

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 11th December 2013

1. **Present:** Cllr. R. Davies (Chair), Cllr. T Roberts, Cllr. S. Bailey, Cllr. P Matthews, Cllr. Mrs. J. Morgan, Cllr. Mrs J Bold, PCSO Riccardo Oliver & Cllr. Huw Bevan (TCBC)
Members of Public Attending: Dave Green.
Clerk: Karen Price
2. **Apologies:** None
3. **Declarations of Interest:** None
4. **Matters Raised By Members of Public Present - None**
5. **Police Report** – PCSO Oliver reported that since the last Council meeting there had been one incident of criminal damage and an attempted break in at Park Stores. Following the attempted break in there will be increased patrols in Ponthir. Council was informed of a scam involving people selling carpet door to door. Payment is made but the carpet is not delivered. It was noted that speed checks will be undertaken after Christmas. PCSO Oliver informed Council that he had recently visited Ponthir School and accompanied some of the younger children to The Oaklands to reinforce how to cross the road safely. PCSO has looked into obtaining a banner to advertise the PACT meetings but they are not currently available. PCSO Oliver confirmed that he will be contributing an article to the next edition of the newsletter which will include the date of the next PACT Meeting. Cllr. Bevan spoke about recent e-mails that he had sent to Torfaen CBC concerning speeding vehicles and a number of appeals that he had made to have a number of street lights reinstated. To date these appeals have been unsuccessful. PCSO Oliver left the meeting at 7.20pm.
6. **Report from Cllr. Huw Bevan (Torfaen CBC)** – Cllr. Bevan highlighted Torfaen CBC's review of assisted crossing patrols for all Torfaen schools.
7. Council noted the contents of the e-mail correspondence received from Cllr. Bevan in relation to Item 5 & 6 above.
8. The minutes of the Meeting held on 13th November 2013 were approved as a true record and duly signed. Proposed by Cllr. Bailey and seconded by Cllr. Roberts.
9. **Matters Arising from the Meeting held on 13th November 2013.**
 - a. **Traffic issues in School Close and their implications on surrounding streets** – Clerk had contacted TCBC Highways Department and was informed that there was no funding available to improve parking in School Close. Council noted with disappointment that the parking problems in School Close could not be resolved easily and remained concerned that inconsiderate parking could lead to an accident involving children from the school and/or nursery. Council agreed that this situation should be monitored. **(Action: Clerk to report back to Council at January Meeting)**

- b. **Dog Control Orders** – Clerk has contacted Alison Ward, TCBC, and is still waiting for further information on possible signage for the Sports Fields. Cllr. Matthews informed Council that there had been a recent altercation between users of the Sports Fields concerning the Dog Control Orders. (Action: Clerk to contact Alison Ward again)
- c. **Community Council Newsletter** – (Action: Cllr. Davies to enquire whether Ponthir Photography Club would be able to provide a photograph of Ponthir for the next edition of the newsletter)
- d. **Community Council IT Requirements** – Clerk has contacted Ponthir School but they could not make use of the monitor or printer and so Clerk has disposed of this equipment. A member of the Ponthir District Sports Club committee has asked whether the Council is going to dispose of the computer cupboard currently in the Sports Club. Council agreed that it had no further use for this cupboard and agreed that it could be donated to Ponthir District Sports Club.
- e. **Repainting Telephone Kiosk, Tram Lane, Llanfrechfa** – Clerk has written to John Price accepting his quote to repaint the telephone kiosk and asked that this work be carried out in April.
- f. **Improvements to Ponthir & Llanfrechfa** – An order has been placed with Torfaen CBC to have a new bin installed at the bus stop at The Star which will replace a smaller bin on a nearby lamp post.
- g. **A report on the Local Council Partnership Committee Meeting held on 22nd October 2013** – Clerk had previously informed Council about Torfaen CBC's proposals for all Torfaen community centres. Cllr. Davies subsequently spoke to Mick Bubela, Ponthir Village Hall, who was unaware of these proposals and a copy of Torfaen CBC's presentation has been forwarded to him by the Clerk. It was noted that Cllr. Bevan was also unaware of these proposals. Information has been received from One Voice Wales concerning delegation of services to community councils and has been circulated to councillors. (Action: Clerk to write to Torfaen CBC expressing concern that not all interested parties had been informed of these proposals. A copy of this correspondence is to be sent to Cllr. Bevan.)
- h. **New Community Council Logo** – Dave Green has looked at the logo and Cllr. Davies has received some of his ideas. (Action: Ponthir School to be contacted in the New Year about the possibility of running a competition involving the pupils designing a new logo.)
- i. **Community Council involving younger residents in its work** – Clerk has produced both a notice and letter to be sent to local schools advertising the appointment of up to two youth representatives. The notice will be displayed from Friday 13th December. The closing date for applications is 28th February 2014 which will also allow an article to be placed in the next community council newsletter.

