

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
11th January 2017**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. I. Glover, Cllr. N. Dominy, Cllr. P. Matthews & Tom Evans (Youth Representative)
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies :** Cllrs J Bold and M Barrell; and Cllr H Bevan (TCBC)
Apologies – Gwent Police: PC Jo Skinner.
3. **Declarations of Interest:** None.
4. **Matters raised by the members of the public present –** None
5. **Police Reports**
 - a. Council noted the content of e-mail reports received detailing incidents between 9th November 2016 and 11th January 2017:
 - i. Burglary – Hafod Road on 26/11/2016
 - ii. Burglary – Caerleon Road, Ponthir on 8/12/2016
 - iii. Parking Issue – Lamb Lane
 - iv. Two Cold Caller Issues – Hafod Road
 - v. Damage to Car – School Close
 - vi. Member of public reported a needle in the bench at Candwr Park bus stop.
 - b. The content of speed statistics for Caerleon Road, Ponthir during January/February 2016 and enforcement data for the past six months were also noted.

Speed Statistics

Location	Date/Time	Number of vehicles	Average Speed
Lamb Lane	Between 00:01hrs on 15/1/16 and 23:59hrs on 3/2/16 (20 days)	146,848	37mph
Caerleon Road, Nr Ponthir Public House	Between 00:01hrs on 16/1/16 and 23:59hrs on 30/1/16 (15 days)	65,145	27mph

2016 Enforcement Data – Caerleon Road, Ponthir

Month	Number of Visits	Total Amount of Time on Site	Number of Offences
June	3	4hrs 40mins	0
July	3	4hrs 30mins	0
August	5	7hrs 30 mins	1
September	7	11hrs 30 mins	21
October	8	13hrs 20 mins	1
November	6	10hrs 15 mins	1

(Action: Clerk awaiting details of upper speed recorded for the speed statistics)

6. **Presentation by Julian Hayman, Anuerin Bevan Health Board Engagement Team** – As Mr Hayman had not arrived Council continued with agenda. **See also after Item 8c.**

7. The minutes of the Monthly Meeting held 14th December 2016 were approved and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Glover.
8. **Matters Arising from the Monthly Meeting held on 14th December 2016.**
- a. **Cold Calling Incidents** – Council noted that these incidents occurred in Upper Llanfrechfa.
 - b. **Future Internal Auditor Arrangements** – Clerk confirmed that Mr. Roberts had signed and returned the letter of appointment. Clerk will contact Mr. Roberts in April.
 - c. **Community Newsletter** – Clerk has produced a draft of the next edition and circulated to all Councillors for comment before submitting to the publisher. Council envisaged deliveries to take place mid-February. **(Action: Councillors to review and forward any comments to the Clerk by next week. Clerk to forward newsletter link to Tom Evans. Tom to write a short bio and submit to Clerk)**

7.10pm – Mr. Hayman entered the meeting. Chair agreed to return to Item 6 on the agenda.

6. **Presentation by Julian Hayman, Anuerin Bevan Health Board Engagement Team** – This team meets with the public on a weekly basis in a variety of settings to gain patient feedback as well as conducting consultations for any major changes in health provision. Council was informed that the Specialist Critical Care Centre (SCCC) proposed for Llanfrechfa Grange had been given the go ahead by The Welsh Assembly. Major groundworks would begin in July 2017, buildings started in February 2018 with the opening scheduled for 2020/21. Mr Hayman provided the Clerk with a hardcopy update containing further details on the SCCC. **(Action: Clerk to include information in the next issue of the Community Newsletter).**

