

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR

Minutes of Monthly Meeting 14th May 2014

- 1. Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. P. Matthews, Cllr. Mrs J. Bold, Cllr. D. Green.
Youth Representatives: L. Harris
Members of Public Attending: Mr Munson
Clerk: Karen Price
- 2. Apologies:** Cllr. T Roberts, Cllr. Mrs. J. Morgan, T. Bold, Miss N. Owen, PCSO Nicola Poulson, PCSO Riccardo Oliver.
- 3. Declarations of Interest:** Item 10 - Cllr. Davies declared a personal interest as his children are members of Ponthir Cricket Club. Cllr. Davies took no part in the discussions relating to this item. Also, Cllr. Matthews stated that although he often assisted the Sports Club he had no official role within that organisation.
- 4.** No matters were raised by members of the public attending this meeting.
- 5. Police Report** – Council noted the contents of the e-mail received from PCSO Poulson which reported that a house along Caerleon Road had been burgled.
- 6. The removal of the Bring Site at Ponthir Village Hall** – Following the Community Council's support for the removal of the Bring Site, which was conveyed to Christina Hahry at our March Meeting, and the Village Hall Committee sending a letter to TCBC asking for this site to be removed it was noted that the Bring Site is in the process of being taken away. The reason for the removal of this facility was the increased amount of fly tipping around the Bring Site and that since its installation residents could now use the kerbside recycling system instead.
- 7. The installation of the steps in the children's play area by TCBC** – Council noted that a number of complaints had been received from residents concerning the installation of these steps. Steve Horseman, Torfaen CBC, has confirmed that a Health and Safety issue surrounding the previously installed step had led TCBC to install these new steps. Mr Horseman also stated that TCBC had no responsibility under the regulations to provide a fence around the play area but that wherever possible they do endeavor to fence off their play areas to keep them safe for users. Council agreed that the open access of these steps straight onto Caerleon Road was unacceptable and highly sensitive to the community considering the tragic accident that occurred last year. Mr Munson queried why TCBC had erected safety fencing on two sides of the park and not all four and that as the owners of the park they had a duty of care to the children that used it. Mr Munson asked the Community Council to consider making improvements to the fencing if the community project to improve the playarea was the project that received most resident's votes. Council agreed that the improvement of the fence would be considered. (**Action: Clerk to write to TCBC asking**

for clarification concerning the boundary of the fence between The Star and the park and to ask if the Community Council and TCBC could work together to install an internal barrier to ensure that children did not have open access to Caerleon Road. If this could not be done Clerk is to ask if there was any reason why the fence in that area could not be reinstated. TCBC to be given 1 week to respond. Copies of this correspondence to Cllr. Huw Bevan and Christina Hahhry, Head of Neighbourhood Services ,TCBC)

8. The minutes of the Meeting held on 9th April 2014 were approved as a true record and duly signed. Proposed by Cllr. Bailey and seconded by Cllr. Green.

9. **Matters Arising from the Meeting held on 9th April 2014**

- a. **Police Report** – PCSO Poulson was to monitor Youths parking in School Close and Council wanted to discuss the number of burglaries that have recently taken place in Ponthir. (Action: Clerk to follow up with PCSO Poulson)
- b. **TCBC's Proposals for meadowland areas in Candwr Park and Barnfield** – Clerk had arranged for a site visit for 28th May when Councillors would meet with TCBC officers to discuss these proposals. However an e-mail has been received today from the TCBC asking to rearrange this visit. (Action: Clerk to confirm alternative date with Cllrs. Davies and Bold) See Item 20
- c. **Best Kept Village Competition** – Clerk confirmed that the entry form had been received by GAVO. Cllr. Matthews confirmed that the Village Hall would allow a banner to be placed on their fence advertising this competition. Council agreed that Cllr. Davies could spend up to £100 on a reusable banner with eyelets that could be tied to the hall fence.(Litter Act 1983) (Action: Clerk to confirm that the GAVO logo could be used on the banner and then liase with Cllr. Davies who will then arrange for the banner's production) See also Item 13f
8pm - Lloyd Harris left the meeting.

10. **Planning Applications** – Council viewed the following planning applications and made the following observations:

- a. **14/P/00238 Demolition of existing single storey building and construction of new single storey rear extension at 24, Lamb Lane, Ponthir, Cwmbran, Torfaen, NP18 1HA** – No Observations
- b. **14/P/00244 Storage building, for mowers, machinery and equipment for sports ground maintenance including provision of temporary storage container until completion of works at Ponthir District Sports Club The Oaklands, Ponthir, NP18 1GA** – Before discussions took place Cllr. Davies stated that a resident had asked how long the storage container would remain in place. At this point Cllr. Bailey took over as Chair and Cllr. Davies did not take part in the discussion for this application (See Item 3). Council noted the resident's comment and stated that, if the application was approved, as with any planning application, building work had to be started within 5 years. Theoretically, the container could therefore remain in place for up to 5 years under this current application. Council agreed that the provision of an area to store refuse and recycling would enhance this application. No other observations were made.
Cllr. Davies resumed as Chair.

