

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting
8th June 2016**

1. **Present:** Cllr. S. Bailey (Chair), Cllr. N. Dominy, Cllr. Mrs J Bold, Cllr. P. Matthews & PCSO Nicola Redman (7.05pm to 7.10pm).
Members of Public Attending: Thomas Evans (Prospective candidate for Community Council Youth Representative)
Clerk: Karen Price
 2. **Apologies for Absence - Councillors:** Cllr. I. Glover & Cllr. M. Barrell.
Absent – Councillors: Cllr. L. Adams
 3. **Declarations of Interest:** None
 4. **Matters raised by the members of the public present** – None
 5. **Police Report** - Please see item between 10b and 10c.
 6. **Planning Application 16/P/00225** - Proposed erection of a single storey side extension to current detached single storey dwelling at 2, Hafod Close, Ponthir, Newport, NP181GL – No Observations
 7. The minutes of the Annual Meeting held on 11th May 2016 were approved as a true record and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bailey.
 8. **Matters Arising from the Annual Meeting held on 11th May 2016**
 - a. **Signing of Acceptance of Office Forms** – Cllr. Bold duly completed and signed the Vice Chair Declaration of Acceptance of Office form for 2016/17.
 9. The minutes of the Monthly Meeting held on 11th May 2016 were approved as a true record and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bailey.
 10. **Matters Arising from the Monthly Meeting held on 11th May 2016**
 - a. **Installation of the Community Library** – Awaiting Installation.
 - b. **Disability Access into Ponthir District Sports Club** – Council noted this type of improvement work would fulfill the criteria for a number of grant funding opportunities offered by various awarding bodies e.g. Lottery Funding. The Council would, in principle, be happy to support any applications made by the Sports Club to such organisations which had the aim of improving facilities at the club.
- 7.05pm – PCSO Nicola Redman entered the meeting. Cllr. Bailey enabled PCSO Redman to provide a report before Item 10 was completed.
5. **Police Report** – Council noted that the following incidents had been reported since 11th May 2016:
 - a. 12th May – Attempted shed break in at a property in Barnfield.
 - b. 24th May – An incident of dangerous driving reported and registered owner contacted.
 - c. 28th May – A delivery man was bitten by a dog in Llanfrechfa.

- d. Gwent Police had received a complaint concerning the installation of a barrier to the Village Hall car park. PCSO Redman was advised that as the Village Hall Committee is the lease holder of the Hall and car park this was a matter for the Hall Committee.

7.10pm – PCSO Redman left the meeting and Item 10 was resumed.

10. Matters Arising

- c. **Portable Appliance Testing – (Action: Clerk to liaise with Cllr. Matthews)**
- d. **HM Queen Elizabeth 90th Commemorative Medals for pupils attending Ponthir School** – Clerk circulated a copy of the presentation cards. Council noted that the Clerk is liaising with Mrs Spooner, Headteacher, to present these to every pupil currently attending the school.
- e. **Annual Audit Return for the Year Ending 31st March 2016** – Council noted that the Annual Return has been submitted to the External Auditors and the public notices have been displayed for the required period.
- f. **Amended Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (no 2016/84)** – Clerk informed Council that she has contacted The South Wales Argus twice in order to publish the required legal notice but to date no response has been received. **(Action: Clerk to follow up.)**
- g. **Repair of wall at Tram Lane** – Clerk has been in touch with the contractor and the repair work is due to be started shortly.
- h. **Community Newsletter** – Cllr. Barrell has contacted all the pubs in our community area but has not received any event details. Cllr. Matthews will forward details of this year's music festival to Cllr. Barrell. Clerk has contacted Ponthir Village Hall to ask if it would like to include details of organisations that use the hall but has not received any information to date. Council noted that the aim was to distribute the next newsletter by the end of July. **(Action: Clerk and Cllr. Barrell to follow up outstanding items. Articles on the Play Area, Llanfrechfa Community Library and Tidy Up Event to be submitted to Clerk as soon as possible)**
- i. **Gwent Best Kept Village Competition** – Council noted that the posters from GAVO were only received last Saturday and were placed in the noticeboards that same day. Judging can take place anytime during June. Council agreed to purchase a new hoe that had been misplaced during the Ponthir Tidy Up Event. Over 20 volunteers came out to help for the Tidy Up Event and 52 bags of weeds/silt were collected along Caerleon Road during an hour and a half. Photographs have been placed on our Facebook page. Council agreed that this was the most successful Tidy Up Event to date and that we need to use this momentum to continue to improve the appearance of Ponthir for the whole year and not just for the Best Kept Village Competition.
- j. **Training** – Cllr. Dominy informed Council that he had attended a training session on planning which had been very informative and that it would be a useful session for other Councillors to attend.
- k. **Barnfield Children's Play Area** – Council noted that the replacement slide platform had been installed. Having contacted TCBC, Clerk was informed that the play equipment in this play area has approximately 5 years life expectancy which could be extended further if the equipment is painted. Clerk has therefore asked TCBC to consider repainting the equipment. Having considered the request by Mrs Evans for the Community Council to renew the Barnfield Play Area Clerk has responded with the following points:
 - i. The responsibility for the inspection and maintenance of playgrounds remains with TCBC.
 - ii. The Community Council shares Mrs Evans frustration at the decline of the Barnfield facility.

