

PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTIR

Minutes of Monthly Meeting
13th April 2016

1. **Present:** Cllr. S. Bailey (Chair), Cllr. Mrs. J. Bold, Cllr. I. Glover, Cllr. N. Dominy.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Cllr. M. Barrell, Cllr. P. Matthews and Gwent Police.
3. **Declarations of Interest:** None
4. **Matters raised by the members of the public present** – None
5. **Police Report**
 - a. Council noted that over the past month for the whole of the Llanyafon South Ward there had been:
 - i. 1 incident involving the protection of a vulnerable adult.
 - ii. 1 incident concerning threats via Facebook.
 - iii. 1 incident involving a vehicle being driven in an anti-social manner.
 - b. The community messaging system OWL has been replaced with GWENT Now. The web address is gwentnow.org.
 - c. Gwent Police are in the process of carrying out the latest round of surveys and holding meetings with councillors to identify priorities for each ward. These will be published on the Gwent Web in the next couple of weeks.
6. **Report from Huw Bevan, Torfaen CBC** – None
7. The minutes of the Monthly Meeting held on 9th March 2016 were approved as a true record and duly signed. Proposed by Cllr. Bold and seconded by Cllr. Dominy.
8. **Matters Arising from the Monthly Meeting held on 9th March 2016**
 - a. **Installation of the Community Library** – See Item 10a
 - b. **Review of Christmas Tree Lighting Event 2016** – Council noted that, following the intervention of One Voice Wales, contact had been made with Commercial Christmas who had agreed to collect the Christmas Tree Lights and service them free of charge. Clerk had subsequently attempted to contact Commercial Christmas to advise that the lights were available for collection. However follow up e-mails to this company had been returned as failed messages today. (**Action: Clerk to phone and send a letter to Commercial Christmas. One Voice Wales to be kept informed**)
 - c. **Disability Access into Ponthir District Sports Club** – (**Action: On going enquiries by Cllr. Dominy and Clerk**)
 - d. **Installation of a new bench for Tram Lane, Llanfrechfa** – Chair and Clerk have been looking at a number of bench suppliers. Council considered that as the stone wall in that location needed some maintenance work this should be completed before any decision made on the bench. Cllr. Bailey noted that the Llanfrechfa Village Association (LVA) had asked if the Council would consider installing a bench in Church Road. Council agreed that a safe location would need to be identified before this request could be

considered. (Action: Clerk to follow up contractor re maintenance of stone wall.
Clerk and Chair to review possible locations for a bench in Church Road.

- e. **Portable Appliance Testing – (Action: Clerk to liaise with Cllr. Matthews)**
- f. **HM Queen Elizabeth 90th Commemorative Coins for Pupils Attending Ponthir School** – Clerk confirmed that after contacting Mrs Spooner, Headteacher, she had ordered 120 coins and was awaiting delivery. Initial research of the costings for presentation cards to go with the coins was approximately £30.00. (Action: Clerk to obtain exact costings for bilingual presentation cards when coins received)
- g. **Torfaen Young People's Music & Arts Trust Grant Application** – Council noted that this application was originally received in October 2015 but the required paperwork had not been included with the application. Clerk had contacted the group requesting the missing paperwork but to date nothing has been received. Council agreed that as six months had passed this application had now lapsed.
- h. **Strategy for Best Kept Village Competition** – Council noted the following points:
 - i. Clerk has written/e-mailed a number of local organisations to see if any of their members would volunteer to assist the Council in improving the appearance of Ponthir e.g litter picking, watering of village planters etc.
 - ii. Clerk has e-mailed TCBC informing them that the Community Council would consider arranging the cleaning of the shelters in Ponthir and Lower Llanfrechfa subject to quotes received from companies able to undertake this work. Andrew Villars, Highways Maintenance is considering this suggestion and will respond accordingly.
 - iii. Council noted that the telephone kiosk by the Ponthir Children's Play Area requires cleaning.
 - iv. Clerk had made enquiries with the contractor that the Council used last year to obtain a quote for the maintenance work identified at the last meeting but unfortunately he was unable to undertake this work. Clerk had therefore:
 - i. Submitted a request to TCBC to cut back the ferns/brambles encroaching onto the grass verge at Lamb Lane as part of the next scheduled grass cutting.
 - ii. Contacted another local garden contractor to quote for the preparation of the wildflower bed at the grass verge near the junction of Barnfield/Caerleon Road. A quote was received and following consultation with Cllr. Bailey this work was authorized. (See Item 12b(i))
 - iii. Costings for two additional planters to be installed at the Hafod Road have been received and in consultation with Cllr. Bailey these have now been ordered.
 - iv. The garden contractor who completed the wildflower bed has been asked to provide a quote to plant up all the village planters in Ponthir and Llanfrechfa with summer bedding plants.

