

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
14<sup>th</sup> December 2016**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. I. Glover, Cllr. N. Dominy, Cllr. M. Barrell & Tom Evans (Youth Representative)  
**Members of Public Attending:** None  
**Clerk:** Karen Price
2. **Apologies for Absence** - Cllr. J. Bold & Cllr. P. Matthews
3. **Declarations of Interest:** Cllr. Barrell declared an interest in Item 9d as he is a member of the Caerleon Darts League and took no part in this item.
4. **Matters raised by the members of the public present** – None
5. **Police Report** – None
6. The minutes of the Monthly Meeting held on 9<sup>th</sup> November 2016 were approved and duly signed. Proposed by Cllr. Barrell and seconded by Cllr. Dominy.
7. **Matters Arising from the Monthly Meeting held on 9<sup>th</sup> November 2016.**
  - a. **Torfaen Community Infrastructure Levy (CIL)** – Clerk confirmed that a submission had been sent to TCBC putting forward for inclusion on the 123 Infrastructure List the proposed Afon Lwyd Greenway Route and disability access improvements to Ponthir Sports Club.
  - b. **Cold Calling Incidents** – Clerk confirmed that further details had been sort from Gwent Police but no further information had been received. **(Action: Clerk to follow up)**
  - c. **Future Internal Auditor Arrangements** – Clerk had met with former Community Councillor Tony Roberts to discuss the Internal Audit requirements. Mr Roberts had confirmed that he would be willing to undertake the 2016/17 Internal Audit. His fee for this work would be £100.00. Council agreed that Mr. Roberts should be appointed. **(Action: Clerk to issue a letter of appointment for Mr. Roberts to sign and return to Council)**
  - d. **Community Newsletter** – **(Action: Clerk to draft)**
  - e. **Clerk's Salary for 2017/18** – Cllrs. Bailey and Bold to sign a Standing Order amendment and letter to TCBC payroll department with notification of Clerk's increase in salary from 1<sup>st</sup> April 2017. Clerk advised Council that she had received correspondence from TCBC concerning the Service Level Agreements (SLA) 2013/14, 2014/15 and 2015/16 for administering the Clerk's Salary as well as two invoices, each for £66.00 (including VAT,) relating to the payroll admin fees for 2014/15 and 2015/16. **(Action: Item to be added to January's agenda to approve and sign the SLA's)**
  - f. **2017/18 Precept** – **(Action: Clerk to respond when Torfaen CBC's formal request received)**
  - g. **Community Improvements**
    - i. **Cashpoint Facilities** – Tom Evans advised that he would continue investigating the cost and feasibility of getting a machine in Ponthir. The use of public houses may be considered but initial discussions have identified concerns. **(Action: Tom Evans to contact high street banks)**
    - ii. **Mobile Phone Signal in Ponthir** – Clerk has written to Vodaphone and EE concerning the poor mobile phone signal in this area but no response has been received to date from either company. **(Action: Clerk to follow up)**

- iii. **Removal of Red Dog Waste Bin (Ponthir Sports Fields)** – Clerk has contacted TCBC who confirmed that they had removed the bin because it was broken. TCBC stated that the cost of a new bin is £258.95 (this includes the fixings but not the delivery charge) but were unable to indicate when a replacement bin would be ordered and installed. Council discussed funding a new bin but agreed this was TCBC's responsibility. Council to review this position should a replacement not be installed by March 2017. **(Action: Clerk to diarise)**
- iv. **Vegetation encroaching over footpath (Afon Lwyd Bridge)** – Council was pleased to note that following the Clerk's request this had been cut back by TCBC.
- v. **Street Lighting along the cut through from Caerleon Road to Candwr Park** - TCBC Highways Depart have confirmed that this lane is not owned by TCBC and are therefore unable to assist with any additional lighting.
- vi. **TCBC Street Cleaning** – Council was pleased to note that, since contacting TCBC, the section of road in Candwr Park previously missed was now being cleaned.

8. **Finance and Accounts**

a. Balance of Direct Plus Account as at 30<sup>th</sup> November 2016 = £7,640.63

b. **To Approve Cheques already Paid**

i. Acorn Garden Services (Village Planters) = £320.00

Council approved the above cheque.

