

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
8<sup>th</sup> October 2014**

1. **Present:** Cllr. R. Davies (Chair), Cllr. T. Roberts, Cllr. Mrs. J. Bold, Cllr. Mrs. J. Morgan, PCSO Nicola Poulson (Arrived at 7.20pm and left at 7.30pm)  
**Youth Representatives:** Tom Bold, Lloyd Harris  
**Members of Public Attending:** 3 Ponthir Residents  
**Clerk:** Karen Price
2. **Apologies:** Cllr. S. Bailey, Cllr. D. Green, Miss N. Owen.
3. **Declarations of Interest:** Cllr. Davies declared an interest in Item 14d as he is now a member of the Ponthir District Sports Club Committee. Cllr. Davies took no part in the discussion for this item. (**Action: Clerk to update Members Interests**)
4. **Matters Raised by members of the Public Present**
  - a. **Candwr Park Meadowland** – A resident asked why the Community Council had not yet held a meeting to enable Community Councillors to agree a view on TCBC's decision. Cllr. Davies stated that as a result of the motion presented by Cllr. Huw Bevan to TCBC, requesting that the grass cutting be resumed on this site, an appeals panel is to be set up with this decision being the first item to be discussed. This process needs to be completed by TCBC before the Community Council holds any meeting to discuss this matter further. Ponthir resident Mr E. was grateful for the time that the Community Council had given this item.
5. **Police Report** – This item was discussed between Item 8f and 8g.
6. **Report from Cllr. Huw Bevan, TCBC** – No report received.
7. The minutes of the Meeting held on 10<sup>th</sup> September 2014 were approved as a true record and duly signed. Proposed by Cllr. Morgan and seconded by Cllr. Roberts.
8. **Matters Arising from the Meeting held on 10<sup>th</sup> September 2014**
  - a. **Community Council Facebook Page** – Clerk confirmed that she and Tom Bold had set up a Facebook Page. Contact details have been added as well as the date for the Christmas Tree Lighting Event. It is envisaged that this will be used to publicise Community Council meetings and events as well as community events organized by other local organisations. (**Action: Clerk to add photographs of Ponthir/Llanfrechfa to the page**)
  - b. **The New Model Financial Regulations** – Clerk confirmed that she had completed an initial review of these new regulations. (**Action: Clerk to circulate hard copies to Councillors to enable a full review to take place by February 2015 as per the Council's Diary of Procedures**)
  - c. **Freedom of Information and Data Protection** – (**Action: Clerk and Cllr. Bailey to arrange new e-mail accounts using gov.uk**)
  - d. **Community Planning** – (**Action: Cllr. Bold and Clerk to look into. Item to be diarised for an agenda in February**)

e. **Youth Council**

- i. Chair confirmed that he had met with the Youth Representatives who wish to look towards establishing a Youth Council next year.
  - ii. It was proposed that this would be aimed at 13-18 year old residents with a maximum of 8 members.
  - iii. The Youth Representatives would act as a link between the Youth Council and the Community Council.
  - iv. Separate meetings would be held with any proposals arising out of the Youth Council brought to the Community Council meeting as a regular agenda item.
  - v. It was proposed that the Youth Council would have a Youth Clerk.
  - vi. Chair proposed that information should be sent to the local secondary schools and launched in the February newsletter with a closing date of March 2015 for applicants.
  - vii. Chair noted that there are grant/funding opportunities for Youth Councils.
- Council approved that the idea of a Youth Council be moved forward.

**(Action: Clerk to investigate whether CRB checks would be required. Further information to be gathered on the procedures for establishing a Youth Council)**

- f. **To order letter headed paper and compliment slips – (Action: To progress with this order Item 8c needs to be completed)**

7.20pm – PCSO Nicola Poulson entered the meeting. Chair allowed PCSO Poulson to deliver a police report before resuming Item 8.

