

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
10<sup>th</sup> June 2015**

1. **Present:** Cllr. Mrs J. Bold (Chair), Cllr. R. Davies, Cllr. D. Green and Cllr. P. Matthews.  
**Members of Public Attending:** None  
**Clerk:** Karen Price
2. **Apologies:** Cllr. S. Bailey, Cllr. L. Adams, PCSO Nicola Redman.
3. **Declarations of Interest:** Cllr. Davies declared an interest in Item 12b as he is a neighbour of the applicant and took no part in the discussion and subsequent observations agreed.
4. **Register of Interests** – It was noted that Councillors should provide the Clerk with written confirmation of any changes to the Register of Members Interests.
5. **Matters raised by the members of the public present** – None
6. **Police Matters**
  - a. **Police Report** – An E-mail was received this afternoon and the following noted:
    - i. An attempted break in at a property in Candwr Road.
    - ii. 5 incidents of anti-social behaviour. There was no further information provided and it was noted although these occurred within the Llanyrafon South Ward some/all of these cases might not have occurred in Ponthir/Llanfrechfa.
  - b. **Anti-Social Behaviour around Ponthir Village Hall** – This has been set as a priority by Gwent Police for Ponthir. Over the next few months this area will be regularly patrolled and monitored for any persons or vehicles acting in an anti-social manner. If residents witness incidents of this nature they are asked to ring 101. **(Action: See Item 15c)**
  - c. **Community Speedwatch Initiative** – Council noted with disappointment that, to date, only one resident has volunteered for this initiative. This scheme has been mentioned at the Council's previous meetings and advertised on our Facebook page and Website. It is known that speeding vehicles along Caerleon Road are of concern to residents and so it was agreed to include this initiative as an article in the forthcoming newsletter. **(Action: Cllr. Davies to include in Newsletter. Clerk to inform PCSO Redman and to include in Septembers agenda for an update and to consider whether there is a need for the Community Council to take the lead in this scheme)**
7. **Report from Cllr. Huw Bevan (TCBC)** – None
8. Council approved the minutes of the Annual Meeting held on 13<sup>th</sup> May 2015 as a true record and they were duly signed. Proposed by Cllr. Davies and seconded by Cllr. Green.
9. **Gwent Valleys Partnership Committee** – Cllr. Bold was duly elected as the representative for this committee. Proposed by Cllr. Davies and seconded by Cllr. Green.
10. Council approved the minutes of the Monthly Meeting held on 13<sup>th</sup> May 2015 as a true record. Proposed by Cllr. Green and seconded by Cllr. Davies.

## **11. Matters Arising from the Minutes held on the 13<sup>th</sup> May 2015**

- a. **Youth Representaive Role Specification** – Council agreed that the closing date for applications will be 30<sup>th</sup> September 2015. (Action: Cllr. Davies to include article in the next newsletter. Clerk will also send details to secondary schools that cover this community area, including Ysgol Gyfun Gwynllyw, before the summer holidays)
- b. **Freedom of Information and Data Protection** – Cllr. Adams has had difficulty accessing his assigned e-mail address on-line. (Action: Clerk to contact Cllr. Roberts to confirm whether he can access his new e-mail account.)
- c. **Christmas Tree Lighting Event 2015** – Council noted Commercial Christmas have not returned the Council's Christmas Tree lights despite the Clerk ringing their office a number of times. (Action: Clerk to follow up)
- d. **Flooding along the footpath running from All Saints Church, Llanfrechfa** – All Creatures Great and Small have stated that the contractor looking into this has confirmed that groundworks are required to alleviate the flooding. This work will be undertaken shortly. (Action: Clerk to follow up)
- e. **Review of Clerk's Hours/Work** – Clerk confirmed that she and Cllr. Bailey would be undertaking a review this month. (Action: Item to be included on the July Agenda)
- f. **TCBC's request for Community Councils to contribute financially to the running costs of The Cwmbran Big Event** – Cllr. Bailey and Clerk had attended this meeting and confirmed that Ponthir Community Council is unable to contribute towards this weekend's Cwmbran Big Event as this request had been received after our budget had been set. TCBC will be holding a meeting in September 2015 to discuss next year's Big Event.
- g. **Network Rail** – Clerk had contacted Mr. Miles for an update on the clearance of the vegetation that has been cut down and left. To date no response has been received from Network Rail.
- h. **Afon Lwyd Greenway** – John Palmer had previously asked that the Clerk write to Newport CC but then subsequently requested that this letter should be deferred until there was further confirmation of any proposed route.
- i. **Cleaning of Bus Shelters** – TCBC have confirmed that these will be cleaned within 21 days.
- j. **Community Library, Tram Lane, Llanfrechfa** – Clerk has contacted two more companies to obtain a quote to install shelving for this project. Quotes must be received by 30<sup>th</sup> June 2015. (Action: Item to be included in July's Agenda)
- k. **New Noticeboard in Tram Lane, Llanfrechfa** – The Noticeboard can be installed this Friday. (Action: Clerk to confirm arrangements with Cllr. Bailey and to contact the Llanfrechfa Village Association)
- l. **Inspection of Assets** – (Action: Cllrs. Davies and Bold together with Clerk to follow up)
- m. **Sports Fields/School Playing Fields ( See Also Item 21)** - Cllr. Matthews is to attend a Sports Club meeting tomorrow and will raise the following:
  - i. Vehicles should not be parking on the school playing fields
  - ii. To pass on a residents complaint that drivers leaving the playing fields were being inconsiderate to pedestrians walking on the fields.
  - iii. Rubbish left on the fields and how this can be improved
  - iv. Players/Supporters should not be entering the school grounds(Action: Cllr. Matthews to update Council at July Meeting)