- iii. The Community Council has recently invested £22,000 (all of its reserves) in a facelift of the play area adjacent to the Village Hall.
- iv. The Barnfield play area is obviously much smaller and localised but we will lobby TCBC to maintain and upgrade as required.

11. Finance and Accounts

a. Balance of Direct Plus Account as at 31st May 2016 = £13,252.46

b. To Approve Cheques already Paid

- i. C. Thomas (Internal Audit) = £100.00
- ii. Spotless Cleaning (Bus Shelters) = £117.00 (£19.50 VAT to be reclaimed)
- iii. Acorn Garden Services (Replanting of Village Planters) = £370.00
- iv. Ponthir District Sports Club (Hire of Room Oct 2015 – May 2016) = £210.00

Council approved the above cheques.

c. To Note Standing Order/Direct Debit Payments

- i. TCBC (Clerk's Salary) on 20th May 2015
- ii. Barclaycard (Wildflower Seeds £13.98, Village Tidy Up Expenses £55.08, Stationery £3.00, Stamps £7.68, Mobile Phone Top Up £20.00) = £99.74

Council noted the above payments.

d. **Review of Community Council's Financial Regulations** – Councilor Bold submitted a proposal to amend the Financial Regulations to increase the flexibility of the council to make small purchases without requiring multiple quotes. The value was raised from £250 to £500. Proposed by Cllr. Bold, seconded by Cllr. Dominy and supported by all present. Full details of the Financial Regulations are available on the council website with hard copies available on request. **(Action: Clerk to amend Financial Regulations and update Website)**

12. Community Improvements

- a. **Replacement Bench for Tram Lane** - Council noted the purchase of the replacement bench. Clerk has contacted two Llanfrechfa residents who between them would be willing to temporarily store the bench and install it. **(Action: Cllr. Matthews to remove the existing bench and to liaise with Clerk to deliver the bench to Llanfrechfa.)**
- b. **Consideration of various improvement works to be undertaken in Ponthir and the associated estimate from Acorn Garden Services** – The following areas had been previously identified as requiring garden maintenance:
 - i. **Approach to Afon Lwyd bridge** – Brambles/weeds growing through the wire fencing onto the footpath.
 - ii. **Gateway site at the junction of Caerleon Road/Barnfield** – Brambles growing from the hedge to the trees and grass not being strimmed back to the hedgeline.
 - iii. **Candwr Park Bus Shelter** – The hedging/weeds behind this shelter are growing through the shelter.
 - iv. **Bus Stop opposite Lamb Lane** – Brambles/Ferns are encroaching onto the grass verge and require cutting back to the hedge.

Previous requests to TCBC to undertake this work have not been successful and so the Clerk has contacted Acorn Garden Services to provide an estimate for all this work to be undertaken. The initial estimate received was £300.00. Given that the brambles on the approach to the Afon Lwyd Bridge were growing over the footpath the Clerk in consultation with Cllr. Bailey arranged for this section of brambles to be cleared back from the fence last week. The amount of work involved clearing these brambles was

greater than expected and as a result Acorn Garden Services has stated that the initial estimate to complete all the above areas would be revised from £300.00 to £350.00. In line with Item 11g in the Community Council Financial Regulations Council approved for the work identified above to be undertaken by Acorn Garden Services. **(Action: Clerk to advise Acorn Garden Services and to contact the residents whose properties back onto the Gateway Site.)**

