

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
10th February 2016**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. M. Barrell, Cllr. N. Dominy, Cllr. I. Glover and Cllr. P. Matthews.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Cllr. Mrs. J. Bold and PCSO Nicola Redman.
3. **Declarations of Interest:** None.
4. **Matters raised by the members of the public present** – None
5. **Police Report** - Council noted that there had been no reported incidents since 13th January 2016.
6. The minutes of the Extra Ordinary Meeting held on 22nd December 2015 were approved as a true record and duly signed. Proposed by Cllr. Matthews and seconded by Cllr. Bailey.
7. The minutes of the Monthly Meeting held on 13th January 2016 were approved as a true copy and duly signed. Proposed by Cllr. Barrell and seconded by Cllr. Dominy.
8. **Matters Arising from the Monthly Meeting held on 13th January 2016**
 - a. **Community Speedwatch Scheme**- It was noted that as only three residents from Ponthir/Llanfrechfa had come forward to volunteer for this scheme this was not enough for this scheme to operate. Council agreed to re-advertise this again on the Council's Facebook page but acknowledged that if no further volunteers came forward this could not proceed. **(Action: Clerk to inform Sgt. Parsons)**
 - b. **Installation of Community Library** – **(Action: Cllr. Dominy to follow up with contractor and also issue raised in Agenda Item 17b(ii))**
 - c. **Ponthir Play Area Project** – Clerk has contacted the Playground Inspection Company who have quoted £295.00 + £59.00 VAT for a post installation inspection of any new play equipment installed. Council agreed that this should be included within the Play Area Project budget.
 - d. **Review of Clerk's Salary for 2016/17** – Cllr. Bailey signed a standing order mandate and letter to TCBC payroll department. **(Action: Clerk to contact Cllr. Bold to countersign both documents.)**
 - e. **Future Grant Procedures** – **(Action: Clerk to publish new documents on the Community Council's website after our March meeting)**
 - f. **Review of the Christmas Tree Lighting Event 2015** - Clerk confirmed that a letter of complaint had been sent to Commercial Christmas concerning the failure of the Christmas Tree Lights and One Voice Wales copied in. One Voice Wales subsequently telephoned to offer their assistance. Commercial Christmas have not yet responded. **(Action: Clerk to contact One Voice Wales should Commercial Christmas not respond within the 14 days specified in our letter of complaint)**

- g. **Ponthir Christmas Fayre 2016** – Natalie Davies has informed the Clerk that the Fayre will be held on Sunday 27th November 2016. Council noted that this event is organized as a Community Event where it enables local organisations to raise funds. Councillors discussed how Council could support this event. **(Action: Clerk to contact Natalie Davies to obtain further details)**
- h. **Community Newsletter** – Clerk has submitted the articles for the next edition together with a list of event dates from the Baptist Church, All Saints Llanfrechfa and the Sports Club.
- i. **Prison Council Liason Meetings -** **(Action: Clerk to request minutes from these meetings)**
- j. **Strategy for the 2016 Best Kept Village Competition** – Article has been submitted for inclusion in the next Community Newsletter. **(Action: Item to be included in March Agenda)**
- k. **Upgrading the Council's laptop to Windows 10** – Council noted that the upgrade to Windows 10 had been unsuccessful and agreed that the Windows 7 version already installed should continue to be used.
- l. **Disability access into Ponthir District Sports Club** – Cllr. Glover has contacted Simon Walker, Chairman of the Sports Club, who confirmed that the club would welcome any assistance the Community Council could provide to improve access into the clubhouse. Council noted the contents of an e-mail received by Cllr. Dominy following his enquiries with Newport CC. **(Action: Cllr. Dominy and Clerk to make further enquiries with both Newport CC and Torfaen CBC. Councillors to investigate any other possible sources of funding)**
- m. **Dog Fouling** – Clerk noted that there hadn't been enough room in the next newsletter to include an article on this but would post messages on Facebook as and when any issues occur.
- n. **Facebook** – Council noted that a number of the above items could be highlighted on the Council's Facebook page but that we need to encourage more residents to access this source of local information. **(Action: Clerk to add a post asking users to share with other residents)**

9. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 31st January 2016 = £26,517.36
- b. **Authorisation of Cheques Already Paid**
 - i. Colin Richardson Contractors (Installation of Village Christmas Tree with lights and purchase of additional lights) = £2,234.88 (VAT of £372.48 to be reclaimed)

Council approved the above payment. Proposed Cllr. Matthews and seconded Cllr. Barrell
- c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th January 2016
 - ii. Barclaycard (Stationery, Toner & Stamps) on 8th February 2016 = £44.44

Council noted the above payments
- d. **Christmas Tree Light Budget** – Due to the purchase of replacement lights, Council approved to increase this budget by £182.00 by transferring funds from Contingency. Proposed Cllr. Glover and seconded by Cllr. Matthews.

- 10. One Voice Wales membership 2016/2017** – Council approved the renewal of the One Voice Wales membership at £176.00. **(Action: Clerk to increase Subscription Budget due to the increase in the membership fees for 2016/2017)**
- 11. Review of all the Community Council policies** – Council noted the contents of the Clerks report (See Appendix 1) and approved all recommendations.
- 12. Review of the Community Council’s Asset Register and the Register of Member’s Interests**
- a. **Asset Register** - Council approved the contents of the Asset Register (See Appendix 2) and agreed that a note should be included against the Christmas Lights purchased from Commercial Christmas to signify this asset was subject to a dispute.
 - b. **Register of Member’s Interests** – Those Councillors present agreed that their entries on the register were correct. **(Action: Clerk to contact Cllrs. Bold and Adams)**
- 13. Statement of Internal Control for the year ending 31st March 2016** The Statement of Internal Control for the year ending 31st March 2016 had been completed and circulated to all Councillors prior to the meeting. Council noted the contents and agreed that the Statement should be included in April’s agenda for formal approval. **(Action: Clerk to include item in April Agenda)**
- 14. Completion and distribution of the Community Newsletter** – Clerk is currently awaiting the initial proof and will circulate when received. Council noted that the newsletters need to be delivered to residents by 26th February and that all delivery routes had been assigned.
- 15. Gwent Valleys Area Committee** – Following receipt of an e-mail received from One Voice Wales, Council agreed to the following:
- a. The draft response circulated by the Clerk, explaining the reasons why a representative had been unable to attend these quarterly meetings, should be sent to One Voice Wales.
 - b. A letter should be sent to the Health Minister asking him to make a decision on the Specialist and Critical Care Centre before the Assembly elections in May. **(Action: Clerk to draft a response)**
- 16. To Consider the Following Grant Application:**
- a. Torfaen Young People’s Music & Arts Trust **(Action: Item deferred as required paperwork not received)**
- 17. Reports and Updates**
- a. **Afon Lwyd Working Group** – Cllr. Bailey reported the following:
 - i. A meeting has been held with Newport High School Old Boys Rugby Club looking into a Big Funds Lottery Grant with a draft application being prepared for submission by 31st March. Council noted that even though this section of the project is outside our community area it is keen to support this grant application as it recognized that the completion of the sections of this project within Ponthir/Llanfrechfa would be reliant on obtaining funding for the route in Caerleon.
 - ii. There is a potential offer of bridge from Torfaen CBC to be used to cross the Afon Lwyd between Ponthir and Caerleon.
 - iii. There are ongoing discussions with Network Rail and Maduce (Formally Star Trading Estate)
 - iv. The next meeting is due to be held on 7th March.

b. Llanfrechfa Village Association (LVA)

- i. Cllr. Bailey reported that he had attending a meeting on Monday and took the opportunity of updating those members present on key areas of interest to the Community Council.
- ii. A request was made for the Council to investigate water ingress in the telephone kiosk and hasten the delivery of the shelving. **(Action: See Item 8b).**
- iii. Cllr. Bailey advised LVA of plans previously agreed by the Community Council to remove the bench located by Brechfa Cottage to replace the seat currently in Tram Lane. LVA members welcomed this suggestion. Upon discussion Councillors present agreed that the option of purchasing a new bench for Tram Lane should be investigated instead of moving the bench from Brechfa Cottage. **(Action: Clerk to look at the costs of purchasing and installing a new bench)**

