

PONTHIR COMMUNITY COUNCIL

CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 11th September 2013

1. **Present:** Cllr. R. Davies(Chair), Cllr. T Roberts, Cllr. Mrs J. Morgan, Cllr. S. Bailey, Cllr. Mrs J Bold, Cllr. P. Matthews, PCSO Riccardo Oliver, Kate Blair (Community Foodie Officer)

Members of Public Attending: None

Clerk: Karen Price

2. **Apologies:** None

3. **Declarations of Interest:** None

4. **Matters Raised By Members of Public Present** - None

5. **Police Report** – Chair welcomed our new Neighbourhood PCSO Riccardo Oliver and thanked him for attending this meeting. PCSO Oliver reported that this year there have been 4 anti-social incidents in Ponthir: Youths drinking alcohol in Barnfield, revving cars in Barnfield, motor scooters along Station Rd and motor scooters on the playing fields. There have also been 4 crimes in Ponthir: 2 incidents of violence without injury, 1 incident of fraud and 1 drugs incident. PCSO Oliver confirmed that he does patrol this area during the evening on a regular basis and Council noted that increased patrols had been evident. Speeding vehicles at night were still an issue and PCSO Oliver stated that the speed cameras do not operate at night but he would contact the police traffic dept. and ask if this area could be included in their patrols. Council appreciated that patrol cars would be called away if there were emergencies. **(Action: PCSO to make enquiries about the cause of the traffic accident outside Barnfield in August).**

6. **PACT Meetings** – It was noted that the next PACT Meeting is due to be held on 13th November 2013 in Ponthir Village Hall. This is advertised on the Gwent Police Website. Council asked PCSO Oliver if he could look into additional ways of advertising these meetings as they are poorly attended. **(Action: PCSO Oliver to look at possibility of including agendas on notices and a roadside banner similar to that used in Caerleon)**

7. **Presentation From Kate Blair, Community Foodie Officer** – Chair welcome Kate Blair. Council noted that this is a grant funded programme for rural wards only which has only 6 months left to run. Within Torfaen this has funded a number of projects including some at Llanyafon Manor. Ms. Blair's role is to facilitate projects by providing time, materials, running workshops but not providing seeds and plants. **(Action: Cllr. Bold to liaise with Kate Blair to identify projects in Ponthir that the Council could consider. Clerk to add to this item as an agenda item until further notice)**
Ms. Blair & PCSO Oliver left the meeting.

8. **Report From Cllr Huw Bevan, Torfaen CBC** - None Received.

9. **Christmas Tree for Ponthir** – Chair wrote to Mr. Bubela, Ponthir Village Hall, in June about the possibility of holding a Christmas Event jointly with Village Hall Committee and the Community Council would arrange a Christmas Tree for Ponthir. Whilst waiting for a response Clerk has contacted Phil Grimes, TCBC, and presented a report to Council outlining basic costs and timescales for ordering a tree. Council noted that the Christmas Tree order must be placed by the end of October and therefore agreed that Chair should write again to Mr. Bubela asking if the committee could reply to the Council before our next meeting on 9th October. **(Action: Clerk to make enquiries with Mr. Grimes about the connection of Christmas Tree lights to a power supply)**

