

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting 9th July 2014

1. **Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. Mrs J. Bold, Cllr. Mrs. J. Morgan, PCSO Nicola Poulson & PCSO Laura Murphy.
Youth Representatives: L. Harris, Miss N. Owen.
Members of Public Attending: 1 Ponthir Resident
Clerk: Karen Price
2. **Apologies:** Cllr. P. Matthews, Cllr. D. Green, Cllr. T. Roberts, T. Bold
3. **Declarations of Interest:** None
4. Youth Representatives Lloyd Harris and Natasha Owen duly completed and signed the Acceptance of Office Forms.
5. Matters raised by members of the public present: None
6. **Police Report** - Officers reported that there been one attempted break in at a residence in Caerleon Road. No other crimes had been reported in this area since our previous meeting. Council noted that the next PACT meeting is due to be held on 21st July in Ponthir Village Hall between 6-7pm. (**Action: Clerk to add details to Community Council website**)
7. **Report from Cllr. Huw Bevan:** None
8. The minutes of the meeting held on 11th June 2014 were approved as a true record and duly signed. Proposed Cllr. Bailey and seconded Cllr. Bold.
9. **Matters Arising from the meeting held on 11th June 2014**
 - a. **Community Council Credit Card** – (**Action: Clerk to gather additional information**)
 - b. **Update on Community Council’s new website** – Details of the Beer Festival and Llanfrechfa Scarecrow Festival had been added to the website. (**Action: Clerk to administer Facebook Pages with assistance from Tom Bold. Item to be put on September’s Agenda**)
 - c. **The Community Council Logo Competition** – The award certificates have been printed and gift vouchers obtained. Chair confirmed that he will be making the presentations at Ponthir School this Friday and that The Argus will be attending.
 - d. **Gwent Best Kept Village Competition** – Council noted that Clerk had lent the litter picking equipment to the Sports Club to use after the Beer Festival. Cllr. Bold asked if the next issue of the newsletter could be delayed to allow for the results of this competition to be included. It was agreed that, depending on the date of the presentation evening, if there wasn’t enough time to include the results before the newsletter went to print then an additional slip could be included within the newsletter.
 - e. **Gateway Site** – (**See Also Item 11f**) Clerk confirmed that the signed Gateway Licence had been returned to Torfaen CBC together with a cheque for £2,500.00 for the Licence Fee.
 - f. **Community Project Vote (Improvements to Children’s Play Area)** – Clerk has e-mailed Torfaen CBC requesting a site meeting. This request has been forwarded to the relevant officer and Clerk is awaiting a reply.

- g. **Welsh Language Report 2013-2014** – Clerk confirmed that this report had been sent to the Welsh Commissioner’s Office and notices displayed in both community noticeboards.
 - h. **A grant request from Longbridge Thursday Coffee Club** – Cllr. Davies has visited the Chairperson to explain the 2014 grant process and provided a grant application for the club to complete.
 - i. **Torfaen CBC proposals to reduce residual capacity (Black Bins) (See Also Item 13e)**
Clerk confirmed that the Community Council’s preferred option of the smaller black bin collected on a fortnightly collection had been conveyed to Dana Eynon, Torfaen CBC at the LCPC Meeting.
- 7.20pm - PCSO Poulson & PCSO Murphy left the meeting.

10. Planning

- a. 14/P/00296 - Single story side extensions and extension of porch to form a canopy at Brookfield, Caerleon Road, Ponthir, Cwmbran, Torfaen, NP18 1GX – No Comments

11. Finance and Accounts

- a. Balance of Direct Plus Account as at 30th June 2014 = £27,008.60

b. Authorisation of Cheques

- i. Karen Price (Travel £6.07, Stationery £4.70, Stamps £3.72) = £14.49
- ii. SWALEC (Telephone Kiosk) = £5.97

The above cheques were approved for payment. Proposed by Cllr. Bold and seconded by Cllr. Davies.

c. To Approve Cheques already Paid

- i. Torfaen CBC (Gateway Licence) = £2,500.00 (£416.67 VAT to be reclaimed)
- ii. ThatMediaGroup (Design of Logo & Production of Certificates) = £72.60
- iii. One Voice Wales (Community Planning Training) = £30.00

The above cheques were approved. Proposed by Cllr. Bold and seconded by Cllr. Davies.

d. To Note Standing Order Payments

- i. TCBC (Clerk’s Salary) on 20th June 2014

The above standing order was noted.

