

# **PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR**

## **Minutes of Monthly Meeting 13<sup>th</sup> July 2016**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. N. Dominy, Cllr. I. Glover, Cllr. M. Barrell & Cllr. P. Matthews. (7.00pm to 7.50pm)  
**Members of Public Attending:** Tom Evans (Prospective candidate for Community Council Youth Representative)  
**Clerk:** Karen Price
2. **Apologies for Absence - Councillors:** Cllr. Mrs J Bold.  
**Absent – Councillors:** Cllr. L. Adams
3. **Declarations of Interest:** Cllr. Barrell declared a personal interest in Item 12 as he is a member of Ponthir Cricket Club and took no part in the discussion for this item.
4. **To consider the appointment of Tom Evans as a Youth Representative – (Action: Tom to submit a brief CV to the Clerk for consideration by the Council at its next meeting.)**
5. **Matters raised by the members of the public present** – None
6. **Police Report** -.An e-mail report has been received reporting the following incidents:
  - a. One call of vehicle disorder
  - b. One issue of parking
  - c. One dwelling burglary
  - d. A theft of hanging baskets.
  - e. Any other calls were of a domestic natureCouncil noted that as a specific location for each incident had not been specified this report may contain incidents within the whole of Llanyrafon South and not just the Ponthir Community Council area.
7. The minutes of the Monthly Meeting held on 8th June 2016 were approved as a true record and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bailey.
8. **Matters Arising from the Monthly Meeting held on 8<sup>th</sup> June 2016**
  - a. **Installation of the Community Library** – Awaiting Installation.
  - b. **Portable Appliance Testing** – Cllr. Matthews confirmed that this had been undertaken and no issues had been found.
  - c. **Amended Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (no 2016/84)**
    - i. Clerk informed Council that the Council is required to publish a bilingual legal notice in a local newspaper stating that a new Code of Conduct has been adopted and that it can be inspected at the Council offices. An initial quote was obtained from the South Wales Argus of £367.92 (£306.60 + VAT). Clerk has subsequently been in contact with the Clerks of the five other Community/Town Councils in Torfaen to discuss the possibility of having a combined notice. A quote for a combined notice has been received totaling £1,261.44 which would result in each Council paying £210.24 (£175.20 + VAT). Clerk confirmed that she had submitted confirmation to

the Public Services Ombudsman that a new code had been adopted. Council agreed that whilst the legal requirements needed to be followed this procedure seemed outdated and the cost excessive. Council questioned how many residents would buy a local paper, read the legal notice and then be prepared to visit the Council offices to read the Code particularly when this document has been posted to our website.

- ii. Clerk informed Council that she had attended a training session on the Code of Conduct run by TCBC for the Community Council Clerks. The papers relating to this training have been circulated to all the Councillors. Council noted that the duty to maintain a register of member's interests now lies with the Clerk and that any interest verbally declared for the first time at a meeting must be recorded in writing in the register. It was noted that this is an area that the external auditors will be looking at from this year and TCBC will be arranging a training session on the Code of Conduct for Community Councillors to attend.

**(Action: Clerk to write to Nick Ramsey AM concerning the requirement to publish a legal notice. Clerk to revise the attendance register and include a section for Councillors to declare an interest.)**

- d. **Repair of wall at Tram Lane** – Clerk confirmed that the contractor had completed the repair work and an invoice for £150.00 received.
- e. **Community Newsletter** – Clerk has received a list of clubs/groups that use Ponthir Village Hall. The next edition of the newsletter will be produced shortly after the work on the Play Area has been completed. Clerk informed Council that she had today received an e-mail from Ponthir Brownies informing her that the pack is due to celebrate its 55<sup>th</sup> anniversary and inviting a Councillor to one of their meetings in October. They also asked if they could include an article in the next community newsletter. **(Action: Articles on the Play Area, Llanfrechfa Community Library and Tidy Up Event to be submitted to Clerk as soon as possible. Clerk to contact Ponthir Brownies to confirm that an article from them would be welcomed and to see if Cllr. Bold would be available to attend a Brownie meeting)**
- f. **Replacement Bench for Tram Lane** - Council noted that the new bench has been installed. Chair thanked Cllr. Matthews for delivering bench to the site. Clerk has passed on the Council's thanks to residents, Mr Offside and Mr Pead, for their assistance in the installation of the new bench. The old bench has been donated to the Llanfrechfa Village Associated to be refurbished and used at another location within Lower Llanfrechfa.
- g. **Bus Shelters** - Clerk has contacted TCBC with regard to the replacement of damaged screens within the bus shelters. TCBC have agreed to take a look but have advised Clerk that there may not be any budget for this work. Council agreed that this is something that the Community Council may wish to consider funding in future. Clerk informed Council that after many months of chasing Newport Transport up to date time tables have been installed in all of the bus shelters within our community area. **(Action: Cllr. Matthews to take a look at how the screens are fitted. Clerk to look into the cost of the Perspex screens).**
- h. **Afon Lwyd Greenway** – Cllr. Bailey reported that the grant application recently submitted in conjunction with NHSOB club had been unsuccessful. Council noted that the issue with the fencing on the other side of the level crossing reported at our previous meeting had related to maintenance work that was subsequently carried out by Network Rail.

