

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
7th February 2017**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. I. Glover, Cllr. M Barrell & Insp. D. Morgan (Gwent Police).

Members of Public Attending: None

Clerk: Karen Price

2. **Apologies:** Cllrs J Bold and N. Dominy.

3. **Declarations of Interest:** None.

4. **Matters raised by the members of the public present –** None

5. **Police Report**

Inspector Morgan reported that:

- a. The high incidents of offences recorded in the September 2016 Speed Enforcement Data were due to the deployment of the van during the night.
- b. The higher average speed recorded at the junction of Lamb Lane/Caerleon Road is a result of this junction being located close to the point where vehicles are travelling from the 40mph zone into the 30mph and that they are coming downhill.
- c. There have been no reported incidents of crime or anti-social behaviour in this area since 11th January 2017.
- d. PCSO Nicola Redman had successfully applied to become a PC. Her replacement will be PCSO Peter Walker and he will be covering another community area as well as Ponthir.
- e. The current number of Gwent PCSO's has been affected due to a number of officers becoming PC's but there will be a recruitment drive in the summer for additional PCSO's.
- f. Within the Torfaen area Gwent Police has been targeting crime committed by 14-21 year olds.
- g. The Chief Constable has written to the Chief Executive Officer for TCBC informing her of the intention to move to civil parking enforcement in line with all the other local authorities in Wales.

(Action: Insp. Morgan to convey the Council's interest in more night time operations being carried out in Ponthir by the Speed Enforcement Team)

7.15pm - Inspector Morgan left the meeting.

6. The minutes of the Monthly Meeting held 11th January 2017 were approved and duly signed. Proposed by Cllr. Glover and seconded by Cllr. Bailey.

7. **Matters Arising from the Monthly Meeting held on 11th January 2017.**

- a. **Mobile Phone Signal in Ponthir** – Clerk has followed this up but no responses have been received to date. **(Action: Clerk to follow up)**

b. **Ponthir Christmas Tree Lighting Event**

- i. Clerk confirmed that the Village Hall has been provisionally booked for Friday 8th December 2017. **(Action: Clerk to diarize for May 2017 to confirm arrangements after Community Council Elections)**
- ii. 2017 is the last year under the current contract for the supply/ installation of a tree together with the storage and testing of the lights. **(Action: Cllr. Dominy to begin enquiries concerning the testing of the lights and supply of tree from 2018)**

- c. **Llanfrechfa Village Association (LVA) – (Action: Clerk to contact Cllr. Dominy to confirm whether the LVA had been advised to contact Steve Horseman, TCBC, re the LVA’s proposal to install additional flower planters)**
 - d. **Review of Insurance Cover** – Clerk confirmed that a quote had been requested from an alternative insurance provider. The quote should be received in time for the May Council Meeting. A comparison can then be made with our current provider and a decision taken before the renewal date of 1st June 2017.
 - e. **Replacement Dog Waste Bin (Ponthir Sports Fields)** – Clerk confirmed that following the last meeting she had initially contacted TCBC to confirm whether or not an order for a replacement bin had already been placed. TCBC confirmed that they were awaiting delivery of an order but to date have not specified delivery and installation timescales. **(Action: Clerk to follow up.)**
 - f. **Ponthir Wildflower Bed** – **(Action: Clerk and Cllr. Dominy to make enquiries with organisations that specialize in wildflower planting)**
 - g. **Bus Shelters** – Clerk confirmed that she had been in contact with John Jones, TCBC. Mr Jones had confirmed that a new cleaning contract had been awarded and that the bus shelters would be cleaned within the next few weeks. He suggested that we wait until after the shelters had been cleaned to review the condition of the Perspex screens. Mr Jones has the contact details for the screen supplier and confirmed that he was due to undertake a safety review of all the shelters in Torfaen and if, as a result of his review, he also had to order parts from this supplier it may be possible for us to include our order for replacement screens with that of TCBC and potentially reduce costs. **(Action: Clerk to follow up)**
 - h. **Future Community Council Meeting Dates** – Clerk confirmed that the meeting to be held in March had been rescheduled for Tuesday 7th March but April and May’s meetings had remained scheduled for Wednesday 12th April and Wednesday 10th May. Council noted that the Sports Club had confirmed that holding meetings on a Tuesday during the summer months may prove difficult due to the sports activities taking place on that day. **(Action: After local elections Clerk to include on agenda for further discussion.)**
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31st January 2017 = £9,387.48
 - b. **To Approve Cheques already Paid**
 - i. Ponthir District Sports Club (Rent June – Dec 2016) = £120.00
 - ii. Colin Richardson (Supply and Installation of Ponthir Xmas Tree 2016) = £2,160.00 (VAT of £360.00 to be reclaimed)
 - iii. Ponthir Village Hall (Xmas Tree Lighting Event) = £60.00