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

i. TCBC ( Clerk's Salary) on 21<sup>st</sup> November 2016

ii. Barclaycard (Stamps £7.68 & Christmas Tree Lighting Event £116.76) = £124.44

Council noted the above payments.

d. **Review of Standing Orders and Direct Debit Payments** – Council noted the details of the following payments:

Organisation	Direct Debit or Standing Order	Frequency	Amount	Details
Torfaen CBC	S/O	20 <sup>th</sup> Monthly	£544.68 till 20/3/2017 £549.92 from 20/4/2017	Clerk's Salary
Barclaycard	D/D	9 <sup>th</sup> Monthly	Variable	Government Procurement Card issued to Clerk
SWALEC	D/D	Quarterly	£5.97	Electricity supply to telephone kiosk, Lamb Lane
Information Commissioner's Office	D/D	August Annually	£35.00	Required by law to register as part of Data Protection Act

9. **Grants:**

a. **Torfaen Young People's Music and Arts Trust Fund** - Council noted that a letter from this organisation had been received after the closing date of 31<sup>st</sup> October 2016. There was no indication of the number of members residing in the Ponthir Community Area nor was there a set of accounts included. Clerk informed Council that this organisation had also applied last year but had failed to provide a set of audited accounts and no grant had been awarded at that time. Council agreed not to award a grant.

- b. **The Friends of Ponthir School** – Council noted that the accounts were currently being audited and agreed that a grant of £200.00 would be awarded, pending receipt of satisfactory audited accounts. (Local Government Act 2000 Power of Well Being)  
**(Action: Clerk to inform organisation)**
- c. **Ponthir Junior Football Club** – Council noted that, according to the audited accounts, significant balances were held that could purchase the required equipment. It was agreed to defer the awarding of a grant. **(Action: Clerk to enquire whether the club’s funds are earmarked for other expenditure not included on application form)**
- d. **Caerleon Darts League** – Council noted that the majority of the teams in this league represented public houses, most of which were located outside our community area. Council agreed not to award a grant.
- e. **Welsh Musical Theatre Orchestra** – Council agreed to defer this application. **(Action: Clerk to obtain further information about this organisation.)**
- f. The following grants were approved under Local Government Act (Misc. Prov.) 1976 Section 19

Organisation	Amount	Proposed	Seconded
Goldies Cymru	£100.00	Cllr. Glover	Cllr. Dominy
Llanfrechfa Village Association	£200.00	Cllr. Glover	Cllr. Barrell
Ponthir Baptist Church	£200.00	Cllr. Dominy	Cllr. Glover
Ponthir WI	£100.00	Cllr. Bailey	Cllr. Glover

## 10. **Report/Updates:**

- a. **Ponthir Christmas Tree Lighting Event** – Council noted that although this year’s event had been successful fewer people had attended than in previous years and agreed that it needed to widen the event’s appeal to more of our residents. Cllr. Dominy suggested the possibility of combining this event with the Christmas Market. Council agreed that the Village Hall should be provisionally booked for Friday 1<sup>st</sup> December 2017 with final arrangements reviewed in May 2017. Council noted that a number of boxes of mince pies had been left over from this event which it had donated to be used at the Ponthir Baptist Chapel’s Carol Service. **(Action: Clerk to add item to May’s Agenda and book Ponthir Village Hall)**
- b. **Llanfrechfa Village Association (LVA)** – Council noted that there was no report as Councillor Dominy was unable to attend the last meeting.
- c. **Afon Lwyd Greenway** – Cllr. Bailey reported that there were no further developments but correspondence had been received from Natural Resources Wales which indicated that grants to assist with any problems arising from Japanese Knotweed may be possible. **(Action: Clerk to forward contact details for Croesyceiliog and Llanyrafon Community Council to Cllr. Bailey)**
- d. **LCPC & TCALC Meetings** – Clerk reported that she had attended a meeting on 24<sup>th</sup> November between community council clerks and TCBC officers to discuss the future of these meetings. TCBC officers are to review the purpose of these meetings and a second meeting is planned for 19<sup>th</sup> January 2017.

## 11. **Community Council’s diary procedures for December 2016/January 2017** - Clerk confirmed the following procedures had been actioned as follows:

- Preparation of Precept Demand – See Item 7g
- Review the use of Standing Orders and variable Direct Debits – See Item 8d
- Prepare quarterly bank reconciliation **(Action: To be included on January’s Agenda)**
- To check Election Procedures – See Item 12
- Annual Review of Internal Control **(Action: To be included on January’s Agenda)**

**12. Community Council Elections on 4th May 2017 – (Action: Clerk to forward the link to the Electoral Commissions website to all Council members)**

**13. Community Improvements**

- a. **Cleaning of Culvert in School Close** - Council noted that there were ongoing discussions between Ponthir District Sports Club and TCBC over responsibility for the clearing of this culvert.
- b. **Ponthir Village Clean Up Event** – Council agreed that this event would take place in May 2017.