## **12. Planning**

- a. Application 15/P/00246 – Roof enlargement to provide additional accommodation at Brook Farm, Candwr Park, Ponthir, Cwmbran, Torfaen. NP18 1HR – No Observations
- b. Application 15/P/00273 – Retention of new fence to top of rear and side perimeter wall (Max 0.76m) and retention of replacement fence to front side boundary (Max 1.3m) at 6, Barnfield, Ponthir, Cwmbran, Torfaen. NP18 1TN – Whilst there was sympathy for the issues of

privacy that the applicant had expressed the Council agreed the following observations:

- i. The height of the additional fencing on top of the rear and side wall was out of keeping with the walls of neighbouring properties.
- ii. The Council were aware that there were planning restrictions in Barnfield in relation to fencing on front gardens and agreed that these restrictions should be adhered to in order to retain the open plan nature of this estate and to prevent a precedent being set for future applications.

### **13. Finance and Accounts**

a. Balance of Direct Plus Account as at 29<sup>th</sup> May 2015 = £23,747.69

#### **b. Authorisation of Cheques**

- i. Cllr. Davies (Travel Expenses) – This item had been deferred from last month but as the other bank signatories were not present it will have to be deferred for a further month.

#### **c. To Note Standing Order/Direct Debit Payments**

- i. TCBC (Clerk's Salary) on 20<sup>th</sup> May 2015
- ii. Barclaycard (Stationery £50.05, Hire of Skip for preparation of Wildflower Area £135.00 & Litter Pick Expenses £4.50) = £189.55

Council noted the above Standing Order and Direct Debit payments.

d. The receipt of the 2014/15 VAT refund of £787.16 was noted.

e. Council approved the payment for 6 extra hours worked by the Clerk during May 2015. Proposed by Cllr. Matthews and seconded by Cllr. Davies.

f. Council approved that the annual Data Protection Registration Fee is to be paid via Direct Debit in future. (**Action: Clerk to submit mandate when subscription due for renewal**)

g. **Completion of the Change of Bank Signatory Forms** – As the two remaining signatories are not present this item is to be deferred until next month. (**Action: Clerk to include item on July's Agenda**)

### **14. Village Maintenance - Cllr. Davies had received the following quote from B Pudge:**

- To cut the grass at the Gateway Site and maintain edges = £40 a fortnight
- Spraying of weeds = £50.00 per year
- Weeding and Spraying = £50 a fortnight

Council noted that following the Community Litter Pick along Caerleon Road it was obvious where the volunteers work had been completed and it was agreed that at this stage any additional work would carry on along Caerleon Road. As the Community Council has not undertaken this type of village maintenance before Councillors were unsure of the frequency required and so agreed that the following work be undertaken this month with a review in July to establish the frequency required.

- a. The grass at the Gateway Site to be cut twice. This would include the area where the daffodils have been planted, which has been missed by TCBC, and it would also go closer to the rear boundaries of the properties at Barnfield than is currently done.
- b. Strimming/Weeding and removal of vegetation along the remaining footpaths on Caerleon Road that the volunteers had been unable to work on.
- c. A one off spraying of weeds.

**(Action: Cllr. Davies to confirm that any spraying is compliant with guidelines and to request the invoice to include specific detail on where the work has been undertaken. Clerk**

to include an item on the July Agenda to review frequency of any future maintenance)