11. Finance and Accounts

a. The balance of Direct Plus Account as at 30th April 2014 = £29,083.84

b. Authorisation of Cheques

- i. Karen Price (Ink £35.78, Stationery £4.99, Travel Expenses £6.07, Stamps £3.72) = £50.56
- ii. Cllr. R. Davies (Travel Expenses) - No expense claim made
- iii. G Holmes (Internal Audit Work) = £100.00

The cheques for Karen Price and Graham Holmes were approved by Council. Proposed by Cllr. Green and seconded by Cllr. Bailey.

c. Approval of Cheques already Paid

- i. Cllr. T Roberts (Travelling Expenses) = £6.15
- ii. ThatMediaGroup (Voting Slips for Community Project) = £148.50
- iii. ThatMediaGroup (May Newsletter) = £268.00
- iv. John Price (Telephone Kiosk, Llanfrechfa painted) = £310.00

The above cheques were approved by Council. Proposed by Cllr. Davies and seconded by Cllr. Bold.

d. To Note Standing Order Payments

- i. TCBC (Clerk's Salary) on 20th April 2014

The above standing order was noted.

e. **Community Council's Bank Mandate** – The Community Council's Bank Mandate was reviewed and Council agreed to continue with the current signatories.

12. The Annual Governance Statement and Internal Auditor's Report. The Annual Governance Report together with the Internal Auditor's Report was received and their contents noted. Chair and Clerk duly signed the Annual Governance Report and the Internal Auditors comments were discussed. The Auditor had also spoken to the Clerk about the Council's Grant procedures. Council noted his comments but agreed to continue with the current arrangements as it was felt that any local organisation in need of financial assistance should be able to apply to the Community Council at any point during the year and not be restricted to just once a year. **(Action: Clerk to send copies of the Annual Governance Statement with supporting documentation to External Auditor. Clerk to look into the Auditors recommendation to arrange a Community Council credit card by contacting our own bankers and other local community councils. Clerk to amend expenditure headings to include 'Community Events' for this financial year)**

13. Reports and Updates

a. **Update on the Community Council's Newsletter** – Chair reported that the next newsletter would be produced in September.

b. **Update on the Community Council's new Website** – Cllr. Bailey reported that the website, www.ponthircommunitycouncil.gov.uk, had gone live. Council noted that a Welsh language version is to be worked on with the assistance of Youth Representative Lloyd Harris. It was noted that Council would welcome details of any local event from residents that could be included on the website. **(Action: Cllr. Matthews to provide details on music event, Cllr. Davies to provide details of**

Llanfrechfa Village Association's scarecrow event. Monthly Meeting dates to be added. Cllr. Bold to look into possibility of Facebook page and arranging a photograph of Ponthir for this)

- c. **Update on the meeting with Jacqui Rue, TCBC** – Chair informed Council that copies of the paperwork had now been received from TCBC. It was agreed that Chair should seek legal advice as Council needed to be aware of all the facts and implications for the Council before proceeding. (**Action: Chair to obtain legal advice**)
- d. **Report from the TCALC meeting held on 15th April 2014** – Chair reported that apart from discussions concerning the future of community halls in Torfaen there was nothing else to report.
- e. **Report from the Local Council Partnership Committee meeting held on 29th April 2014** – Clerk reported the following:
 - i. An officer from Neighbourhood Services Department gave their apologies to Ponthir Community Council for missing the Council off the circulation list for the meadowland proposals. The officer stated that TCBC will be going ahead with these sites and that it was not part of a consultation process.
 - ii. The final recommendation concerning the future of the Black Bin collection system will be made to TCBC's Scrutiny Committee in June.
 - iii. The consultation periods for Statutory Home to School Mileage Limits, Secondary Schools in South Torfaen and the closure of Pontnewynydd School had all come to an end. There were reports due on the proposal for new primary schools for Blenheim Road, Llantarnam and Ysgol Panteg. The Estyn Recovery Report is also due to go before TCBC Cabinet.
 - iv. Planning and Public Protection highlighted the concerns of the increase in illegal tobacco and the use of horsemeat.
 - v. Community Halls – Cwmbran CC are hosting a seminar to discuss TCBC's proposals for the future of community halls and extended an invitation to all Torfaen community councils.
- f. **Update on Best Kept Village Competition**
 - i. Clerk informed Council that she had received confirmation from TCBC that we could rearrange the existing planters ourselves and if any of them were fixed in position TCBC would assist in their removal. Also that Council could source our own planters and install them as long as they didn't cause an obstruction on any footpath. Cllr. Bold stated that the rearranging of the planters would now be done at a later date. Council gave approval for Cllr. Bold together with the Clerk to source appropriate sized planters and arrange for planting. (Highways Act 1980 s96)
 - ii. The prices quoted by TCBC for the necessary litter picking equipment were noted but that Cllr. Bailey was in the process of sourcing cheaper alternatives. Council gave approval for Clerk to source 20 litter pickers, Hi Viz Vests and gloves. (Litter Act 1983 s5) All these items are to be deducted from the budget for the Best Kept Village. Cllr. Matthews had received a request from the Village Hall Committee asking if they could borrow the litter picking equipment on 30th May and Council agreed to this request. Council noted that as required by TCBC a Risk Management Document had been produced for the Community Litter Picking Event
 - iii. It was noted, with disappointment, that TCBC had still not sprayed the weeds along the pavements in Ponthir. Council agreed that if TCBC could not spray these weeds then subject to TCBC's approval the Community Council should, as a one off, look

