

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting
12th October 2016**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. Mrs J. Bold, Cllr. N. Dominy & Tom Evans (Youth Representative)
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies for Absence - Councillors:** Cllr. I Glover, Cllr. P. Matthews & Cllr. M. Barrell.
Apologies for Absence – Gwent Police – Nicola Redman & Jo Skinner, **TCBC –** Stephen Thomas
Absent – Councillors: Cllr. L. Adams
3. **Declarations of Interest:** None
4. Tom Evans duly completed and signed a Declaration of Acceptance of Office for the role of Youth Representative. Tom confirmed that he was currently a Youth Leader at God's Young Bunch held at Ponthir Baptist Church. Clerk advised that should any matters relating to this group be discussed by the Council Tom would have to declare an interest. **(Action: Tom to provide a photograph of himself to be added to Council's Website)**
5. **Matters raised by the members of the public present –** None
6. **Police Report –** Council noted the contents of the e-mail report received. There were no incidents of anti-social behaviour or crime reported during the past month. Gwent Police is encouraging residents to complete the on-line Your Voice survey using the following link <https://www.gwent.police.uk/yourvoicesurvey/> The results of this survey will form the basis of Gwent Police's priorities for the next six months. Clerk confirmed that she had posted a link to the survey on the Council's Facebook page.
7. **Presentation by Stephen Thomas, TCBC, on the Torfaen Community Infrastructure Levy – Item Deferred**
8. The minutes of the Monthly Meeting held on 13th July 2016 were approved and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bailey.
9. The minutes of the Monthly Meeting held on 14th September 2016 were approved and duly signed. Proposed by Cllr. Bold and seconded by Cllr. Bailey.
10. **Matters Arising from the Monthly Meeting held on 14th September 2016**
 - a. **Amended Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (no 2016/84) –** Council noted the contents of the letter received from the Welsh Assembly in response to the Council's query concerning the requirement to publish a legal notice in a newspaper and the high costs involved particularly for a small community council.
 - b. **Christmas Tree Lights** – Clerk confirmed that the lights had been returned by Commercial Christmas on 10th October 2016 and she had advised and thanked One Voice Wales for their assistance in this matter. **(Action: Clerk to confirm the date of the tree and light installation with Colin Richardson. Lights to be stored with Colin Richardson)**
 - c. **Community Improvements** - Clerk noted that the overgrown grass verge in Station Road appears to have been cut back.

- d. **Publication of Expenses Paid to Ponthir Community Councillors 2015/16** – Clerk confirmed she had forwarded the required information to the Remuneration Panel and an acknowledgement had been received. Council noted that the minutes detailing the expenses paid had been published on the Council’s website as required.
- e. **Ponthir Play Area** – Council noted that since the Play Area had opened it was being well used. Clerk confirmed that a submission form had been forwarded to Tesco in order to receive the final grant installment of £2K. Two local families had also provided permission for their children to be photographed using the new play equipment with the photographs forwarded to Tesco.
- f. **Afon Lwyd Greenway** - Clerk had contacted TCBC concerning the inclusion of the Greenway in the Infrastructure Levy but had been informed that although initially considered other projects had taken priority.
(Action: Clerk awaiting details from John Palmer in order to write to:
 - i. **Newport City Council to support route through Caerleon College site**
 - ii. **Natural Resources Wales re Japanese Knotweed.)**
- g. **Ponthir Christmas Tree Lighting Event 2016** – Father Christmas has confirmed his attendance. Council approved the purchase of sweets to be given out by Father Christmas during the event. **(Action: Clerk awaiting response from Mrs Spooner, Headteacher Ponthir Church in Wales School. Cllr. Dominy to confirm the attendance of The Gatecrashers)**
- h. **Disposal of Community Council’s Historic Financial Records** – Clerk confirmed that the records would be disposed of during the next few weeks.
- i. **Remembrance Day Wreaths** – Clerk confirmed that she had contacted both Ponthir Baptist Chapel and All Saints Church Llanfrechfa and both had welcomed the offer from the Council to provide a Remembrance Day Wreath for each church. Council approved that two wreaths costing £17 each be ordered. **(Action: Clerk to order wreaths)**

11. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 30th September 2016 = £21,880.83
- b. **To Approve Cheques already Paid**
 - i. Colin Richardson Contractors (Play Area) = £13,999.42 (£2,333.24 VAT to be reclaimed)
 - ii. Colin Richardson Contractors (Play Area) = £2,994.00 (£499.00 VAT to be reclaimed)

Council noted that above two payments, along with a cheque for £15,600.00 (£2,600.00 VAT reclaimed) paid to Colin Richardson Contractors in May 2016, brought the total investment in the Children’s Play Area to £27,161.18 (£32,593.42 less VAT of £5,432.24 to be reclaimed)

