

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting 14th September 2016

1. **Present:** Cllr. S. Bailey (Chair), Cllr. Mrs J. Bold, Cllr. P. Matthews & Inspector Morgan (Gwent Police)
Members of Public Attending: Tom Evans (Prospective candidate for Community Council Youth Representative)
Clerk: Karen Price
2. **Apologies for Absence - Councillors:** Cllr. I Glover, Cllr. N. Dominy & Cllr. M. Barrell.
Absent – Councillors: Cllr. L. Adams
3. **Declarations of Interest:** Cllr. Matthews declared an interest in Item 10 as he is a fundraising member of the Ponthir District Sports Club.
4. **Matters raised by the members of the public present – None**
5. **Police Report** – Inspector Morgan reported the following:
 - a. No antisocial incidents recorded during August/September
 - b. One dwelling burglary in Barnfield
 - c. Three cars broken into in Barnfield, one car broken into in Stokes Court and one car stolen from Stokes Court. All of these incidents occurred on 12th September and investigations are ongoing.
 - d. The Speed Detection Van continues to be scheduled to visit Ponthir five times a month.**(Action: Clerk to add post to Facebook Page notifying residents of vehicle crime)**
7.10pm Inspector Morgan left the meeting.
6. **Planning Applications**
 - a. **16/P/01056/HH Proposed: 2 storey rear extension and new roof windows at Glenlyn, Station Road, Ponthir** – General concern of a possible impact on the limited parking provision in this area.
 - b. **16/P/01176/HH Proposed: Single storey rear extension containing family room at 34 Barnfield, Ponthir, Cwmbran** – No Observations
7. The minutes of the Monthly Meeting held on 13th July 2016 were not able to be approved as only Cllr. Bailey had been present during the whole the July meeting. **(Action: Item deferred until October meeting)**
8. **Matters Arising from the Monthly Meeting held on 13th July 2016**
 - a. **Appointment of Youth Representative** – Council approved the appointment of Tom Evans as Ponthir Community Council's Youth Representative. This appointment will end in July 2017. **(Action: Clerk to forward Code of Conduct information to Tom. Tom to sign a Declaration of Acceptance of Office at the October meeting)**
 - b. **Amended Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (no 2016/84)** – Clerk informed Council that she had written to David Davies MP concerning the requirement to publish a legal notice in a local paper and the associated costs. Mr. Davies had responded in support of the Council's view and he had also written to the Welsh Assembly. **(Action: Awaiting response from Welsh Assembly)**

- c. **Community Newsletter** – Council agreed to defer the next publication until sufficient articles had been received.
- d. **Bus Shelters** – Cllr. Matthews confirmed that the Perspex screens in the bus shelters require specialist fitting.
- e. **New Model Financial Regulations 2016** – (Action: Item deferred until October Meeting)
- f. **Christmas Tree Lights** – Commercial Christmas have confirmed to One Voice Wales that the Tree Lights will be returned this week. To avoid any further delay Council agreed to pay for a courier to collect the lights. (Action: Clerk to contact Commercial Christmas and arrange courier.)
- g. **Ponthir Cricket Club Emergency Grant Application** – Council noted that the Clerk had contacted the club concerning a query in the accounts but to date no response has been received.
- h. **Community Improvements**
 - i. **Station Road** – Clerk has contacted Network Rail concerning the overgrown verge. Network Rail has confirmed that this will be added to their maintenance schedule.
 - ii. **Relocation of bin at Park Stores** – Clerk contacted TCBC to ask if this bin could be relocated to School Close. TCBC have reviewed the use of the bin currently in School Close and do not feel an additional bin is required at present but will monitor.
 - iii. **Footpath along Caerleon Road, Llanfrechfa** – Council noted that, following a request from the Clerk to TCBC, the vegetation overgrowing the footpath has been cut back.

9. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 31st August 2016 = £22,425.51
- b. **To Approve Cheques already Paid**
 - i. Wayne Jefferies (Repair of Tram Lane Wall) = £150.00
Council approved the above cheque.
- c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th July 2016
 - ii. TCBC (Clerk's Salary) on 20th August 2016
 - iii. Barclaycard (Stationery £3.80, Bedding Plants £5.00) = £8.80
Council noted the above payments.
- d. **Annual Return For Year Ending 31st March 2016** –The audit opinion from the external auditors was noted and the Annual Return was duly approved and accepted by the Council. Proposed by Cllr. Matthews and seconded by Cllr. Bold.

10. **Ponthir District Sports Club Emergency Grant Application** – (Action: Item deferred until October Meeting as three Councillors who do not have a Declaration of Interest are required in order for a decision to be made. (See Item 3). Clerk to advise Sports Club. Clerk to include an item in the next Annual Meeting Agenda to review the schedule and time of the Council's monthly meetings.)

