

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
13th January 2016**

1. **Present:** Cllr. Mrs. J. Bold (Chair), Cllr. M. Barrell, Cllr. N. Dominy and Iain Glover.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Cllr. S. Bailey, Cllr. P. Matthews, Cllr. Huw Bevan (TCBC) & PCSO Nicola Redman.
3. **Declarations of Interest:** Cllr. Barrell declared a personal interest in Item 12b as his mother is a member of Ponthir WI and he took no part in the discussion for that item.
4. **Co-option of New Councillor** - Iain Glover duly completed and signed a Declaration of Acceptance of Office and from this point participated in the meeting as a Community Councillor. (**Action: Clerk to inform Torfaen CBC**)
5. **Matters raised by the members of the public present** – None
6. **Police Matters**
 - a. **Police Report** - Council noted that between 7th December 2015 and 10th January 2016 there were 4 crimes and 9 incidents of antisocial behaviour reported for the whole of the Llanyafon South Ward. The incidents for Ponthir were:
 - One vehicle damaged.
 - A vacant property entered.
 - Two neighbourhood disputes
 - A number of parking issues at the Village Hall.
 - b. **Update on the Community Speedwatch Scheme** – Clerk reported that she had attended an initial meeting of residents from a number of areas in Cwmbran who wished to set up this scheme in their areas. Two residents attended from Upper Llanfrechfa and Sergeant Parsons suggested that a Community Speedwatch area be set up to cover Ponthir and all of Llanfrechfa. Application forms were distributed and completed forms together with passport style photographs are to be returned to Cwmbran Police Station in January. Sergeant Parsons will hold a training session towards the end of January and those residents who had not been able to attend this first meeting would be contacted. A review of possible locations along Caerleon Road, where the Speedwatch Volunteers could operate from, would be undertaken by the Police before any monitoring takes place.
7. **Approval of the minutes of the Extra-Ordinary meeting held on 22nd December 2015**
Of the Councillors present tonight only Cllr. Bold officiated as a Councillor for the whole of this meeting. Item Deferred. (**Action: Item to be included in February's agenda**)
8. **Matters Arising from the meeting held on 11th November 2015**
 - a. **Meeting with Gwent Police and members of the Llanfrechfa Village Association (LVA)**
The LVA informed the Clerk that it was more concerned in getting the speed limit reduced rather than monitoring vehicles speed. The contents of a letter recently received from David Davies MP were noted. The Speed Limit Review is due to be finalized by the end of this month and as a result there is a need to collect additional site data and then seek comments from the Police. Council was disappointed to read that TCBC's interim evaluation of the

existing 40mph Speed Limit on Caerleon Road, Llanfrechfa is considered appropriate.

(Action: Clerk to forward this information to the LVA)

- b. **Installation of Community Library in the Telephone Kiosk, Tram Lane** – Awaiting contractor to start.
- c. **New Internal Auditor** – See Minutes of 22nd December 2015 Item 8.
- d. **Change of Bank Signatories** – Written confirmation has been received that the signing mandate has been amended. Clerk distributed bank forms for completion by Cllrs. Barrell, Dominy and Glover so the bank will have up to date details of all councillors. **(Action: Clerk to submit completed forms)**
- e. **Best Kept Village** - (See Also Item 19) Clerk has written to the Barnfield residents whose properties back onto the Gateway site to seek approval for brambles to be cut back and also the resident in School Close concerning the verge at the entrance to School Close. No responses have been received to date.
- f. **Afon Lwyd Working Group** – An initial newsletter article has been drafted and subsequently amended. The amended version is due to be finalized at the group's next meeting due to be held on 18th January 2016.

