

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
11th May 2016**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. I. Glover, Cllr. N. Dominy & Cllr. M. Barrell.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies for Absence - Councillors:** Cllr. Mrs J Bold & Cllr. P. Matthews.
Absent – Councillors: Cllr. L. Adams
3. **Declarations of Interest:** Cllr. Bailey declared a personal interest in Item 8b as he knows the applicant socially. Cllr. Barrell declared a personal interest in Item 13 as he knows the owner of Acorn Garden Services socially. Neither Cllr. Bailey or Cllr. Barrell took part in the item they are declared an interest in.
4. **Matters raised by the members of the public present** – None
5. **Police Report** - None
6. The minutes of the Monthly Meeting held on 13th April 2016 were approved as a true record and duly signed. Proposed by Cllr. Glover and seconded by Cllr. Bailey.
7. **Matters Arising from the Monthly Meeting held on 13th April 2016**
 - a. **Installation of the Community Library** – Cllr. Dominy reported that the shelving had been constructed off site and would be installed shortly.
 - b. **Review of Christmas Tree Lighting Event 2016** – Since the Council's meeting in April Commercial Christmas had contacted the Clerk. The lights are ready for collection when Commercial Christmas are next in this area.
 - c. **Disability Access into Ponthir District Sports Club – (Action: On going enquiries by Cllr. Dominy and Clerk)**
 - d. **Installation of a new bench for Church Road, Llanfrechfa** – Chair, Cllr. Glover and Clerk had visited Church Road but felt that there wasn't a safe suitable location for a bench to be installed.
 - e. **Portable Appliance Testing – (Action: Clerk to liaise with Cllr. Matthews)**
 - f. **HM Queen Elizabeth 90th Commemorative Medals for pupils attending Ponthir School** – Clerk confirmed that the medals have been delivered. Council approved the wording for the presentation cards. **(Action: Clerk to arrange Welsh translation and printing)**
 - g. **Strategy for Gwent Best Kept Village Competition (See also items 13, 15 & 17d)**
 - i. Council noted that the BT telephone kiosk in Ponthir has been cleaned.
 - ii. Clerk to add details of the Village Tidy Up Event as an event on the Council's Facebook page.

8. Planning Applications

- a. 16/P/00214 – Single storey extension and conversion of one integral garage to playroom at 2, Llwyn On, Ponthir. NP18 1PZ – No Observations
- b. 16/P/00231 - Single storey rear house extension at 7, Stokes Drive, Ponthir, Torfaen, NP18 1PL – No Observations.

9. Finance and Accounts

- a. Balance of Direct Plus Account as at 30th April 2016 = £28,409.10

b. Authorisation of Cheques

- i. Colin Richardson (Payment for Play Equipment for Ponthir Play Area = £15,600.00 (VAT of £2,600.00 to be reclaimed)

Council approved the above cheque. Proposed by Cllr. Barrell and seconded by Cllr. Glover.

c. To Approve Cheques already Paid

- i. One Voice Wales (Pension Seminar – Cllr. Barrell) = £15.00
- ii. Zurich Insurance = £409.14
- iii. Tower Mint (Commemorative Medals for the Queen's 90th Birthday to be presented to Ponthir School pupils) = £295.56 (VAT £49.26 to be reclaimed).

Council approved the above cheques.

d. To Note Standing Order/Direct Debit Payments

- i. TCBC (Clerk's Salary) on 20th April 2016
- ii. Barclaycard (Stamps £8.32, Stationery £42.00, 2 x Village Planters £142.18) = £192.50

Council noted the above payments.

- e. **Bank account signatories for 2016/17:** Council agreed that the current signatories would remain in place for this financial year.

10. Annual Audit Return for the Year Ending 31st March 2016 – Council noted the Internal Auditor's report and approved the Annual Return for the year ending 31st March 2016. Proposed by Cllr. Glover and seconded by Cllr. Barrell. The Annual Audit Return was duly signed by Cllr. Bailey. **(Action: Clerk to forward Annual Return to External Auditors)**

11. Amended Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (no 2016/84) – Council agreed to adopt the amended Code of Conduct. Proposed by Cllr. Barrell and seconded by Cllr. Dominy. It was noted that TCBC will be running training sessions for community council clerks at a later date. **(Action: Clerk to contact South Wales Argus to place a notice in the paper as required by the regulations)**

12. New Model Financial Regulations – Having circulated a copy of these Financial Regulations the Clerk has subsequently been advised by One Voice Wales that the version e-mailed has been recalled.

