

# PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

## Minutes of Monthly Meeting 10<sup>th</sup> May 2017

1. **Present:** Cllr. S. Bailey (Chair), N. Dominy, I. Glover, Cllr. P Matthews & PCSO Peter Walker (until 7.45pm).  
**Members of Public Attending:** Mr. P. Mishra (7.35pm to 7.45pm)  
**Clerk:** Karen Price
2. **Apologies:** Cllr. M Barrell
3. **Declarations of Interest:** None.
4. **Matters raised by the members of the public present – None**
5. **Police Report** – PCSO Peter Walker reported that, since our council meeting on 8<sup>th</sup> March, a number of minor incidents had been reported concerning issues such as missing person reports involving the same elderly resident, a missing teenager subsequently found in Caerleon, a number of vulnerable residents calling the police, the alarms at both the medical centre and dentist practice going off and a broken window in a property in The Orchard. PCSO Walker also noted that a rogue trader incident was reported and a resident had been arrested regarding an ongoing investigation relating to an incident outside of this area. Council noted that PCSO Walker would be undertaking road safety talks with pupils from Ponthir School, Seren Fach Nursery and Ponthir Playgroup. **(Action: PCSO Walker to patrol the footpath over the other side of the railway crossing following reports from residents of anti-social behaviour) 7.35pm – Mr. Mishra entered the meeting.**
6. **Installation of new street signs for Brechfa Close** – Following Mr Mishra's request at the last meeting the Clerk has contacted TCBC and received the following advice:
  - a. Brechfa Close is an unadopted road and as such TCBC would not install any signs.
  - b. The residents could purchase any required signs or the Community Council could consider doing so but both would need the permission of the landowner where any signs were proposed to be installed. If the Community Council were to consider financing any signs these would have to be bi-lingual but if the residents were to purchase they needn't be.
  - c. Initially TCBC indicated that two signs, one either side of the junction to Caerleon Road, could be a possibility. However it appears that the junction itself is part of Caerleon Road with properties from Springfield to Brambles being classed as Caerleon Road.
  - d. The residents of Paizefield would not wish to see a 'Brechfa Close' sign adjacent to their property which could lead to confusion with the addresses of those properties in Caerleon Road.
  - e. TCBC advised that in their opinion the most suitable location would either be on the pavement outside number 13 Brechfa Close, with an arrow in the direction of Brechfa Close or alternatively a sign showing both street names and two arrows in the relevant direction located on the boundary of number 13 Brechfa Close and Springfield, Caerleon Road.Mr Misha's preferred option was to have a sign installed on the junction and he informed the Council that he had spoken to the residents of Springfield who had stated that they would be willing to have a street sign attached to the concrete post on their land adjacent to the junction. **(Action: Clerk to contact TCBC for further advice)**

**7.45pm – Mr Mishra and PSCO Walker left the meeting.**

7. The minutes of the Monthly Meeting held on 12<sup>th</sup> April 2017 were approved and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bailey.

**8. Matters Arising from the Monthly Meeting held on 12<sup>th</sup> April 2017**

- a. **Testing of Ponthir Christmas Tree Lights** - (Action: Cllr. Dominy continuing to make enquiries but if unable to source someone to carry out an inspection/required maintenance then Cllrs Matthews and Dominy volunteered to carry out any required work)
- b. **Bus Shelter at The Star** – Clerk has e-mailed John Jones, TCBC, but no response received to date. (Action: Clerk to follow up).
- c. **The Star Inn** – Council noted that The Star had been put up for sale and that the rubbish, banners and beer barrels have been removed but the Christmas Tree remained, the planters were full of weeds and the garden was overgrown. (Action: Clerk to follow up with Punch Taverns)
- d. **Pot Holes in Station Road** - Clerk confirmed that TCBC had repaired some but not all of the pot holes in Station Road.
- e. **2016/17 Payments to Ponthir Community Council Members** – Clerk confirmed that the nil return had been submitted to the Independent Remuneration Panel for Wales and that details had been published on both the website and noticeboards.
- f. **Rubbish left on the service road on the other side of railway crossing in Station Road**– Cllr. Dominy noted that this has been removed.
- g. **Community Council obligations under the new pension regulations** – As part of the procedures for enrolment Council has to send a letter to the Clerk with information on the pension scheme it will offer and requesting that the Clerk confirm in writing whether she wishes to be enrolled. Council approved the content of a draft letter. (Action: Cllr. Bailey to send letter to Clerk)

