

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 10th July 2013

1. **Present:** Cllr. R. Davies(Chair), Cllr. T Roberts, Cllr. Mrs J. Morgan, Cllr. S. Bailey, Cllr. Mrs J Bold
Members of Public Attending: 1 resident attended the meeting from 7.45pm
Clerk: Karen Price
2. **Apologies:** Cllr. P. Matthews and Sarah Ibrahim (Gwent Police). Cllr. H. Bevan (Torfaen CBC) had informed Chair that he would be attending but might be late.
3. **Declarations of Interest:** Cllr. Davies declared an interest in item 15 as he is the Council's representative on Ponthir C in W School's Board of Governors. Cllr. Davies conveyed what Mrs. Spooner had asked for and took no part in the discussion to consider the request.
4. **Police Report** – Council expressed disappointment that once again there was no police presence at this meeting and it was noted that the last time a member of Gwent Police had attended a Council Meeting was on 13th February 2013. Once Clerk had received PCSO Ibrahim's apologies she had requested that another officer attend but had not received a response. Council noted the contents of PCSO Ibrahim's e-mail concerning the last PACT Meeting particularly the report of criminal damage in The Orchard as none of the Councillors present knew of this incident. PCSO Ibrahim reported that there had been 29 Anti-Social Behaviour incidents since last year. Clerk had also asked for the details of the traffic accident in Llanfrechfa but PCSO Ibrahim had been unable to find any details even though the Clerk had supplied the incident number. **(Action: Clerk to write to Insp. Blakemore and Acting Chief Constable concerning the lack of attendance by officers at the Council's meetings and requesting information about the traffic accident in Llanfrechfa)**
5. **Report From Cllr Huw Bevan, Torfaen CBC** - None Received.
6. The minutes of the Meeting held on the 12th June 2013 were approved as a true record and duly signed. Proposed by Cllr. Roberts and seconded by Cllr. Morgan.
7. **Matters arising from the minutes of the Meeting held on 12th June 2013**
 - a. **Clarification of the effect of the Dog Control Orders on the Sports Field** – Cllr. Bevan, Torfaen CBC, has written to Torfaen CBC but Council has not received any further information.
 - b. **Future Maintenance Arrangements of the Sports Fields** – The Sports Club has confirmed that as part of the new lease the Sports Club will have to maintain the fields itself. There are two issues regarding a Tree Preservation Order and water leak that the Club wishes to clarify before signing the new lease.

- c. **Shortage of Wheelie Bins in Torfaen CBC** – Torfaen CBC issued a press release on 24th June to confirm they now have a supply of bins.
- d. **Telephone Kiosk, Tram Lane** – Clerk has been in touch with Western Power and SWALEC. Council approved the agreement form from Western Power to supply a new MPAN number. **(Action: Clerk to proceed to make arrangements for an electricity supply to be reconnected to the Kiosk)**
- e. **War Memorial Budget** – Clerk confirmed that the Power of Well Being would enable the Council to consider contributing towards any request that may be received from Torfaen CBC for a contribution towards the maintenance of a War Memorial outside our community area **(Action: Clerk to make enquiries with the other local community councils to gauge levels of contributions)**
- f. **Village Planters** – Cllr. Matthews has planted all the planters in Ponthir and Llanfrechfa. Residents in Llanfrechfa have volunteered to water those in Tram Lane and Mrs Amanda Morgan, Lamb Lane, has offered to water those at the bus stop opposite Lamb Lane. The remaining planters are being watered by members of the Council.
- g. **Filing Cabinets** – These are still to be moved to Cllr. Bailey’s home. Council noted that some of the files in the cabinets have been emptied. **(Action: Chair to contact Jenny Nancarrow)**
- h. **Audit 2012/2013** – This has been sent to the external auditor.
- i. **Grants** – Chair has spoken to Iain Glover, Ponthir Sports Club concerning their request for assistance in purchasing new mowers.
- j. **Possible improvements to Ponthir & Llanfrechfa** – Cllr. Roberts has met with Steve Horsman, Torfaen CBC, to discuss possible improvements to the appearances of the entrances to Ponthir and Llanfrechfa. Cllr. Roberts is arranging to meet with Julia Miller, Torfaen CBC, to discuss possible sponsorship by local businesses similar to many of the roundabouts in Cwmbran. Council noted that there was still £500 remaining in the budget for the planters that could be used towards the planting of daffodils in the autumn. It was noted that there would be an ongoing maintenance cost for this scheme. Initially Council had been looking at the entrances to Ponthir & Llanfrechfa but it was also agreed to look at other sites that could be improved (See Item 12). Council noted that there are raised borders in Longbridge which Bron Afon maintain and asked if these could be looked at for improvement. **(Action: Cllr. Roberts to come back to Council with possible designs and updates. Cllr Bailey to find contact details for Bron Afon)**
- k. **South Wales Programme Consultation - Aneurin Bevan Health Board** – Cllrs. Davies & Morgan unable to attend the meeting held in Cwmbran.
- l. **Publication of a newsletter for Ponthir & Llanfrechfa** - Chair has received quotes from Davies Printers, Designer Print and That Media Group. Council noted the wide variation in quotes between the three companies. Council agreed the decision was between either Designer Print or That Media Group and they should both be asked to provide a sample template for the next Council meeting. Council discussed possible content of any first publication. Suggestions included contact details of Councillors and Clerk, details of Community Council Grants and details of Police Meetings in Ponthir. **(Action: Chair to contact Designer Print and That Media Group)**
Resident entered the meeting at 7.45pm.