5. **Police Report**

- a. PCSO Poulson reported that there had been no incidents reported since the Council's last meeting.
- b. If residents do not want callers at Halloween posters can be obtained by contacting Gwent Police.
- c. Clerk asked whether the evidence of drug use found near Ponthir School had been passed onto the Neighbourhood Team. PCSO Poulson confirmed it had. Patrols have been increased and if residents do see anything suspicious they should call Gwent Police on 101. A resident present stated that he had seen some suspicious activity in the Village Hall car park about 3 weeks ago and that there was evidence of drug use on the lane on the other side of the railway crossing. PCSO Poulson noted this information.

7.30pm - PCSO Poulson left the meeting and item 8 was resumed.

8 **Matters Arising from the Meeting held on 10<sup>th</sup> September 2014**

- g. **John Carpenter's Intention to Retire** – Council noted that John's Shop had closed on 30<sup>th</sup> September. **(Action: Chair to include an article in the next edition of the newsletter)**
- h. **Update on a meeting earlier in the year with Jacqui Rue, TCBC, concerning the transfer of the freeholds of TCBC Community Halls to Community Councils**– Ponthir resident, Mr E., asked for clarification on this item and also enquired about the format of the Village Hall Committee and meetings. Chair confirmed that TCBC were looking to transfer the freehold of any community halls that they held to Community Councils. This was TCBC's preferred option but if Community Councils were unable to take on these leases then TCBC could look towards offering the leases to social landlords e.g. Bron Afon. The Community Council had held initial discussions with TCBC and had contacted the Village Hall Committee to discuss these proposals. Initially, the Village Hall Committee had not come back to the Community Council and so at that point Council had agreed that without a working relation with the Hall Committee it was unable to proceed. Last month Chair informed Council that he had received a telephone call from Mr Bubela, Manager of Ponthir Village Hall. Mr Bubela confirmed that the Village Hall Committee had written to TCBC seeking clarification on a number of matters and had also asked for a copy of the original

documentation when the land that the Village Hall stands on was gifted. Once this document has been received Mr Bubela confirmed that it is the Village Hall Committee's intention to meet with the Community Council. The Community Council has not heard anything since then. It was suggested that the resident contact the Hall Committee directly if they wanted to confirm the setup of that committee and if they wished to find out when the next public meeting of that committee is to be held.

- i. **Llanfrechfa Noticeboard** – Clerk confirmed that she has received two written quotes for a man made timber noticeboard. The quote from Greenbarnes Ltd was for £1061.81 + VAT and included a bilingual header board. Installation charges started from £500.00 but the company itself had stated that it would probably be cheaper to get a local contractor to install this board. The quote from Fitzpatrick Woolmer was £1237.53 + VAT but the header board was not large enough for bilingual text. Both quotes were fixed for a 30 day period. Clerk had contacted TCBC to enquire whether any new board would need to go through the planning system for advertising consent but was still awaiting a reply. TCBC had confirmed that we could arrange for an external contractor to install the sign. Council approved that the Clerk proceed with ordering the Greenbarnes Ltd noticeboard. Proposed by Cllr. Morgan and seconded by Cllr. Bold. **(Action: Clerk to consult Tram Lane residents, chase up TCBC planning department and order sign)**
- j. **Replacement and Replanting of Village Planters** – Council noted that the Clerk and Cllr. Bold had removed the old plants and replanted with winter planting.
- k. **Afon Llwyd Greenway Steering Group** – Clerk confirmed that letters had been sent to TCBC and Newport City Council and that the next meeting has been arranged for 3<sup>rd</sup> November 2014 at Ponthir District Sports Club.
- l. **One Voice Wales Training** – Clerk has received confirmation that there is no specific training for Youth Representatives but that they should be encouraged to attend the Councillor Training sessions with a Councillor.