**9. Finance and Accounts**

- a. Balance of Direct Plus Account as at 30<sup>th</sup> April 2017 = £12,210.48
- b. **To Approve the Following Cheques**
  - i. Acorn Garden Services (Preparation of Wildflower Bed and replanting of Village Planters) = £520.00  
Council approved the above payment.
- c. **To Approve Cheques already Paid**
  - i. Ponthir Village Hall (Payment for the hire of a room in the Village Hall sent by TCBC to Community Council in error) = £24.00  
Council approved the above payment.
- d. **To Note Standing Order/Direct Debit Payments**
  - i. TCBC (Clerk's Salary) on 20<sup>th</sup> April 2017
  - ii. Barclaycard (Ink Cartridges £73.99 & Stationery £3.00) = £76.99 (£12.83 VAT to be reclaimed)  
Council noted the above payments.
- e. **Amendment of Bank Signing Mandate** – Cllr. Glover was nominated as a new signatory on the bank account. Proposed by Cllr. Matthews and seconded by Cllr. Dominy. Council approved the addition of Cllr. Glover as a bank signatory and the necessary bank mandate was duly completed and signed. (Action: Clerk to submit to Bank)

- f. **Approval of the Quarterly Bank Reconciliation as at 31<sup>st</sup> March 2017** – Council approved the quarterly bank reconciliation and it was duly signed by Cllr. Glover. (See Appendix 1)
- g. **Approval of the Annual Return for the year ending 31<sup>st</sup> March 2017** - Council noted the Internal Auditor's report and approved the Annual Return for the year ending 31<sup>st</sup> March 2017. Proposed by Cllr. Glover and seconded by Cllr. Matthews. The Annual Audit Return was duly signed by Cllr. Bailey. (Action: Clerk to forward Annual Return to External Auditors)
10. **Renewal of Council's Insurance Policy** – Council noted the two quotes received and approved the Clerk's recommendation to take out a 5 year long term policy with Zurich Municipal as it had a significantly lower premium than the other quote provided. Proposed by Cllr. Bailey and seconded by Cllr. Dominy. (Action: Clerk to proceed with arranging renewal with Zurich Municipal)
11. **Community Improvements**
- a. **Ponthir Tidy Up Event** – Council agreed that this year's Tidy Up Event would take place on Wednesday 7<sup>th</sup> June 2017 starting at 6.30pm. Clerk noted that she had already received enquiries about this year's event from residents who had taken part previously and also from Ponthir Guides. Cllr. Glover volunteered to lead this event. (Action: Clerk to publicize event via Facebook, Website, Noticeboards and to inform TCBC. Cllr. Bailey to enquire if we could meet in The Ponthir House)
- b. **Gwent Best Kept Village Competition 2017** – Council agreed that both Ponthir and Llanfrechfa would be entered. It was noted that the judging will take place in June. (Action: Clerk to submit application forms to GAVO)
12. **Christmas Lighting Event 2017** – Council noted that a provisional date of Friday 8<sup>th</sup> December 2017 had been booked with the Village Hall and it was agreed that we should proceed with this date and arrangements would be similar to last year. (Action: Clerk to confirm booking with Ponthir Village Hall)
13. **Planning Applications**
- a. SHEN/17/P/0292/FUL Proposed: Detached dwelling on land adjacent to 1 Laburnum Cottages, Caerleon Road, Ponthir – Council agreed to submit an observation concerning future provision for 1 Laburnum Cottages as it was unclear from the application whether the proposed parking spaces were solely for the proposed building or whether they were for the shared use for 1 Laburnum Cottages and the proposed building. (Action: Clerk to submit observation to TCBC)
- b. RSTA/17/P/0241/HH Proposed: Single storey side and rear extension with patio and also the removal of the external chimney and to change the flat roof to a pitch roof at 21 Moyle Grove, Ponthir – No observations
- c. SJEN/17/P/0302/FUL Proposed: Vertical extension to provide two additional bedrooms at Windrush, Brechfa Close, Ponthir – No observations
14. **Community Council's diary procedures for July/August 2017** – Clerk confirmed that the following procedures had been actioned as follows:
- a. **Approval of Annual Return** – See Agenda Item 9g
- b. **Renewal of Data Protection Registration** – Council noted that an Annual Direct Debit is already set up for this payment.
- c. **Quarterly Bank Reconciliation and Budget Review v Actual Expenditure as at 30<sup>th</sup> June 2017** – (Action: To be included on July's Agenda)
- d. **Review of Storage Arrangements** – (Action: Clerk to review Accounting Records)

15. Council noted that the next meeting of the Afon Lwyd Working Group is due to be held on 22<sup>nd</sup> May 2017, 7pm at Ponthir District Sports Club.