(Action:

Clerk to:

- **Contact BT re cleaning of telephone kiosk in Ponthir.**
- **Follow up the request for the cutting back of ferns/brambles at the bus stop at Lamb Lane with TCBC.**
- **Follow up the suggestion that the Community Council would consider arranging for the cleaning of the bus shelters with TCBC.**

Cllr. Dominy to liaise with Cllr. Barrell re setting up a Facebook Group to communicate community clean up events)

9. The minutes of the Extra-Ordinary Meeting held on 21st March 2016 were approved as a true record and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bold.
10. **Matters Arising from the Extra-Ordinary Meeting held on 21st March 2016**
- a. **Installation of the Community Library, Tram Lane, Llanfrechfa** (Action: Cllr. Dominy monitoring)
 - b. **Funding Bid in relation to the first phase of the Afon Lwyd Greenway from Caerleon to Ponthir** – A letter of support taking on board the comments made at the meeting had been circulated and submitted prior to the deadline date.
 - c. **Finalisation of proposed new equipment and proposed improvements to Ponthir Play Area (See Also Item 16c)** – The revised quotation and details of the multiplay unit have been circulated to all Councillors. Council approved the specification of the Multiplay Unit.
11. **Election of a Representative for Ponthir School Governors** – Council noted that Dave Green, who had resigned from the Council last year, had been the previous representative. Mrs Spooner, Headteacher of Ponthir School, had contacted the Clerk to advise that a Governors meeting was due to take place this May and to ask if a representative from the Council would be available to attend. Cllr. Dominy was elected as the Council's representative. Proposed by Cllr. Glover and seconded by Cllr. Bailey.
12. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31st March 2016 = £22,599.68
 - b. **To Approve Cheques already Paid**
 - i. Acorn Garden Services (Preparation of Wildflower Bed) = £100.00
 - ii. Planning Aid Wales (Training Course – Cllr. Dominy) = £25.00

Council approved the above Cheques.
 - c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th March 2016
 - ii. Barclaycard (Stationery) = £3.00
 - iii. SWALEC (Telephone Kiosk, Tram Lane) = £5.97

Council noted the above payments.
 - d. The quarterly bank reconciliation as at 31st March 2016 was approved by Council and duly signed by Cllr. Glover. (See Appendix 1)
 - e. **Review of 2015/2016 Budget to Expenditure in order to finalize the 2016/2017 Budget (See Appendix 2 & 3)**
 - i. Council reviewed the 2015/16 Budget to Expenditure and noted the following points:
 - The expenditure for the rent of the village hall for the Christmas tree lighting event should be included within the budget for Community Events and not with the Room Rental budget.
 - An invoice totaling £165.00 is due from the Sports Club in relation to the room hire for Council meetings.
 - The Children's Play Area Budget will be carried forward and spent in the 2016/17 financial year.
 - The total net amount spent by the Council for 2016/17 was £15,951.83. This figure is lower than forecast and has resulted in a higher balance being carried forward into this current financial year.