- e. The VAT refund of £867.94 for 2013/2014 was noted.

- f. **Quarterly Bank Reconciliation** – This was received, its contents noted and approved. Proposed by Cllr. Morgan and seconded by Cllr. Davies.

Budget Report – This was received and the contents noted. It was agreed to reduce the budget for the Internal Auditor from £300 to £100, reduce the Insurance Budget from £600 to £400 and increase the contingency fund by the corresponding £400. Council also noted that the Gateway Licence Fee of £2,500 included VAT of £416.67 which the Community Council can reclaim.

- g. The New Model Financial Regulations received from One Voice Wales were noted. Clerk explained that this new version contained some significant changes to the previous Financial Regulations which the Community Council had adopted earlier this year. **(Action: Clerk to review these new regulations and present to Council for consideration when completed)**

12. Council approved that a grant of £300.00 be awarded to All Saints Church, Llanfrechfa (The Local Government Act 1972s 214). Proposed by Cllr. Bold and seconded by Cllr. Morgan.

13. Reports & Updates

- a. **A Report on Freedom of Information and Data Protection** - Council noted the contents of the clerk's report from this training session and the subsequent information received from One Voice Wales. The following recommendations were approved:
- i. That the proposed privacy and data protection statement be adopted and added to the Website.
 - ii. The proposed Management and Security Policy, which included a retention schedule, should be adopted subject to the relevant legal legislation acts being included in the schedule.
 - iii. A separate minute book should be purchased.
 - iv. The Council to be registered with the Information Commissioners Office.
 - v. To proceed with arranging internal e-mail addresses for each Community Councillor and Youth Representative where contents can be regularly scheduled for deletion and therefore comply with Data Protection Good Practice Guidelines. It was agreed that all e-mail addresses should be of a standard format e.g. like those used by TCBC officers. It was also agreed to arrange a new Community Council e-mail address using a format to include gov.uk

Proposed by Cllr. Bailey and seconded by Cllr. Davies. (**Action: Clerk to undertake points i to iv. Cllr. Bailey to look into point v. and liaise with Clerk to set up e-mail accounts using gov.uk**)

- b. **Report from the Community Planning training session** – Cllr. Bold stated that this had been a very interesting training session and circulated a copy of the Radyr and Morganstown Village Plan. A questionnaire had been sent to all their residents and from the results a Village Plan was produced. It contains local information on facilities, organisations, history etc. This document helps inform short, medium and long term Community Council plans and can be used to influence local and national decisions. Radyr's plan is currently reviewed every 5 years but they think this is too long. Langstone CC is already working on a village plan for their area. (**Action: Cllr. Bold and Clerk to investigate further by contacting One Voice Wales, other Community Council's and TCBC. Item to be included on September's Agenda**)
- c. **Report from Tom, Lloyd and Natasha following their meeting with members of I-am Youth Ministry, Ponthir Baptist Chapel** – Lloyd and Natasha reported that the I-Am members were very enthusiastic about the proposals to improve the children's play area, were interested in the idea of a Youth Council and asked about the possibility of having a suggestion box within the chapel. Tom, Lloyd and Natasha plan to visit again in 3 months' time. Council agreed that it would be good idea to put out suggestion boxes at a number of different locations throughout our area, including the chapel, and if necessary extra boxes could be ordered. (**Action: Clerk and Chair to look at possible locations. Clerk to investigate information concerning Youth Councils and include in September's Agenda**)
- d. **Report from a meeting of the Llanfrechfa Village Association** – Cllr. Davies reported that he and Lloyd were to attend this meeting but it had been cancelled.
- e. **A report from the Local Council Partnership Committee Meeting** – The content of the Clerk's written report was noted. The following points were made:
- i. As, only 3 community councillors had attended, the meeting was not quorate and no decisions could be made.
 - ii. The Councillors who had attended this meeting agreed that it was difficult for many members to attend when the meeting started at 4.30pm. It was therefore agreed to start future meetings at 6pm.