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

11. Matters arising from the minutes of the Meeting held on 10th July 2013

- a. **Police Report** – Council noted the contents of an e-mail received from Insp. Blakemore and his apologies over the lack of officers attending the Council meetings. Insp. Blakemore also confirmed that speed was not a factor in the accident outside The Gate in May **(Action: Clerk to write to PCSO Oliver to thank him for attending this meeting)**
- b. **Clarification of the effect of the Dog Control Orders on the Sports Field** – Council has not received an update from Cllr Bevan. Clerk noted that Ponthir School would also like clarification over this matter. **(Action: Clerk to enquire with Cllr. Bevan if he has had a response).**
- c. **Telephone Kiosk, Tram Lane** - The Telephone Kiosk has been connected to an electricity supply. In order to replace the light bulbs and switches access had to be gained to the housing unit which required a specific key. Clerk contacted a kiosk restoration company who were willing to lend the necessary key to the Council for one week only. Due to this time factor it would have been impossible to obtain three quotes to carry out this repair work so, after consultation with the Chair, Clerk arranged for Mr. Roger Morgan to carry out these repairs as soon as the key was received. This has now been done and an invoice received for £35.00. Council approved this payment. Proposed by Cllr. Morgan and seconded by Cllr. Bold.
- d. **War Memorial Budget** – Clerk has contacted Henllys Community Council who confirmed that following a request from Torfaen CBC they agreed to donate £100.00 p.a. towards the maintenance of a War Memorial outside their community area. Council agreed that should any request be received from Torfaen CBC then £100.00 p.a. would be donated **(Action: Clerk to amend budget accordingly)**
- e. **Filing Cabinets** – These are still to be moved to Cllr. Bailey's home. Council noted that some of the files in the cabinets have been emptied. **(Action: Chair to contact Jenny Nancarrow. Cllr Matthews, Cllr. Bailey and Clerk to move cabinets on 14th September 2013)**
- f. **Possible improvements to Ponthir & Llanfrechfa** – Cllr. Roberts had previously met with Julia Miller, TCBC, but she has now left and her replacement is Sarah Weir. This change has meant there is going to be a delay but Sarah has promised to come back with a costed scheme for a 'Gateway Site'. Cllr. Roberts will keep Council updated. Council agreed that Cllr. Roberts arrange a working party to plant daffodil bulbs on the grass verge between Caerleon Road and the houses in Barnfield. **See Also Agenda Item 22 (Action: Clerk to add this as an agenda item until further notice)**

- g. **Publication of a newsletter for Ponthir & Llanfrechfa** - See Agenda Item 21
- h. **Payroll Arrangements** – The signed payroll agreement has been returned to Torfaen CBC and a standing order has now been set up.
- i. **Contract of Employment for Clerk** – See Agenda Item 29
- j. **Community Council’s Postal Address** – Chair has spoken to Ponthir District Sports Club and they have agreed in principle that we could possibly use their address as a postal address. (Action: Clerk to make enquiries with Royal Mail)
- k. **Inspection of Assets** – See Agenda Item 22
- l. **Photographs of Councillors** – This is still to be arranged.
- m. **Request by Ponthir School for assistance in purchasing lap tops for pupils** – See Agenda Item 19
- n. **Cold Calling Query** – A resident attending the Council meeting had raised an issue concerning a Cold Calling incident that had happened to their neighbour. Following the meeting Clerk contacted the police and trading standards and both organisations visited the neighbour. Both organisations felt it was a Cold Calling issue but not a criminal issue. Trading Standards are to arrange to call in at a future Age Concern meeting held in Ponthir Village Hall to raise awareness of what a Cold Calling Zone means. Trading Standards confirmed that Rag and Bone merchants are still able to operate within a Cold Calling Zone as long as they don’t come on to a resident’s property uninvited.

12. The minutes of the Meeting held on 24th July 2013 were agreed as a true record and duly signed. Proposed Cllr. Morgan and seconded Cllr. Bold

13. Matters Arising from the Meeting held on 24th July 2013.

- a. **Planning appeal against the refusal of application 13/P/00026 for a proposed workshop/garage at The Manse, Lamb Lane, Ponthir, Cwmbran, Torfaen, NP18 1HA.** – Council noted that the appeal had been successful.

14. The Minutes of the Meeting held on 19th August 2013 were agreed as a true record and duly signed. Proposed by Cllr. Bailey and seconded by Cllr. Roberts.