- ii. Council reviewed the forecast 2016/17 Budget which was agreed in October 2015 and agreed the following changes:
 - The Community Events budget for 2016/17 should be increased by £50.00 to allow for future hall hire fees for this event.
 - The Community Events and Christmas Decorations Budgets to be combined under one heading 'Community Events' with a total budget of £2,050.00
 - The Room Rental budget for 2016/17 will have to be increased by £165.00 to allow for the outstanding invoice.
 - To round up the Staff Costs budget to £6,550.00
 - Increase the Subscription Budget to £215.00 to allow for the increase in the One Voice Wales annual subscription.
 - Play Area Maintenance – **See Item 16c**
- iii. Council reviewed the forecast budgets for 2017/2018 and 2018/19 and agreed the following:
 - A Play Area Maintenance Budget of £2,000.00 would be included within each year's forecast budgets.
 - A 1% rise per year has been factored into the staff costs and a 2.5% rise per year into the Precept.
 - As 2017 is an election year £2,500.00 has been included within an Election Contingency Budget.
 - If there are any new Councillors in 2017 the budgets for Travel Expenses and Training have been set at £150.00 and £330.00 respectively to allow for any additional training requirements.

13. Council approved the Annual Review of Internal Audit and it was duly signed by Cllr. Bold.

14. **Review of the Community Council's Insurance Policy** – Clerk confirmed that a renewal schedule has been received with an initial estimated renewal premium of £409.14. Apart from amending the estimated value of staff costs for this next year and the addition of two new village planters no other amendments were required. Council agreed that the Clerk should advise Zurich Insurance Company of the amendments and that the resulting premium be paid. Council noted that the current policy was part of a three year contract with this year being the final year.
(Action: Diary note to be made for March 2017 to obtain quotes from other insurance companies)

15. The dates of the Monthly Council Meetings for 2016/17 were confirmed as the following:

<u>2016</u>	<u>2017</u>
8th June	11th January
13th July	8th February
10th August (This meeting will be held if there are urgent items of business that cannot wait until the September Meeting)	8th March
14th September	12th April
12th October	10th May (Including Annual Meeting)
9th November	
14th December	

16. Reports and Updates

- a. **Local Council Partnership Meeting** – Clerk reported that not enough community councillors were in attendance resulting in the meeting being inquorate. TCBC officers were asked to provide updates to the community council clerks via e-mail and where received these have already been circulated. TCBC has a new Corporate Plan with the following three priorities:
 - i. Cleaning and Greening –New local teams are being set up to deal with street cleansing and greening (grass cutting, hedge cutting etc.) Details of these teams will be circulated to community councils when finalized.
 - ii. Education
 - iii. Protecting the Vulnerable
- TCBC is keen to work with community councils but it was noted that if community councils were being asked to contribute towards a service this had to be done before the community councils set their budgets. If community councils were making a contribution it was felt that they should also have a say in the delivery of that service.
- b. **Llanfrechfa Village Association** – Cllr. Bailey reported that Cath Cleaves, TCBC, had given a presentation on TCBC's Corporate Plan. It was noted that the LVA are purchasing a marquee which the Community Council had previously contributed towards via a Community Grant. The 40mph speed limit from Edgehill to Ponthir was discussed with the LVA considering making a request to reduce the speed limit to 30mph. It was noted that the walled garden project at Llanfrechfa Grange (which was considered within a different region to the Ponthir Children's Play Area) had received £12k from the Tesco Bags of Help Grants.
 - c. **Children's Play Area Project**
 - i. Council noted the contents of the site plan and the quote from the contractors to replace the existing path in the children's play area as well as install new pathways linking the play equipment. Council agreed that if no work was done on the paths it would detract from the work already agreed. It was noted that the Council had sufficient funds within the Unallocated Budget to increase the Play Area Maintenance Budget for the tarmac option but not for the rubber crumb option. Council agreed that paths should be installed with a tarmac surface.
 - ii. Council agreed that the siting of the picnic tables and benches needed to be reviewed and discussed with the contractor.
 - iii. Council noted that at a future date it should consider replacing the section of wooden fencing around the play area.