Council approved the above cheques.
 - c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk’s Salary) on 31st January 2017

Council noted the above Standing Order.
9. **Annual Reviews**
- a. **Ponthir Community Council Policies – See Appendix 1** Council noted the contents of the Clerks report and approved all recommendations.
 - b. **Ponthir Community Council’s Asset Register – See Appendix 2** Council approved the contents of the Asset Register.
10. **Review of Register of Member’s Interests** - Councillors present & Clerk agreed that their entries on the register were correct. **(Action: Clerk to include item on March Agenda)**

11. **Community Newsletter Update** – A final proof had been received yesterday and circulated to all Councillors. Council agreed that this should proceed to print. Clerk expected the hard copies to be delivered next week. A proposed delivery route had been circulated prior to this meeting. Cllrs. Bailey, Morgan, Glover and Dominy (via e-mail) together with the Clerk confirmed the routes suggested. **(Action: Clerk awaiting confirmation from Cllr. Matthews and Tom Evans on availability to deliver newsletters)**
12. **Grants** – Council agreed that the two grant applications should be discussed in a different order than listed on the agenda and they were renumbered accordingly.
- a. **Ponthir Cricket Club** – This application had previously been discussed in July 2016 and a £300.00 grant agreed but with the award pending subject to a satisfactory explanation being received concerning a query in the club's accounts. An explanation has now been received and accepted by the Council. **(Action: Clerk to inform Ponthir Cricket Club that the grant of £300.00 is to be issued)**
- b. **Ponthir Junior Football Club** – This application had initially been considered in December 2016. At that time it had been noted that according to the club's accounts a significant credit balance was held and therefore a decision was deferred awaiting confirmation on whether these balances were earmarked for other expenditure. The club's Treasurer has subsequently contacted the Council and stated that as a relatively new club the Committee had taken the decision to leave an amount in the bank balances to cover any unforeseen circumstance as they wanted the club to be in a strong financial position in order to continue for years to come. Council agreed to award a grant of £200.00 (Local Government Act (Misc. Prov) 1976 Section 19). Proposed by Cllr. Barrell and seconded by Cllr. Glover. **(Action: Clerk to inform Ponthir Junior Football Club)**
13. **Community Council's diary procedures for February/March 2017** – Clerk confirmed that the following procedures had been actioned as follows:
- a. Check all Policies, Standing Orders, Financial Regulations, Register of Members Interests and Asset Register are up to Date – See Items 9 & 10
- b. Renew membership of One Voice Wales – **(Action: Awaiting Annual Membership form)**
- c. Review Insurance Cover and Provider – See Item 7d
- d. Council to decide whether or not to adopt any of the Remuneration Panels resolutions – **(Action: To be included on March's agenda)**
- e. Report to Welsh Language Report – **(Action To be included on March's Agenda)**
- f. To arrange Portable Appliance Testing – Council noted that this was undertaken in June 2016. **(Action: Clerk to confirm with Cllr. Matthews that for the equipment we currently have and under current guidelines the next inspection would be in June 2018)**
- g. To advise Councillors on Election Procedures – Clerk informed Council that she was due to attend a meeting with TCBC officers on 1st March to discuss both the future of the LCPC meetings and the forthcoming election timetable. **(Action: Clerk to circulate information from this meeting)**

14 Community Improvements

- a. **The Star Inn** – Council noted that The Star Inn had recently closed and whilst appreciating that the building had to be made secure was dismayed to see the unsightly screens that have been placed over the windows/ doors and that beer barrels had been left in the garden. **(Action: Clerk to make enquiries with Punch Taverns concerning their future plans for the business /building)**
- b. **Village Planters** – **(Action: Clerk to investigate costs of replacing the stone planters located at Stokes Drive and School Close with larger wooden planters.)**

- c. **Hedge and Culvert located at Candwr Park Bus Stop** – Clerk confirmed that she had contacted TCBC to request maintenance to cut back the hedge between the bus stop and Post Office Cottages before it starts to encroach over the footpath and also to clear vegetation from the culvert.

