

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting
10th September 2014**

1. **Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. D. Green, Cllr. T. Roberts, Cllr. Mrs. J. Bold, Cllr. Mrs. J. Morgan.
Youth Representatives: T. Bold, L. Harris
Members of Public Attending: 2 residents attended at the start of the meeting, 3 residents entered the meeting from 7.50pm and 1 resident entered at 8.10pm
Clerk: Karen Price
2. **Apologies:** Cllr. P. Matthews, Miss N. Owen, PCSO Nicola Poulson
3. **Declarations of Interest:** None
4. **Police Report** – PCSO Poulson had e-mailed the Clerk today with details of a burglary in Barnfield. Council noted that as with other recent burglaries this had occurred while the residents were away. Chair had been informed that there had been a theft of bikes from a property on Caerleon Road a few months ago which had not been reported by the police to the Community Council. Clerk informed Council that the concerns raised by residents at our August meeting had been forwarded to PCSO Poulson and she was awaiting a response.
5. The minutes of the Meeting held on 13th August 2014 were approved as a true record and duly signed. Proposed by Cllr. Bailey and seconded by Cllr. Green.
6. **Matters Arising from the Meeting held on 13th August 2014**
 - a. **Candwr Park Meadowland (See Also Item 18a)**– The Council noted that Cllr. Bevan (TCBC) has put forward a motion for the grass cutting schedule to be resumed in this area. This motion will be heard at the TCBC Meeting on 23rd September. Council agreed that any discussion on proposals that the Community Council had yet to consider and the removal of the shrubs at the entrance to Candwr Park, should be deferred until after a decision is made by TCBC. Cllr. Bold asked if the possibility of the Community Council hiring a maintenance man for our community area could be discussed in October. **(Action: Item to be added to October Agenda. Clerk to contact Dana Eynon, TCBC)**
 - b. **Community Council Credit Card** – Clerk has today received information about this card and will present this at the Council’s next meeting for consideration. **(Action: Item to be included in October Agenda)**
 - c. **Community Council’s Facebook Page** – **(Action: Clerk and Tom Bold to set up)**
 - d. **The New Model Financial Regulations** – **(Action: Clerk to present to Council for consideration when review completed)**
 - e. **Freedom of Information and Data Protection** – **(Action: Clerk and Cllr. Bailey to arrange new e-mail accounts using gov.uk)**
 - f. **Community Planning** – **(Action: Cllr. Bold and Clerk to look into)**
 - g. **Youth Council** – Clerk has circulated details to all members. **(Action: Chair to meet with Youth Representatives to discuss and to bring any proposals back to Council)**
 - h. **To order letter headed paper and compliment slips** – **(Action: To progress with this order Item 6e needs to be completed)**
 - i. **Community Council Newsletter** – In light of Item 6a there will not be an article on the Candwr Park Meadowland in the October newsletter.

- j. **The Play Area Project – (See also Item 10c)** Steve Horseman, TCBC has confirmed that the Community Council could investigate making improvements and seek grant funding. Clerk brought to the Council's attention that one of the slides in the Play Area had been fenced off last week. She has contacted Steve Horseman, TCBC, for further information which she will circulate once received.
- k. **John Carpenter's Intention to Retire** – Cllr. Green asked if there would be any mention of Mr. Carpenter's retirement in the next issue of the newsletter. (**Action: Chair to contact Mr. Carpenter to confirm details**)
- l. **Update on a meeting earlier in the year with Jacqui Rue, TCBC, concerning the transfer of the freeholds of TCBC Community Halls to Community Councils**– Chair informed Council that he had received a telephone call this week from Mr Bubela, Manager of Ponthir Village Hall. Mr Bubela confirmed that the Village Hall Committee had written to Jacqui Rue seeking clarification on why the discussions for the transfer of the freehold were with the Community Council and not the Village Hall Committee. They had also asked for a copy of the original document when the land that the Village Hall currently stands on was gifted. Once this document has been received Mr Bubela confirmed that it is the Village Hall Committee's intention to meet with the Community Council. Chair stated that he had explained to Mr Bubela that, having sought legal advice on the current freehold document, the Community Council needed to discuss the implications that any proposed transfer of the freehold of the Village Hall to the Community Council had for both organisations and until such time was unable to proceed with furthering these discussions with TCBC. Council welcomed the information received from Mr Bubela but agreed that, until there was a meeting between the Community Council and Village Hall Committee, the Community Council's position would remain as previously stated.
- m. **Llanfrechfa Village Association** – Chair stated that he had attended a recent meeting of the LVA and confirmed that the Community Library project was moving forward. The content of the Clerk's report on estimated prices and additional costs associated with providing a replacement noticeboard for Tram Lane was noted. Council approved a budget of £2,500.00 for the Clerk in consultation with the Chair to further these enquiries. Proposed by Cllr. Bailey and seconded by Cllr. Roberts. (**Action: Clerk to proceed with quotes**)

7. **Finance and Accounts**

a. Balance of Direct Plus Account as at 31st August 2014 = £27,116.55

b. **Authorisation of Cheques**

i. K Price (Postage £4.65, Stationery £7.15, Ink £32.40) = £44.20

The above cheque was approved for payment. Proposed by Cllr. Roberts and seconded by Cllr. Bailey.

c. **To Approve Cheques already Paid**

i. Ponthir Village Hall (Xmas Tree Lighting Event 2013) = £60.00

ii. Mazars (External Audit) = £246.00

Both of the above cheques were approved. Proposed by Cllr. Davies and seconded by Cllr. Roberts. Clerk informed Council that the statutory notices for the completion of the Audit would be published this week on both the noticeboards and website.

d. **To Note Standing Order Payments**

i. TCBC (Clerk's Salary) on 20th August 2014

The above payment was noted.

