

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting 11th June 2014

1. **Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. P. Matthews, Cllr. Mrs J. Bold, Cllr. D. Green, Cllr. T. Roberts, PCSO Nicola Poulson.
Youth Representatives: L. Harris, T. Bold.
Members of Public Attending: 4 representatives from Llanfrechfa Village Association, Pat Bates, TCBC (as an observer)
Clerk: Karen Price
2. **Apologies:** Cllr. Mrs. J. Morgan, Miss N. Owen.
3. **Presentation by Mr John Palmer on the Afon Llwyd Greenway** - Mr John Palmer gave a very informative presentation concerning the Afon Llwyd Greenway. Council noted the following points:
 - i. The recent upgrading of the route from Chapel Lane, Croesyceiliog to Cwmbran Boating Lake.
 - ii. The possibility and difficulties of this route being extended southwards towards Ponthir onto Caerleon and then onto other off road National Cycle Routes.
 - iii. The benefits that any proposed route could bring e.g. Secondary school children cycling to Caerleon Comprehensive would reduce the number of car journeys during the 'School Run' and would have added health benefits.
 - iv. Realistically, this is a long term project that will involve many different parties working together e.g. Ponthir Community Council, Torfaen CBC, Newport CC, Welsh Water etc
 - v. Caerleon Tourism Forum is keen to develop Caerleon into a centre for cycling.
 - vi. A staged approach where shorter sections of any proposed route are completed rather than the whole of any proposed route may be the way forward.
 - vii. There are a number of new developments within this area e.g. The Critical Care Centre at Llanfrechfa and various housing developments both in Caerleon and Cwmbran which could have a bearing on this project.
 - viii. The implications of the Active Travel (Wales) Act 2013.
 - ix. At this stage Mr. Palmer asked whether the Community Council would consider having representation on a working party which would look at the possibility and funding of a feasibility study. Mr. Palmer would be willing to be part of that group as well as a Caerleon resident who has experience of the processes involved in these projects.
 - x. Council noted that feasibility studies can range in costs from £8K to £25K but any work the working party could undertake should reduce costs.
 - xi. Any proposed route would have to be a utility route and not just recreational.
 - xii. Whilst TCBC Departments are not in position to conduct a feasibility study they are keen in principal to this route.

- xiii. Mr Palmer stated that in the past funding applications have been made to various grant awarding bodies e.g. the National Lottery.
- Cllr. Davies thanked Mr Palmer for his presentation. Council agreed to support this project. The presentation finished at 7.40pm at which point the Llanfrechfa Village Association members, Pat Bates, John Palmer and Cllr. Matthews left the meeting.
- (Action: Mr. Palmer to contact the Community Council to set up a further meeting.)**
- There was short break of 10 minutes and the meeting resumed at 7.50pm.
- 4. Declarations of Interest:** Agenda Item 14 - Cllr. Green declared an interest as his granddaughter had taken part in the logo competition. Cllr. Green did not take part in any decision for this competition.
- 5.** No matters were raised by members of the public attending this meeting.
- 6. Police Report** – PCSO Poulson reported that apart from an attempted break in at Llanfrechfa Grange there had been no incidents of crime in Ponthir or Llanfrechfa. Council noted that no arrests had been made with regard to the burglaries that had occurred earlier in the year and that the last burglary had occurred in March 2014.
- 7. Gwent Police Grants for Community Projects** – Cllr. Bailey had received details of this grant scheme via OWL and noted that it is funded by the proceeds of crime and the sale of unclaimed found property. Applications can be from £250 to £10K but cannot be used for capital projects. Grants are to assist charities, voluntary organisations and community groups involved in activities that have a positive impact on the areas they serve. Completed forms have to be in by 30th June 2014 and any funds awarded used by March 2015. Based on the list of groups that have previously received grants under this scheme Clerk has already circulated this information to Ponthir Cricket Club, Ponthir Sports Club and Ponthir Football Club. Cllr. Bailey noted that it appeared that this scheme is run every year and although there was insufficient time this year for the Council to agree a project and apply for a grant this scheme should be born in this mind in the future. **(Action: Clerk to send this information to PCSO Poulson)**
- 8.** The minutes of the Annual Meeting held on 14th May 2014 were approved as a true record and duly signed. Proposed by Cllr. Green and seconded by Cllr. Bailey.
- 9. Matters Arising from the Annual Meeting held on 14th May 2014**
- a. **Asset Register Review** – Clerk confirmed that the kettle, phone and mobile phone had been disposed of and the Asset Register amended.
- b. **Insurance Cover Review** – Clerk had confirmed that the Zurich Insurance Policy did have personal accident cover and the Official's indemnity and after consulting with the Chair had proceeded with taking out a three year policy as agreed at the Annual Meeting.
- 10. Election of Representatives**
- a. Torfaen Local Council Partnership Committee
- b. Torfaen Consumer Support Focus Group
- c. Torfaen Community Council Focus Group
- Council noted that the Clerk would continue attending the Torfaen Local Council Partnership Committee meetings but that no councillors were available to attend any of these meetings due to the time they were held. **(Action: Clerk to inform TCBC and to request minutes**