9. Matters arising from the meeting held on 9th December 2015

- a. **15/P/00668 Proposed: Oak tree T1 - Possible severance of roots to allow for underpinning at Paizefield, Caerleon Road, Ponthir, Cwmbran, Torfaen, NP18 1GZ**
Council noted that both this application and application 15/P/00669 (See Item 9b) had been approved by TCBC with conditions.
- b. **15/P/00669 – Proposed: Oak tree T2 - Possible severance of roots to allow for underpinning at Springfield, Caerleon Road, Ponthir, Cwmbran, Torfaen, NP18 1GZ (See Agenda Item 9a)**
- c. **Precept 2016/2017** – Clerk has advised Kate Blewitt, TCBC that the Community Council's budget and precept have already been set and did not foresee that there would be any available funds to make a financial contribution towards this year's Cwmbran Big Event.
- d. **Review of Councillor's Internal E-mail System** – Clerk has set up a diary system to e-mail all Councillors every three month's in order for any e-mails that are no longer of administrative use to be deleted from their e-mail accounts. **(Action: Clerk to delete all e-mails from the internal e-mail addresses previously used)**

10. Matters arising from the Extra-Ordinary Meeting held on 22nd December 2015

- a. **Ponthir Play Area Project** – Clerk confirmed that she had contacted Lauren Gregory, TCBC who had advised that the equipment is installed to meet the requirements of British Standard EN1176 and that the Community Council will need to arrange for an independent post installation inspection to be carried out. **(Action: Clerk to contact the Playground Inspection Company for further details and information of their charges. Clerk to contact preferred contractor.)**

11. Finance and Accounts

- a. Balance of Direct Plus Account as at 31st December 2015 = £27,591.87
- b. **Authorisation of Cheques**
 - i. HCI Data Ltd (Renewal of website domain name) = £83.70Council approved the above payment. Proposed Cllr. Barrell and seconded Cllr. Glover.

- c. **To Approve Cheques Already Paid**
- i. Ponthir Village Hall (Hall Hire for Xmas Event) = £60.00
 - ii. Jo Bold (Reimbursement of expenses for Christmas Tree Lighting Event) = £37.02
 - iii. The Gate Llanfrechfa (Hire of The Gatecrashers for Christmas Tree Lighting Event) = £100.00
 - iv. C R Morgan (Christmas Tree Lights Maintenance) = £60.00

Council approved the above payments. Proposed Cllr. Dominy and seconded Cllr. Barrell.

d. **To note Standing Order/Direct Debit payments**

- i. TCBC (Clerk’s Salary) on 20th November 2015
- ii. TCBC (Clerk’s Salary) on 20th December 2015
- iii. Barclaycard on 9th December 2015 (Toner £56.63, Stationery £8.99, Stamps £7.56, Mince Pies for Christmas Event £7.50) = £80.68
- iv. Barclaycard on 11th January 2016 (Additional Christmas Tree Lights £80.00, replacement electrical socket £18.00, Christmas Tree Lighting Event expenses £24.93, mobile phone top up £20.00, stationery & office equipment £20.59, payment of donations to Noah’s Ark collected at Christmas Tree Lighting Event £85.00) = £248.52
- v. SWALEC (Telephone Kiosk) 11th January 2016 = £5.97

Clerk informed Council that, having looked at the Noah’s Ark website for methods of making a donation to this charity, the £85.00 collected at the Christmas Tree Lighting Event had initially been credited to the Council’s bank account and the donation made to Noah’s Ark using the council’s Barclaycard.

Council noted the above payments.

- e. The quarterly bank reconciliation was received and approved by Council.
- f. **Review of Actual Spend against Budget 2015/2016** - .Council noted the content of this quarterly review and that all expenditure is currently within budget.
- g. **Review of the Clerk’s Salary for 2016/2017** – Council approved a 1% pay increase to take effect from April 2016. Proposed by Cllr. Bold and seconded by Cllr. Glover. (Action: Clerk to advise TCBC payroll department and arranged for a standing order mandate to be completed)

12. **Grant Applications-** Council approved the following grants using the appropriate power:

a. **Local Government Act 1972 Section 142**

Organisation	Amount	Proposed	Seconded
Torfaen Citizen’s Advice Bureau	£100.00	Cllr. Dominy	Cllr. Bold

b. **Local Government Act (Misc. Prov.) 1976 Section 19**

Organisation	Amount	Proposed	Seconded
Ponthir WI	£100.00	Cllr. Glover	Cllr. Bold

- c. Torfaen Young People’s Music & Arts Trust – Paperwork not complete – **Item Deferred**

13. **Future grant procedures** – Clerk had circulated new application forms, criteria, posters for the noticeboards and rewording of the Council’s website for consideration. Council approved of all the proposed changes. (Action: Clerk to publish new documents in April 2016 and to include an article in the next community newsletter)

