

# PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

## Minutes of Monthly Meeting 7<sup>th</sup> March 2017

1. **Present:** Cllr. S. Bailey (Chair), Cllr. I. Glover, Cllr. M Barrell, Cllr. P Matthews, Tom Evans & PSCO Peter Walker (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** – PSCO Peter Walker reported that, since our last council meeting on 7<sup>th</sup> February, a number of minor incidents had been reported concerning issues such as a neighbourhood dispute, noise nuisance, minor assault, domestic assault and missing person reports involving the same elderly resident. There had also been 3 reports of suspicious people (Station Road, Caerleon Road and Hafod Road) but there had been no corresponding reported incidents of crime. Council noted that residents should dial 101 to report non-emergency incidents.  
PSCO Walker informed Council that he assists with the police cadets and if there are any community events they could help with then we could contact him.  
**(Action: PSCO Walker to contact Go Safe re night time speed monitoring)**  
**7.20pm – PSCO Walker left the meeting.**
6. The minutes of the Monthly Meeting held on 7<sup>th</sup> February 2017 were approved and duly signed. Proposed by Cllr. Glover and seconded by Cllr. Barrell.
7. **Matters Arising from the Monthly Meeting held on 7<sup>th</sup> February 2017.**
  - a. **Mobile Phone Signal in Ponthir** – Responses have been received from both EE and Vodaphone.
    - i. EE have noted that their network experience does appear to be down to limited coverage and have asked that customers experiencing problems should contact their Customer Service Team so that they can complete full diagnostics for this area.
    - ii. Vodaphone have confirmed that in the short term they have carried out some additional work to the local mast which will have improved the situation for some customers but acknowledge that longer term more work will need to be undertaken.
  - b. **Ponthir Christmas Tree Lighting Event - (Action: Cllr. Dominy to arrange the testing of the lights)**
  - c. **Llanfrechfa Village Association (LVA)** – Cllr. Dominy has advised the Clerk that he is unable to attend next week's LVA Meeting. Clerk noted that from the minutes of the LVA's last meeting the LVA Committee had discussed purchasing flower planters, sponsorship of these planters and the possibility of 'Village Welcome Gates' **(Action: Clerk to advise the LVA Committee to contact TCBC, Neighbourhood Services Dept. beforehand to ensure that any installations meet with necessary regulations)**
  - d. **Replacement Dog Waste Bin (Ponthir Sports Fields)** – Council noted that the new bin has been installed.
  - e. **Ponthir Wildflower Bed** – Council agreed that the Clerk should purchase wildflower seed from a specialist supplier and to arrange for the wildflower bed to be prepared and seeded by a garden contractor. **(Action: Clerk to contact garden contractor)**