8. Finance and Accounts

a. Balance of Accounts as at 4th July 2013

- i. Direct Plus Account = £16,878.50
- ii. Instant Access Account = £11,601.75

b. Authorisation of Cheques

- i. Ponthir District Sports Club (April, May & June Rent) – Invoice not received therefore no cheque issued.
- ii. Torfaen CBC (Clerks Salary) = £841.81
- iii. Torfaen CBC (Payroll costs) = £110.00
- iv. K Price (Toner/Stamps/Stationery) = £46.03
- v. P Matthews (Plants for Village Planters) = £200.00
- vi. Ponthir Football Club (Replacement cheque) = £200.00

All the above cheques were approved for payment.

c. The quarterly bank reconciliation was received and contents noted.

d. **Payroll Agreement from Torfaen County Borough Council & Completion of Standing Order Mandate for Clerk's Salary** – Council noted the contents of the Payroll Agreement with Torfaen CBC and approved its completion. Chair informed Council that Torfaen CBC Payroll Dept. had overpaid the Clerk in June and that despite contacting them he had still not had a response. It was agreed that the standing order mandate would not be completed until the necessary correcting entries had been made in July. (**Action: Chair & Clerk to sign the payroll agreement. Chair to contact Torfaen CBC Payroll Dept.**)

9. **Model Contract of Employment for Clerk** – Chair has circulated the model contract of employment from One Voice Wales to all Councillors. (**Action: To be discussed at the next Council Meeting**)

10. **Chair's Report** – Chair read out a letter he had written to Mr Bubela, Ponthir Village Hall concerning the Council re-engaging with the Village Hall Committee and his ideas for a joint village event this Christmas. Mr Bubela has confirmed that this will be discussed at the next Village Hall Meeting. Cllr. Roberts highlighted the fact that the Council needs to have a permanent postal address (**Action: Chair to make enquiries about a postal address**)

11. **Grants** - The following grants were approved using the appropriate powers:

The Local Government (Misc. Prov.) Act 1976 s19

Organisation	Amount	Proposed	Seconded
Ponthir Cricket Club	£500.00	Cllr. Bailey	Cllr. Roberts
Ponthir Brownies	£400.00	Cllr. Davies	Cllr. Morgan

The Local Government Wales Measure 2011 – The Power of Well Being

Organisation	Amount	Proposed	Seconded
I-AM Youth Ministry	£100.00	Cllr. Bailey	Cllr. Bold
Ponthir Baptist Chapel			

Completed applications have yet to be received from Ponthir Playgroup, All Creatures Great & Small and Age Concern (this runs activities in the village hall on a Tuesday). Clerk has contacted them all to remind them that the closing date is 31st July 2013. Council agreed to defer considering the grant applications received from organisations based outside the community council area until all applications had been received from those organisations based in Ponthir & Llanfrechfa.