for these meetings are still forwarded to the Community Council)

11. The minutes of the Monthly Meeting held on 14th May 2014 were approved as a true record and duly signed. Proposed by Cllr. Bold and seconded by Cllr. Bailey

12. Matters Arising from the Meeting held on 14th May 2014

- a. **Installation of the steps in the children's play area by TCBC** – A site meeting is being held on 12th June when Cllr. Bold and Clerk will meet with Dana Eynon and Steve Horseman, TCBC. It was noted that Cllr. Matthews has spoken to the landlord of The Star who intends to reinstate the fence and gate into the beer garden.
- b. **TCBC's proposals for meadowland areas in Candwr Park and Barnfield** – This will be discussed at the site meeting as mentioned in Item 12a.
- c. **Best Kept Village Competition** – A banner was ordered without the GAVO Logo. Cllr. Bailey asked if the banner could be moved to the fence that ran alongside the entrance to the village hall car park to make it more visible. **(Action: Cllr. Matthews to be asked to arrange moving the banner)**
- d. **Annual Governance Statement and Internal Auditors Report** – Clerk confirmed that this paperwork had been sent to the External Auditors and that the public notice was now on display. Clerk has made some initial enquires into a community council credit card but more information was required. **(Action: Clerk to gather additional information about a community council credit card.)**
- e. **Update on Community Council's new website** – See Also Item 16a Cllr. Bold, as agreed, has set up a facebook page for the Community Council but the details will need to be amended for the Clerk to be the administrator. **(Action: Cllr Matthews to provide details on Music Event. Cllr. Davies to obtain details of Ponthir District Sports Club's beer festival and the Scarecrow Festival in Llanfrechfa. Clerk to administer the Facebook Pages with assistance from Tom Bold)**
- f. **Meeting with Jacqui Rue, TCBC** – Chair has received an initial assessment of the legal documents which Jacqui Rue had supplied. **(Action: A meeting of the sub-committee to be arranged to discuss assessment and report provided for the next council meeting)**

13. **Ponthir Baptists Church's Invitation for the Youth Representatives to speak to i-Am youth members** – Tom and Lloyd confirmed that they were available to attend this group on 20th June. **(Action: Clerk to inform Ponthir Baptist Church. Tom, Lloyd and Cllr. Davies to meet beforehand)**

8.20pm - PCSO Poulsom left the meeting.

14. **The Community Council Logo Competition** – With the exception of Cllr. Green (See Item 4) all available Councillors had reviewed all the entries and each picked their top three to create a short list. From this short list a winner was chosen as well as second and third placed entries. Council agreed a template should be made up of the winning design and that each pupil that entered would receive a certificate. The winning entry, second and third place would also receive gift tokens of £25, £15 and £10 respectively. **(Power of Well Being)** Council noted Mrs. Spooner's request that the presentation be made on 13th June as South Wales Argus was due to be in the school. Unfortunately, Cllr. Davies was unavailable and Council agreed that a separate presentation should be made when the template had been produced and the Argus could be asked to that event. **(Action: Clerk to obtain gift vouchers e.g. Vue Cinema, Mega Bowl. Chair & Clerk to arrange for the printing of certificates and reproduction of the winning design after obtaining the necessary number of quotes as per the Council's Financial Regulations)**

