

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
8th July 2015**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. Mrs J. Bold and Cllr. R. Davies.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Cllr. D. Green, Cllr. P. Matthews, Cllr. T. Roberts and Cllr. Huw Bevan (TCBC).
3. **Declarations of Interest:** None
4. **Matters raised by the members of the public present** – None
5. Cllr. Davies informed Council that it was his intention to stand down as a Community Councillor. Chair thanked Cllr. Davies for all his hard work during his time as a Councillor which included two years as Chair. **(Action: Cllr. Davies to confirm his resignation in writing.)**

The following items had been numbered 5 – 19 on the agenda and were renumbered 6 – 20 to take in account the additional item announcing Cllr. Davies' resignation.

6. Police Matters

- a. **Police Report** – An E-mail report has been received and the following noted:
 - i. An attempted break in at a property in Candwr Park.
 - ii. Three incidents of anti-social behaviour but as these were in the Llanyrafon South Ward some/all of these incidents may not have occurred in Ponthir/Llanfrechfa.

7. Council approved the minutes of the Monthly Meeting held on 10th June 2015 as a true record and they were duly signed. Proposed by Cllr. Davies and seconded by Cllr. Bold.

8. Matters Arising from the Minutes held on the 10th June 2015

- a. **Youth Representatives** – Letters have been sent to local secondary schools and details had been forwarded to Cllr. Davies to be included in the next newsletter. **(See Also Item 8i)**
- b. **Christmas Tree Lighting Event 2015** – Clerk has spoken to One Voice Wales and they will contact Commercial Christmas directly to resolve the issue of the lights not being returned to the Community Council as requested. **(Action: Clerk to write formally to Commercial Christmas requesting them to return the lights or if they are lost to make claim on their insurance.)**
- c. **Works to alleviate flooding along the footpath running from All Saints Church, Llanfrechfa** – **(Action: Clerk to follow up)**
- d. **Inspection of Assets** – **(Action: Cllr. Bailey to inspect the bench in Tram Lane)**
- e. **Sports Fields/School Playing Fields** – Council noted that the outfield has been cut and that the access point being used by vehicles to drive onto the playing fields had been roped off.
- f. **Data Protection Registration Fee** – Clerk has received the annual reminder and as agreed at the previous meeting the accompanying direct debit mandate was completed and duly signed.

- g. **Village Maintenance** – Council noted the difficulties faced by Mr Pudge whilst he was undertaking work on behalf of the Community Council. It was agreed that a proposal for the Community Council to replace the brambles with new hedging could be a possible way forward. It was agreed that as the Best Kept Village Competition judging had been completed the maintenance agreed at the previous meeting would not be undertaken. **(Action: Cllr. Bailey to contact resident to discuss hedging proposal)**

h. **Play Area Project**

- i. Clerk has viewed both pieces of equipment that TCBC currently have in storage. Council agreed that it would accept the junior swing set.
- ii. TCBC have provided the Clerk with details of a local contractor, the Community Council has details of another local contractor and Cllr. Matthews has obtained details of a third company.

(Action:

- **In line with the Council's Financial Regulations the three contractors are to be contacted to supply quotes for the installation of the swing set and the supply and installation of a multiplay unit.**
- **Clerk to arrange a site visit for Community Councillors to discuss siting of the equipment.**
- **Clerk to arrange separate Council meeting when quotes have been received**
- **Clerk to contact TCBC to confirm acceptance of swing set)**
- i. **Community Newsletter** – Cllr. Davies stated that he had not received all the articles needed for a July/August edition and so the deadline date had been missed. Cllr. Davies' will assist Council with the next edition and introduce whoever takes on this role to the publisher. **(Action: Cllr. Bailey to liaise with Cllr. Davies to enable the next edition to be published. Councillors to submit the articles agreed at the June's meeting to Clerk.)**

9. **Planning**

- a. Application 15/P/00323 - Single storey extension to an existing property at 63, Hafod Road, Ponthir, Cwmbran, Torfaen, NP18 1GJ – No Observations

10. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 30th June 2015 = £22,828.89
- b. **Authorisation of Cheques**
 - i. Colin Richardson (Installation of Tram Lane Noticeboard) = £456.00 (VAT to be reclaimed = £76.00)
 - ii. B Pudge (Maintenance Work) = £20.00