## **9. Finance and Accounts**

- a. Balance of Direct Plus Account as at 30<sup>th</sup> June 2016 = £18,635.58

b. **Authorisation of Cheques**

- i. Colin Richardson Contractors Ltd (Play Area) = £13,999.42 (£2,333.42 VAT to be reclaimed)

Clerk has prepared a cheque for authorization but Council agreed that payment should be delayed until all the work has been completed satisfactorily.

c. **To Approve Cheques already Paid**

- i. Acorn Garden Services (Improvement Works to areas in Ponthir) = £360.00

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

d. **To Note Standing Order/Direct Debit Payments**

- i. TCBC ( Clerk's Salary) on 20th June 2016  
ii. Barclaycard (New bench – Tram Lane £224.10, bedding plants for village planter £35.80, printing and stationery for presentation cards to Pupils of Ponthir School £61.00, stationery £3.00) = £323.90  
iii. Data Protection Registration = £35.00  
iv. SWALEC (Telephone Kiosk, Tram Lane) = 5.97

Council noted the above payments.

e. **Quarterly Bank Reconciliation and Budget Report**

- i. Council approved the quarterly bank reconciliation and it was duly signed by Cllr. Glover. **See Appendix 1**  
ii. Council reviewed the budget report and noted that all expenditure headings were within budget. **See Appendix 2**

f. **New Model Financial Regulations 2016 –** Council noted that new Model Financial Regulations had been received. **(Action: Clerk and Chair to review and present to Council for consideration at September's meeting)**

**10. Updates**

- a. **Llanfrechfa Village Association –** Cllr. Dominy reported that he had been unable to attend the LVA meeting on 11<sup>th</sup> July. Council noted that the next LVA Meeting is due to be held on Monday 1<sup>st</sup> August 2016.  
b. **TCALC & LCPC –** Cllr. Glover had attended both these meetings but unfortunately they had been inquorate and the meetings could not proceed. Council noted that the future arrangements for these meetings will be reviewed.

**11. Community Council's diary procedures for July/August/September 2016 –** Clerk confirmed the following procedures had been actioned as follows:

- a. Quarterly Bank Reconciliation and Budget Review have been completed - **See Item 9e**  
b. The Annual Return was been approved and submitted in May.  
c. Annual Data Protection Registration payment - **See Item 9diii**  
d. Storage arrangements and review of records to be undertaken in August.  
e. To arrange the installation date for Christmas Lights **(Action: Clerk to follow up current status of lights with Commercial Christmas)**  
f. Publication of payments to Councillors and Remuneration Panel to be advised **(Action: Clerk to complete in September)**

**7.50pm –** Cllr. Matthews left the meeting.

## **12. Ponthir Cricket Club Emergency Grant Application**

Council noted that the emergency grant request from Ponthir Cricket Club was in order to renew the cricket nets due to health and safety concerns. Whilst mindful of the urgent nature of this request Council noted that the total assets figure quoted on the balance sheet differed from the capital employed figure. Council therefore approved that a grant of £300.00 (Local Government Act (Misc. Prov) 1976 Section 19) be awarded to Ponthir Cricket Club subject to a satisfactory explanation being provided for this difference. Proposed by Cllr. Bailey and seconded by Cllr. Glover. **(Action: Clerk to inform Ponthir Cricket Club)**

## **13. Community Improvements –**

- a. **Station Road – (Action: Clerk to contact Network Rail concerning the maintenance of the bank on the left hand side of the road approaching the junction of Oaklands)**
- b. **Park Stores –** Council questioned whether the litter bin outside Park Stores was continuing to be used and whether it could be utilized at another location in Ponthir where litter issues had been previously raised. **(Action: Clerk to contact TCBC, Neighbourhood Services Department to confirm ownership of the bin)**
- c. **Dog Waste Bins –** Tom Evans asked about the possibility of installing additional dog waste bins on the playing fields. Council noted that TCBC are responsible for the emptying of such bins and would be unlikely to support additional bins being installed on the fields.
- d. **Footpath along Caerleon Road, Llanfrechfa – (Action: Clerk to contact TCBC re weeds and brambles overgrowing footpath)**