14. Christmas Tree Lighting Event

- a. **Review of the 2015 event** – Whilst the event was considered to be a success there were some points that needed noting for this year's event:-
- Announcements were difficult to hear as were the school children singing.
 - The most disappointing and frustrating aspect was the failure of the lights after the event had been held. All the problems experienced were due to the extremely wet weather. There was a problem with the main socket which has now been replaced with a different type to avoid this issue reoccurring. On some of the sections of lights the waterproof seals had also failed. These lights were purchased from Commercial Christmas in 2013. It was stated at the time that the lights should last at least 9 years. Council had originally contacted Commercial Christmas via the One Voice Wales (OVW) list of approved suppliers and it was therefore agreed that a letter, detailing the Council's dissatisfaction with these lights, should be sent to Commercial Christmas and OVW copied in.
 - Given all the difficulties trying to repair the Christmas lights the decision was made to purchase some new lights so that the tree could be lit over Christmas. Clerk had visited Festive Productions in Cwmbran and although the shop had just closed the staff reopened the store to enable the Clerk to purchase some new lights. A letter of thanks has been sent to Festive Production.

(Action: Clerk to write to Commercial Christmas and One Voice Wales. A review of the remaining lights is to be undertaken, with a possibility of purchasing additional lights in October 2016).

- b. **Proposal to hold this year's Christmas Tree Lighting Ceremony in conjunction with the Ponthir Christmas Fayre** – This proposal was discussed. Council was pleased to note that the Christmas Fayre had been a success. It was agreed that these two events should be held separately but would be coordinated so that the Lighting Event would be held before the Christmas Fayre. It was noted that the Village Hall has been provisionally booked to hold the Christmas Fayre on December 3rd/4th so it was agreed to contact the Hall to book the Lighting Event for Friday 2nd December 2016. **(Action: Clerk to contact Ponthir Village Hall re booking and to inform Mrs. Natalie Davies of the Council's decision to hold the Lighting Event as a separate event)**

15. Community Newsletter - The following articles for the next issue were discussed and assigned.

- Retired Councillors – Clerk to produce.
- New Councillors – Cllrs. Adams, Dominy, Barrell and Glover to write a short piece introducing themselves and to supply a photograph.
- Afon Lwyd Project – Clerk informed Council that an article has been drafted and will be discussed at the next Afon Lwyd Group meeting due to be held on 18th January.
- Play Area Project – Cllr. Bailey to be asked to write article.
- New Grant Procedures/Grants Awarded 2015-2016 – Clerk to produce.
- Best Kept Village – Cllr. Bold to produce.
- Mobile Phone Reception in Ponthir/Llanfrechfa – Cllr. Bailey to be asked to write this article.
- Precept 2016/17 – Clerk to produce.

(Action: Articles to be sent to Clerk by the end of February. Cllr. Glover to contact The Ponthir House, Cllr. Barrell to contact The Star and Clerk to contact The Gate and Ponthir Sports Club for events that could be included in the Newsletter Diary)