8. **Clerk's Hours** – Council noted that the Clerk had worked additional hours during July and August and approved an overtime payment be issued. Proposed Cllr. Green and seconded Cllr. Morgan. Chair stated that he had spoken with the Clerk about the increasing workload but that she felt that, as a large part of the additional hours claimed related to the issues surrounding the Candwr Park meadowland, any review of her hours would be better undertaken later in the year.
9. **Replacement and Replanting of Village Planters** – Council agreed that, using the remaining funds from the Best Kept Village budget, the Clerk and Cllr. Bold make arrangements to replace any broken planters with the same style of planters bought earlier in the year and to plant up all planters with Autumn/Winter planting. **(Action: As Above)**

10. Reports and Updates:

- a. **Report from the TCALC Meeting held on 9th September 2014** – Chair reported that:
- i. Another Community Council had complimented Ponthir Community Council on its website.
 - ii. The Mayor of Torfaen would like Community Councillors to take part in a quiz event.
- b. **Update from the Afon Llwyd Greenway Steering Group** – As Cllr. Roberts was unable to attend this initial meeting Cllr. Bailey attended in his place.
- i. Cllr. Bailey had suggested to the other members of the working party that Cllr. Roberts chair this group and Cllr. Roberts agreed to take on this role.
 - ii. Council approved the draft letters to be sent to Torfaen CBC and Newport CC in support of a cycle path which would link Caerleon to Cwmbran via Ponthir/Llanfrechfa.
 - iii. It was envisaged that this group would meet every three months and the Council agreed that it would pay the rent to enable these meetings to take place in the Sports Club. The next meeting would take place on the 3rd November.
 - iv. Local residents, Mr. John Palmer and Mr. David Price, who have previous experience with these types of schemes, were prepared to meet and arrange meetings with the key landowners.
 - v. It was acknowledged that a major problem would be funding but that this scheme could be split into sections that suit specific funding streams and on timescales where land or access rights will require time to negotiate.
 - vi. Council agreed that the Youth Representatives could have an important role in this project.

(Action: Clerk to send letters to Newport CC and Torfaen CBC. Clerk to book Ponthir District Sports Club for next meeting. Youth Representatives to inform Cllr. Roberts if they wish to get involved in this scheme)

7.45pm – One of the residents left the meeting.

- c. **Update on The Playground Project and a Donation of Benches by Mr & Mrs Drew's Family** – Cllr. Bailey reported that he, Cllr. Bold and the Clerk had met a representative of Play Wales and the following points were noted:
- i. The representative felt that the current layout/equipment did not seem to have had a coordinated approach.
 - ii. It was agreed that in the next issue of the Community Newsletter there will be details on a survey, which would be accessed via our website, asking residents for their current views on the play area. A draft survey was circulated to Councillors. An amendment to the question relating to the age groups was suggested. Council agreed the content of the survey but if they did have any further amendments to suggest they should contact Cllr. Bailey before the end of the week. If residents do not have access to the internet they will be able to ring the Council and a Councillor will get back to them to record their views.
 - iii. The results of this survey would be forwarded to Play Wales.
 - iv. Play Wales would like to get the views of Youth Representatives and younger residents.

- v. Play Wales would produce an overall plan for the area which could be split into smaller projects.
- vi. Council agreed that a public meeting would then take place to get residents feedback on any final proposals under consideration by the Community Council.
- vii. Mr. & Mrs. Drew's daughters have indicated that they would like to donate some benches for the play area in memory of their parents and, if approved, would like to see them installed before November. Clerk has contacted TCBC, as owners of the play area, who confirmed that any benches installed on TCBC land should be made of recyclable material. Council agreed to accept this generous donation and noted that Play Wales should be informed so the benches can be included within any plans.

(Action: Clerk to request a copy of the latest safety inspection report on the play equipment from TCBC and to forward this to Play Wales. Clerk to forward the details of the Ground Work Caerphilly representative, who had previously contacted Cllr. Bailey, to Play Wales. Chair to contact Mr & Mrs Drew's daughters. Clerk to contact Play Wales re donation of benches. Cllr. Bold to liaise with Play Wales re meeting younger residents.)

7.50pm – 3 Ponthir residents entered the meeting.

- d. **Update of the next issue of the Community Council Newsletter** – Chair reported that the next edition will be issued around 10th October. It was noted that this will allow an article for the Gwent Best Kept Village to be included.