 - iii. Pontypool Community Council (Publication of Code of Conduct Notice) = £210.24

Council approved the above cheques.
- c. **Future Internal Auditor arrangements** – Council noted that this year’s internal auditor did not wish to undertake future audits. Noting last year’s advice provided on sourcing a replacement internal auditor, Council agreed that enquiries should firstly be made with an alternative former councillor who had previously expressed his interest in doing so. If he is unable to undertake this role Council agreed that the Clerk should make further enquiries. Council agreed to use the terms of appointment drawn up last year. **(Action: Clerk to contact former councillor.)**
- d. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk’s Salary) on 20th September 2016
 - ii. Barclaycard (Garden Equipment for Village Clean Up Event £14.37, Stationery £63.99) = £78.36
 - iii. SWALEC (Telephone Kiosk, Tram Lane) = £5.97

Council noted the above payments.

- e. **Quarterly Bank Reconciliation** - Council approved the quarterly bank reconciliation and it was duly signed by Cllr. Dominy. Council noted that the final installment of the Precept was due in December (£5K), a VAT claim of £2.8K had been submitted in October and the final installment of the Tesco Grant (£2K) was due shortly. **See Appendix 1 – Bank Reconciliation July 2016 – September 2016**
- f. **Budget Report & Amendments** – Council noted the contents of the budget report and the Clerk’s recommendations for a revised 2016/17 Budget for the remainder of the year. The recommendations were:
- i. The budget for the Play Area Project had been exceeded due to an issue with the safety surface initially installed and this should be cleared by transferring funds from the General Contingency Budget.
 - ii. The Community Events Budget was expected to exceed the initial budget set due to the presentation of commemorative medals to Ponthir School Children marking the 90th birthday of Queen Elizabeth. An additional £300 to be transferred from the General Contingency Budget.
 - iii. A number of the remaining budgets are expected to be underspent and so could be reduced with the General Contingency Budget increased by the reductions in those budgets.
- Council approved the Clerk’s recommendations with the following additional amendments:
- iv. The IT and Office Equipment Budget heading would be removed and the budgeted amount transferred into the General Contingency Budget.
 - v. As the Insurance had been paid for this year the remaining balance of £10.86 within this budget would be transferred to the General Contingency Budget.

See Appendix 2 – Actual Spend against Budget 2016/17

See Appendix 3 - October Revision for 2016/17 Budget

- g. **New Financial Regulations** – Cllr. Bailey confirmed that the new Financial Regulations were still being reviewed and would be presented for consideration at November’s meeting. **(Action: Cllr. Bailey and Clerk to complete review)**

12. Emergency grant application from Ponthir District Sports Club – Council noted that although a balance sheet had been provided the required full set of accounts had not. **(Action: Clerk to contact the Club. Application to be considered when a full set of accounts has been provided)**

13. Updates/Reports

- a. **Llanfrechfa Village Association (LVA)** – Cllr. Dominy reported that the LVA was looking to change some of its annual events e.g. There may be a theme to next year’s Scarecrow Festival, a Summer Fete may be introduced next year. Council noted that it would be happy to help advertise the LVA’s events on its website, Facebook Page and on the Community Noticeboards.
- b. **Community Newsletter** – Council agreed that it needed to aim for the next edition to be published before the Christmas Tree Lighting Events. Articles would include:
 - i. Play Area
 - ii. Best Kept Village Competition/ Community Improvements
 - iii. Introducing Tom Evans, Youth Representative
 - iv. Dates of Community Events

14. Community Council’s diary procedures for October/November 2016 - Clerk confirmed the following procedures had been actioned as follows:

- a. Quarterly Bank Reconciliation – See Item 11e
- b. Ordering of Remembrance Day Wreaths – See Item 10i
- c. Preparation of next year’s budget – **(Action: To be included on November’s Agenda)**

15. Community Improvements

- a. **Gwent Best Kept Village Competition** – Clerk reported that Cllr. Matthews attended the presentation evening last Friday. Unfortunately neither Ponthir nor Llanfrechfa won a prize but Ponthir received a Highly Commended certificate as the most improved village. Ponthir scored 83% and judge's comments included:

- i. No litter present on streets. Areas that had been less tidy last year are now spotless.
- ii. Some of the older housing areas had some weeds in the roadway.
- iii. The church had an immaculately maintained garden where people were made welcome to enjoy the peace and quiet.
- iv. The public houses were well maintained and the recreational area was used to capacity.
- v. The pavements alongside the main road were now planted and well maintained.

Council noted the huge contribution made by the volunteers who attended the Ponthir Clean Up Event and the assistance that TCBC provided both on this event and when various maintenance issues had been reported to them by the Clerk.