7.30pm – Mr. Hayman left the meeting and the meeting continued with Item 8d

- d. **2017/18 Precept** – Clerk confirmed that a formal request has been received from TCBC and a response sent.
- e. **Community Improvements**
 - i. **Cashpoint Facilities** – Tom Evans advised that he had continued to investigate the cost and feasibility of a cashpoint machine being installed in Ponthir. Following discussion Council noted that, given the proximity of a cashpoint located at The Spar, Ponthir Road, it was very unlikely one would be installed in Ponthir and it was agreed to discontinue enquiries.
 - ii. **Mobile Phone Signal in Ponthir** – Council noted the content of the responses received from Vodaphone and EE. Vodaphone had confirmed that it was looking at undertaking improvements to an existing mast and EE's technical team were currently looking at this issue. **(Action: Clerk to follow up)**
 - iii. **Removal of Red Dog Waste Bin (Ponthir Sports Fields)** – See Item 13
- f. **Grants**
 - i. Council noted that the requested information had not been received from the following organisations:
 - The Friends of Ponthir School
 - Ponthir Junior Football Club
 - Ponthir Cricket Club

(Action: Clerk to contact each group to advise that outstanding information must be returned by beginning of March. If not received then organisations could reapply in 2017/18 but if needed emergency grants were also available.)

- ii. **Welsh Musical Theatre Orchestra** – Council noted the information contained within this group's website and grant application form. Council agreed not to award a grant. **(Action: Clerk to inform organisation)**

- g. **Ponthir Christmas Tree Lighting Event**
- i. Council noted that Ponthir Village Hall was already provisionally booked for Friday 1st December 2017 subject to confirmation by the end of this week but 24th November and 8th December were available. It was agreed that the event should be held in December and that the Clerk should book the most appropriate date available. **(Action: Clerk to wait for Village Hall to confirm availability and to check with Ponthir School re their thoughts of holding event on a weekday evening instead of a Friday.)**
 - ii. Council noted that there were still issues with the lights and these would need to be addressed. It was also noted that 2017 was the last year under the current contract for the supply and installation of a tree together with the storage and testing of the lights. **(Action: Cllr. Dominy to begin enquiries concerning the testing of the lights and supply of tree from 2018)**
9. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31st December 2016 = £12,359.65
Council noted that this balance included the £117.18 raised at the Christmas Tree Lighting Event which will be put towards further community improvements.
 - b. **To Approve Cheques already Paid**
 - i. Torfaen CBC (Payroll Admin Fees 2014/15 & 2015/16) = £132.00
 - ii. The Gate, Llanfrechfa (The Gatecrashers, Christmas Tree Lighting) = £100.00
Council approved the above cheques.
 - c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th December 2016
 - ii. Barclaycard (Stamps 7.68, Christmas Lighting Event £32.88, Mobile Phone Top Up £20.00) = £61.52
 - iii. SWALEC (Telephone Kiosk, Tram Lane) = £5.97
Council noted the above Standing Order and Direct Debits
 - d. **Quarterly Bank Reconciliation** – Council approved the quarterly bank reconciliation and it was duly signed by Cllr. Glover. **See Appendix 1**
 - e. **Budget Report** – Council noted the contents of the Clerk's budget report and approved recommendations to revise the 2016/17 Budget. **See Appendix 2**
 - f. **Statement of Internal Control for the Year Ending 31st March 2017** - The Statement of Internal Control for the Year Ending 31st March 2017 has been completed and circulated to all Councillors prior to the meeting. Council noted the contents and agreed that the Statement should be included in April's agenda for formal approval. **(Action: Clerk to include item in April Agenda)**
10. **Torfaen CBC Payroll Service Level Agreements (SLA's) for 13/14, 14/15, 15/16 & 16/17**
Copies of these documents had been circulated prior to this meeting. Despite the Council completing the 2013/14 agreement TCBC have requested that the 2013/14 agreement be resigned as well as signing the SLA's for 2014/15, 2015/16 and 2016/17 which were not received at the time. Council agreed that all the SLA's should be signed and they were duly signed by Cllr. Bailey. **(Action: Clerk to forward completed SLA's to TCBC)**