Council approved payment of the above cheques. Proposed by Cllr. Davies and seconded by Cllr. Bold.

c. **Approval of Cheques already Paid**

- i. C R Morgan (Fit Lamps and Starters to Telephone Kiosk, Tram Lane) = £38.00
- Council approved the above payment. Proposed by Cllr. Davies and seconded by Cllr. Bold.

d. **To Note Standing Order/Direct Debit Payments**

- i. TCBC (Clerk's Salary) on 20th June 2015
- ii. Barclaycard (Stationery £3.45, Ink Toner £35.09 & Stamps £7.56) = £46.10
- iii. SWALEC (Telephone Kiosk, Tram Lane) = £5.97

Council noted the above Standing Order and Direct Debit payments.

- e. **Change of bank signatories and the necessary bank mandate to be completed (Action: Item deferred until September's meeting)**

11. Installation of the Community Library in the Telephone Kiosk, Tram Lane

Council noted that the same information had been sent to three different companies and that two quotes have been received, one for £200 and another for £350. Cllr. Davies stated that he had no knowledge of one of the companies work. Given this fact and the wide variation between the quotes no decision was made over which contractor was to be used but it was agreed that no more than £200 would be spent on this project and that Cllr. Bailey should present details of both quotes to the Llanfrechfa Village Association at their meeting on Monday to explain the reasoning behind the Council's position and to discuss a way forward. **(Action: Cllr. Bailey to attend LVA Meeting)**

12. Quarterly Bank Reconciliation and Budget Reports

- a. The quarterly bank reconciliation was approved and duly signed.
- b. The contents of the current expenditure against the budget report were noted.
- c. Chair informed Council that in view of the initial estimates received from TCBC for the children's play area equipment, which were higher than the Council had originally anticipated, he had asked the Clerk to review this year's budget to see if there was any scope to enable the play area budget to be increased and the project completed this year. As a number of projects, which are using previous year's surplus funds, are nearing completion, Chair had also requested that a three year budget forecast be provided to ensure that expenditure did not exceed the precept collected via the Council Tax. Council noted the proposals and agreed that the Grant budget should be reduced by £1,500.00 to £4,500.00 which was in line with the total amount of grants awarded last year. **(Action: Clerk to distribute budget proposals and three year forecast to Councillors not present tonight. Item to be included in September's agenda to discuss the remaining budget proposals)**

13. Future administration arrangements for Community Grants as from 2016-2017

Council agreed that as from April 2016 the Clerk would no longer automatically send out the Community Council Grant application forms to the 20+ organisations that currently receive grants. Instead the application form would be available on the Community Council's website for organisations to download and print as and when they require financial assistance. Any organisation without these facilities would still be able to contact the Clerk who would then post a hard copy to that particular group. **(Action: Clerk to advise organisations that apply this year of these future changes.)**

14. Grants – The following grant was approved using the appropriate power:

The Local Government Act 1972 Section 214

Organsiation	Amount	Proposed	Seconded
All Saints Church, Llanfrechfa	£300.00	Cllr. Davies	Cllr. Bold

15. Consultations

- a. Protecting Community Assets – No Observations
- b. Wales Efficiency Strategy – No Observations

16. Review of Community Council's diary procedures for July/August 2015 – Clerk confirmed that July's procedures had been completed and that she would be undertaking a review of the storage arrangements and records during August.

17. To receive a Report from the Gwent Valleys Partnership Committee Meeting – Cllr. Bold was unable to attend this meeting.