- f. **Bus Shelters** – Clerk confirmed that she had today received details of both the new cleaning contractor and the company used for the maintenance of bus shelters from John Jones, TCBC. **(Action: Clerk to contact the maintenance contractor to obtain a quote for replacing Perspex screens in bus shelters. Once quote received Council to discuss where to prioritize.)**
  - g. **Portable Appliance Testing** – **(Action: Clerk to diarize for Cllr. Matthews to undertake testing in June 2017.)**
  - h. **The Star Inn** – Clerk confirmed that she had contacted Punch Taverns and received a response from Dave Morgan, Punch Development Manager which stated ‘ A decision on the future of the pub is still being considered but be assured that we will keep it clean and tidy as we consider our options’. Clerk highlighted the fact that rubbish had been left in the car park, the Christmas Tree was still up and beer barrels had been left in the garden. Mr. Morgan promised that these matters would be resolved shortly and advised that the metal boards had to be installed for insurance purposes. **(Action: Clerk to diarize and follow up if above items not removed)**
  - i. **Village Planters** – **See Agenda Item 19a**
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 28<sup>th</sup> February 2017 = £7,736.35
  - b. **To Approve Cheques already Paid**
    - i. Wales Audit Office (Fee for Audit of Accounts 2015/16) = £156.45
    - ii. That Media (Community Newsletter) = £290.00 (£18.00 VAT to be reclaimed)  
Council approved the above cheques.
  - c. **To Note Standing Order/Direct Debit Payments**
    - i. TCBC (Clerk’s Salary) on 20<sup>th</sup> February 2017
    - ii. Barclaycard (Stamps £13.75, Stationery £7.09) = £20.84  
Council noted the above payments.
9. **One Voice Wales Membership 2017/18** – Council approved membership renewal and that a cheque for £181.00 should be issued. Council noted that an adjustment to the Subscription Budget will need to be made. **(Action: Clerk to submit subscription form and payment to One Voice Wales and to amend Subscription Budget)**
10. **Community Council Obligations Under the New Pension Regulations** – Council noted that under the new rules for workplace pensions the Community Council will have a legal obligation to offer the Clerk the opportunity to join a workplace pension to which the Community Council will have to make employer contributions. The date that the Council has to implement this is 1<sup>st</sup> August 2017. Chair noted the content of information previously circulated and proposed that the Council’s employer contributions should be the minimum contribution levels as set by the Government and suggested that the Government sponsored NEST pension appeared to be the most suitable. Council agreed to defer any final decision until the next meeting. **(Action: Clerk to circulate information to Councillors)**
11. **Disposal of the Community Council’s historical correspondence and financial records**  
Clerk has undertaken a review of the Council’s correspondence and financial records and in line with both the Council’s Record Management and Security Policy and Retention Policy recommended that the following records be destroyed:
- a. Correspondence (1985-2003) – Clerk noted that the correspondence for 1992–1995 & 2001–2003 was missing and a note would be made on the disposal schedule.
  - b. Bank Mandates dated 1985 & 1987
  - c. Postage/Telephone Books 1985–1994

- d. VAT Claims Book 1986-1988  
And that the following records are to be deposited with Gwent Archives:
- e. Account Books 1985–2013
- f. Letters and press cuttings relating to Llanfrechfa School
- g. Press Cutting (not dated) showing Ponthir Community Councillor Jenny Nancarrow publicising the first trial of the twin bin recycling scheme in Torfaen which took place in Ponthir and Llanfrechfa.
- h. Results of Uncontested Elections dated 1985, 1991 & 1995  
Council approved the Clerk's recommendations
12. **Review of Register of Members Interests** – Cllr. Matthews and Tom Evans confirmed that their current entries were correct. Clerk confirmed that no amendments have been received from Cllrs. Bold and Dominy.
13. **Review of Register of Gifts and Hospitality** – Council noted that the last entry on this register was on 13/4/2011 and to date no other gifts have been received.
14. **Welsh Language Report 2016-17** – See Appendix 1 Council approved the report to be submitted to the Welsh Language Commissioner. **(Action: Clerk to submit report)**
15. **Independent Remuneration Panel's Determinations for 2017/18** - This report had been circulated to all Councillors prior to this meeting. Council agreed that the following proposals would be adopted for 2017/18:
- a. To make payments to each member in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances.
- b. If it is resolved that a particular duty requires an overnight stay, a reimbursement of subsistence expenses to its members may be authorized at the maximum rates as set out by the Panel on the basis of receipted claims.
16. **The Friends of Ponthir School Grant Application** – Council noted that the required information had not been received and agreed that a grant could therefore not be awarded.
17. **Updates**
- a. **Local Council Partnership Committee (LCPC)** – Clerk reported that both the forthcoming local elections and the future arrangements for the LCPC were discussed.
- i. **Community Council Elections Thursday 4<sup>th</sup> May 2017**
- Full details, nomination forms and opening times of the Civic Centre, Pontypool can be found on <http://www.torfaen.gov.uk/en/AboutTheCouncil/Elections/Elections-May-2017/>
  - Nomination papers must be hand delivered to the Elections Team, Civic Centre, Pontypool from Monday 27<sup>th</sup> March 2017 up until 4pm Tuesday 4<sup>th</sup> April.
  - Candidates can either deliver their own papers or a third party can hand deliver them on a candidates behalf.
  - Community Council Election Count will be on Friday 5<sup>th</sup> May.
  - Clerks had to inform TCBC by 2<sup>nd</sup> March if their respective Community Councils wished to include their details on the polling cards. After referring to Councillors via e-mail Clerk informed TCBC that Ponthir Community Council did not want to include its details on the polling cards. This course of action has saved the Community Council £180 in printing costs.
  - Possibility of joint induction training for new TCB Councillors and Community Councillors discussed.