15. Finance and Accounts

- a. The balance of Direct Plus Account as at 30th May 2014 = £27,681.42
- b. **Authorisation of Cheques**
 - i. K Price (Village Planters £302.97, Litter Picking Equipment £112.99, Stamps £8.37, Refreshments £2.78) = £427.11
 - ii. Cllr. J Bold (Best Kept Village Expenses) = £91.21
 - iii. Cllr. R Davies (Travel Expenses TCALC Meeting & OVW Training) = £14.40
 - iv. Ponthir District Sports Club (Refreshments for Litter Picking Event) = £13.85

All the above cheques were approved for payment. Proposed by Cllr. Roberts and seconded by Cllr. Bailey.

- c. **Approval of Cheques already Paid**
 - i. ThatMediaGroup (Reusable Best Kept Village Banner) = £88.80
 - ii. Zurich Insurance = £395.84

Council approved the payment of the above cheques.

- d. **To Note Standing Order Payments**
 - i. TCBC (Clerk's Salary) on 20th May 2014The above standing order was noted.

16. Updates

- a. **Ponthir Community Council's new Website** – Cllr. Bailey presented the figures for the number of hits on the website. Clerk reported that the website address would appear on future agendas and minutes and that the dates of the monthly community council meetings, up to May 2015, had been added. Clerk also reported that she would be shortly adding a new page which would enable copies of the community council's policies, the annual audit and any other constitutional documents to be viewed on-line. Clerk thanked Lloyd for his assistance with some Welsh translation.
- b. **Gwent Best Kept Village Competition** – Cllr. Bold reported that the community litter pick combined with the removal of weeds along Caerleon Road had gone very well. Council noted that many of the volunteers were some of our younger residents. Over 20 bags of weeds and litter had been collected and TCBC collected these bags the following morning. Council noted with thanks the donation of the hi Viz vests and protective gloves by a Ponthir Resident through their employer John Liscombe Ltd. Cllr. Bold and Clerk plan to walk through Ponthir in the near future to identify other areas where similar work could be undertaken. It was suggested that for any future community events such as this that the Clerk should write to all the local organisations that receive Community Council grant funding asking that they bring these community events to their member's attention. **(Action: Cllr. Bold to write an article for the next newsletter. A further update to be produced for July's meeting. Cllr. Bailey to store litter picking equipment.)**
- c. **Update on the Gateway Site** – Cllr. Roberts has today received the contract from TCBC for the proposed Gateway site at the junction of Barnfield with Caerleon Road. Ponthir Community Council would pay a one off fee and TCBC will order and install a large planter and maintain this site, including the planter, for the first year. This would involve the grass being cut more frequently than other areas. Thereafter it would be the Community Council's responsibility to replant the planter and cut the grass verge in that area. Council approved this contract and it was duly signed. Cllr.

Roberts and Clerk will arrange to meet with TCBC Officers to discuss the wording on the planter, which will also include the new Community Council logo. **(Action: Clerk to forward the signed contract to TCBC.)**

17. Community Project Vote – Chair reported that 146 voting slips were returned which represents 22.8% of the households in our area. The improvements for the children’s play area was the most popular choice, the Christmas Lights second and the War Memorial third. **(Action: Clerk to contact TCBC and arrange a site meeting to include Cllr. Bailey and Cllr. Bold to discuss ideas to improve the play area. Item to be included in July’s agenda)**

18. Community Council’s Diary Procedures for June/July 2014 – Clerk confirmed that all the diary procedures were in hand.