- 13. Village Planters** – Clerk contacted a number of garden contractors in order to obtain quotes to renew the compost and replant all the village planters for the summer. Quotes were received from Acorn Garden Services and Morris's of Usk. Having considered both quotes Council agreed that Acorn Garden Services should be approached to carry out this work. **(Action: Clerk to contact Acorn Garden Services)**
- 14. Repair of wall at Tram Lane** – It had been identified that urgent maintenance work was required to prevent the stonework falling onto the road. Clerk had contacted a local stone mason, Mr. Jefferies, and had received a quote with two possible options to repair the damage to the wall. Council agreed that the repair should be done by realigning the wall without mortar at a cost of £150. Proposed by Cllr. Barrell and seconded by Cllr. Dominy. **(Action: Clerk to contact Mr. Jefferies)**
- 15. Cleaning of the bus shelters in Ponthir and Lower Llanfrechfa** – TCBC has provided the Clerk with details of three companies that would be able to undertake the cleaning of the bus shelters. Of the three companies contacted quotes had been received from Spotless Cleaning and Dr Squeegee. Having considered both quotes Council agreed that Spotless Cleaning should be approached to undertake this work. **(Action: Clerk to contact Spotless Cleaning to arrange a date for this work to be carried out before June)**
- 16. Ponthir Christmas Fayre 2016** - A written request has been received from local resident Natalie Davies who is organizing this event asking if the Council would consider making a donation towards the costs of hiring the Village Hall. Council noted that this is being run as a community event with the aim of allowing community groups to publicize their activities as well as raise much needed funds. Mrs Davies is organizing this on a voluntary basis with the hire of the hall the only expense. Council approved a grant of £60.00 to cover the hire of the Village Hall (Local Government Act 2000 section 2 - Power of Well Being). Proposed Cllr. Bailey and Seconded Cllr. Glover. **(Action: Clerk to inform Mrs. Davies)**
- 17. Updates**
- a. **Children's Play Area Project**
- i. Following the Council's last meeting the Clerk had submitted the Tesco grant offer acceptance documents. Confirmation has been received today that all Tesco's requirements have been met and installation work can begin.
 - ii. The proposed site plan has been submitted to TCBC and the Clerk is awaiting confirmation that this meets with TCBC's requirements.
- (Action: Clerk to liaise with the contractor in order to set a start date once the above confirmation has been received from TCBC)**
- b. **Community Newsletter** - Council agreed that the next issue should be produced for June/July and would include the following articles:
- Ponthir Children's Play Area by Cllr. Bailey
 - Llanfrechfa Community Library by Cllr. Dominy
 - Ponthir Tidy Up Event by Cllr. Bold
 - Events Diary by Cllr. Barrell
- (Action: Clerk to contact Ponthir Village Hall to enquire if they would like to include a table of regular groups/activities that are held in the Hall. Photographs to accompany the above articles can be included)**
- c. **Afon Lwyd Greenway** - No Update. Next meeting due to be held on 23rd May 2016.

- d. **Gwent Best Kept Village Competition** - Both Ponthir and Llanfrechfa have been entered with judging due to take place anytime in June. In preparation for this competition a Ponthir Village Tidy Up Event has been arranged for 18th May 2016. Meeting point is at The Star for 6.30pm. A number of residents have already volunteered. As required by TCBC Clerk has compiled a risk assessment which will be e-mailed to TCBC Neighbourhood Services. Clerk has spoken to Ponthir Village Hall to confirm that any full bags collected can be stored at the old Bring Site (next to the Village Hall Car Park) prior to collection by TCBC. **(Action: Clerk to purchase heavy duty bin liners, e-mail risk assessment to TCBC and to arrange collection of the bags by TCBC. Posters to be placed in Noticeboards and event details added to Facebook and Website.)**

18. Community Council's diary procedures for May/June 2016 – Clerk confirmed that all the diary procedures for May and June had been completed.

19. Training

- a. Cllr. Dominy to attend a planning training session in Newport East Community Centre, Moorland Park Newport 16th May, 2016 – 6:30pm to 9pm
- b. Cllr. Barrell to attend Local Councils Seminar on New Pensions Legislation and Responsibilities on 18th May 2016, Greenmeadow Golf Club at 5.30pm – 8pm

20. Consultations

- a. TCBC 'Updated Planning Obligations' and 'CSS Wales Parking Standards 2014' Supplementary Planning Guidance Documents – No Observations
- b. The Well being of Future Generations and what it means for your audit – No Observations

21. Correspondence Received

- a. Invitation to exhibition – Torfaen Museum Trust and Pontypool RFC
- b. TOGS Newsletter
- c. Invitation for Chair to attend Cwmban Community Council's Annual Primary School Eco Quiz 2016
- d. Hope GB Job Advert – Torfaen Voluntary Alliance (TVA)
- e. Motions for 2016 Annual General Meeting – OVW
- f. Planning Project 2016 – Cardiff University
- g. Wales Volunteer of the Year Awards 2016 – TVA
- h. Agenda for Monthly Meeting held on 11th May 2016
- i. Page 3 of 3
- j. TVA's Members Bulletin April 2016
- k. Update on purchase of marquee – LVA
- l. Enquiry re publication of minutes on website – Peter Mitchell
- m. New South Wales Development Officer – One Voice Wales
- n. Query concerning Village Litter Pick – Cllr. Bevan
- o. Older Peoples Commissioner for Wales Spring Newsletter – OVW
- p. Pontypool Community Youth Council – TVA
- q. Change of details – Barclaycard
- r. Smarter Energy Future for Wales Report – OVW
- s. The Ombudsman's Casebook - Issue 24
- t. RTPi Wales Planning Conference, 9th June 2016

- u. Opportunity at Consumer Council for Water - Local Consumer Advocate post in Wales – OVW
 - v. Elite - Job Vacancy - TVA
- The content of the above correspondence was noted.

22. Barnfield Children’s Play Area – Council noted the content of a resident’s e-mail concerning the play equipment in this play area and the removal of the slide platform by TCBC. Clerk has contacted TCBC Neighbourhood Services to clarify the delivery time of a replacement slide platform and is awaiting a response. **(Action: Cllr. Glover to review the play equipment in this play area)**

23. The date of the next Meeting of the Council will be the **on Wednesday 8th June at 7.30pm at Ponthir District Sports Club.**

Meeting Closed at 8.30pm

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.
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