- iii. It was noted that it was Ponthir CC's turn for its representative at these meetings to be the LCPC Vice-Chair. Council agreed that Cllr. Davies, as he could attend these meetings with the later start time, should be nominated as Ponthir CC's representative.
- iv. Dana Eynon, TCBC Neighbourhood Services, had presented details on the review of the Black Bin refuse collection. The following points were made:
 - a. The primary driver was to increase recycling rates.
 - b. A Nappy Collection Service will be introduced.
 - c. Residents can request as many recycling containers as they wish and these are free of charge.
 - d. There is a charge for a replacement black wheelie bin.
- v. Dana was asked a number of questions concerning sports fields in Torfaen and the new lease arrangements. Clerk had asked Dana for a site plan for Ponthir Playing Fields to clarify which area of land Ponthir District Sports Club will be responsible for when the new lease is signed.
- vi. Adrian Wilcock, TCBC Planning and Public Protection stated that the Planning Department was expecting a planning application to be received shortly for the Llanfrechfa Grange site.

(Action: Clerk to inform Nikki Marsh, TCBC that Cllr. Davies would be able to attend future LCPC Meetings)

- f. **A report from the site visit with TCBC Officers to discuss proposed meadowland areas in Ponthir** – Council noted the content of this report and the following points that had been made:

- i. Dana Eynon, TCBC, confirmed that there were a number of these sites in Torfaen e.g. around the old county hall site.
- ii. The entrance to Candwr Park was also suitable for wild flower planting but this has a higher cost implication which would require extra funding. This extra funding is something TCBC will be discussing with each Community Council. However, this option also involves the regular removal of top soil to enable sowing to take place and this can prove unpopular to residents.
- iii. Meadowland areas can have additional planting.
- iv. Both the Candwr Park and Barnfield sites will have a wide edging strip of grass that will be cut on a regular basis. Candwr Park will also have an additional strip cut to form a pathway from the bus stop on Caerleon Road to Candwr Park.
- v. Cllr. Bold and Clerk discussed with Dana the options of additional planting e.g. more trees. The removal of the hedges at the entrance to Candwr Park was also discussed as it was felt that this would improve pedestrian's visibility at this junction and it would be maintained on a more regular basis as it would then form part of the edging strip.
- vi. Dana was open to the idea to make the Candwr Park location more of a conservation area and it was agreed that Steve Williams, TCBC Ecology Officer, would pay a site visit and come back to the Community Council with ideas.
- vii. Dana confirmed that the area in Barnfield identified for meadowland was the sink hole and it was not suitable for wild flower planting.
- viii. It was agreed that Steve Williams would take a look at the area of overgrown land between Barnfield and Afon Llwyd and make suggestions on how this area could be better managed in future with the possibility of the Community Council arranging for any work to be done.

Council noted that an e-mail had been received from a resident of Candwr Park and that they were present tonight. The resident's following comments were noted:

- ix. This proposal was financially led.
- x. Resident's should have been consulted.
- xi. A number of residents on Candwr Park are extremely upset about these plans with the first they knew of these proposals being the TCBC signs put up last week.
- xii. If this plan is to proceed it will become an area for fly tipping and dog excrement.
- xiii. When the estate was built this area was laid to turf with ornamental bushes and that is how it should remain.
- xiv. This is not the right site for this proposal.