15. Planning

- a. 16/P/01401/HH To restore the second original constructed doorway to the front elevation instead of the currently installation window. Construction of a new porch (approx 4 sqm) at the restored front entrance to match adjacent properties at 1-2 Post Office Cottages, Caerleon Road, Ponthir – No Observations
- b. 17/P/0034/HH Proposed part two storey/part single storey rear extension with extension to existing patio at 6 Stokes Court, Ponthir – No Observations
- c. 17/P/0049/HH Proposed two storey rear extension at 6 Candwr Park, Ponthir – No Observations
- d. 17/P/0029/HH Proposed: Construction of new detached garage at Brookfield, Caerleon Road, Ponthir – No Observations
- e. HSMI/17/P/061/TPO Proposed: To remove one branch which is above the entrance/driveway to the property at Brantwood, Lamb Lane, Ponthir – No Observations

16. Consultations

- a. Equality, Local Government and Communities Committee - consultation into the Trade Union (Wales) Bill – No Observations
- b. Reform of School Governance: Regulatory Framework – No Observations
- c. White Paper 'Reforming Local Government: Resilient and Renewed' – No Observations

17. Correspondence Received

- a. Query re Removal of Dog Waste Bin at Sports Field by TCBC – Mr. F Coote
- b. Community/Town Councils Meeting – Report – Gwent Police Commissioner
- c. Goldies Cymru - Thank You Letter re Community Grant
- d. Energise Wales Newsletter – January 2017 – Sector news, events and tender opportunities
- e. Grant Request – Tenovus
- f. Refund of Community Grant – Goldies Cymru
- g. Implementation of ward boundary changes - Torfaen (Communities) Order 2013
- h. TVA's Members Bulletin January 2017
- i. Appointment of Independent Members (Community & Trade Union) to Aneurin Bevan University Health Board
- j. Invitation for Chair to attend the Cwmbran Community Council Eco Quiz 2017
- k. Invitation for Chair to attend Chairman's Charity Concert - Pontypool C.C.
- l. Appointment of Independent Members to the Aneurin Bevan University Health Board
- m. Appointments to the Pembrokeshire Coast and Snowdonia National Park Authorities
- n. Campaign for the Protection of Rural Wales - TVA
- o. Place Plans event – Planning Aid Wales
- p. Request for Financial Support – Gwent Young Farmers
- q. Invitation for Chair to attend Civic Dinner – Cwmbran CC
- r. Information/Posters detailing various events at Pontypool Museum
- s. National Vegetarian Week 2017 Event Grants – UK - TVA
- t. BBC Children in Need Small Grants Programme – TVA
- u. One Voice Wales Gwent Valleys Area Committee - NEST Information
- v. Croesyceiliog School - Publication of Statutory Notices – TCBC
- w. Review of Post 16 Education in Torfaen - Publication of Statutory Notices - TCBC
- x. One Voice Wales January bulletin
- y. Invitation for Chair to attend Torfaen Sea Cadets RNP Inspection.

- z. Town and Community Councils Survey
 - aa. Torfaen Voluntary Alliance Event 10/3/2017 - Information, Assistance and Advice
 - bb. Postcode Community Trust Opens Community Grants Programme for 2017 – TVA
 - cc. Wales Audit Office Newsletter
 - dd. Programme 2017 Wales Remembers 1914-1918, Registration process and new 'Gallery' – OVW
 - ee. Investment in third sector services increasing but local authorities in Wales not making best use of the third sector – OVW
 - ff. One Voice Wales Innovative Practice National Awards 2017
 - gg. Invitation for Chair to attend Pontypool Community Council Annual Dinner
 - hh. Draft Assessment of Well-Being for Torfaen - TCBC
 - ii. Dewis Drop In Session – TVA
 - jj. Invitation to attend drop in session 'Preventing Falls' at Widdinshins Centre 9th February – Age Connects
 - kk. Press Release: Community councils need to improve financial management and governance – OVW
 - ll. Federation of City Farms and Community Gardens Events in Cardiff – OVW
 - mm. The Welsh Government Marine and Fisheries Stakeholder Survey – OVW
 - nn. Planning4communities – Planning Aid
 - oo. Supporting Service Children in Education All Wales Conference 2017 – TCBC
 - pp. Walk for Life 23rd April 2017 – Kidney Wales
 - qq. M4 Black Route and its potential effect on your community and Wales – Ann Picton
 - rr. Update on Walled Garden, Llanfrechfa Grange – LVA
- Contents Noted