## 9. **Planning**

- a. 14/P/00477 - The replacement of all sash windows to the rear elevation facing south At The Vicarage, Caerleon Road, Llanfrechfa, Cwmbran, Torfaen, NP44 8DQ – No Observations

## 10. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 30<sup>th</sup> September 2014 = £25,591.08

### b. **Authorisation of Cheques**

- i. Robert Davies (Travel Expenses LCPC& TCALC Meetings) = £12.60
- ii. K Price (Stationery) = £17.54
- iii. Jo Bold (Travel Expenses – Best Kept Village Presentation £16.29, Plants for Village Planters £15.00) = £31.29
- iv. TCBC (Sanding and Painting of Village Benches) = £564.00
- v. TCBC (New Litter Bin at the Bus Stop near The Star) = £430.80

The above cheques were approved. Proposed by Cllr. Roberts and seconded by Cllr. Morgan

### c. **To Note Standing Order/Direct Debit Payments**

- i. TCBC (Clerk's Salary) on 22nd September 2014
  - ii. SWALEC (Telephone Kiosk, Tram Lane) on 11<sup>th</sup> October 2014 = £5.97
- The above payments were noted.

- d. The contents of the Quarterly Bank Reconciliation were noted and approved. Proposed by Cllr. Davies and seconded by Cllr. Roberts.

7.50pm - 1 resident left the meeting.

- e. **Review of Expenditure against Budget** – Council approved the following adjustments:
  - i. Increase the External Audit Fee Budget to £210.00
  - ii. Increase the Community Improvement Budget by £1500.00 to take into account the new Llanfrechfa Noticeboard
 Both increases are to come from the Contingency Budget.
- f. **Community Council Credit Card** – Clerk has gone through the application form and suggested that a restriction be placed on the card so no cash withdrawals could be made. Council agreed with this suggestion and approved a transaction limit of £500.00. Proposed by Cllr. Roberts and seconded by Cllr. Davies. **(Action: Clerk to circulate a copy of the application form for the Council to considered for approval at the November Meeting)**

## **11. Reports and Updates**

- a. **Community Newsletter** – Cllr. Davies confirmed that this edition would be going out the weekend before Bonfire Night.
- b. **Children’s Play Area Project**
  - i. Clerk confirmed that the inspection reports had been forwarded to Play Wales.
  - ii. Council noted that Clerk had received an offer of second hand play equipment from Natural Resources Wales. However, a decision on whether to accept them was required within 24 hours and after taking advice from both Play Wales and TCBC this offer was declined, as we would not have been able to inspect the equipment before accepting them.
  - iii. Clerk confirmed that Play Wales had arranged to attend Ponthir Play Club next week and meet with Cllr. Bailey and the Clerk. A representative from Play Wales would be attending our November meeting to discuss proposals.
  - iv. Cllr. Bailey has produced an online survey for residents, details of which will be in the next newsletter.
  - v. Council noted that the slide, recently fenced off, has now been removed. TCBC had advised Clerk that the metal work at the bottom of the slide had split and in their opinion couldn’t be repaired. As this was a safety issue the slide was removed. At this moment in time, due to budget limits, TCBC are unable to confirm whether or not they will be able to replace this equipment but will review this position at the end of the financial year.
- c. **Christmas Tree Lighting Event 2014**
  - i. Council was pleased to note that a local contractor has offered to donate and erect the Christmas Tree for this year. Clerk has informed TCBC and will be writing a letter of thanks to the contractor asking him to contact Cllr. Davies to confirm arrangements. Council approved that a representative of the company should be asked to switch on the lights.
  - ii. Clerk has e-mailed the lighting company requesting installation between 2<sup>nd</sup> & 4<sup>th</sup> of December.
  - iii. Chair has invited Ponthir School to sing carols on the evening.
  - iv. Chair has been unable to contact the brass band mentioned at our previous meeting. Clerk contacted Caerleon Comprehensive but their brass ensemble is already booked. A resident suggested the Salvation Army.
  - v. Council had previously discussed how this event could be used to raise funds for the Play Area Project and now felt that an entrance fee would not be appropriate. A number of alternative methods of raising funds were suggested. Mr E suggested that a donation request be placed in the next newsletter together with a request for raffle prizes for a raffle on the night.