Llanfrechfa scored 78% and the judge's comments were:

- i. Village Clean and Tidy
- ii. Verges overgrown
- iii. Right of Way Path overgrown
- iv. Church area well kept

Council also noted that Ponthir Church won their category. **(Action: Clerk to send thanks to volunteer residents and to TCBC, to inform the pubs in Ponthir of the judge's comments and to place a copy of the certificate in the Ponthir noticeboard and on Facebook. Article to be included in the next Community Newsletter)**

- b. **Village Planters** – Clerk had obtained an estimate of £230.00 from Acorn Garden Services to replant the village planters in Ponthir and Llanfrechfa with winter bedding and to top up with compost where necessary. Council agreed that the Clerk arrange for this work to be carried out by Acorn Garden Services. In addition to the estimate Clerk had looked at the possibility of replacing the three stone planters in Stokes Drive with wooden planters. Council agreed not to proceed with the replacements at this time but this would be reviewed in the Spring. **(Action: Clerk to contact Acorn Garden Services)**

16. Planning Application 16/P/01158/VAR Proposal: Extend condition 2 of 11/P/00415 beyond 5 year expiry date for the erection of first floor over double garage at 16 Badgers Meadow Ponthir – No Observations

17. Consultations

- a. IRPW Draft Annual Report Consultation - February 2017 – No Comments

18. Correspondence Received

- a. Response to the proposal on mergers of Local Justice Areas in Wales - OVW
- b. Public Appointments Opportunities - OVW
- c. Public Appointments Opportunities - OVW
- d. Recycle Week - The Unusual Suspects - WRAP Cymru
- e. Review of Parliamentary Constituencies in Wales Initial Proposals – Boundary Commission for Wales
- f. Planning training – Planning Aid
- g. Co-Op Community Fund – TOGS
- h. TVA's Autumn TAFOD 2016
- i. Temporary Road Closures associated with Carriageway Resurfacing Works – TCBC
- j. Donation Request – Oliver Morgan
- k. Land Transaction Tax and Anti-avoidance of Devolved Taxes (Wales) Bill – Welsh Assembly

- l. Cardiff Metro Event 31st October 2016
 - m. Culture, Welsh Language and Communications Committee - what should it focus on?
 - n. Update on Local Government Reform - OVW
- Council noted the content of the above correspondence.


19. The date of the next Meeting of the Council will be on **Wednesday 9th November 2016 7.00pm at Ponthir District Sports Club.**

20. Cwmbran Big Event 2017 – Clerk reported that she had received an e-mail from TCBC enquiring whether or not Ponthir Community Council would be able to financially support next year’s event. As a response was required as soon as possible Councillors agreed that based on the Community Council’s current financial position (See Item 11f) it was unable to assist on this occasion. **(Action: Clerk to inform TCBC)**

21. Ponthir Carol Service Thursday 8th December 2016 at 7pm – Clerk reported that a representative from the Council had been invited to attend this service. Tom Evans confirmed that he would be able to attend. **(Action: Clerk to inform Jill Willams and make enquiries concerning a reading)**

Meeting Closed at 8.25pm

Appendix 1 – Bank Reconciliation July 2016 – September 2016

BALANCE BROUGHT FORWARD FROM 30/6/2016		£ 18,275.58	
ADD INCOME			
Precept	£ 5,762.96		
TOTAL INCOME		£5,762.96	
SUB TOTAL			£ 24,038.54
LESS PAYMENTS			
Wayne Jefferies (Wall Repair, Tram Lane)	£ 150.00		
Barclaycard	£ 332.70		
TCBC (K Price Salary)	£ 1,634.04		
SWALEC (Telephone Kiosk)	£ 5.97		
Data Protection Registration	£ 35.00		
Colin Richardson Contractors (Play Area)	£ 16,993.42		
Pontypool Community Council (Code of Conduct Publication)	£ 210.24		
TOTAL PAYMENTS		£ 19,361.37	
TOTAL BALANCE AS AT 30/9/2016			£ 4,677.17
BANK BALANCE AS AT 30/9/2016			
DIRECT PLUS ACCOUNT	£ 21,880.83		
SUB TOTAL		£ 21,880.83	
LESS UNPRESENTED CHEQUES			
400945 - Colin Richardson Contractors	£ 13,999.42		
400947 - Colin Richardson Contractors	£ 2,994.00		
400948 - Pontypool Community Council	£ 210.24		
TOTAL UNPRESENTED CHEQUES		£ 17,203.66	
TOTAL BALANCE AS AT 30/9/2016			£ 4,677.17
Prepared By: Karen Price			
Date: 4th October 2016			
Approved By: 			
Date: 12/10/16			

