onto this area, permission would be required, by those residents, for officers to cut back any brambles from the hedging. During this site meeting the possibility of swapping the Torfaen sign

with the Ponthir (located towards the river bridge) was raised. Cllr. Bailey stated that in his opinion this action would alienate those residents whose properties are located on Caerleon Road between the Afon Lwyd and the Lwyn Onn junction. After a discussion and vote Council agreed that the signs should remain in their current positions. **(Action: Clerk to contact TCBC re the signs. Clerk to contact residents re the clearing of brambles from the hedging. Cllr. Roberts to follow up on the signs to be placed on the planter)**

15. Clerk confirmed that the diary procedures for December and January have been completed.
16. **Arrangements for the installation of next year's Christmas Tree Lights and the supply of a Christmas Tree** – Council agreed that it could not expect Colin Richardson Contractors to donate a tree every year and agreed that the Community Council should purchase the tree for next year's event and obtain quotes for:
  - a. The supply of a 20ft Christmas Tree.
  - b. The collection, installation and removal of the tree.
  - c. The storing, annual testing, installation and removal of the Christmas Tree lightsCouncil noted that there had been no parking problems at this year's event and agreed that the Police should be thanked for attending on the evening.  
**(Action: Clerk to contact current Christmas Tree Lighting Contractors to arrange for the lights to be handed to the Clerk when taken down. Clerk to arrange quotes. Clerk to send letter of thanks to the Police)**
17. **Training session dealing with Devolution of Services (Date to be Confirmed by Cwmbran Community Council)** – Cllrs. Bold, Matthews and Davies indicated that they would like to attend. **(Action: Clerk to inform Cwmbran CC)**
18. **Consultations**
  - a. Trunk Road Speed Limit Review (Welsh Government) – No Comments
19. **Correspondence Received**
  - a. Ponthir District Sports Club's Firework Display – Cllr. Huw Bevan
  - b. Ponthir District Sports Club's Firework Display – Ponthir District Sports Club
  - c. Appointment of Lay & Legal Members to the Welsh Language Tribunal – OVW
  - d. Christmas Events in Cwmbran – Cwmbran Community Council
  - e. Open Day – TOGS
  - f. Appointment of Members to the Higher Education Funding Council for Wales – OVW
  - g. What is play and why is it important? – Play Wales
  - h. Invitation for Chair to attend Quiz & Chips Evening in aid of the Mayor's Charity Appeal – 3<sup>rd</sup> December 2014
  - i. Revised Salary Scales 2014-2015 – OVW
  - j. Donation Request - St David's Children Society
  - k. SSCE Cymru NEWS: Have your say - all Wales survey launched for armed forces families
  - l. Invitation for Chair to attend Mayor's Civic Carol Concert – 7<sup>th</sup> December 2014
  - m. Thank You Letter for Community Grant – Ponthir Cricket Club
  - n. Invitation for Chair to attend Christmas Events hosted by Cwmbran CC
  - o. Buckingham Palace Garden Parties – OVW
  - p. Community Council Case Studies – OVW

- q. Future Council - Submission to Welsh Government - TCBC
  - r. NEA Cymru Annual Conference - 22 January 2015, Cardiff – OVW
- The content of the above correspondence was noted.

20. **Date of the Next Meeting**

The date of the next Meeting of the Council will be **Wednesday 14<sup>th</sup> January 2015 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 8.45pm

This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk)  
A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below/Mae dogfen yma yn ar gael mewn gwefan ni [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk)  
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