16. Clerk confirmed that the Community Council's diary procedures for December 2015 had been completed. Within the procedures for January & February 2016:
- The bank reconciliation has been completed. (See Item 11e)
 - The website domain had been renewed (Item 11b(i))
 - The membership renewal form for One Voice Wales has yet to be received.
 - The review of policies and Internal Audit are in the process of being completed.
17. **Caerleon Comprehensive School Senior Prize Evening 14th April at 5.30pm** – Cllr. Glover agreed to attend.
18. **Prison Council Liaison Meetings held in March, July and November at 2pm**. – Council agreed that due to the time of day that these meetings are to be held Councillors would be unable to attend. (Action: Clerk to send apologies)
19. **Strategy for the 2016 Best Kept Village Competition** – (See Also Item 8c) Council agreed that it needed to increase residents' awareness and participation in this competition. Cllr. Glover suggested a flyer being delivered to households specifically aimed at this event. (Action: To be discussed further at February's meeting)
20. **Upgrading the Council's laptop to Windows 10** – Council agreed that the laptop should be upgraded. (Action: Clerk to upgrade laptop)
21. **Disability access into Ponthir District Sports Club** – Cllr. Bold noted that when Cllr. Tony Roberts had retired from the Community Council last year he had raised the difficulties he faced, as someone with mobility issues, in accessing the Sports Club, particularly in the evenings during the winter and in periods of wet/icy weather. The Community Council is keen to support and work with the Sports Club Committee to investigate possible areas of funding that could be used towards any improvements. (Action: Cllr. Dominy to contact Newport CC and Clerk to contact TCBC, OVW and Sports Council Wales to obtain details of any available funding sources. Cllr. Glover to discuss with Simon Walker, Chair of Ponthir District Sports Club)
22. **Issues Reported by the Clerk to TCBC**
- a. **Dog fouling on the pavements in School Close** – Following a resident's complaint Clerk reported this issue to TCBC and placed an urgent request for the footpaths in this area to be cleaned. Council noted that a subsequent complaint has been received concerning dog fouling in Hafod Road. (Action: Clerk to provide TCBC with details of this additional complaint. Council agreed that an article on this issue could be included in the next community newsletter.)
23. **Planning Applications:**
- a. 15/P/00628 Proposed: To separate B&B annex from Stokes Farm to create new residential dwelling with a new access onto Stokes Drive, the existing access on Candwr Lane to serve Stokes Farm (Amended application site to include Stokes Farm) at Stokes Farm, Stokes Drive, Ponthir, Cwmbran, Torfaen, NP18 1PG – No Observations
 - b. 15/P/00681 - Proposed: Window replacement to first floor, additional louvre and hanging basket bracket additions to external wall of building. Internal re-configuration of female toilets and male toilet entrance door. New floor finishes throughout public house at Ponthir House Inn, Caerleon Road, Ponthir, Cwmbran, Torfaen, NP18 1PG – No Observations. Council noted the above applications.

24. Consultations

- a. Launch of Public Health Outcomes Framework Consultation – No Observations
- b. Draft Local Government (Wales) Bill – No Observations
- c. Abersychan Brynteg Nursery and Victoria Primary Schools Closures – No Observations
- d. Office of the Police and Crime Commissioner for Gwent - Are we Fair? – No Observations
- e. Welsh Government guidance on allotments and community led growing projects – No Observations
- f. Green Growth Wales – Options for Investment Support – No Observations
- g. More than just words.... follow-on Strategic Framework Public Consultation – No Observations

Council noted the above consultations.

25. Correspondence Received

- a. Natural Resources Bulletin - Issue 2 - December 2015
- b. Donation Request – Bobath Children’s Therapy Centre Wales
- c. Publication of the Positive Planning Implementation Plan – OVW
- d. Transparency of Senior Remuneration in the Devolved Welsh Public Sector – OVW
- e. Buckingham Palace Garden Party Invitation
- f. Letter of Thanks for Community Grant – Longbridge Thursday Coffee Morning
- g. Practical advice to share - what to do before during and after a flood
- h. Invitation to a meeting at Pontypool Museum
- i. Invitation for Nominations - New Year 2017 Honours Round
- j. Appointment of Independent Member to the Board of Community Health Councils in Wales
- k. Play Wales publications 2015
- l. Aneurin Bevan Community Health Council News Bulletin
- m. Copy of letter to Andrew Williams, TCBC, Re Traffic Concerns from Llanfrechfa Village Association
- n. An Invitation to attend a Welsh Government Engagement Event on the Draft Local Government (Wales) Bill and Explanatory Memorandum
- o. HM The Queen’s 90th Birthday in 2016 – Lord-Lieutenant of Gwent
- p. Trunk Road Safety Review – Welsh Government
- q. Appointment of a Vice-Chair and Independent Members to NHS Wales – OVW
- r. Supporting Joint Commissioning for Public Services Integrated Health & Social Care, 26 November 2015 - Cardiff City Stadium
- s. Sustrans Cymru 's Proposals for the next Welsh Government
- t. Wales Audit Office Newsletter December – OVW
- u. Invitation for Chair to attend the Holocaust Memorial Day Service - Wednesday, 27 January 2016

The content of the above correspondence was noted.

26. The date of the next meeting of Council will be held on **Wednesday 10th February 2016 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 8.20pm

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Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

Telephone/ Ffôn: 07971948351

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