12. Review of Council's Diary Procedures for June & July 2013

- a. **Inspection of Assets** – Chair, Cllr. Bailey, Cllr. Bold and Clerk to meet this Saturday to walk through Ponthir to check what maintenance is required for village benches and to see what other work could be undertaken (**Action: Cllr. Roberts to receive a list of suggestions for improvements and maintenance that he could discuss with Torfaen CBC in relation to Item 7j**)
- b. **Quarterly Bank Reconciliation** – See Item 8c
- c. **Budget Review** – Clerk to produce these figures for Council's next meeting.
- d. **Approval of Annual Return** – This has not been received back from the external auditors yet. The deadline date for Council approval of 30th September 2013 was noted.

13. **Updating Council's contact list with photographs of Councillors** – Clerk has contacted some of the other local community councils. Those councils which have produced such a list have done so themselves rather than use a printing company. (**Action: Cllr. Bailey to look into producing a contact list with photographs in-house. Clerk to e-mail up to date telephone list to Councillors.**)

14. Reports

- a. Local Council Partnership Meeting – 2nd July – Unable to attend
- b. Gwent Valleys Partnership Area Committee – 2nd July – Unable to attend
- c. Ponthir C in W School Governors Meeting – 2nd July – **See Item 15**

15. **A request from Ponthir C in W School to assist in the purchase of lap tops for the school.** – Chair informed Council that The Friends of Ponthir School had raised enough money for 6/7 laptops. Mrs Spooner, Headteacher, has asked whether the Council would be able to contribute towards some additional lap tops which are priced at approx. £350.00. Chair declared an interest and took no further part in the discussion. Council felt that more information was needed i.e. what the lap tops would be used for and why wasn't the education dept. providing this equipment. A letter from Mrs Spooner, with this information, would be required for the Council to consider this request. (**Action: Chair to contact Mrs Spooner**)

16. Consultations

- a. Local Government (Wales) Measure 2011 – Consultation – No Comments
- b. South Wales Programme Consultation - Aneurin Bevan Health Board – No Comments
- c. Draft Technical Advice Note (TAN) 23 Economic Development – No Comments

17. Correspondence Received

- a. The Voice - One Voice Wales
- b. Annual Report 2012/2013 – Public Services Ombudsman for Wales
- c. Welsh Government ICT Websites Grant Programme – One Voice Wales (E-mail)
- d. Ponthir Football Club – Letter of Thanks for Grant
- e. Ponthir Retired People’s Club - Letter of Thanks for Grant
- f. Ponthir District Sports Club - Letter of Thanks for Grant
- g. Ponthir WI – Letter of Thanks for Grant
- h. Torfaen CBC – Invitation for Chair to attend flag raising ceremony on 24th June 2013.
- i. Torfaen CBC – Free Community Foodie Starter Kit
- j. Welsh Affairs Committee – Evidence session on the work of the Police & Crime Commissioners in Wales – 11th July 2013, Cardiff (E-mail)
- k. Welsh Affairs Committee – Final Work Programme evidence session – 3rd July 2013 (E-mail)
- l. One Voice Wales - Sustainable Development Bill – E-mail
- m. Aneurin Bevan Community Health Council Meeting – 3rd July, Greenmeadow Golf Club.
- n. TCALC minutes for meetings held 13th June 2013.

The content of the above correspondence was noted. **(Action: Clerk to forward a copy of the Free Foodie Starter Kit to Cllr Bold for distribution to Brownies and Ponthir School)**

18. Date of the Next Meeting

The date of the next meeting was due to be on Wednesday 14th August 2013 however the majority of Councillors have confirmed they are unable to attend. **(Action: Clerk to contact Ponthir Sports Club to see a meeting could be held at the club on 21st August 2013.)**

19. It was noted that Cllr Bevan had not attended.

20. The resident present at the meeting ask to speak to the Council about a recent Cold Calling incident in Ponthir. Clerk took the details of this incident. The resident also queried the position of Rag and Bone traders within a Cold Calling Zone. **(Action: Clerk to contact both the Police and Torfaen Trading Standards)**

Meeting closed at 9.30pm

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