(Action: Clerk to inform contractor that the preferred surface for the paths is the tarmac option and to discuss siting of benches and picnic tables. Clerk to diarise a request for later in the year to obtain quotes to replace the section of wooden fencing)

17. Community Council's diary procedures for April/May 2016 – Clerk confirmed:

- a. Quarterly Bank Reconciliation and Budget Review completed (See Item 12d & 12e)
- b. Renewal of Insurance Policy completed (See Item 14)
- c. Annual VAT return has been submitted
- d. The audit forms have arrived today and the completion of these has been set as a priority for next week.

18. To consider supporting the following community events:

- a. **Ponthir Christmas Fayre 2016** – Council agreed that in principle they are keen to support community events. It was agreed that the Clerk should contact the organizer of this event to inform her that should financial assistance be required to enable this event to be held a letter

should be submitted to the Community Council for consideration.

- b. **All Saints Church Flower Festival** – A written request has been received from All Saints Church requesting a donation towards a Flower Festival to commemorate the Queen's 90th Birthday. Council approved a grant of £100.00 towards the Flower Festival (Local Government Act 1972 section 145). Proposed Cllr. Bold and Seconded Cllr. Bailey.

19. Consultations

- a. Planning Policy Wales Chapter 6 – No Observations

20. Correspondence Received

- a. Great British Fish and Chip Supper – Friday 20th May 2016 – OVW
- b. Move Mountains for Christian Aid – Cwmbran CC
- c. March 2016 - latest news from the ICO
- d. Natural Resources Bulletin - Issue 5 - March 2016
- e. Asset Transfer - Pontypridd's Muni Arts Centre – OVW
- f. South Wales Alliance Health & Safety Conference – OVW
- g. Play for Wales issue 46 – Play Wales
- h. Specialist Critical Care Centre – Welsh Government
- i. Cardiff University research project on community and town councils in Wales
- j. Walk for Life – 24th April 2016
- k. Finance Committee report: Consideration of the consultation on the Draft Public Services Ombudsman (Wales) Bill – OVW
- l. Community Asset Transfer Guide - Revised Edition – OVW
- m. Invitation to attend 'Wings to Fly' drama performance – Gwent Police
- n. Notice of a meeting of Aneurin Bevan Community Health Council 7th April 2016
- o. Torfaen Local Development Plan Newsletter
- p. Launch of Public Health Outcomes Framework for Wales - OVW
- q. Armed Forces Day in Cwmbran - 22 June 2016 – Cwmbran CC
- r. Letter of Thanks for Community Grant – Ponthir Friends for Life
- s. Improvement Plan 2016/2017 – South Wales Fire & Rescue Service
- t. Future Wellbeing of Internal Audit Shared Learning Seminar/
The content of the above correspondence was noted.

21. Items Reported to TCBC

- a. Pot Hole on Caerleon Road near the junction of Lamb Lane – Reported 15th March. Repaired on 17th March.
- b. Street Light not working School Close – Reported 22nd March. Maintenance engineer working on light on 24th March.
- c. Litter Bin overflowing Caerleon Road, Llanfrechfa – Reported 22nd March. Litter removed by 24th March.
- d. Spin Dryer left by Candwr Park Bus Stop – Reported 5th April. Item removed the same day.

- 22. The next Meeting of the Council will be the **Annual Meeting held on Wednesday 11th May 2016 at 7.00pm followed by the Monthly Meeting at 7.30pm at Ponthir District Sports Club.**

23. Development of Caerleon University Site – Cllr. Bailey informed Council that he had recently been telephoned by a Mr. Pearce informing him of an on-line petition calling for Newport CC to block any further residential development in Caerleon as well as a public meeting due to be held on Tuesday 12th April. Clerk subsequently received an e-mail with further details which was circulated prior to this meeting. Council noted that as this information had been received after the agenda had been published it could not be discussed tonight. Clerk informed Council that it could make observations for this large scale development as and when a planning application is submitted for this site if it was considered that the development would have an impact on this community.