11. Publication of Expenses Paid to Ponthir Community Councillors 2015/16 – In line with the Independent Remuneration Panel for Wales Guidance, Council noted that the following expenses were paid to Councillors during 2015/16:

Councillor	Date	Amount	Details
Cllr. Joanne Bold	14 th October 2015	£16.29	Travel Expenses for attending Gwent Best Kept Village Presentation Event, Chepstow Garden Centre.

Council agreed that the above expenses should be published on our website and the Remuneration Panel notified. **(Action: Clerk to action by 30th September 2016)**

12. Updates/Reports

a. **Ponthir Play Area**

- i. Council noted that this was the largest scheme ever undertaken by the Council and that it had been extremely disappointed with the delay in the project's completion.
- ii. Installation had begun on 6th June 2016 and was initially hampered by the bad weather experienced in the weeks that followed.
- iii. There were further delays with the sub-contractor rectifying the snags identified in the Play Equipment Inspection Report and in particular issues with the new safety surfacing installed. As a result Council had withheld the final payment for installation works until all work had been completed.
- iv. After numerous correspondence between the Community Council, TCBC, the main contractors and the subcontractors Cllr. Glover and Clerk met with the contractors in August in an attempt to find a resolution agreeable to both parties which would enable the project to be finished.
- v. Following consultation with all of the Councillors a proposal was agreed that the additional costs involved in replacing the newly installed play surface with wet pour surfacing would be shared between the Contractor and Council. The wet pour surfacing is due to be installed during 19th/20th September and the Clerk has already e-mailed Kelvin Edwards, TCBC, forwarding specifications of the new play surface to be installed and to coordinate the inspection required, once the work has been completed, to enable the park to be reopened.
- vi. Council agreed that any future projects on this scale would require the employment of a project manager, the costs of which would have to be factored into the project's budget.

(Action: Clerk to telephone Kelvin Edwards to confirm arrangements for Play Equipment Inspection)

b. **Llanfrechfa Village Association** – (Action: Item deferred until October Meeting as Cllr. Dominy is not present.)

c. **Afon Lwyd Greenway**

- i. Cllr. Bailey noted that although the lottery grant application for the works associated around the Newport High School Old Boys RFC had been unsuccessful the partnership forged between the two groups was proving to be useful.
- ii. In light of the closure of Caerleon College the Working Party has proposed an additional section of pathway from a point opposite Forge Close through the college site and onto Lodge Hill. Having studied a map supplied by the Working Party Council agreed to write a letter in support for this proposed section.
- iii. Concern has been raised about the possibility of Japanese Knotweed growing along the Afon Lwyd.

- iv. The Working Group noted that Network Rail's national policy is to close all level crossings to pedestrians but in doing so has to provide alternative pedestrian access to footpaths affected by such closures such as the case with the level crossing in Station Road. It was agreed by the Working Group that their proposals involving access across the railway line at this location would be deferred until Network Rail had confirmed their plans for this crossing.
- v. A case is to be made to Newport CC and TCBC for this project to be included within both Councils Community Infrastructure Levies.
- vi. Council noted that Sustrans are holding a family event on 24th September 2016 at Tredegar House.

(Action: Clerk to write to:

- **Newport City Council to support route through Caerleon College site**
- **Natural Resources Wales re Japanese Knotweed.**
- **TCBC asking for the inclusion of project in the Community Infrastructure Levy)**
- d. **Community Newsletter – See Agenda Item 8b**

13. Ponthir Christmas Tree Lighting Event 2016

- a. Clerk confirmed that the Village Hall had been booked.
- b. Council agreed that enquiries would be made to book The Gatecrashers, to ask Ponthir School pupils to sing at the start of the event and Father Christmas to switch on the tree lights.
- c. It was agreed that light refreshments would be provided e.g. mince pies, crisps etc.
- d. Council felt that it was better to have the school children singing in the hall rather than outside but noted that the noise from the bar area during their performance last year had been an issue. This could be resolved by either having the bar open after the children's singing or closing the partition doors.
- e. The Gatecrashers would be asked to perform after the school and their performance split into two sessions.
- f. Arrangements were already in place for the provision of the Christmas Tree and installation of the tree lights but Council agreed these should be reviewed in the new year.

(Action: Clerk to contact Mrs Spooner, Headteacher of Ponthir School and Father Christmas. Cllr. Bold to contact The Gatecrashers.)

14. Disposal of Community Council's Historic Financial Records – Clerk has undertaken the annual review of the Council's records and in line with both the Council's Record Management and Security Policy and Retention Schedule recommended that the following records be destroyed:

- a. Cheque Stubs (Pre 2004)
- b. Credit Stubs (Pre 2004)
- c. Bank Statements (Pre 2004)
- d. Vouchers (Pre 2004)

Council approved the Clerk's recommendations.