18. The date of the next Council Meeting will be on **Tuesday 7th March 2017 at 7pm at Ponthir District Sports Club.**

Meeting Closed at 7.50pm

Appendix 1 – Policy Review

<u>Policy</u>	<u>Date Adopted or Version</u>	<u>Dates Reviewed</u>	<u>Recommendation</u>
Absence	11/9/2013	11/2/2015 10/2/2016 26/1/2017	No Action Required
Code of Conduct	Version Dated 1/4/2016	26/1/2017	No Action Required
Data Protection	14/5/2014	11/2/2015 10/2/2016 26/1/2017	No Action Required
Disciplinary & Grievance Procedures	Acas Version Dated March 2015	10/2/2016 26/1/2017	This is still the current version No Action Required
Equality	11/9/2013	11/2/2015 10/2/2016 26/1/2017	No Action Required
Expenses	11/9/2013	11/2/2015 10/2/2016 26/1/2017	No Action Required
Financial Regulations	9/11/2016	26/1/2017	No Action Required
Freedom of Information Publication Scheme	Version 1.2 20151023	10/2/2016 26/1/2017	This is still the current version No Action Required
Freedom of Information Publication Scheme (Welsh Version)	Version 1.1 20130901	26/1/2017	New Version 1.2 20151023 Adopt New Version

<u>Policy</u>	<u>Date Adopted or Version</u>	<u>Dates Reviewed</u>	<u>Recommendation</u>
Freedom of Information Charging Schedule	9/7/2014	11/2/2015 26/1/2017	No Action Required
Health & Safety	11/9/2013	11/2/2015 10/2/2016 26/1/2017	No Action Required
Privacy and Data Protection Statement	9/7/2014	11/2/2015 10/2/2016 26/1/2017	No Action Required
Record Management & Security	10/2/2016	26/1/2017	No Action Required
Risk Management Policy	10/11/2010	12/3/2014 11/2/2015 10/2/2016 26/1/2017	No Action Required
Risk Management Register	10/2/2016	26/1/2017	No Action Required
Standing Orders	14/10/2015	10/2/2016 26/1/2017	No Action Required

Appendix 2 – Asset Register

<u>ASSETS 2016/17</u>	<u>DATE PURCHASED</u>	<u>VALUE</u>
CHAIRS CHAIN OF OFFICE	2002	£895.00
6 WOODEN BENCHES	2009	£4,543.00
1 WOODEN BENCH - TRAM LANE	Jul-16	£186.75
1x METAL NOTICE BOARD	2008	£3,031.00
MAN MADE NOTICEBOARD - TRAM LANE	Apr-15	£1,292.38
9x STONE PLANTERS		£9.00
SHREDDER		£10.00
2x METAL FILING CABINETS		£2.00
LENOVO L530 LAPTOP	Nov-13	£465.00
HP OFFICEJET PRO 8500A PRINTER		£195.00
RED TELEPHONE KIOSK		£1.00
LAMINATOR		£20.00
AREA MAP		£50.00
NOKIA 1616 MOBILE PHONE	Jul-11	£20.00
CHRISTMAS LIGHTS	Nov-13	£1,512.00
CHRISTMAS LIGHTS	Dec-15	£129.00
PORTABLE HARD DRIVE	Dec-13	£59.00
20 LITTER PICKERS	May-14	£100.00
3 TROUGH PLANTERS	Jun-14	£303.00
4 TROUGH PLANTERS	Mar-15	£316.00
2 TROUGH PLANTERS	Apr-16	£142.18
PAPER TRIMMER	Nov-15	£20.00
<u>TOTAL</u>		£13,301.31
<u>ITEMS DISPOSED OF DURING 2016/17</u>		
EXISTING BENCH IN TRAM LANE REPLACED WITH NEW BENCH		£758.00

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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.

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Minutes for Monthly Meeting held on 7th February 2017