Meeting Closed at 8.25pm

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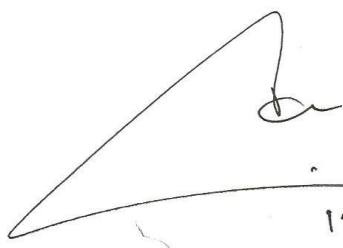
Telephone/ Ffôn: 07971948351

E-Mail/ E-bost: clerk@ponthircommunitycouncil.gov.uk

Appendix 1

PONTHIR COMMUNITY COUNCIL RECEIPTS PAYMENTS
1st JANUARY 2016 TO 31ST MARCH 2016

BALANCE BROUGHT FORWARD FROM 31/12/2015			£ 27,494.85
ADD INCOME			
Bank Interest	£	1.53	
			£ 1.53
TOTAL INCOME			
SUB TOTAL			£ 27,496.38
LESS PAYMENTS			
SWALEC (Telephone Kiosk Tram Lane)	£	5.97	
HCI Data Ltd (Web Domain Name)	£	83.70	
Barclaycard	£	309.68	
TCBC (K Price Salary)	£	1,618.47	
Colin Richardson Contractors (Installation and Removal of Xmas Tree & Lights Dec 2015)	£	2,234.88	
Torfaen CAB (Grant)	£	100.00	
Ponthir WI (Grant)	£	100.00	
One Voice Wales (Membership 2016/17)	£	176.00	
ThatMedia Group (Newsletter)	£	268.00	
Ponthir Friends for Life Community Hub (Grant)	£	150.00	
TOTAL PAYMENTS			£ 5,046.70
TOTAL BALANCE AS AT 31/01/16			£ 22,449.68
BANK BALANCE AS AT 31/03/16			
DIRECT PLUS ACCOUNT	£	22,599.68	
LESS UNPRESENTED CHEQUES			
Chq 400931 - Ponthir Friends for Life Community Hub	£	150.00	
TOTAL UNPRESENTED CHEQUES	£	150.00	
TOTAL BALANCE AS AT 31/03/16			£ 22,449.68
Prepared By: Karen Price			
Date: 6th April 2016			
Approved By:			
Date:			


 13.4.16

Appendix 2

Proposed Revisions to 2016/17 Budget

		Forecast 2016 - 2017 Budget as at October 2015	Proposed Revision for 2016-2017 Budget	Comments Re Proposals
Outgoings	VAT			
Office Expenditure				
Room Rental		£ 300.00	£ 465.00	Awaiting Invoice for £165 for rent during 2015/16 financial year
Stationery and Postage	V	£ 300.00	£ 300.00	
IT & Office Equipment	V	£ 200.00	£ 200.00	
Telephone		£ 40.00	£ 40.00	
Staff Costs		£ 6,536.16	£ 6,550.00	Round off
Subscriptions		£ 210.00	£ 215.00	Increase in OVW Membership Fees
Insurance		£ 420.00	£ 420.00	
Internal Audit Fees		£ 100.00	£ 100.00	
External Audit Fees	V	£ 210.00	£ 210.00	
Sub-Total		£ 8,316.16	£ 8,500.00	
Other Expenditure				
Chair's Allowance		£ -	£ -	
Publicity (Including Newsletter)	V	£ 650.00	£ 650.00	
				Increase to £250 to allow for the hire of the Village Hall for this event. Merge Community Events and Christmas Decorations into one heading 'Community Events' with an overall budget of £ 2050
Community Events		£ 200.00	£ 250.00	
Travel Expenses		£ 120.00	£ 120.00	
Training		£ 210.00	£ 210.00	
Grants and donations		£ 4,000.00	£ 4,000.00	
				Merge Community Events and Christmas Decorations into one heading 'Community Events'
Christmas decorations	V	£ 1,800.00	£ 1,800.00	
Community Improvements	V	£ 1,500.00	£ 1,500.00	
Equipment for Childrens Play Area Project	V	£ 16,035.00	£ 22,035.00	
				As Agreed on 21st March. If Council considering renewing footpaths in play area this budget will need to be used and increased.
Play Area Maintenance	V	£ -	£ 2,000.00	
Sub-Total		£ 24,515.00	£ 32,565.00	
Election Contingency		£ -	£ -	
General Contingency Fund		£ 2,250.00	£ 2,250.00	
Sub-Total		£ 2,250.00	£ 2,250.00	
Total		£ 35,081.16	£ 43,315.00	
Funded by				
Actual Balance b/f		£ 22,449.68	£ 22,449.68	
Precept		£ 17,288.88	£ 17,288.88	
VAT Refund		£ 975.11	£ 975.11	
Tesco Bags of Help Grant		£ -	£ 8,000.00	
		£ 40,713.67	£ 48,713.67	
Unallocated Budget		£ 5,632.51	£ 5,398.67	