- Procedures for officers and councillors during the pre-election period has been circulated.
- ii. **LCPC & Torfaen County Association of Local Councils (TCALC)**
    - Nansi Salkeld and Lisa Coles are to be the key points of contact for Community Clerks to access.
    - TCBC will be introducing single points of contact for departments where calls are logged before being passed into the relevant officer to respond.
    - The charter between TCBC and Torfaen community councils is to be reviewed.
    - TCALC meetings to continue therefore enabling community councils to discuss common issues which will then be fed back to Nansi Salkeld.
    - It is proposed that LCPC meetings will focus on joint planning to assist in the delivery of the objectives set out in Torfaen's Well Being Plan. Meetings will be held in a workshop style and held at least twice a year in April and October. The October meeting would influence the service and financial planning of both TCBC and community councils with the April meeting assessing the impact of agreed joint activities. Up to two community councillors per council could be nominated and the clerks would also be able to attend and participate.
    - Next joint meeting to be held in June.
  - iii. Cllr. Anthony Hunt, leader of TCBC, has indicated that he would like to attend a meeting of each of the Community Councils to introduce himself, meet the Community Councillors and get a feel of the work each Council undertakes. **(Action: Clerk to diarize for after the election)**
- b. **Afon Lwyd Working Group** – Cllr. Bailey reported that a number of comments had been raised concerning the proposed draft letter asking local politicians for their support in principle for the proposed route. As a result the working group had deferred sending letters until after the local elections and after a public meeting could be held. John Palmer is liaising with TCBC to arrange a presentation of the Torfaen Active Travel Plan and Afon Lwyd proposals in Ponthir Village Hall. Maps showing the proposed route will be available. It is hoped that TCBC will arrange the meeting for an afternoon/early evening to enable greater resident participation. **(Action: Cllr. Bailey to circulate copies of the maps to Councillors)**
18. **Community Council's diary procedures for April/May 2017** – Clerk confirmed that the following procedures had been actioned as follows:
- a. Prepare quarterly bank reconciliation and budget review against actual expenditure **(Action: To be included on April's Agenda)**
  - b. Prepare End of Year Accounts **(Action: To be included on April's Agenda)**
  - c. Prepare VAT Return **(Action: Clerk to complete in April)**
  - d. Organize End of Year Internal Audit – **(Action: Internal Auditor to be contacted once paperwork received from external auditor)**
  - e. Review Bank Mandates – **(Action To be included on May's Agenda)**
  - f. Review Banking Arrangements **(Action: To be included on April's Agenda)**
  - g. If Election Year check procedures and prepare information packs **(See Agenda Item 17a)**
  - h. Review all fees and charges following a report by Clerk – No charges/fees made.
  - i. Follow procedure for notifying the external auditor and the public **(Action: Awaiting paperwork from external auditor)**
  - j. Council to approve accounts for audit (Deadline for approval 30<sup>th</sup> June) **(Action: Awaiting paperwork from external auditor)**

## **19 Community Improvements**

- a. **Village Planters** – Council approved the purchase of two wooden planters to replace the existing stone planters at Stokes Drive and School Close and that the Clerk should make arrangements for all the planters to be replanted with summer bedding plants. **(Action: Clerk to order two wooden planters and to contact a garden contractor to replant all planters with summer bedding. Cllrs. Matthews and Glover to remove the stone planters at School Close and Stokes Drive.)**
- b. **Ponthir Tidy Up Event** – Council agreed that this would need to be arranged after the local elections. **(Action: To be added to May's agenda)**