18. Correspondence Received

- a. Invitation to a workshop to develop an Adaptation Plan for the Communities sector – OVW

- b. Invitation for Chair to attend Armed Forces Week Flag Raising Ceremony – TCBC
 - c. Get help for your community through Resource Efficient Wales – OVW
 - d. Wales Audit News - June 2015 – OVW
 - e. Play Wales Treasurer Vacancy
 - f. Support your High Street Campaign 19-26th September – OVW
 - g. Wales Green Energy Awards – OVW
 - h. One Voice Wales Larger Councils Conference
 - i. Shale Gas and Hydraulic Fracturing in Wales – A briefing note for One Voice Wales
 - j. Public Health (Wales) Bill - Provision of toilets available for use by the public
 - k. Letter of Thanks for Community Grant – The Friends of Ponthir School
 - l. National Training Advisory Group - The Wales Training Strategy – OVW
 - m. Information on VAT courses – OVW
 - n. Invitation for Cllr. Bailey to attend the Poet of Pontypool Presentation Evening
 - o. Review of In-Patient Falls in hospitals in the Aneurin Bevan University Health Board Area
 - p. Invitation for Chair to attend the Mayor of Torfaen's Civic Service
 - q. Living Legacies 1914-18
 - r. A resident's proposal to enhance the Christmas Tree Lighting Event - Ponthir resident, Natalie Davies, has contacted the council regarding the possibility of enhancing the Christmas Tree Lighting Event with a Farmers' Market. As the Christmas Tree Lighting Event is already booked for Friday, 4th December, this is not practical this year and Natalie proceeded on a separate date.
(Action: Clerk and Cllr Bailey to meet with Natalie Davies to give pointers on potential issues and offer support where appropriate)
 - s. How service user experience can improve strategic direction and services – OVW
 - t. Public Services Ombudsman For Wales Annual Report 2014/15
 - u. Invitation to a workshop to develop an Adaptation Plan for the Communities sector – OVW
 - v. Appointments to the Adjudication Panel for Wales and to the Special Educational Needs Tribunal for Wales – OVW
 - w. Collection and Management of Devolved Taxes – Statement by the Welsh Government.
 - x. Call for Honours Nominations (Birthday 2016) – Welsh Government
 - y. Armed Forces Day Event 22nd June 2016 – Cwmbran Community Council
 - z. Benefice Walk on Saturday 18th July 2015 – John Palmer
 - aa. Standards & Ethics Conference Wales - 20th October 2015
 - bb. ICO Newsletter July 2015
- Council noted the content of the above correspondence.

19. Items Reported to TCBC

- a. Black Bin Bags left in Candwr Road - Noted
- b. Weeds to be sprayed along footpaths - Noted

20. As there will be no Council Meeting in August, the next Council Meeting will be held on Wednesday 9th September 2015 at 7.00pm at Ponthir District Sports Club.
Meeting closed at 8.45pm

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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

PONTHIR COMMUNITY COUNCIL RECEIPTS PAYMENTS
1ST APRIL 2015 TO 30TH JUNE 2015

BALANCE BROUGHT FORWARD AS AT 1/4/2015		£ 21,528.26	
ADD INCOME			
Interest	£ 8.82		
Precept	£ 5,682.14		
Reclaimed VAT	£ 787.16		
TOTAL INCOME		£ 6,478.12	
SUB TOTAL			£ 28,006.38
LESS PAYMENTS			
Barclaycard	£ 560.63		
SWALEC (Telephone Kiosk, Tram Lane)	£ 5.97		
Zurich Municipal (Insurance)	£ 403.09		
Greenbarnes Ltd (Noticeboard)	£ 1,292.38		
TRA Imports (Xmas Lights)	£ 788.70		
TCBC (K Price Salary)	£ 1,756.57		
B Pudge (Wildflower Bed)	£ 175.00		
Friends of Ponthir School (Grant)	£ 400.00		
J Bold (Plants & Compost)	£ 57.15		
G Holmes (Internal Audit)	£ 100.00		
C R Morgan (Repairs to Telephone Kiosk)	£ 38.00		
TOTAL PAYMENTS		£ 5,577.49	
TOTAL BALANCE AS AT 30/6/2015			£ 22,428.89
BANK BALANCE AS AT 30/6/2015			
DIRECT PLUS ACCOUNT	£ 22,828.89		
SUB TOTAL		£ 22,828.89	
LESS UNPRESENTED CHEQUES			
Chq 400903 - Friends of Ponthir School	£ 400.00		
TOTAL UNPRESENTED CHEQUES		£ 400.00	
			£ 22,428.89
Prepared By: <i>[Signature]</i>			
Date: 8/7/15			
Approved By: <i>[Signature]</i>			
Date: 8.7.15			