15. Matters Arising from the Meeting held on 19th August 2013.

- a. **Clerk’s Salary** – Clerk has circulated information on the Clerk’s salary scales. Council noted that the Clerk is on the most appropriate salary scale.
- b. **Audit 2012/2013** – Clerk is awaiting the Notice of Conclusion of Audit from Mazars.

16. Finance and Accounts

a. **Balance of Accounts as at 30th August 2013**

- i. Direct Plus Account = £20,585.03
- ii. Instant Access Account = £11,601.75

b. **Authorisation of Cheques**

- i. Ponthir District Sports Club (April, May, June & July Rent) – Invoice Not Received.
- ii. K Price (Refreshment Expenses, Telephone Top Up & Stationary) = £58.53

The payment to K Price was approved. Proposed by Cllr. Morgan and seconded by Cllr. Matthews.

17. **Grants** - The following grant were approved using the appropriate powers:

The Local Government (Misc. Prov.) Act 1976 s19

Organisation	Amount	Proposed	Seconded
Ponthir Playgroup	£250.00	Cllr. Roberts	Cllr. Bailey

Council noted that a grant application had been received from Age Concern but it was not signed nor were there any accounts included. Council agreed to defer those applications from organisations from outside our community area until next month (**Action: Clerk to contact Age Concern in order to complete application. Clerk to compile a list of recipients and whether or not confirmation of receipt of the grant has been received.**)

18. **Budget Review against Actual Expenditure** – The contents of this review were noted. (**Action: Clerk to write to Torfaen CBC to receive an update on the Youth Job Programme**)

19. **The request from Ponthir C in Wales School to purchase additional laptops** – Chair e-mailed Mrs Spooner, Headteacher, and has received a reply. Council noted that the Church in Wales does not provide funding for IT. The laptops are £353.00 each and the school is looking to achieve 15 in total. It was felt that as all other organisations applying for grants have completed the council's grant application form and the school should be no exception. (**Action: Grant application form to be sent to Mrs. Spooner for completion**)

20. **Chairs Report** - None

21. **Publication of a Community Council newsletter for Ponthir & Llanfrechfa**
Henllys Community Council has sent a copy of their last newsletter and its contents, cost and style of the newsletter were noted. Council agreed that both ThatMediaGroup and Designer Print should be asked to provide a sample template and approved a budget of £300.00 (Local Government Act 1972 s142) to cover any costs involved in doing so. (**Action: Chair to arrange templates. Clerk to include this as an agenda item for the next council meeting**)

22. **Details of possible improvements to Ponthir & Llanfrechfa following Councillors review and the possibility of involving younger residents** – Clerk advised Council that she had already contacted Sian Watkins at Torfaen CBC and asked for estimates on a new bin for the bus stop at The Star, new play equipment for children aged 9+ for the children's play area, the repainting of the village benches and new planters. Clerk has also written to three painters and decorators to obtain quotes for the repainting of the telephone kiosk at Tram Lane. Council agreed to keep this as an ongoing agenda item. Council agreed that they would like to involve more youngsters in these projects. (**Action: Chair to place an article in the newsletter asking if younger residents would volunteer to help with improvements**)

23. **Community Council's diary procedures for August/September 2013** - Council agreed that the Councils minutes from 2005 to 2010 should be deposited with the Gwent Record Office. (**Action: Clerk to make arrangements for these records to be collected**)

24. Community Council Website Grant – Council noted that any grant would have to be spent by February 2014 and felt that the development of a website required more time than this. Council agreed to decline this grant.