(Action: Clerk to treat the records as confidential waste and shred)

15. Community Council's diary procedures for September/October 2016 – Clerk confirmed the following procedures had been actioned as follows:

- a. To arrange the installation date for Christmas Lights – See Items 8e and 13
- b. Publication of payments to Councillors and Remuneration Panel to be advised – See Item 11

- c. Remembrance Day Wreaths – Council agreed that the Clerk should contact both churches in Ponthir and Llanfrechfa to make enquiries for the provision of Remembrance Day Wreaths on behalf of the Community. **(Action: Clerk to contact Jill Williams, Ponthir Baptist Chapel and Rev Richard Reardon, All Saints Church)**

16. Community Improvements – Council noted that the Clerk has made the following requests:

- a. Clearance of the culvert adjacent to Candwr Park bus stop – TCBC have added this to their maintenance schedule
- b. Repainting of the Post Box at Candwr Park bus stop – Royal Mail have added this to their maintenance schedule.

17. One Voice Wales New Training Schedule September - December 2016 – Content noted.

18. Revised Code of Conduct Training for Community Councillors from TCBC – Content noted.

19. Gwent Valleys AGM Tuesday 4th October 2016, Nantyglo - Clerk had previously circulated this information but none of the Councillors are available to attend.

20. Consultations

- a. Draft Technical Advice Note 24: The Historic Environment – No Observations
- b. Higher rates of tax on purchases of second homes: Have your say – No Observations
- c. Planning Law in Wales - Scoping Paper Summary – No Observations
- d. Welsh Ambulance Services - Our promises to older people – No Observations
- e. Fee rates and fee scales 2017-18 – Wales Audit Office
- f. Flood and Coastal Erosion Committee Consultation – No Observations

21. Correspondence Received

- a. Invitation to attend Torfaen Environmental Association (TEA) AGM
- b. Public Appointments Opportunity – Appointment of Vice-Chairs and Independent Members to NHS Wales
- c. Invitation to Police and Crime Commissioner Community Council Event
- d. TVA's Members Bulletin July 2016
- e. Sustaining Welsh Communities – Greenmeadow Golf Club 26th September 2016
- f. Draft Local Government (Wales) Bill – Report on Responses
- g. One Voice Wales Conference Saturday 1st October 2016
- h. Remembrance Sunday - Cwmbran Community Council
- i. Aneurin Bevan Community Health Council Newsletter
- j. Recruitment of Additional Training Associates – OVW
- k. The Ombudsman's Casebook Issue 25
- l. Advice to Community and Town Councils on Working with Young People – OVW
- m. Prison Council Liaison Meeting
- n. One Voice Wales AGM Motions 2016
- o. Fundraising art auction – Pontypool Museum
- p. Correspondence and information from the Future Generations Commissioner – OVW
- q. Latest news from the ICO - August 2016
- r. Newport Community Infrastructure Levy - Inspector's Report – Newport CC

- s. Merchant Navy Day 2016 – Cwmbran Community Council
- t. Play Area Budget – Mr Miles
- u. Grant relating to Carers – Disability Advice project
- v. Invitation for Chair to attend Civic Service – Blaenavon Town Council
- w. The Ombudsman's Casebook Issue 25
- x. Workplace Pensions – The Pensions Regulator
- y. An update from the Older People's Commissioner for Wales – OVW
- z. Torfaen Well-being Assessment
- aa. Your invitation to our Heritage Together event – OVW
- bb. Armed Forces Covenant – TCBC
- cc. Newport CC Local Development Plan 2011 – 2026
- dd. Questionnaire - Planning Policy Wales – OVW
- ee. Rise in Insurance Premium Tax – Zurich Insurance
- ff. Wales Remembers 1914 – 1918 – OVW
- gg. Age Positive Week – TCBC
- hh. Changes to Interest Rate on bank account – Co-Op Bank
- ii. Explore Newport's diverse heritage - OVW
- jj. Be a Councillor Workshop hosted by Welsh Government – OVW
- kk. Natural Resources Bulletin - Issue 8 - August 2016 – OVW
- ll. Upcoming Webinar sessions – TCBC
- mm. Change of meeting place - Ponthir Brownies
- nn. Torfaen area payphone removal consultation by BT – TCBC
- oo. Abersychan Brynteg Nursery & Cwmffrwdroer, Garnteg and Victoria Primary Schools - Modified Implementation dates – TCBC
- pp. Promoting Citizens Advice Torfaen
- qq. Upcoming webinar sessions – Wales Co-Operative Centre
- rr. Invitation for Chair to attend a Grant Presentation Evening – Pontypool Community Council
- ss. Ponthir District Sports Club's fundraising efforts for a defibrillator.
- tt. Lay Member – Individual Patient Funding Request Panel – Aneurin Bevan UHB
- uu. Job Advert - Cwmbran Community Council

The content of the above correspondence was noted.

Council was pleased to see that Ponthir Brownies had been able to arrange for future meetings to be held at the Ponthir Baptist Church enabling them to remain in Ponthir.

22. The date of the next Meeting of the Council will be on **Wednesday 12th October 2016 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 8.15pm

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.

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