11. Reports

- a. **Llanfrechfa Village Association (LVA)** – Cllr. Dominy reported that:
- i. The Community Council were thanked for the grant of £200.00
 - ii. A grant of £200.00 was received from Croesyceiliog and Llanyrafon Community Council.
 - iii. The LVA had donated £200 to the Newport Food Bank
 - iv. This year's supported charity is ClickSargent.
 - v. An afternoon picnic is being held on 24th June 2017.
 - vi. The LVA wished to install additional flower planters in Llanfrechfa (**Action: Cllr. Dominy to advise LVA to contact Steve Horseman, TCBC, for guidance re proposed sites**)
 - vii. The LVA are still looking to install a defibrillator but there has been a debate over the costs quoted. (See Item 11b) The LVA have been informed that Ponthir Village Hall were also looking to install a defibrillator. Cllr. Matthews stated that the Ponthir District Sports Club is also installing a defibrillator.
 - viii. The walled garden project at Llanfrechfa Grange is progressing.
 - ix. Community Library is progressing.
 - x. The next meeting is to be held on 8th February but Cllr. Dominy is unable to attend.
- b. **Gwent Valleys Area Committee Meeting** – Cllr. Glover reported that:
- i. The Gwent Police & Crime Commissioner, Jeff Cuthbert gave a presentation detailing the following priorities for Gwent Police:
 - Crime Prevention
 - Supporting Victims
 - Community Cohesion
 - Dealing with Anti-Social Behaviour
 - Effective Service DeliveryMr Cuthbert also discussed the following points:
 - Illegal/Anti-Social Parking - The Chief Constable has written to all local authorities informing them of the intention to move to civil parking enforcement by 2019 in line with all the other local authorities in Wales
 - There are currently 101 PCSO's in Gwent
 - Community projects in Gwent have three weeks left to apply to the Police and Crime Commissioner for a share of £250,000 in cash seized from criminals and from the sale of unclaimed found property.
 - ii. Other items discussed at this meeting included:
 - Nominations for good practice
 - Community Council Liaison with Torfaen CBC.
 - If any community assets had been devolved to community councils from TCBC.
 - The Clerk from Tredegar Town Council stated that they had completed a project installing defibrillators at a cost of £200 per defibrillator. Details would be circulated to the clerks.
 - 2018 First World War Beacon Commemorations
- c. **Ponthir Village Hall** - Council noted that the Village Hall Committee had held its Annual Meeting and it was agreed to extend an invitation to the Chair that should they wish to attend a future community council meeting they would be more than welcome. (**Action: Clerk to contact Chair of Village Hall Committee**)

12. **Community Council's diary procedures for January/February 2017** – Clerk confirmed that the following procedures had been actioned as follows:
- Preparation of the Quarterly Bank Reconciliation – See Item 9
 - Annual Review of Internal Audit – See Item 9
 - All Policies and Registers to be reviewed – **(Action: To be included on February's agenda)**
 - Renew membership of One Voice Wales – Awaiting Annual Renewal Form
 - Review Insurance Cover – Clerk noted that Council was at the end of the 3 year contract. **(Action: Clerk to make enquiries with various insurance providers)**
13. **Community Improvements**
- Replacement Dog Waste Bin** – Council noted the contents of Mr. Coot's e-mail and that a replacement bin has not yet been installed. Council agreed to purchase a new bin and ask TCBC to pay the costs of installation. **(Action: Clerk to contact Sian Watkins, TCBC)**
 - Ponthir Wildflower Bed** – Council agreed that the Wildflower Bed had not flowered as well as the previous year. **(Action: Clerk and Cllr. Dominy to make enquiries with organisations that specialise in wildflower planting)**
 - Bus Shelters** – Council noted the poor state of some of the sections of Perspex screening in the bus stops and agreed to revisit the possibility of paying for replacement screens. **(Action: Clerk to contact TCBC)**
14. **Future Community Council meeting dates** – Council noted that the current arrangement of holding meetings on the second Wednesday of the month was proving difficult for some Councillors to attend. Council agreed that, subject to the availability of the Sports Club, the Clerk should investigate the possibility of moving meetings to the first Tuesday of the month to take effect from February's meeting. **(Action: Clerk to contact Sports Club)**
15. **Planning**
- 16/P/01315/HH Ground and first floor extension over existing garage area at 20 Stokes Court, Ponthir, Cwmbran – No Observations
 - 16/P/01397/HH 2 story side and rear extension & single story rear/side extension at Maesgwyn, Caerleon Road, Ponthir – No Observations
 - 16/P/01272/TPO to remove two limbs extending towards the roof of 41, remove all deadwood and remove epicormics growth to a height of 5m to allow street lights to illuminate the footway at 37-41 Oaklands, Ponthir - Clerk noted that this application had been approved subject to conditions.
16. **Consultations**
- Welsh Transport Appraisal Guidance (WelTAG) – No Observations
 - UK consultation on proposals to ban the use of plastic microbeads in cosmetics and personal care products – No Observations
 - Torfaen draft assessment of Well-Being – No Observations
17. **Correspondence Received**
- Invitation for Chair to attend Buckingham Palace Garden Parties 2017 – OVW
 - Internal Auditor Required - Cwmbran Community Council
 - Call for Conservation of Biodiversity, provide / maintain a Public Amenity or Historical Building Restoration Projects expression of interest - TCBC
 - National Development Framework engagement events – OVW
 - Older People's Commissioner for Wales's Newsletter
 - One Voice Wales Bulletin