18. Community Councillor Training

- a. Clerk noted that Cllr. Dominy wished to attend a planning training session being run on 16th May 2016. **(Action: Clerk to book a place for Cllr. Dominy)**
- b. Clerk informed Council that she had received details of training sessions being run by One Voice Wales during the next few months. **(Action: Clerk to circulate details of the One Voice Wales training.**

19. Community Council Diary Procedures - Clerk confirmed that, with the exception of the review of the Register of Members Interests (See Item 12b), all the Community Council's diary procedures for February had been completed and that the status for March's procedures were as follows:

- a. Insurance Cover – **(Action: Clerk to review)**
- b. Adoption of Remuneration Panel's recommendations – **(Action: Clerk awaiting Panel's report due in February)**
- c. Welsh Language Annual Report – **(Action: Clerk to complete)**
- d. Portable Appliance Testing – **(Action: Clerk to liaise with Cllr. Matthews to undertake testing)**

20. Maintenance of the dry stone wall in Tram Lane, Llanfrechfa – Clerk had noticed that this wall required some maintenance. She had contacted a local stone mason to advise on necessary repairs and cost and was awaiting a response

21. Consultations

- a. Inquiry into Consideration of Powers: Public Service Ombudsman for Wales - No Observations
 - b. Reforming Local Government Power to Local People White Paper - No Observations
 - c. TCBC Strategic Equality Plan 2016 - 2020 – No Observations
 - d. Newport Community Infrastructure Levy (CIL) Draft Charging Schedule Consultation – No Observations
 - e. Proposals relating to the Statement of Public Participation for the National Development Framework – No Observations
 - f. Proposals to discontinue Abersychan Brynteg Nursery and Victoria Primary Schools - Consultation Report.
 - g. Play Sufficiency Assesment – Torfaen CBC – Observations Submitted
- Council noted the above consultations.

22. Correspondence Received

- a. Guide to Taking Part - The Queen's 90th Birthday Beacons - 21st April 2016 - OVW
 - b. First World War Partnership Day 2016 – OVW
 - c. Natural Resources Bulletin - Issue 3 - January 2016 – OVW
 - d. Donation Request – Gwent Young Farmers Club
 - e. Donation Request – Tenovus Cancer Care
 - f. Section 137 Expenditure: Limit for 2016-17 – Welsh Government
 - g. Copy of SCCC Presentation – OVW Area Committee Meeting 12th January
 - h. Manifesto: Climate Change Commission for Wales
 - i. Invitation for Chair to attend Cwmbran CC function – 5th March 2016
 - j. Letter of Thanks for Community Council Grant – Torfaen CAB
 - k. Invitation to attend Colour Vibrations Exhibition – Pontypool Museum
 - l. Invitation for Chairman to attend a charity concert – Pontypool Community Council
 - m. Public Appointments Opportunity – Appointment of Members to the Social Security Advisory Committee – OVW
 - n. The Great British Fish and Chip Supper – Spinal Injuries Association
 - o. The Queen's 90th Birthday - Sir Simon Boyle KCVO Lord-Lieutenant for Gwent
 - p. Copy of E-mail from Cllr. Huw Bevan, TCBC, to Gwent Police re Ponthir Fireworks Display
 - q. Brew up and raise some dough for charity – Welsh Hearts The Heart Charity for Wales
 - r. The Ombudsman's Casebook - Issue 23
 - s. GoSafe News Bulletin
 - t. Consultation events on the Draft Local Government (Wales) Bill – OVW
 - u. Public Appointments Opportunity – Appointment of Chair to Sport Wales - OVW
 - v. Invitation for Chair to attend Inter Schools Eisteddfod – Pontypool Community Council
 - w. Invitation for Chair to attend Cwmban Community Council's Annual Primary School Choral Festival 2016
 - x. February 2016 - Launch of data protection self-assessment tool – Information Commissioner's Office
 - y. Quiz & Chips Evening in aid of the Mayor's Charity Appeal – 23rd February 2016
- The content of above correspondence was noted.