**(Action: Cllr. Davies to contact Mick Bubela to discuss methods of fund raising and to place request in Newsletter. Lloyd to make enquiries with another brass group. Cllr. Davies to contact Cllr. Matthews to arrange a PA system and hiring a band)**

- d. **Local Council Partnership Meeting (23<sup>rd</sup> September 2014)** – Cllr. Davies reported that a new Chairman had been appointed. The main issue discussed was the future maintenance of sports fields by the sports clubs using the fields rather than by TCBC. **(Action: Clerk to contact Nikki Marsh to enquire whether Lloyd would be able to attend these meetings with Cllr. Davies)**

**12. Gateway Project** – Council discussed the draft signage for the Gateway Planter. A copy had already been circulated. Cllr. Bailey had commented that our website address should be included. After discussion it was felt that the addition of the web address would clutter the design. Council noted that the use of the TCBC logo and web address was a standard format as seen on all similar signs throughout Torfaen. The design as forwarded by TCBC was approved. Proposed by Cllr. Morgan and seconded by Cllr. Bold. It was noted that the hedging along this site was the responsibility of the residents whose property backs onto this land. **(Action: Clerk to contact TCBC and arranged a site meeting between TCBC Officers and Cllr. Roberts, Cllr. Davies and Clerk to confirm the position of the planter and go over the maintenance programme.)**

**13. Review of the Best Kept Village Competition and Community Litter Picking Event**

Cllr. Bold had attended the Presentation Evening and made the following points:

- a. Raglan won the overall competition with Magor winning the Best Kept Pub, The Best Kept Village Hall and Best Kept War Memorial.
- b. Ponthir scored less than the previous year. There were positive comments on the maintenance of the Sports Fields but it was noted that the appearance of the rest of the village was variable.
- c. Llanfrechfa had also entered. Judges noted that that some gardens were extremely well tended but there were some exceptions, the grass in the Church yard needed cutting, there was some litter along Church Road and the floral displays at The Gate were impressive.
- d. Cllr. Bold was extremely disappointed that old photographs of Ponthir were used during the presentation e.g. the Bring Site was included but had been removed prior to the judging period.
- e. Initially, Cllr. Bold had wondered whether it would be worth entering again but on reflection felt that we should. Council agreed with this.
- f. Cllr. Bold proposed that the planters at the Lamb Lane Bus Stop be replaced in the Spring but in the meantime as the majority of planters were on one side of the road she asked if the remaining Best Kept Village Budget for this year be used to install planters at the Candwr Park bus stop. Council approved this proposal.
- g. Cllr. Bold had also mentioned the possibility of employing a Handyman. Council agreed that this should be discussed when setting the Budget for next year.
- h. It was agreed that the Facebook page could be used to advertise future Community litter picks.  
**(Action: Cllr. Bold to purchase planters. Best Kept Village strategy to be added to January’s agenda. Handyman proposal to be included on the agenda when discussing the budget for next year.)**

**14. Grant applications**

- a. The following grants were approved using the appropriate powers:

**The Local Government Act 1972 Section 214**

Organisation	Amount	Proposed	Seconded
Ponthir Baptist Church – Grounds Maintenance	£300.00	Cllr. Roberts	Cllr. Bold

### **The Local Government Act (Misc. Provision) Act 1976 s 19**

<b>Organisation</b>	<b>Amount</b>	<b>Proposed</b>	<b>Seconded</b>
Ponthir Baptist Church – Contribution towards refurbishment of The Bridge	£100.00	Cllr. Bold	Cllr. Morgan

b. **I-Am Youth Ministry** - Council was unable to make a decision on this application as the application form wasn't complete. This decision was deferred. (**Action: Clerk to contact I-AM Youth Ministry**)

c. The following grant was approved using the appropriate power:

### **The Local Government (Wales) Measure 2011**

<b>Organisation</b>	<b>Amount</b>	<b>Proposed</b>	<b>Seconded</b>
Caerleon Comprehensive School	£100.00 (£50 per Prize Evening)	Cllr. Davies	Cllr. Roberts

d. The following grant was approved using the appropriate power:

### **The Local Government Act 1972 s 145**

<b>Organisation</b>	<b>Amount</b>	<b>Proposed</b>	<b>Seconded</b>
Ponthir District Sports Club (Contribution towards Ponthir Firework Display)	£300.00	Cllr. Morgan	Cllr. Bold

9pm – Lloyd and Tom left the meeting

**15. Community Council's diary procedures for October/November 2014** - The bank reconciliation and budget review had been dealt with (Items 10d & 10e). Council agreed with the Clerk's proposal that a separate Finance Meeting be arranged to prepare next year's budget and precept. (**Action: Clerk to arrange Finance Meeting**)

### **16. Remembrance Day Services**

- Council approved the ordering of two Remembrance Day Wreaths, one for the Baptist Church and one for All Saints Church, Llanfrechfa.
- Council noted the invitation from All Saints Church for a representative from the Community Council to attend the Remembrance Day Service on 9<sup>th</sup> November at 10.30am.  
(**Action: Clerk to circulate details of the service to all Councillors**)

### **17. Consultations**

- Welsh Language Commissioner's Draft Enforcement Policy** – No Comment.

### **18. Correspondence Received**

- Appointment of Chair of the National Advice Network in Wales – OVW
- An afternoon with Incredible Edibles, Wednesday 22nd October – TCBC
- Consultation Reports - Llantarnam Community Primary School and Ysgol Panteg
- Job Vacancy – Croesyceiliog & Llanyafon Community Council
- "The Law of Consultation" guidance - OVW
- One Voice Wales Conference and AGM Saturday 4th October

- g. Thank You Letter for Community Grant – Ponthir Retired People’s Club
  - h. CCWater is recruiting for new Local Consumer Advocates in Wales - OVW
  - i. Statutory notices for Llantarnam Community Primary School and Ysgol Panteg – TCBC
  - j. Mayor’s Charity Indoor Bowls Tournament – Saturday 13<sup>th</sup> September 2014
  - k. Welsh Government White Paper – OVW Response
- The content of the above correspondence was noted.

**19. Dog Fouling on Playing/School Fields** – Ponthir School have recently had an issue with dog’s mess left right outside the school gates leading onto the field, in the school grounds and on the school playing fields which has meant that the children have been unable to use the fields. Clerk has spoken to the members of the sports clubs that maintain the pitches and they too have had issues with dogs fouling the marked sports pitches. Clerk has been put in touch with Steve Horseman, TCBC, who may have some signage that could be installed. Council agreed that this should be followed up and if TCBC do not have any signage the Community Council should look into installing this signage itself. Council also agreed that an article should be included in the Community Newsletter. **(Action: Clerk to follow up the installation of signage. Cllr. Davies to include in the Newsletter.)**

**20. The following issues have been reported by the Clerk to Torfaen CBC**

- a. Faulty street lights at the junction of The Orchard/Hafod Road and between Stokes Court and Stokes Drive
- b. Fly tipping in Longbridge
- c. The cleaning of the road surface drains.
- d. The condition of the road surface in Longbridge.

Council noted that TCBC has an online reporting system where residents can report such issues. This can be accessed via TCBC’s website [www.torfaen.gov.uk](http://www.torfaen.gov.uk) Mr B stated that the ditch and stream behind the doctor’s surgery in Stokes Court was overgrown. **(Action: Clerk to contact TCBC)**

**21. Date of the Next Meeting**

To confirm that the next Meeting of the Council will be held on **Wednesday 12<sup>th</sup> November 2014 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 9.20pm

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)  
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