- g. Update on invoice for audit year ending 31st March 2016 – BDO
 - h. Appointment of Members to Qualifications Wales – OVW
 - i. Equality and Human Rights Commission – OVW
 - j. Winter TAFOD 2016 – TVA
 - k. Invitation for Chair and Clerk to attend a discussion group - Independent Remuneration Panel for Wales
 - l. Appointment of Chair & Members to Hybu Cig Cymru – Meat Promotion Wales
 - m. Bathing Water Review in Wales 2017 – Consultation
 - n. Battle's Over – A Nation's Tribute 100 years of Remembrance / 11th November 2018
 - o. Llanfrechfa Village Association – Thank You Letter re Community Grant
 - p. Ponthir Baptist Chapel – Thank You Letter re Community Grant
 - q. Ponthir WI – Thank You Letter re Community Grant
 - r. Macmillan Cancer Support in Your Area
 - s. Latest news from the Information Commissioners Office
- Council noted the content of the above correspondence.

18. Date of the Next Meeting – To be confirmed (See Item 14)

Meeting Closed at 8.30pm

Appendix 1 – Quarterly Bank Reconciliation

BALANCE BROUGHT FORWARD FROM 30/9/2016			£ 4,677.17
ADD INCOME			
Groundwork UK (Grant)	£	2,000.00	
VAT Refund (June 2016 to September 2016)	£	2,897.99	
Fundraising at Christmas Tree Lighting Event	£	117.18	
Precept	£	5,762.96	
			£ 10,778.13
TOTAL INCOME			
SUB TOTAL			£ 15,455.30
LESS PAYMENTS			
SWALEC (Telephone Kiosk, Tram Lane)	£	5.97	
Barclaycard	£	209.64	
The Royal British Legion (Remembrance Day Wreaths)	£	34.00	
TCBC (K Price Salary)	£	1,634.04	
Ponthir Village Hall (Village Christmas Fayre)	£	60.00	
Caerleon Comprehensive School (Grant)	£	100.00	
Ponthir District Sports Club (Grant)	£	300.00	
Acorn Garden Services (Village Planters Winter Bedding)	£	320.00	
Torfaen CBC (Payroll Admin Fee)	£	132.00	
The Gate Llanfrechfa (The Gatecrashers)	£	100.00	
Goldies Cymru (Grant)	£	100.00	
Llanfrechfa Village Association (Grant)	£	200.00	
Ponthir Baptist Church (Grant)	£	200.00	
Ponthir WI (Grant)	£	100.00	
TOTAL PAYMENTS			£ 3,495.65
TOTAL BALANCE AS AT 31/12/16			£ 11,959.65
BANK BALANCE AS AT 31/12/2016			
DIRECT PLUS ACCOUNT			£ 12,359.65
LESS UNPRESENTED CHEQUES			
400956 - Goldies Cymru	£	100.00	
400958 - Ponthir Baptist Church	£	200.00	
400959 - Ponthir WI	£	100.00	
TOTAL UNPRESENTED CHEQUES			£ 400.00
TOTAL BALANCE AS AT 31/12/2016			£ 11,959.65
Prepared By: Karen Price			
Date: 5th January 2017			
Approved By:			
Date: 11/1/17			

Appendix 2 – Budget Review

Budget Adjustments

Where there are proposed adjusted budgets the adjustments have been transferred into/from the contingency budget.