Appendix 2 – Actual Spend against Budget 2016/17

ROOM RENTAL				
Date	Month	Actual Amount Spent	Budget	Remaining Budget
01/06/2016	Oct 2015 to May 2016	£ 210.00		
		£ 210.00	£ 465.00	£ 255.00
STATIONERY & POSTAGE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
08/04/2016	Paper	£ 2.50		
	Stamps, Stamper, Ink, Folders	£ 43.32		
09/05/2016	Paper, Stamps	£ 10.18		
11/07/2016	Paper	£ 2.50		
08/08/2016	Paper, Envelopes	£ 3.17		
		£ 61.67	£ 300.00	£ 238.33
IT DEVELOPMENT & OFFICE EQUIPMENT				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 200.00	£ 200.00
TELEPHONE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
09/06/2016	Mobile Top Up	£ 20.00		
		£ 20.00	£ 40.00	£ 20.00
SUBSCRIPTIONS				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
12/08/2016	Data Protection	£ 35.00		
		£ 35.00	£ 215.00	£ 180.00
INSURANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
04/05/2016	Zurich	£ 409.14		
		£ 409.14	£ 420.00	£ 10.86

STAFF COSTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
20/04/2016	April Salary	£ 544.68		
20/05/2016	May Salary	£ 544.68		
20/06/2016	June Salary	£ 544.68		
20/07/2016	July Salary	£ 544.68		
22/08/2016	August Salary	£ 544.68		
20/09/2016	September Salary	£ 544.68		
		£ 3,268.08	£ 6,550.00	£ 3,281.92
INTERNAL AUDIT FEES				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
11/05/2016	C Thomas	£ 100.00		
		£ 100.00	£ 100.00	£ -
EXTERNAL AUDIT FEES				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 210.00	£ 210.00
CHAIRS ALLOWANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ -	£ -
PUBLICITY (INCLUDING NEWSLETTER)				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
28/09/2016	Code of Conduct Legal Notice	£ 175.20		
		£ 175.20	£ 650.00	£ 474.80
REIMBUSMENT OF TRAVELLING EXPENSES				
Date	Councillor/Clerk	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 120.00	£ 120.00

COMMUNITY EVENTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
26/04/2016	Tower Mint	£ 246.30		
09/06/2016	Village Tidy Up Event Refreshments	£ 35.71		
11/07/2016	Presentation to Ponthir School Pupils	£ 50.83		
		£ 332.84	£ 2,050.00	£ 1,717.16
TRAINING (MEMBERS & CLERK)				
Date	Course	Actual Amount Spent	Budget	Remaining Budget
06/04/2016	Planning Aid (Cllr. Dominy)	£ 25.00		
25/04/2016	Pension Seminar (Cllr. Barrell)	£ 15.00		
		£ 40.00	£ 210.00	£ 170.00
GRANTS AND DONATIONS TO LOCAL ORGANISATIONS				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
13/04/2016	All Saints Church - Flower Festival	£ 100.00		
		£ 100.00	£ 4,000.00	£ 3,900.00
CHILDREN'S PLAY AREA PROJECT				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
11/05/2016	Colin Richardson	£ 13,000.00		
28/09/2016	Colin Richardson	£ 11,666.18		
28/09/2016	Colin Richardson	£ 2,495.00		
		£ 27,161.18	£ 24,961.17	£ 2,200.01
PLAY AREA MAINTENANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ -	£ -

COMMUNITY IMPROVEMENTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
06/04/2016	Acorn Garden Services (Wildflower Bed)	£ 100.00		
18/04/2016	SWALEC	£ 5.69		
05/05/2016	Planters	£ 142.18		
26/05/2016	Spotless Cleaning (Bus Shelters)	£ 97.50		
26/05/2016	Acorn Garden Services (Planters)	£ 370.00		
09/06/2016	Village Tidy Up	£ 24.17		
29/06/2016	Village Maintenance	£ 360.00		
13/07/2016	Wayne Jefferies (Tram Lane Wall)	£ 150.00		
15/07/2016	SWALEC	£ 5.69		
11/07/2016	Village Bench	£ 186.75		
11/07/2016	Bedding Plants	£ 29.83		
08/08/2016	Bedding Plants	£ 5.00		
		£ 1,476.81	£ 1,800.00	£ 323.19
TOTAL		£ 33,389.92	£ 43,315.00	£ 9,925.08
CONTINGENCY				
Date	Item	Actual Amount Spent	Original Budget	Remaining Budget
13/04/2016	Play Area Project - Tarmac Paths	£ 926.17		
08/06/2016	Community Improvments	£ 300.00		
		£ 1,226.17	£ 2,250.00	£ 1,023.83
UNALLOCATED BUDGET				
Date	Item	Actual Amount Spent	Original Budget	Remaining Budget
		£ -	£ 5,398.67	£ 5,398.67