25. Consultations

- a. **Expert Group on Local Government Diversity - Call for Evidence – One Voice Wales (E-Mail)** – No Comments

26. Correspondence Received

- a. Public Appointments Opportunity - Chair & Non Executive Members - Wales Audit Office (E-Mail)
- b. Co-Op Bank – Confirmation of change of signatories and address
- c. Ponthir Play Club – Thank You Letter for the Grant
- d. Welsh Language Communities Alliance – One Voice Wales (E-Mail)
- e. Appointment of Members to Wales Programme Monitoring Committee for European Structural and Investment Funds 2014- 2020 (E-mail)
- f. Advisory Panel to Welsh Ministers about Public Policy Institute (E-Mail)
- g. Appointment of Chair of Betsi Cadwaladr University Health Board (E-Mail)
- h. Communications Toolkit – One Voice Wales (E-Mail)
- i. Mayor of Torfaen’s Garden Party – 16th August 2013 (E-Mail)
- j. Scams & Swindles Campaign – Age Cymru
- k. Open Access Mapping (E-mail)
- l. Badger Vaccination Grant – One Voice Wales (E-Mail)
- m. TCALC LCPC 2013 Workshop - Friday 4th October at Cwmbran Community Council (E-Mail)
- n. Matters Arising Changes – Torfaen Local Development Plan
- o. Changes to Householder Permitted Development Rights in Wales - One Voice Wales (E-Mail)
- p. Preparation of a Community Infrastructure Levy – TCBC
- q. Appointment of Members to the Wales Tourism Advisory Board – One Voice Wales (E-mail)
- r. Older People’s Commissioner for Wales - One Voice Wales (E-Mail)
- s. Appointment of Members to Community Health Councils (CHC) – One Voice Wales (E-Mail)
- t. Social Media: A WLGA Guide for Councillors - Torfaen CBC (E-Mail)
- u. Invitation to Gwent Best Kept Village 2013 Presentation Evening – GAVO
- v. August News Bulletin - Aneurin Bevan Community Health Council (E-Mail)
- w. Appointment of Independent Member to the National Delivery Group – One Voice Wales (E-Mail)
- x. Ponthir Baptist Church and I-AM Youth Ministry – Thank You Letter for Grant
- y. Invitation to Chair to attend a Harvest Festival Charity Auction on Sunday, 22nd September at The Gate.

(Action: Chair to attend the Harvest Festival Charity Auction at The Gate. Cllrs. Matthews and Bold to attend the Gwent Best Kept Village Presentation Event)

27. One Voice Wales Training Programme - Councillors informed Clerk of the training sessions that they wished to attend. **(Action: Clerk to send booking forms to One Voice Wales and to apply for the bursary)**

- 28. Community Council Policies** – Clerk explained that in order for a contract of employment to be drawn up (See Item 29) the Council should have policies for Absence, Health and Safety, Equality, Expenses and Disciplinary and Grievance Procedures. Using the NALC Contract of Employment guidance notes the Clerk together with the Chair had drawn up these policies and procedures for the Council to consider adopting.
- a. Absence Policy – This was based on the ACAS sample policy.
 - b. Health & Safety – This was based on another Town Council’s policy.
 - c. Equality – This was based on the ACAS sample policy.
 - d. Disciplinary and Grievance Procedures – These are the ACAS procedures.
 - e. Expenses – This was based on the Financial Ombudsman sample policy
- Council noted the contents of all the above policies and agreed that they should all be adopted. Proposed Cllr. Morgan and seconded Cllr. Roberts.

Members of the Public were excluded whilst the terms of the clerk’s contract of employment were discussed due to the confidential nature of the information. (S1 Public Bodies (Admission to Meetings) Act 1960)

Clerk left the room whilst this item was discussed.

- 29. Contract of employment for the Clerk** – Council noted that contents of the draft contract and agreed a number of amendments. Proposed Cllr. Bailey and seconded Cllr. Roberts. **(Action: Chair to arrange these amendments before the Clerk can sign a contract)**
Clerk re-entered the meeting.

30. Date of the Next Meeting

The next Meeting of the Council will be held on **Wednesday 9th October 2013 at 7.00pm at Ponthir District Sports Club.**

Cllr. Morgan brought to the Council’s attention the problem of dog mess along the footpath behind Hafod Gardens. **(Action: Clerk to contact Torfaen CBC)**

Meeting Closed at 9.55pm

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.

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