## 15. Report and Updates

- a. **Community Litter Pick Event** – Cllr. Bold reported that 31 refuse bags had been collected. These mainly contained weeds and silt from the footpaths along Caerleon Road. Council welcomed Ponthir residents Mr. Mel Bradley and Mr. Len Hawke who volunteered on the night and the Clerk has sent letters of thanks to both. Mr. Bradley's work in the chapel gardens was also noted. The volunteers had worked along Caerleon Road starting at the Farm Shop entrance working their way down as far as the junction to Station Road. Although more bags were collected than last year the number of volunteers was less and it was agreed that, as well as the posters in the noticeboard and posts on the Facebook Page and Website, an issue of the newsletter should be published prior to any future event to maximize publicity.
- b. **Play Area Project** – Further to Cllr. Bailey and Clerk's meeting with TCBC officers in March, TCBC have this week provided a number of possible options with estimates for additional equipment for the play area for the budget allocated. Amongst the suggestions were equipment that TCBC currently had in storage and a new multiplay unit aimed at children aged 8+ which could have additional pieces of equipment added at later dates when funds would allow. New seating and picnic benches were also included within the options. Cllr. Matthews has also contacted the contractors for the Llanfrechfa SCCC to ask if they would be able to contribute towards this project but no response has been received to date. Council agreed that given TCBC's initial estimates the priority should be the play equipment with a rolling programme to add future equipment as and when funds allow. **(Action:**
  - i. **Clerk and Cllr. Matthews to view equipment that TCBC have in storage.**
  - ii. **Clerk to get details of suppliers and installers from TCBC to obtain more detailed quotes and options for the multiplay unit.**
  - iii. **Cllr. Matthews to obtain quotes for a multiplay unit.**
  - iv. **Cllrs. Matthews, Bailey and Clerk to look at the TCBC options on site.**
  - v. **When quotes have been obtained Clerk to arrange a separate Council meeting)**
- c. **Community Newsletter** – Council agreed that the next issue should be published in July. **(Action: Articles to be forwarded to Cllr. Davies as follows:**
  - i. **Clerk – List of Grants Awarded 2014-2015**
  - ii. **Cllr. Bold – Best Kept Village/Community Tidy Up**
  - iii. **Cllr. Davies – Youth Representatives, Speedwatch Initiative & Anti-Social Behaviour in Area**
  - iv. **Cllr. Adams – Short Biography**
  - v. **Cllr. Bailey – Update on Play Area Project**
  - vi. **All Councillors – Diary Dates for any future Community Events being run in the next few months)**

16. Clerk confirmed that the Community Council diary procedures for June/July 2015 were in hand. The Annual Return has been submitted to our auditors and the quarterly bank reconciliation will be included on next month's agenda. See also Items 11l and 13f

17. Council noted the invitation for a Community Councillor to represent the Council at the Ponthir Baptist Church Christmas Service. **(Action: Clerk to confirm details nearer the event)**

## 18. Consultation

- a. Review of Primary School Provision in the North of the Borough – No Observations

## **19. Correspondence Received**

- a. Llanfrechfa Scarecrow Fun Day – 6<sup>th</sup> September 2015
  - b. Contact details for Derek Vaughan MEP
  - c. Planning Aid Wales: Planning training workshop - Tredegar, 29th June
  - d. Invitation to a workshop to develop an Adaptation Plan for the Communities sector on 15<sup>th</sup> June 2015 – OVW
  - e. Trustee opportunities with Welsh Hearts
  - f. The Ombudsman's Casebook - Issue 20
  - g. Details of the new Chair & Vice-Chair of Pontypool Community Council.
  - h. Invitation for Chair to attend Pontypool CC's Grants Presentation Evening
  - i. Play Wales' final consultation response
  - j. One Voice Wales June Training Sessions
  - k. Welsh Language Scheme – Welsh Language Commissioner
  - l. Details of the new Chair and Vice-Chair of Henllys Community Council
  - m. Details of the new Chair and Vice-Chair of Croesyceiliog & Llanyrafon CC
  - n. Details of new Chair & Vice-Chair of Cwmbran CC
  - o. Representation on Greater Gwent Pension Board – Pontypool CC
  - p. Newly Elected Mayor and Deputy Mayor of Torfaen – TCBC
  - q. Newly Elected Mayor and Deputy Mayor - Blaenavon Town Council
  - r. Invitation for Chair to attend The Linden Singers Annual Charity Concert 2015
  - s. Summer bible study course in Ponthir – Ponthir Baptist Church
  - t. Meeting of Aneurin Bevan Community Health Council – 3<sup>rd</sup> June 2015
  - u. Continued Independence of Older People Share Learnig Seminar - OVW
  - v. Integrated catchment management training – OVW
  - w. A request from Torfaen Museum Trust for a representative from Ponthir Community Council to sit on their Executive Board.
  - x. Free Planning Aid Wales training workshop for Community and Town Councillors
  - y. Asset transfer: everything you need to know – OVW
- The content of the above correspondence was noted.

**20.** The date of the next meeting of the Council will be held on Wednesday 8<sup>th</sup> July 2015 at 7.00pm at Ponthir District Sports Club.

**21. Ponthir Playing Fields** – Cllr. Davies stated that he had been contacted by residents concerning the length of the grass in the outfield. It was noted that one of the Sports Club's mowers has not been working. (**Action: Cllr. Matthews to raise at this week's meeting of the Sports Club. See Also Item 11m**)

Meeting closed at 8.20pm

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