

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR

Minutes of Monthly Meeting 14th June 2017

1. **Present:** Cllr. S. Bailey (Chair), Cllr. P Matthews & Tom Evans (Youth Representative).
Members of Public Attending: Mr. I. Danaher, Mrs. L. Ryan-Scales (From 7.05pm) & Mr. P. Mishra (7pm to 7.20pm)
Clerk: Karen Price
2. **Apologies:** Cllr. M Barrell, Cllr. I Glover, PC Jo Skinner & PCSO Peter Walker (Gwent Police)

As only two Councillors were in attendance it was noted that this meeting was inquorate and as such no decisions could be made. Reports and updates were provided for information purposes. All other items are to be deferred until the next meeting due to be held on 10th July 2017.

3. **Resignation of Cllr. Nick Dominy** – Council noted the letter of resignation received from Nick Dominy. TCBC have advised that this vacancy will need to be advertised in addition to the current advert concerning the two existing vacancies. **(Action: Clerk to request TCBC to proceed with advertising new vacancy)**
4. **Declarations of Interest:** None.
7.05pm - Mrs Ryan-Scales entered the meeting.
5. **Matters raised by the members of the public present** – Mr. Mishra noted the content of the Council's letter dated 8th June 2017 which stated that the Community Council, having taken the advice of Torfaen CBC, would only consider installing a new road sign for Brechfa Close on the pavement at the boundry between 13, Brechfa Close and Springfield, Caerleon Road. Mr Mishra questioned why:
 - a. The Community Council should accept TCBC's advice not to install a sign where he had suggested if TCBC would not pay for any signage.
 - b. His proposed location was not acceptable when the existing sign had been in place for 60 years.Council advised Mr Mishra that:
 - c. Like TCBC the Community Council had no legal obligation to provide signage for an un-adopted road.
 - d. The Community Council had sought the advice of TCBC Highways to ensure a consistent approach to other road signage and to avoid any possible confusion between properties in Caerleon Road and Brechfa Close.
 - e. A quote of £175.00 had been received to install a street sign at the location as suggested by TCBC.
 - f. Since the existing signage was installed it was possible that the standards regarding the siting of road signs will have changed.
 - g. To date no correspondence had been received from the residents of Springfield, Caerleon Road.Chair advised Mr Mishra that the decision contained in the letter of 8th June 2017 could not be reviewed tonight as this meeting was inquorate but the Council would reconsider his request, for a final time, at the next available meeting subject to written requests being received from both Mr Mishra and the residents of Springfield. **(Action: Mr Mishra and residents of Springfield to write to Community Council)**
7.20pm – Mr Mishra left the meeting.

6. **Police Report** – Council noted the content of a report received via e-mail today:
 - a. No reported Anti-Social Incidents
 - b. Report in this afternoon that youths were gathering at the railway bridge near Barnfield which was being looked at and will be reported on next month.
 - c. One domestic incident.
 - d. A burglary at the Sports Club.

7. **Approval of the minutes of the Annual Meeting held on 10th May 2017 – Item Deferred**

8. **Matters Arising from the Annual Meeting held on 10th May 2017**
 - a. **Declarations of Interests** – Clerk is awaiting confirmation from Cllr. Barrell and Tom Evans that their entries on the Register of Members Interests are up to date.
(Action: Cllr. Barrell and Tom Evans to contact Clerk)
 - b. **Date of Monthly Council Meetings up to May 2018** – Clerk confirmed that as from next month meetings will be held on the second Monday of the month. Dates have been published on the Community Council's website.
 - c. **Co-Option procedures for two vacant Councillor seats** – Council noted that adverts have been posted and that a number of applications and enquiries have been received. The decision on filling these vacancies will be made at July's meeting.