19. Welsh Language Report 2013-2014 – Council approved this report. Proposed by Cllr. Bailey and seconded by Cllr. Davies. **(Action: Clerk to forward report to Welsh Commissioner’s Office)**

20. Community Council’s grant application form and criteria – Clerk had reviewed these documents and proposed an amendment to the criteria. Council approved this amendment. Proposed by Cllr. Bailey and seconded by Cllr. Roberts. **(Action: Clerk to send out application forms to local organisations)**

21. A request for financial assistance from Longbridge Thursday Coffee Club – Council noted this request and it was agreed that as with all grant requests an application form would need to be completed but in addition Cllr. Davies would arrange to contact this group directly. **(Action: Cllr. Davies to arrange a meeting with this group)**

22. Consultations

- a. Access to Information on Community and Town Councils - No Comment
- b. Public Health White Paper – Toilets for Public Use – Welsh Government - No Comment
- c. Llantarnam Community Primary School - TCBC – No Comment
- d. TCBC's proposals to reduce residual capacity (black bins) - Council felt that more education was needed and that trends for recycling rates should be monitored e.g. the effect that the removal of Bring Sites would have. Council agreed that of the three options proposed the introduction of black bags was a retrospective step which could lead to an increase in litter due to damaged bags spilling onto streets and that monthly collections may be considered unacceptable by some residents. Therefore, after discussion, Council agreed to support the introduction of a smaller black bin maintaining the fortnightly collection. Council also noted that the recycling bins/bags/boxes were not big enough for some households. **(Action: Clerk to forward comments to TCBC)**
- e. Ysgol Panteg - TCBC – No Comment

23. Correspondence Received

- a. NATO Summit information event – One Voice Wales (OVW)

Minutes for Monthly Meeting held on 11th June 2014

- b. TOG's Newsletter (E-Mail)
- c. The Ombudsman's Casebook - Issue 16 (E-mail)
- d. Proposed closure of Pontnewynydd Primary School, Pontypool. (E-Mail)
- e. Welsh Government Nature Fund (E-Mail)
- f. 'War Memorials of South Wales' at Gwent Archives - Saturday 14th June 1pm to 3pm
- g. Invitation for Chair to attend Cwmbran Community Council AGM 21 May 2014
- h. Campaign for Safer Streets – Sustrans (E-mail)
- i. Community Plan - Ponthir Resident (E-mail)
- j. 2014/2015 Mayor & Deputy Mayor – Balenavon Town Council (E-mail)
- k. Newly elected Mayor & Deputy Mayor of Torfaen – TCBC (E-mail)
- l. Invitation for Chair to attend Armed Forces Day Event – Cwmbran Community Council
- m. Invitation for Chair to attend Cwmbran Community Council AGM (E-mail)
- n. Grant Enquiry - Ponthir Junior Football Club
- o. Appointment of Chair of Welsh Health Specialised Services Committee – OVW
- p. An opportunity to be a member of the board of trustees at Llanelli Mind – OVW
- q. Natural Resource Management Bulletin – May – OVW)
- r. Grant Enquiry – Ponthir Junior Football Club (E-mail)
- s. Letter template to invite people to join the National Conversation – OVW
- t. Proposed closure of Pontnewynydd Primary School, Pontypool - Publication of statutory notice - TCBC (E-Mail)
- u. To represent the third sector at Hywel Dda Community Health Council – OVW
- v. The Voice – OVW Spring Newsletter
- w. Free Parish Council Pack – Western Power Distribution
- x. Letter of Thanks – Ponthir Resident
- y. Invitation for Chair to attend Flag Raising Ceremony – TCBC

Following Mr Palmer's presentation it was agreed to recirculate Item h, Campaign for Safer Streets. The content of the remaining correspondence was noted.

24. John Carpenter's intention to retire and the future of the village shop – Cllr. Davies informed the Council that he had been advised that Mr. Carpenter planned to retire shortly. Council noted that the shop was a valuable asset to the community particularly to our elderly residents. It was agreed that Cllr. Davies should speak to Mr. Carpenter to see what his plans were and whether he would consider any options for the shop to continue running. The possibility of a community shop being run by volunteers was discussed. **(Action: Clerk to contact One Voice Wales for information on Community Shops and to contact Penhow Community Shop)**

25. Date of the Next Meeting

The next Meeting of the Council will be held on **Wednesday 9th July 2014 at 7.00pm at Ponthir District Sports Club.**

Cllr. Green gave his apologies as he won't be able to attend July's meeting.

Meeting Closed at 9.15pm

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/Mae dogfen yma yn ar gael mewn gwefan ni www.ponthircommunitycouncil.gov.uk. Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

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Minutes for Monthly Meeting held on 11th June 2014