**16. Consultations**

- a. Draft Integrated Sustainability Appraisal Scoping Report for the NDF – No Observations

**17. Correspondence Received**

- a. White Paper Reforming Local Government-Resilient & Renewed - OVW
- b. Information from the Armed Forces Team – TCBC
- c. WEFO Priority 3 Call for Small Scale Community Energy Proposals – OVW
- d. Link to Veterans' Gateway – TCBC
- e. TVA's Members Bulletin April 2017
- f. Health Social Care & Wellbeing Information Update – TCBC
- g. Play For Wales – Spring Issue
- h. Coal Industry Social Welfare Organization – TVA
- i. One Voice Wales News Bulletin
- j. Vacancy Non-Executive Members - Wales Audit Office
- k. National Assembly for Wales' Expert Panel on Assembly – OVW
- l. The Ombudsman's Casebook - Issue 28
- m. Audit Fees – Anthony Barrett, Assistant Auditor General
- n. Proposing a Motion for One Voice Wales 2017 Annual General Meeting.
- o. Latest news from the Information Commissioner's Office
- p. Update on installation of heart defibrillator - Ponthir District Sports Club
- q. Universal Credit - Raising Awareness – TBCB
- r. Growth of Girl Guiding in Ponthir

The content of the above correspondence was noted. Council was pleased to receive news of the expansion of Girl Guiding in Ponthir.

18. The next Meeting of the Council will be the **Monthly Meeting on Wednesday 14<sup>th</sup> June 2017 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 8.20pm

## Appendix 1 – Quarterly Bank Reconciliation as at 31<sup>st</sup> March 2017

PONTHIR COMMUNITY COUNCIL RECEIPTS PAYMENTS  
1st JANUARY 2017 TO 31ST MARCH 2017

<b>BALANCE BROUGHT FORWARD FROM 31/12/2016</b>		<b>£ 11,959.65</b>
<b>ADD INCOME</b>		
Goldies Cymru (Grant Returned)	£ 100.00	
<b>TOTAL INCOME</b>		<b>£ 100.00</b>
<b>SUB TOTAL</b>		<b>£ 12,059.65</b>
<b>LESS PAYMENTS</b>		
Barclaycard	£ 82.36	
Ponthir District Sports Club (Rent)	£ 120.00	
Colin Richradson (Xmas Tree)	£ 2,160.00	
SWALEC	£ 5.97	
Ponthir Village Hall (Xmas Tree Lighting Event)	£ 60.00	
TCBC (K Price Salary)	£ 1,634.04	
Wales Audit Office (External Audit)	£ 156.45	
Ponthir Cricket Club (Grant)	£ 300.00	
Ponthir Junior Football Club (Grant)	£ 200.00	
That Media (Newsletter)	£ 290.00	
One Voice Wales (Annual Membership)	£ 181.00	
<b>TOTAL PAYMENTS</b>		<b>£ 5,189.82</b>
<b>TOTAL BALANCE AS AT 31/03/17</b>		<b>£ 6,869.83</b>
<b>BANK BALANCE AS AT 31/03/17</b>		
DIRECT PLUS ACCOUNT	£ 6,989.83	
<b>LESS UNPRESENTED CHEQUES</b>		
Chq 400960 - Ponthir Sports Club	£ 120.00	
<b>TOTAL UNPRESENTED CHEQUES</b>	<b>£ 120.00</b>	
<b>TOTAL BALANCE AS AT 31/03/17</b>		<b>£ 6,869.83</b>
<b>Prepared By: Karen Price</b>		
<b>Date: 22nd April 2017</b>		
<b>Approved By:</b>		
<b>Date: 10/5/17</b>		

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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](http://www.ponthircommunitycouncil.gov.uk) Mae copi or ddogfen hon ar gael yn Gymraeg.  
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