9. **Approval of the minutes of the Monthly Meeting held on 10th May 2017 – Item Deferred**

10. **Matters Arising from the Monthly Meeting held on 10th May 2017**
 - a. **Installation of new street signs for Brechfa Close - (See Item 5)**
 - b. **Testing of Ponthir Christmas Tree Lights** – **(Action: Cllr. Matthews to test lights. Clerk to e-mail contact details of Colin Richardson to Cllr. Matthews so he can arrange collection of the lights)**
 - c. **Bus Shelter at The Star** – Clerk confirmed that she has attempted to contact John Jones, TCBC, for an update but he had been on leave. **(Action: Clerk to follow up)**
 - d. **The Star** – No further updates have been received concerning the future of The Star but Council noted that the remnants of the Christmas Tree had been removed and the grass in the beer garden cut. Cllr. Bailey thanked Cllr. Glover for planting up the flower boxes and planters.
 - e. **Community Council obligations under the new pension regulations** – Cllr. Bailey confirmed that a letter had been sent to the Clerk and confirmation received that she wishes to be enrolled in the NEST pension scheme. **(Action: Required procedures to be followed following the Community Council's staging date of 1st August 2017)**
 - d. **Amendment of Bank Signing Mandate** – Following submission of the completed signing mandate Clerk was asked to resubmit the forms as our bankers claimed not to have received all the required pages. This was queried by the Clerk and upon investigation it appeared that the completed form had been received by the bank's mail room but not all the pages had been scanned and forwarded to the relevant department enabling the changes to be made. Not wanting to delay the process any further than necessary Clerk followed the bank's recommendation to resubmit the forms as this would be quicker than locating the original submitted documents and getting them rescanned. As this error resulted in unnecessary extra cost to the Community Council the Clerk requested that our bankers should cover the extra costs in resubmitting these forms. Council noted that a letter has been received confirming an ex-gratia payment of £10 is to be made and the signatories have been amended.

- e. **Approval of the Annual Return for the Year Ending 31st March 2017** – Clerk confirmed that this has been forwarded to the External Auditor.
- f. **Renewal of Council's Insurance Policy** – Clerk confirmed that this had been renewed.
- g. **Christmas Lighting Event 2017** – Booking confirmation has been received from Ponthir Village Hall. Council noted that the hire cost is £80.00
- h. **Review of Storage Arrangements** – Clerk stated that she was currently reviewing the Council's Retention Schedule for the Council to consider at July's meeting. **(Action: Item to be included in July's Agenda)**

11. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 31st May 2017 = £10,780.13
- b. **To Approve Cheques already Paid**
 - i. T Roberts (Internal Audit Fee) = £100.00
 - ii. Zurich Municipal (Insurance) = £425.99**Item Deferred**

- c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th May 2017
 - ii. Barclaycard (Wildflower Seeds £15.98, Postage £1.30, paper £3.00) = £20.28**Item Deferred**

Clerk reported that she has raised a query with Torfaen CBC Payroll as the amount paid to her in May differed from the Standing Order payment to TCBC. **(Action: Clerk to follow up query)**

- d. **To note an increase to the Insurance Budget of £5.99** – Item Deferred
- e. **Cllrs Bailey and Glover to sign a direct debit mandate for NEST pension contributions** – Item Deferred

12. **To approve a Social Media Policy** – Item Deferred

13. **To approve the Clerk's recommendation to adopt the One Voice Wales Model Local Resolution Protocol for Community and Town Councils** – Item Deferred

14. **Updates/Reviews**

- a. **LCPC Meeting** – Meeting has been deferred until after the General Election
- b. **Afon Lwyd Working Group** – Cllr. Bailey reported that a meeting was held on 22nd May 2017.
 - i. John Palmer has met with Mark Panniers, TCBC. The route included in the TCBC Active Travel Plan Consultation is in two sections from the Boating Lake to Ponthir Level Crossing; and from the Water Works to Caerleon. There is no route through Ponthir with cyclists advised to use the existing highway. This consultation is currently open for comments.
 - ii. John Palmer has also met with Joanne Gossage from Newport City Council and given a presentation to members of Croesyceiliog & Llanyrafon Community Council.
 - iii. The next meeting is due to be held on Monday 18th September 2017 with future meetings being held every 6 months.

c. Community Clean Up Event and Community Improvements

- i. Unfortunately the Community Clean Up Event arranged for 7th June had to be cancelled due to the bad weather forecast. A few residents hadn't seen the notices cancelling the event but they managed to go out for about an hour with Cllr. Glover before the bad weather set in. **(Action: Clerk to contact Cllr. Glover to look into the possibility of arranging another Community Clean Up Event for 3rd July 2017)**
- ii. Cllr. Bailey noted that one of the swings in the children's play area had been removed. **(Action: Clerk to contact TCBC)**

d. Llanfrechfa Village Association (LVA) – Council noted the following content from the minutes of the meeting held on Monday 5th June 2017:

- i. Installation of a Defibrillator – Awaiting further information
- ii. The LVA currently run the Scarecrow Festival, Harvest Auction and Summer Event with the Christmas Event being run as a joint venture with The Gate.
- iii. Llanfrechfa Tree Lighting will take place on Sunday 3rd December.
- iv. Next meeting is due to held on Monday 3rd July at 7.30pm

Council also noted the content of the latest LVA Newsletter recently received. With regards to the article concerning the Community Library recently installed in the Telephone Kiosk the article stated that 'Ponthir CC had handed the box over to the LVA' Whilst the Council is happy to see the kiosk being utilized by the LVA for the benefit of Llanfrechfa residents Council had not transferred ownership of the kiosk to the LVA and agreed that a letter of clarification concerning the ownership of the kiosk should be sent to the LVA **(Action: Clerk to send letter to LVA and to circulate the newsletter to Councillors)**

15. Review of Asset Maintenance – (Action: Clerk to check village benches and flower planters)

16. Planning Applications

- a. RSTA/17/P/0363/HH Proposed Single storey extension to annex bungalow at Stokes Farm, Stokes Drive, Ponthir
- b. SJEN/17/P/0382/OUT Outline application with all matters reserved for 1 no detached dwelling and associated works at Land Off Candwr Road, Ponthir, Cwmbran

As this meeting is inquorate no observations can be made for either application.

17. Correspondence Received

- a. Guide to taking part in 'Battle's Over - A Nation's Tribute & WWI Beacons of Light 11th November 2018' – OVW
- b. Chair – Hybu Cig Cymru – Meat Promotion Wales – OVW
- c. Call for Sustainable Employment Proposals – OVW
- d. One Voice Wales Larger Councils and Innovative Practice Awards Conference 5 July 2017
- e. Torfaen assessment of well-being – TCBC
- f. Code of Practice on Workforce Matters (Two Tier Code) – Annual Monitoring Form
- g. Aneurin Bevan Community Health Council Newsletter
- h. Cynnal Cymru May Newsletter – OVW
- i. Community Energy Wales Newsletter May 2017 – OVW
- j. TVA's Members Bulletin May 2017
- k. Ponthir CC representative on Torfaen Museum Trust Board
- l. Gwent Police Update
- m. Press Statement on Behalf of the Board of CHC's in Wales – OVW
- n. Welsh Government Public Appointments – OVW
- o. Chair & Vice Chair 2017/2018 for Henllys Community Council

- p. Chair & Vice Chair 2017/2018 for Cwmbran Community Council
- q. Chair & Vice Chair 2017/2018 for Blaenavon Town Council
- r. Health Social Care & Wellbeing Information Update – TCBC
- s. Tesco Bags of Help - Grant Recipient Survey
- t. Request for a temporary prohibition of Pedestrians on the Public Footpaths at the SCCC, Llanfrechfa Grange Hospital.
- u. Chair and Vice Chair 2017/18 for Pontypool Community Council
- v. Chair & Vice Chair 2017/18 for Croesyceiliog & Llanyrafon Community Council
- w. Mayor & Deputy of Torfaen 2017/18 – TCBC
- x. E-mail in support of Cycle path – J Feldon (Ponthir Resident)
- y. Research Ethics Committee Professional Practitioner Vacancy – OVW
- z. Plant a Tree Charter Legacy Tree – OVW
- aa. Awards for All Wales Welcomes Applications from Priority Groups
- bb. One Voice Wales News Bulletin
- cc. Volunteer's Week Celebration – Torfaen Voluntary Alliance
- dd. TVA Volunteer's Week Bulletin – Torfaen Voluntary Alliance
- ee. Latest news from the Information Commissioner's Office
- ff. Welsh Hearts - June & July events
- gg. Volunteering Matters - Mind Matters Press release
- hh. Merchant Navy Day – Seafarers UK
- ii. Historic Environment Update, Number 4 – OVW
- jj. National Development Framework for Wales - Newsletter June 2017
Content Noted.

18. The next Meeting of the Council will be the **Monthly Meeting on Monday 10th July 2017 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 8.10pm

This document is available on our website www.ponthircommunitycouncil.gov.uk
A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below./ Mae dogfen yma yn ar gael mewn gwefan ni

www.ponthircommunitycouncil.gov.uk 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