11. Christmas Events for 2014 and 2015 and sourcing a Christmas Tree – Council agreed the following:

- a. Cllr. Bailey to investigate an alternative supplier to TCBC for a Christmas tree for Ponthir and liaise with Clerk so that she can arrange for the Christmas Lights to be installed.
- b. There would be an entrance fee for this year's event with proceeds to go towards the Play Area Project.
- c. This year's event is to be held on 5th December 2014.
- d. Chair to invite Ponthir School to sing. Cllr. Matthews to be asked to look into a PA system for the evening as it was felt that at last year's event it had been difficult to hear the children singing.
- e. Chair and Cllr. Green to look into booking a brass band to perform carols during the first half of the evening. A resident present suggested Isca Linea.
- f. Cllr. Matthews to be asked to arrange a band for the second half of the event.
- g. Council would make a donation to the bands performing on the evening.
- h. Last year the Community Council had agreed, as a one off, to pay for a hog roast. Chair to enquire whether the Village Hall Committee would be prepared to provide a hog roast which they could charge for.
- i. A decision on the arrangements for 2015 would be deferred until the New Year.

(Action: As Above)

8.10pm – 1 Ponthir resident entered the meeting during the previous item.

12. Community Council's diary procedures for September/October 2014 - Clerk confirmed that all the diary procedures were in hand.

13. One Voice Wales Training Programme 2014 – Cllr. Bold noted that there was no training specifically for Youth Representatives. Clerk highlighted the training session on Grant Applications to be held on 17th November in Usk. Councillors wishing to attend should contact the Clerk. **(Action: Clerk to contact One Voice Wales re Youth Representative training)**

14. Motions for One Voice Wales Annual Meeting 2014 – No Comments

15. Consultations

- a. **Torfaen Polling Districts Places and Stations Review 2014** – It was noted that there were no implications for the Polling Station held in Ponthir Village Hall. No Comment.

16. Grant applications

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

The Local Government Act (Misc Prov) 1976 s19

Organisation	Amount	Proposed	Seconded
Ponthir Retired People's Club	£200.00	Cllr. Bailey	Cllr. Bold

- b. Gwent Association of Voluntary Organisations (GAVO) - Gwent Best Kept Village Competition – As agreed at the previous meeting Clerk had written to GAVO as there was concern raised over competitors being asked for a donation during the competition. GAVO's response was read out. Council agreed to defer any decision until after this year's competition had been concluded. Proposed by Cllr. Roberts and seconded by Cllr. Bailey.

17. Correspondence Received

- a. Invitation for Chair to attend Pontypool CC's Grant Presentation Evening
 - b. Invitation for Chair to attend The Linden Singers Annual Charity Concert 2014
 - c. E-mail thanking the Council for a Community Grant – Ponthir Brownies
 - d. Developing a Welsh National Marine Plan (WNMP) - Welsh Government (E-Mail)
 - e. Invitation to attend Gwent Best Kept Village Presentation Evening
 - f. St David Awards 2015 – One Voice Wales (E-mail)
 - g. Letter of Thanks for Community Grant – Torfaen Community Transport
 - h. Letter of Thanks for Community Grant – Ponthir District Sports Club
 - i. Scarecrow Festival Press Releases – Llanfechfa Village Association
 - j. Ponthir Children's Play Area – E-mail from Ponthir Resident
 - k. Invitation for Chair to attend Pontypool CC Charity Gig
 - l. Model Standing Orders (Welsh Translation) – One Voice Wales
 - m. Payroll Outstanding Submission – HMRC
 - n. Heritage Lottery Fund - Opportunities to join our Committee for Wales
 - o. TOG's Newsletter
 - p. Repair Grants for Places of Worship in Wales - Approaching Deadline - OVW
- The content of the above correspondence was noted.

18. Matters Raised by Members of the Public Present

- a. **Candwr Park Meadowland – (See Item 6a)** Four of the residents present informed Council that they had attended Cllr. Huw Bevan's surgery prior to attending this meeting. Chair stated that any proposals that the Community Council would have considered have now been deferred until TCBC make their decision. The four residents asked that if TCBC voted against the motion would the Community Council arrange for a public meeting, with TCBC officers present, for residents to put forward their own proposals for this area of land. Chair stated that Councillors have met with TCBC officers to discuss alternatives to the meadowland proposals for Candwr Park but at this point in time the Community Council had not yet had a chance to discuss where each Councillor stood on any of these proposals and would like to do this before any public meeting took place. Councillors agreed to forward their views to the Chair and to discuss the arrangements of holding a public meeting at the Council's next meeting in October. **(Action: Councillors to contact Chair)**
- b. **Play Area Steps** – One resident queried the safety of the steps recently installed from the

Play Area to the garden area of The Star. Council informed him that TCBC had installed the steps due to a safety concern over the previous step that was in that location. The additional gate and fence had been installed following concerns raised to the Community Council by another resident.

19. Date of the Next Meeting

To confirm that the next Meeting of the Council will be held on **Wednesday 8th October 2014 at 7.00pm at Ponthir District Sports Club.**

Cllr. Bailey gave his apologies as he is unable to attend October's meeting.

Meeting Closed at 9.20pm

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