## **14. Correspondence Received**

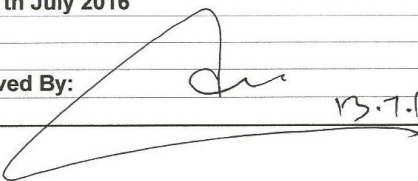
- a. Putting Things Right Leaflet Survey – Aneurin Bevan UHB
- b. Invitation for Chair to attend Llanfrechfa Flower Festival Opening Evening – All Saints Church, Llanfrechfa.
- c. Request for a donation – Shelter Cymru
- d. Invitation for Chair to attend Civic Service – Mayor of Torfaen CBC.
- e. Community Energy Wales update
- f. Annual Report 2015-16 – The Auditor General for Wales and Wales Audit Office
- g. Invitation for Chair to attend Poet of Pontypool Presentation – Pontypool CC
- h. One Voice Wales Larger Councils Conference 6 July 2016
- i. Appointment of Members to the Arts Council of Wales – OVW
- j. National Assets Working Group: Green Growth Wales- call for projects – OVW
- k. Torfaen residents satisfaction survey 2016
- l. Cardiff festival of action to celebrate the life of Jo Cox' – 22<sup>nd</sup> June - OVW
- m. Meet the Future Generations Commissioner – OVW
- n. Details of Chair & Vice Chair 2016/17 – Cwmbran CC
- o. Cwmbran Community Council Annual Report 2016
- p. Code of Practice on Workforce Matters – Annual Monitoring Form – Nil Return
- q. Building Regulations Advisory Committee For Wales Recruitment – OVW
- r. TOGS Newsletter
- s. Redesigning public services seminar: The strategic importance of digital – OVW
- t. Public Services Staff Commission Annual Report – OVW
- u. TVA's Summer Tafod 2016
- v. Prison Council Liaison Meeting – HMP Usk & Prescoed
- w. Written Statement by the Welsh Government - Collection and Management of Devolved Taxes
- x. Gwent PCC Outlines His Vision for Policing and Community Safety

- y. TOG's Fund Raising Event – 16<sup>th</sup> July 2016
- z. Invitation to Police and Crime Commissioner Community Council Event
- aa. Mark Drakeford sets out his plans for Welsh tax powers
- bb. Torfaen Environmental Association (TEA)
- cc. Fly a Flag for the Commonwealth – 13<sup>th</sup> March 2017
- dd. ICO e-newsletter - July 2016

The content of the above correspondence was noted.

15. Council noted that unless urgent business arose that required addressing in August the next Meeting of the Council will be held on **Wednesday 14<sup>th</sup> September 2016 at 7.00pm at Ponthir District Sports Club.**

### Appendix 1 – Bank Reconciliation

<b>BALANCE BROUGHT FORWARD AS AT 1/4/2016</b>		<b>£ 22,449.68</b>	
<b>ADD INCOME</b>			
2015/16 VAT Reclaimed	975.11		
Precept	£ 5,762.96		
Groundwork UK (Bags of Help Grant)	£ 6,000.00		
Bank Interest	£ 1.21		
VAT Reclaimed April 2016 to May 2016	£ 2,723.57		
<b>TOTAL INCOME</b>		<b>£ 15,462.85</b>	
<b>SUB TOTAL</b>			<b>£ 37,912.53</b>
<b>LESS PAYMENTS</b>			
Acorn Garden Services (Wildflower Bed)	£ 100.00		
Acorn Garden Services (Village Planters)	£ 370.00		
Acorn Garden Services (Village Maintenance)	£ 360.00		
Planning Aid Wales (Training)	£ 25.00		
Barclaycard	£ 295.24		
SWALEC (Telephone Kiosk)	£ 5.97		
All Saints Church, Llanfrehfa (Flower Festival Grant)	£ 100.00		
One Voice Wales (Pension Seminar)	£ 15.00		
Torfaen CBC (K Price Salary)	£ 1,634.04		
Tower Mint (Commemorative Medals)	£ 295.56		
Zurich Municipal (Insurance 2016 - 2017)	£ 409.14		
Colin Richardson (Play Area Project)	£ 15,600.00		
C Thomas (Internal Audit)	£ 100.00		
Spotless Cleaning (Bus Shelters)	£ 117.00		
Ponthir District Sports Club (Rent Oct 2015 - May 2016)	£ 210.00		
<b>TOTAL PAYMENTS</b>		<b>£ 19,636.95</b>	
<b>TOTAL BALANCE AS AT 30/6/2016</b>			<b>£ 18,275.58</b>
<b>BANK BALANCE AS AT 30/6/2016</b>			
DIRECT PLUS ACCOUNT	£ 18,635.58		
<b>SUB TOTAL</b>		<b>£ 18,635.58</b>	
<b>LESS UNPRESENTED CHEQUES</b>			
Chq 400944 - Acorn Garden Services	£ 360.00		
<b>TOTAL UNPRESENTED CHEQUES</b>		<b>£ 360.00</b>	
			<b>£ 18,275.58</b>
<b>Prepared By: Karen Price</b>			
<b>Date: 7th July 2016</b>			
<b>Approved By:</b>			
<b>Date:</b>	13.7.16		