Budget Heading	Basis for Proposal
Room Rental	2016/17 – Spend to date £210 13 meetings scheduled June 2016 to March 2017(including Afon Lwyd) = £195 Estimated Total Spend = £210 + £195 = £405 Current Budget £465 - No Change
Stationary & Postage	2016/17 – Spend to date = £129.01 £7.68 to be deducted in next Barclaycard bill Current Budget £250 - No Change
IT & Office Equipment	2016/17 – Spend to date = Nil Current Budget Nil - Previously agreed that any expenditure would be deducted from Contingency Budget.
Telephone	2016/17 – Spend to date £20 £20.00 to be deducted in next Barclaycard Bill. Current Budget £40 - No Change
Subscriptions	2016/17 – Spend to date = £35 Remaining Subscription Due = One Voice Wales (£176) Estimated Total Spend = £35 + £176 = £211 Current Budget £215 - No Change
Insurance	2016/17 – Spend to date = £409.14 Current Budget £420 - No Change
Staff Costs	2016/17 - Spend to date = £5,012.12 Remaining Spend = 3 x £544.68 = £1,634.04 Estimated Total Spend = £1,634.04 + £5,012.12 = £6,646.16 Current Budget £6,550 - Shortfall of £96.16 Increase Budget to £6,650 (+ £100)
Internal Audit Fee	2016/17 – Spend to date = £100 Current Budget £100 - No Change
External Audit Fee	2016/17 – Awaiting Invoice Current Budget £210 - No Change
Chair's Allowance	Current Budget Nil - No Change
Publicity (Including Newsletter)	2016/2017 – Spend to date = £175.20 Estimated 1 issue of Community Newsletter (£268.00) Estimated Total Spent = £175.20 + £268 = £443.20 Current Budget £450 - No Change

Budget Heading	Basis for Proposal
Travel Expenses	2016/17 – Spend to date = Nil Current Budget £60 - No Change
Community Events	2016/17 – Spend to Date = £550.54 Further Commitments Tree Lighting Hall Rent = £60.00, Christmas Tree = £1,862.40, £29.08 due on next Barclaycard Bill Estimated Total Spend = £550.54 + £60 + £1,862.40 + £29.08 = £2,502.02 Current Budget = £2,350.00 - Shortfall of £152.02 Increase Budget to £2,550 (+ £200)
Training	2016/17 – Spend to date = £40.00 Current Budget £100 - No Change
Grants & Donations	2016/17 – Spend to date = £1,194.00 Further Commitments Ponthir Cricket Club = £300, Friends of Ponthir School £200.00. (Payments pending completed paperwork) and LVA (Community Library) = £250 Outstanding query concerning Ponthir Junior Football Club application Current Budget £4,000 - Reduce to £2,500.00 (- £1,500.00)
Children's Play Area Project	2016/17 – Spend to date = £27,161.18 Current Budget = £27,161.18 - No Change Project Completed
Play Area Maintenance	Initial 2016/17 Budget transferred to the Children's Play Area Budget Current Budget = Nil - No Change
Community Improvements	2016/17 – Spend to date = £1,802.50 Current Budget £1,800 - Shortfall of £2.50 Increase Budget to £2,000 (+ £200) to allow for any work between January - March.
Contingency	2016/17 - £3,726.18 already transferred to other budgets during the year. Remaining Budget £510.86 + £1,500 - £100 - £200 - £200= £1,510.86
Unallocated	Current Budget - £1,356.18 - No Change

This document is available on our website www.ponthircommunitycouncil.gov.uk
A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below.
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