Chair informed Council that he had been approached by another resident who welcomed these proposals and would like to be kept informed of the discussions between the Community Council and TCBC. Council agreed that it was disappointing that no consultation had taken place but it was trying to work with TCBC to find a way forward that would be more acceptable than TCBC's initial plans. **(Action: Clerk to take regular photographs of both sites for monitoring purposes. Clerk to ask for written confirmation from TCBC as a record of what work will be undertaken at these sites.)**

8.40pm – Resident thanked the Council for listening to his views and left the meeting.

As the Sports Club was holding an event starting at 9pm Council noted that it would not be possible to discuss all the Agenda items tonight and agreed that an additional meeting should be arranged for August. Those items not discussed tonight would be deferred to that meeting.

- g. An update on the next edition of the Community Council Newsletter - **Deferred**
- h. An update on the Community Council Website - **Deferred**
- i. An update on the Playground Project - **Deferred**
- j. An update on John Carpenter's intention to retire and the future of the village shop - **Deferred**
- k. An update following the meeting earlier in the year with Jacqui Rue, TCBC - **Deferred**

14. A review of the Community Council's postal address – Council agreed that it would continue with the existing postal address.

15. To consider ordering headed paper and compliment slips - Council agreed that the Clerk would proceed with ordering 250 sheets of letter headed paper and compliment slips which would include the new logo **(Action: Clerk to obtain the necessary number of quotes as per our Financial Regulations. Clerk and Cllr. Bailey to liaise re the Council's e-mail address before any order takes place)**

16. Afon Llwyd Greenway - Deferred

- a. To discuss how the Community Council can support the possible extension of this route.
- b. To consider the Campaign for Safer Streets – Sustrans (E-mail)
- c. To consider attending the official opening of the recently completed Afon Lwyd Cycle route on 17th July

17. To review the Best Kept Village & Community Litter Pick Event. - Deferred

18. To note the display of shrubs created by a resident in the Longbridge garage area - Deferred

19. To consider the installation of a community library in the Telephone Kiosk, Tram Lane - Deferred

20. To review Community Council's diary procedures for July/August 2014 - Deferred

21. Correspondence Received - Deferred

- a. Individual Electoral Registration – TCBC
- b. Armed Forces Day 28th June 2014 - Cwmbran CC
- c. Planning Aid Wales - AGM
- d. WW1 centenary services – Pontypool CC
- e. Tackle Rural Fuel Poverty – OVW
- f. HMRC – Real Time Information Return
- g. Invitation for Chair to attend Civic Service 19th July – Blaenavon Town Council
- h. Invitation for Chair to attend Civic Service 22nd June – Torfaen CBC
- i. Welsh Government Nature Fund – OVW
- j. Invitation for Chair to attend Poet of Pontypool Presentation Evening – Pontypool CC
- k. Dwr Cymru Welsh Water – Wastewater Upgrade Scheme – Hafod Road, Ponthir
- l. Annual Report of the Public Services Ombudsman for Wales
- m. Aneurin Bevan CHC Review of Unscheduled Care Services
- n. Green Growth Wales – OVW
- o. Wales Green Energy Awards - OVW
- p. Complaints Handling for Front Line Staff - e Learning Training package – OVW
- q. Code of Practice on Workforce Matters – OVW
- r. Invitation for Chair to attend the Mayor’s Chairity Movie Premier Screening Night – Thursday 17th July 2014
- s. The State of Coalfield Areas – OVW
- t. Invitation for Nominations - Birthday Honours 2015 - OVW
- u. Newsletter from Gwent Police – OVW
- v. Invitation for the Chair to attend the official Opening of the Curry Lounge 14th July – Mayor of Torfaen
- w. Lights Out 4th August 2014 – TCBC
- x. E-mail from a resident concerning the future of the village shop
- y. E-mail from a resident concerning the meadowland proposals.

22. Date of the Next Meeting – Clerk to arrange an additional meeting in August, Date to be confirmed.

Meeting Closed at 8.45pm

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. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

Telephone/ Ffôn: 07971948351 E-Mail/ E-bost: ponthircc@hotmail.co.uk