## Appendix 2 – Budget Review

<b>ACTUAL SPEND AGAINST BUDGET 2016/2017</b>				
<b><u>ROOM RENTAL</u></b>				
Date	Month	Actual Amount Spent	Budget	Remaining Budget
01/06/2016	Oct 2015 to May 2016	£ 210.00		
		£ 210.00	£ 465.00	£ 255.00
<b><u>STATIONERY &amp; POSTAGE</u></b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
08/04/2016	Paper	£ 2.50		
09/05/2016	Stamps, Stamper, Ink, Folders	£ 43.32		
09/06/2016	Paper, Stamps	£ 10.18		
		£ 56.00	£ 300.00	£ 244.00
<b><u>IT DEVELOPMENT &amp; OFFICE EQUIPMENT</u></b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 200.00	£ 200.00
<b><u>TELEPHONE</u></b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
09/06/2016	Mobile Top Up	£ 20.00		
		£ 20.00	£ 40.00	£ 20.00
<b><u>SUBSCRIPTIONS</u></b>				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 215.00	£ 215.00
<b><u>INSURANCE</u></b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
04/05/2016	Zurich	£ 409.14		
		£ 409.14	£ 420.00	£ 10.86



<b>STAFF COSTS</b>				
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		
		£ 1,634.04	£ 6,550.00	£ 4,915.96
<b>INTERNAL AUDIT FEES</b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
11/05/2016	C Thomas	£ 100.00		
		£ 100.00	£ 100.00	£ -
<b>EXTERNAL AUDIT FEES</b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 210.00	£ 210.00
<b>CHAIRS ALLOWANCE</b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ -	£ -
<b>PUBLICITY (INCLUDING NEWSLETTER)</b>				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 650.00	£ 650.00
<b>COMMUNITY EVENTS</b>				
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		
		£ 282.01	£ 2,050.00	£ 1,767.99

<b>REIMBUSMENT OF TRAVELLING EXPENSES</b>				
<b>Date</b>	<b>Councillor/Clerk</b>	<b>Actual Amount Spent</b>	<b>Budget</b>	<b>Remaining Budget</b>
		£ -	£ 120.00	£ 120.00
<b>TRAINING (MEMBERS &amp; CLERK)</b>				
<b>Date</b>	<b>Course</b>	<b>Actual Amount Spent</b>	<b>Budget</b>	<b>Remaining Budget</b>
06/04/2016	Planning Aid (Cllr. Dominy)	£ 25.00		
25/04/2016	Pension Seminar (Cllr. Barrell)	£ 15.00		
		£ 40.00	£ 210.00	£ 170.00
<b>GRANTS AND DONATIONS TO LOCAL ORGANISATIONS</b>				
<b>Date</b>	<b>Organisation</b>	<b>Actual Amount Spent</b>	<b>Budget</b>	<b>Remaining Budget</b>
13/04/2016	All Saints Church - Flower Festival	£ 100.00		
		£ 100.00	£ 4,000.00	£ 3,900.00
<b>CHILDREN'S PLAY AREA PROJECT</b>				
<b>Date</b>	<b>Item</b>	<b>Actual Amount Spent</b>	<b>Budget</b>	<b>Remaining Budget</b>
11/05/2016	Colin Richardson	£ 13,000.00		
		£ 13,000.00	£ 24,961.17	£ 11,961.17
<b>PLAY AREA MAINTENANCE</b>				
<b>Date</b>	<b>Item</b>	<b>Actual Amount Spent</b>	<b>Budget</b>	<b>Remaining Budget</b>
		£ -	£ -	£ -



<b>COMMUNITY IMPROVEMENTS</b>				
<b>Date</b>	<b>Item</b>	<b>Actual Amount Spent</b>	<b>Budget</b>	<b>Remaining Budget</b>
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		
		<b>£ 1,099.54</b>	<b>£ 1,800.00</b>	<b>£ 700.46</b>
	<b>TOTAL</b>	<b>£ 16,950.73</b>	<b>£ 43,315.00</b>	<b>£ 26,364.27</b>
<b>CONTINGENCY</b>				
<b>Date</b>	<b>Item</b>	<b>Actual Amount Spent</b>	<b>Original Budget</b>	<b>Remaining Budget</b>
13/04/2016	Play Area Project - Tarmac Paths	£ 926.17		
08/06/2016	Community Improvements	£ 300.00		
		<b>£ 1,226.17</b>	<b>£ 2,250.00</b>	<b>£ 1,023.83</b>

Meeting Closed at 8.08pm

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A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below.

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