Appendix 3

Annual Budget – 3 year Forecast

		2016-2017		2017-2018		2018-2019	
Outgoings	VAT						
Office Expenditure							
Room Rental		£ 465.00		£ 300.00		£ 300.00	
Stationery and Postage	V	£ 300.00		£ 300.00		£ 300.00	
IT & Office Equipment	V	£ 200.00		£ 200.00		£ 200.00	
Telephone		£ 40.00		£ 40.00		£ 40.00	
Staff Costs		£ 6,550.00		£ 6,615.50	1% rise	£ 6,681.65	1% rise
Subscriptions		£ 215.00		£ 215.00		£ 215.00	
Insurance		£ 420.00		£ 420.00		£ 420.00	
Internal Audit Fees		£ 100.00		£ 100.00		£ 100.00	
External Audit Fees	V	£ 210.00		£ 210.00		£ 210.00	
Sub-Total		£ 8,500.00		£ 8,400.50		£ 8,466.65	
Other Expenditure							
Publicity (Including Newsletter)	V	£ 650.00		£ 650.00		£ 650.00	
Community Events (Inc Christmas Decorations)	V	£ 2,050.00		£ 2,050.00		£ 2,050.00	
Travel Expenses		£ 120.00		£ 150.00		£ 150.00	
Training		£ 210.00		£ 330.00	To meet any additional training Any new councillors would require training	£ 330.00	
Grants and donations		£ 4,000.00	Only £2200 paid out in grants during 2015/16	£ 3,500.00		£ 3,500.00	
Community Improvements (Llanfrecfa Bench, Community Library, New Village Planters, Wildflower Bed, Best Kept Village)	V	£ 1,500.00		£ 1,000.00		£ 1,000.00	
Equipment for Childrens Play Area	V	£ 22,035.00		£ -		£ -	
Play Area Maintenance	V	£ 2,000.00	See Note on Budget Revisions	£ 2,000.00		£ 2,000.00	Looking forward we need to consider having a budget to undertake any further work required in the play areas (including the area in Barnfield) as TCBC will probably not have such a budget.
Sub-Total		£ 32,565.00		£ 9,680.00		£ 9,680.00	
Election Contingency		£ -		£ 2,500.00	Election Year	£ -	
General Contingency Fund		£ 2,250.00		£ 2,250.00		£ 2,250.00	
Sub-Total		£ 2,250.00		£ 4,750.00		£ 2,250.00	
Total		£ 43,315.00		£22,830.50		£20,396.65	
Funded by							
Actual Balance b/f		£ 22,449.68		£7,648.67	Assume Previous Year's Unallocated Budget + General Contingency Fund not spent	£4,789.27	Assume Previous Year's Unallocated Budget + General Contingency Fund not spent
Precept		£ 17,288.88		£ 17,721.10	2.5%rise	£ 18,164.13	2.5% rise
VAT Refund		£ 975.11					
Tesco Bags of Help Grant		£ 8,000.00		£ -		£ -	
		£ 48,713.67		£ 25,369.77		£ 22,953.40	
Unallocated Budget		£ 5,398.67		£2,539.27		£2,556.75	