10. The minutes of the Finance Meeting held on 20th November 2013 were approved as a true record and duly signed. Proposed by Cllr. Roberts and seconded by Cllr. Bold.

11. Matters Arising from the Finance Meeting held on 20th November 2013

- a. **Insurance Quotes** – (Action: Clerk to undertake in the New Year)
- b. **Number of Properties in Ponthir Community Area** – This has been confirmed as 627. (Action: The number of properties in each street to be calculated to assist with newsletter delivery)

- c. **Torfaen CBC Youth Programme** – Confirmation has been received that this programme is to continue into 2014. As the funding for this year’s programme is not likely to be spent before the end of the financial year Council agreed to fund this programme for a further year. Council noted that applications for this programme are to be made directly with the job centre and not to the community council.
- d. **Precept 2014/2015** – Clerk informed Council that a letter had been received from Torfaen CBC finalizing the Council Tax Base for 2014/15 at 740. This will result in Ponthir Community Council’s total precept for 2014/15 being £15,784.20.
Cllr. Bevan left the meeting at 8.20pm

12. The following planning application was consider:

- a. 13/P/00508 First floor extension, two storey rear extension, improvements to parent building at Tram Cottage, Tram Lane, Llanfrechfa, Cwmbran. NP44 8AE - No observations to be made.

13. The following application was noted:

- a. 13/P/00491 Replacement side conservatory & new rear extension at Penbiddle, Station Road, Ponthir, Cwmbran, Torfaen, NP18 1GQ – No Observations

14. Finance and Accounts

a. **Balance of Account as at 5th December 2013**

- i. Direct Plus Account = £24,692.13

b. **Authorisation of Cheques**

- i. Councillor’s Travel Expenses – None Claimed
- ii. Cllr. Davies (Travel Expenses) = None Claimed
- iii. K Price (Ink Toner £38.98, Stamps £7.20, Travel Expenses £3.15) = £49.33

The cheque for K Price was approved. Proposed by Cllr. Bold and seconded by Cllr. Roberts.

c. **To Approve Invoices already Paid**

- i. One Voice Wales (Chairing Skills Course) = £60.00
- ii. ThatMediaGroup (Design work for possible banner re Xmas Event) = £30.00

The above invoices were approved. Proposed by Cllr. Bold and seconded by Cllr. Roberts

d. **To Note Standing Order Payments**

- i. TCBC (Clerk’s November Salary) on 20th November.

The above payment was noted.

15. Community Council Newsletter

- a. **Update on February’s Newsletter** -: It was agreed that a suggestion by Cllr. Bailey that an article on the precept should be included in the next edition.
- b. **Information researched for February’s Newsletter** - To enable a consistent approach with each article Chair will circulate a sample format to each councillor. Each article to be approximately 100 words. The deadline to receive information is 15th January 2014. Suggestions were made to use tokens or have voting slips printed on a corner of a page of the newsletter to enable residents to vote on projects under consideration by the community council. Voting boxes could be placed in the local shop, pubs etc.

- c. **Details of forthcoming events to be included in February's Newsletter** – None Received.