c. **Considering setting contracts for:**

- i. **Six monthly cleaning of bus shelters in community area** – Council agreed that whilst it would consider paying for a more regular cleaning schedule of the bus shelters there was a significant amount of graffiti/damage on a number of the Perspex paneling and regular cleaning wouldn't remove this. It was therefore agreed that the Clerk should write to Newport Transport to inform them that the Community Council would consider financing a more regular cleaning schedule on the proviso that the damaged Perspex paneling be replaced by Newport Transport. Clerk would also follow up the lack of bus time tables in the shelters. **(Action: Clerk to contact Newport Transport)**
- ii. **Summer and Winter planting of village planters** – Cllr. Bold suggested that with the increased involvement of local residents at our Tidy Up Event the Council could enquire whether residents would assist in planting up the planters rather than paying a contractor to undertake this work. Cllr. Bold confirmed that she would be happy to arrange for the purchase of the necessary plants and compost. Council approved this suggestion. Council noted that TCBC had not planted up the Gateway Planter and agreed that Cllrs. Bold and Bailey replant with summer bedding.
- d. **Review of the Community Improvement budget** – Council approved that £300.00 be transferred from the Contingency Budget to the Community Improvement Budget to cover improvement works identified in Item 12b.

7.45pm – Cllr Matthews left the meeting.

13. Updates

- a. **Ponthir Play Area** – Council was pleased to note that installation work had begun on Monday 6th June as scheduled.
- b. **Afon Lwyd Greenway** – Cllr. Bailey reported that a meeting had been held on 23rd May 2016. A grant application has been submitted in conjunction with NHSOB for the Caerleon Section of the Afon Lwyd Greenway together with improvement works for NHSOB club and grounds. Cllr. Dominy noted that section of fencing had been removed on the other side of the level crossing at Station Road. **(Action: Cllr. Dominy to forward photographs of this work to Cllr. Bailey)**

14. Community Council's diary procedures for June/July 2016 – Clerk confirmed the following procedures had been actioned as follows:

- a. The Inspection of Assets has been completed and as a result the bench at Tram Lane is being replaced and the wall, also at Tram Lane, is due to be repaired.
- b. Quarterly Bank Reconciliation and Budget Review will be included on July's agenda.
- c. The Annual Return has been approved and submitted.
- d. The annual Data Protection Registration is due for renewal. The Clerk is awaiting an e-mail advice before arranging payment.

15. Correspondence Received

- a. Newport City Council Community Infrastructure Levy Submission
 - b. Details of Chair & Vice-Chair 2016/17 - Henllys Community Council
 - c. Details of Blaenavon Mayor & Deputy Mayor 2016/17
 - d. Invitation from the Future Generations Commissioner for Wales – OVW
 - e. Invitation to attend TOG's Disabled Childrens Centre AGM
 - f. GoSafe News Bulletin May 13th 2016
 - g. Bridges into Work - Free Construction Courses – Torfaen Voluntary Alliance
 - h. Invitation for Chair to attend Pontypool CC Grants Presentation Evening
 - i. Listening and engaging to improve Older Persons Mental Health Services – Aneurin Bevan University Health Board
 - j. The Centenary Fields Programme – Fields in Trust
 - k. Donation Request- CHAD Caerphilly
 - l. Enquiry re Community Newsletter – S Price
 - m. Details of New Mayor of Torfaen 2016/17 – TCBC
 - n. Future Generation Growers Conference 8-9 July – OVW
 - o. One Voice Wales Larger Councils Conference 6 July 2016
 - p. TVA's Members Bulletin May 2016
 - q. National Plant Monitoring Scheme
 - r. Charity Garden Party at Ponthir Baptist Chapel – 9th July 2016 11am to 2pm
 - s. Torfaen Summer Events 2016
 - t. Volunteers Week – Torfaen Voluntary Alliance
 - u. Clerks Salary Scales 2016/18 – OVW
 - v. Training Sessions – OVW
 - w. Details of Chair and Vice-Chair of Pontypool Community Council
 - x. Details of Chair & Vice Chair 2016/17 – Croesyceiliog & Llanyrafon CC
 - y. Aneurin Bevan Community Health Council Newsletter
 - z. Planning Aid Wales Bulletin
 - aa. Armed Forces Week Flag Raising Ceremony, 20th June 2016 – Torfaen CBC
 - bb. Armed Forces Week Flag Raising Ceremony, 22nd June 2016 – Cwmbran CC
 - cc. HM Queen's 90 @ Big Event – Cwmbran CC
 - dd. CCWater Wales - Regional Event - 29 September 2016
 - ee. Heritage Lottery Fund Committee for Wales (two new members required) – OVW
- The content of the above correspondence was noted.

16. The next Meeting of the Council will be held on **Wednesday 13th July 2016 at 7.00pm at Ponthir District Sports Club.**

17. Youth Representative – (Action: Thomas Evans to submit a brief CV to the Clerk for consideration by the Council at the next meeting)

Meeting Closed at 7.55pm

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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