**14. Gwent Valleys Area Committee Meeting on 10<sup>th</sup> January 2017 – Cllr. Gover agreed to attend. (Action: Clerk to send Cllr. Glover details of the meeting)**

**15. Consultations**

- a. Consultation on the Welsh Government's new Welsh Language Strategy – No Comments
- b. Review of Post 16 Education in Torfaen – No Comments
- c. Communities First Consultation – No Comments
- d. Torfaen's Library Service – No Comments
- e. The Draft Account and Audit (Wales) (Amendment) Regulations 2016 – No Comments
- f. Torfaen Destination Management Plan – No Comments
- g. Consultation on changing the name of the National Assembly – No Comments

**16. Correspondence Received**

- a. Cymru'n Cofio Wales Remembers 1914-1918's Programme 2017 – OVW
- b. 24 HOUR CULTURE – SURVEY – OVW
- c. Volunteering Opportunities at Able – TVA
- d. Knit, crochet or sew for dementia! – TCBC
- e. Aneurin Bevan Community Health Council Newsletter
- f. Talking Future Generations Report – OVW
- g. Invitation at Torfaen Sea Cadets Awards Evening
- h. Communities First Questionnaire – TCBC
- i. Natural Resources Wales Report It Number – OVW
- j. Information Management Training - Usk - Tuesday 6th December 6.30-9pm
- k. Peer Networking & Lead with Confidence workshop - Diversity in Democracy Project
- l. Invitation for Chair to attend Carol Service – Blaenavon Town Council
- m. LDBCW Electoral Review: Policy and Practice
- n. Play for Wales magazine – Autumn 2016 – Play Wales
- o. Invitation for Chair to attend Cwmbran Christmas Tree Lighting Event – Cwmbran CC
- p. Consultation on Active Travel (Wales) 2013 - Next stage Integrated Network Map – Newport CC
- q. Play For Wales Autumn Newsletter
- r. Letter of Thanks for Community Grant – Caerleon Comprehensive School
- s. Remembrance Day Parade – Cwmbran CC
- t. Afon Lwyd Greenway – Natural Resources Wales
- u. One Voice Wales' information bulletin
- v. Christmas Events – Cwmbran CC
- w. Royal Albert Hall Success – Gwent Music
- x. TVA Annual General Meeting 8<sup>th</sup> December
- y. TVA's Members Bulletin November 2016
- z. Stronger Together: Healthy Homes for all – OVW
- aa. Landfill Disposals Tax (Wales) Bill – OVW
- bb. Torfaen Destination Management Plan - TCBC

- cc. One Voice Wales January to March 2017 Training Schedule
  - dd. Invitation for Chair to attend Blaenavon Christingle Service – Blaenavon Town Council
  - ee. Latest news from the ICO - December 2016
  - ff. Activ8 press release for young people – TVA
  - gg. Public Appointments in Wales – OVW
  - hh. Networking Opportunities for the Future Generations Commissioner – OVW
  - ii. Maintenance of culvert between Oaklands and Ponthir Playing Fields – Mrs S Norton
  - jj. Welsh Government 'well prepared to take on fiscal devolution responsibilities' – OVW
  - kk. Public Appointments in Wales – OVW
  - ll. Call for Conservation of Biodiversity, provide / maintain a Public Amenity or Historical Building Restoration Projects expression of interest - TCBC
  - mm. Publication of principles and guidance for the appropriate use of non-guaranteed hour arrangements in devolved public services – OVW
  - nn. National Development Framework for Wales - OVW
- The content of the above correspondence was noted.

**17.** It was noted that the Community Council will be closed from 23<sup>rd</sup> December 2016 to 3<sup>rd</sup> January 2017. **(Action: Clerk to add details to Facebook Page)**

**18.** The date of the next Council Meeting will be on **Wednesday 11<sup>th</sup> January 2017 at 7.00pm at Ponthir District Sports Club. (Action: Clerk to review the format of the agenda placed in the noticeboards)**

Meeting Closed at 8.25pm

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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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