## **20 Consultations**

- a. Circular for the planning of gypsy, traveller and showpeople sites – No Comments
- b. The 2018 Review of Parliamentary Constituencies in Wales – Secondary Consultation Period – No Comments

## **21 Correspondence Received**

- a. Arts Council of Wales Publishes 2017/18 Deadlines for Large Grants for Organisations – TVA
- b. Latest news from the ICO
- c. Torfaen Voluntary Alliance Event 10th March 2017
- d. The Ombudsman's Casebook - Issue 27
- e. Welsh Tree Charter Survey Preview
- f. Pontypool Town Centre Regeneration – TVA
- g. Public Appointments Opportunity – Commissioner - Royal Commission on the Ancient and Historical Monuments of Wales – OVW
- h. Police & Crime Commissioners Responses - OVW Gwent Valleys Area Committee
- i. Appointments of Chairs to NHS Wales Health Boards and Trusts - OVW
- j. Invitation for Chair to attend Pontypool Community Council Eisteddfod
- k. Financial Management & Governance in Community & Town Councils – OVW
- l. Thank you e-mail re Community Grant – Ponthir Junior Football Club
- m. Invitation to Caerleon Comprehensive Prize Day
- n. Next meeting of the First World War Centenary Programme Board and commemorative plans for 2018 – OVW
- o. Armed Forces Covenant e-learning module – TCBC
- p. Aneurin Bevan Community Health Council Newsletter
- q. Donation Request – Bobarth Children's Therapy Centre
- r. Donation Request – Teenage Cancer Trust
- s. One Voice Wales/SLCC Joint Event – 12 July, 2017
- t. Energise Wales Newsletter – February 2017 – OVW
- u. The 2018 Parliamentary Boundary Review – Secondary Consultation Period
- v. Good Practice Exchange Programme of Events for 2017/18 – OVW
- w. Call-out for a writer to undertake a literary residency in Brussels - OVW
- x. TVA's Members Bulletin February 2017
- y. Query concerning the SCCC – Mr Pearce
- z. One Voice Wales February 2017 Bulletin
- aa. Pre - election protocol for employees and elected members Local Government Elections Thursday 4 May 2017 – TCBC  
Contents Noted.

**8.25pm – Cllr. Matthews left the meeting**

- 22 The next Meeting of the Council will be held on **Wednesday 12th April 2017 at 7.00pm at Ponthir District Sports Club**. Cllr. Glover gave his apologies as he would be unable to attend this meeting due to work commitments.

23 Tom Evans raised the following matters:

- a. Pot holes in Station Road – **(Action: Clerk to inform TCBC)**
- b. The Youth Club based at Ponthir Baptist Chapel applying for a community grant – Clerk confirmed that:
  - i. The Youth Club had not submitted an application during 2016/17.
  - ii. The closing date for the 2017/18 applications would be in October 2017 and suggested the Youth Club check the Community Council's website in the summer to download the application form and check the grant criteria.
  - iii. Tom was reminded that he would have to make a declaration of interest if an application was submitted and he was still involved in the Youth Club.

Meeting Closed at 8.30pm

## **Appendix 1**

Welsh Language Commissioner,  
Market Chambers,  
5-7 St Mary Street,  
Cardiff,  
CF10 1AT

Dear Sir,

### **Welsh Language Scheme Annual Monitoring Report 2016-2017**

I confirm that Ponthir Community Council's Welsh Language Scheme, adopted in 2010, continues to be fully implemented.

During this period no complaints, comments or suggestions have been received in the period covered by this report.

We currently have six Councillors and one seat vacant. One Councillor has limited use of Welsh and the remaining five Councillors do not speak Welsh. The Council has recently appointed a Youth Representative who does not speak Welsh.

In line with our scheme this report will be published in the Council's noticeboards.

Yours sincerely,

Karen Price

Clerk to Ponthir Community Council

This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://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](http://www.ponthircommunitycouncil.gov.uk) Mae copi or ddogfen hon ar gael yn Gymraeg.  
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