- into employing a third party to remove these weeds. (Highways Act 1980 s 43)
- iv. Council agreed that the budget for the Best Kept Village should be increased to £1,000 by transferring funds from the unallocated budget.
 - v. Clerk informed Council that arrangements had been made for TCBC to repaint all the wooden village benches in both Ponthir and Llanfrechfa between Easter and June but the wet weather had delayed this work.

(Action: Clerk to seek approval from TCBC concerning the removal of weeds along the pavements. Clerk to amend budget. Clerk to order Planters and Litter Picking Equipment. Cllr. Bold to purchase bedding plants. Clerk to forward Risk Management Document to TCBC for approval.)

- g. **Update on the Gateway Site** – Clerk reported that Cllr. Roberts was still waiting for the contract from TCBC and that work would not commence until that had been produced and signed by all parties.

9pm – Mr Munson left the meeting.

14. Community Council's diary procedures for May/June 2014 - Clerk confirmed that all the diary procedures were in hand.

15. Consultations

- a. A proposed policy on the administration and regulation of Scrap Metal Dealers – Torfaen CBC
- b. Amendments to Torfaen CBC's private hire and hackney carriage policy
- c. Constitutional and Legislative Affairs Committee - Inquiry into Making Laws in the Fourth Assembly - Welsh Assembly
- d. Consultation on PCCs as Community Planning Partners in Wales - Welsh Assembly Council had no comments for the above consultations.

16. Correspondence Received

- a. European Parliamentary elections across Wales on 22 May – One Voice Wales (E-mail)
- b. The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 (Email)
- c. Guidance Local Government (Wales) Measure 2011 - One Voice Wales (E-Mail)
- d. Clean Coasts Week 10th – 18th May 2014 – One Voice Wales (E-mail)
- e. Community Engagement Workshop - Torfaen - Gwent Police (E-mail)
- f. Best Kept Village – Ponthir Baptist Church
- g. Governance in Small Public Bodies – Welsh Assembly (Two E-mails)
- h. Big Lunch Extras: Calling all Community Volunteers in Wales – One Voice Wales (E-Mail)
- i. Children's Commissioner for Wales – One Voice Wales (E-Mail)
- j. 2014/15 Pontypool Community Council Chair & Vice Chair (E-mail)
- k. Local Government and Communities Community and Town Councils Welsh Government News

The content of the above correspondence was noted.

17. New Community Council Logo – It was agreed to defer this item to June's Meeting
(Action: Clerk to add this to June Agenda)

- 18. Community Council's Freedom of Information Policy** – Prior to this meeting the Clerk had circulated the model Freedom of Information Policy as produced by the Information Commissioner's Office together with a schedule of charges as recommended by the Clerk. Council approved the adoption of both the policy and charging schedule.
- 19. Community Council's Data Protection Policy** – Prior to this meeting Clerk had circulated a Data Protection Policy for the Council's consideration. Council approved the adoption of this policy.
- 20. Consideration of a resident's suggestion to plant trees in Ponthir** – Council had received an e-mail from a Ponthir resident who was concerned about the continued loss of trees in Ponthir. The resident had enquired whether the Community Council would consider sponsoring the planting of new trees in the village. This suggestion was positively received by Council. It was discussed whether the possibility of planting as many different native trees as possible could be linked with the meadowland proposals. It was agreed that this should be discussed at the site meeting to be arranged with TCBC Officers (See Item 9b) (**Action: Cllr. Bold to discuss at site meeting**)

21. Date of the Next Meeting

To confirm that the next Meeting of the Council will be held on **Wednesday 11th June 2014 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 9.40pm

A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below/Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

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