16. Community Christmas Event Itinerary – Council noted the itinerary that the Chair had drawn up. It was agreed to give each resident that attended a cloak room ticket which would be used to claim their free hog roast. This would also assist the council in calculating the number of people attending the event. It was agreed that there would be a collection for the Chair's chosen charity, Eden Gate. This is a charity that works with homeless people in Newport and also does various works dealing with drug and alcohol addiction. Council discussed the possibility of sourcing next year's tree from another supplier. **(Action: Cllr. Bailey to look at the Christmas Tree arrangements for next year)**

17. Reports and Updates

- a. **Report from the Chair** – Chair reported that he had attended a meeting of Llanfrechfa Village Association and had informed the association that the community council was looking into renewing the noticeboard in Tram Lane and arranging for the telephone kiosk to be repainted in the spring. An enquiry was made from the association whether the Community Council would consider converting the telephone kiosk to a library. **(Action: Item to be included on January's agenda)**
- b. **Update on the Community Foodie Project** – Cllr. Bold informed Council that a decision on this project would have to be made soon as the closing date for funding was March 2014.
- c. **Update on the Gateway Project** – Cllr. Roberts informed Council that he was in the process of arranging a meeting between himself, the Clerk and the design team from Torfaen CBC. Cllr. Roberts was also looking into the possibility of including the maintenance of other existing street furniture in our area within any maintenance contract. Council noted that similar sponsorship arrangements where local businesses sponsor maintenance were for approximately £500.

18. Community Council's diary procedures for December 2013 /January 2014. – Council noted that all diary procedures have been completed.

19. Correspondence Received

- a. Invitation to Blaenavon Schools Carol Service – Blaenavon Town Council
- b. Aneurin Bevan Community Health Council Meeting 28th November 2013
- c. War Memorials Trust
- d. Invitation to attend Christmas Tree Lighting Ceremony – Henllys CC (E-Mail)
- e. Torfaen School & College Transport Review - Cllr. Huw Bevan (E-Mail)
- f. Community Activities - One Voice Wales (E-Mail)
- g. Wales against illegal money lending – One Voice Wales (E-Mail)
- h. Building Communities - recruiting for Chair and Trustee Directors - One Voice Wales (E-Mail)
- i. Public Appointments Opportunities – One Voice Wales (E-Mail)
- j. Typhoon Haiyan Appeal Coffee Morning/Afternoon – 2/12/ 2013 - TCBC (E-mail)
- k. Letter of Thanks for Donation – Caerleon Comprehensive School
- l. Invitation to attend Christmas Tree Lighting Ceremonies – Cwmbran CC
- m. Invitation to attend Grants Presentation Evening – Croesyceiliog & Llanyrafon CC
- n. Torfaen School & College Transport Review – TCBC

- o. Letter of Thanks for Grant – Age Concern
- p. Older Persons Strategy Event – One Voice Wales (E-mail)
- q. War Memorials – One Voice Wales (E-mail)
- r. Letter of Thanks for Grant - Torfaen Community Transport
- s. Donation Request - Royal Welsh Agricultural Society
- t. Letter of Thanks for Grant – All Creatures Great & Small

The content of the above correspondence was noted.

David Green left the room whilst the following agenda item was discussed.

20. To consider the Co-option of Mr David Green to Ponthir Community Council

Council approved the co-option of David Green as a Ponthir Community Councillor. Mr. Green re-entered the room where he duly completed and signed a Declaration of Acceptance of Office form. **(Action: Clerk to inform Torfaen CBC)**

21. Gwent Best Kept Village Competition - Clerk informed Council that she had taken up Helena and Russell Thomas' offer to give the Council some advice on the Gwent Best Kept Village Competition and had invited them to attend the next Community Council meeting.

22. Electoral Arrangements for Torfaen CBC – Clerk advised Council that hard copies of the Electoral Arrangements for Torfaen CBC had just been received and would be circulated to the councillors before the next meeting.

23. Date of the Next Meeting

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

Meeting Closed at 9.04pm

A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below/Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

Telephone/ Ffôn: 07971948351
E-Mail/ E-bost: ponthircc@hotmail.co.uk