- 23. The date of the next Meeting of the Council will be held on **Wednesday 9th March 2016 at 7.00pm at Ponthir District Sports Club.****

Meeting Closed at 8.20pm

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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 Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.
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Ponthir Community Council

Appendix 1 - Policy Review January 2016

<u>Policy</u>	<u>Date Adopted or Version</u>	<u>Dates Reviewed</u>	<u>Recommendation</u>
Absence	11/9/2013	11/2/2015 Jan 2016	No Action Required
Code of Conduct	Version Dated 20/3/2008	11/2/2015 Jan 2016	No Action Required.
Data Protection	14/5/2014	11/2/2015 Jan 2016	No Action Required
Disciplinary & Grievance Procedures	Acas Version Dated April 2009	11/2/2015 Jan 2016	New version dated March 2015 New version to be adopted
Equality	11/9/2013	11/2/2015 Jan 2016	No Action Required
Expenses	11/9/2013	11/2/2015 Jan 2016	No Action Required
Financial Regulations	14/10/2015	11/2/2015	Amendments made on 14 th October 2015 to note the Public Contracts Regulations 2015 Policy to be reviewed in 2016

Approved 10th February 2016

<u>Policy</u>	<u>Date Adopted or Version</u>	<u>Dates Reviewed</u>	<u>Recommendation</u>
Freedom of Information Publication Scheme	Version 1.1 20130901	11/2/2015 Jan 2016	New version 1.2 20151023 Adopt new version
Freedom of Information Charging Schedule	9/7/2014	11/2/2015 Jan 2016	Amendments to take into account: <ul style="list-style-type: none"> • New guidelines stating councillors expenses to be published on Website • New guidelines that reports are to be included with minutes (will therefore be available on website unless reports contain confidential information) • New Council e-mail address
Health & Safety	11/9/2013	11/2/2015 Jan 2016	No Action Required
Privacy and Data Protection Statement	9/7/2014	11/2/2015 Jan 2016	No Action Required
Record Management & Security	9/7/ 2014	11/2/2015 Jan 2016	Amend to reflect that Declarations of Acceptance of Office may be transferred to Gwent Archives.
Risk Management Policy	10/11/2010	12/3/2014 11/2/2015 Jan 2016	No Action Required
Risk Management Register	12/3/2014	11/2/2014 Jan 2016	Amendment to take into account: <ul style="list-style-type: none"> • 3 year budget forecast prepared
Standing Orders	14/10/2015	Jan 2016	No Action Required

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APPENDIX 2

PONTHIR COMMUNITY COUNCIL			
<u>ASSETS 2015/2016</u>	<u>DATE PURCHASED</u>	<u>VALUE</u>	
CHAIRS CHAIN OF OFFICE		£895.00	
7 WOODEN BENCHES		£5,301.00	
1x METAL NOTICE BOARD		£3,031.00	
MAN MADE NOTICEBOARD - TRAM LANE	Apr-15	£1,292.38	
9x STONE PLANTERS		£9.00	
SHREDDER		£10.00	
2x METAL FILING CABINETS		£2.00	
LENOVO L530 LAPTOP	Nov-13	£465.00	
HP OFFICEJET PRO 8500A PRINTER		£195.00	
RED TELEPHONE KIOSK		£1.00	
LAMINATOR		£20.00	
AREA MAP		£50.00	
NOKIA 1616 MOBILE PHONE	Jul-11	£20.00	
CHRISTMAS LIGHTS	Nov-13	£1,512.00	**
CHRISTMAS LIGHTS	Dec-15	£129.00	
PORTABLE HARD DRIVE	Dec-13	£59.00	
20 LITTER PICKERS	May-14	£100.00	
3 TROUGH PLANTERS	Jun-14	£303.00	
4 TROUGH PLANTERS	Mar-15	£316.00	
PAPER TRIMMER	Nov-15	£20.00	
<u>TOTAL</u>		<u>£13,730.38</u>	
<u>ITEMS DISPOSED OF DURING 2015-2016</u>			
2x HALF BARREL PLANTERS	Apr-15	£282.00	
1x WOODEN NOTICE BOARD	Jun-15	£1,800.00	
<u>ITEMS REMOVED FROM ASSET LIST (AUDITOR'S ADVICE) DURING 2015-2016</u>			
20 HIGH VIZ VESTS		£ 35.00	
20 PAIRS OF GLOVES		£ 20.00	
** COUNCIL CURRENTLY IN DISPUTE WITH COMMERCIAL CHRISTMAS RE FAILURE OF LIGHTS AFTER ONLY TWO YEARS USE.			