

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting 9th November 2016

1. **Present:** Cllr. S. Bailey (Chair), Cllr. I. Glover (until 8pm), Cllr. N. Dominy, Cllr. M. Barrell & Tom Evans (Youth Representative)
TCBC Officer – Adrian Wilcock, Planning Department
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies for Absence - Councillors:** Cllr. J. Bold
Apologies for Absence – Gwent Police – PCSO Nicola Redman & PC Jo Skinner.
Absent – Councillors: Cllr. P. Matthews
3. **Declarations of Interest:** None
4. **Matters raised by the members of the public present** – None

Council agreed that as no police officers were present Agenda Item 6 would be discussed before Agenda Item 5 and both items renumbered accordingly.
5. **Torfaen Community Infrastructure Levy (CIL) Presentation by Adrian Wilcock, TCBC.**
Council were informed that:
 - Six week public consultation on the Preliminary Draft Charging Schedule and 123 Infrastructure List. Closing Date 12th December 2016.
 - CIL is a new levy that local authorities can choose to charge on developments in their area to fund Local Development Plan (LDP) infrastructure. These developments would include residential development of more than 10 units and commercial development.
 - Councils must spend the CIL income on their chosen Regulation 123 Infrastructure List
 - CIL rates vary by geographical area
 - CIL spend intended to focus on new or improved infrastructure and repairing failing infrastructure made worse by new development.
 - CIL monies can be spent anywhere in the County Borough and does not have to be related to the area where the development is located.
 - Section 106 will still be used to mitigate direct impacts of a development e.g. on-site play areas, open spaces etc.
 - 15% of CIL revenue to be passed to the Town/Community Council where development takes place. Community Councils can spend on Torfaen's S123 list, or can ask TCBC to allocate funding on their behalf. TCBC and Community Councils can agree timing of any payments or must be done every 6 months at the end of October and end of April. If Community Councils have not spent funds within 5 years then TCBC can reclaim
 - Within the Ponthir Community Council Area there are no allocated sites so no forecasted receipts although TCBC could use CIL to spend on projects in area
 - The setting up of a working group is proposed for CIL implementation to which a representative from the Community Council will be invited.
 - Examples of Infrastructure to support LDP include North Torfaen Highways, Cwmbran Town Centre Improvements, Reopening Mon & Brecon Canal, Post 16 School and Specialist and Critical Care Centre (SCCC), Llanfrechfa.

- Recommended 123 Infrastructure List includes North Torfaen Highways (A4043 and B4246 corridors), Pontypool Park and Ride Facility, Cwmbran Town Centre Highway Improvements, Off site restoration of the Monmouthshire & Brecon Canal, Post 16 and Secondary Education.

Community Council noted:

- a. The SCCC, Llanfrechfa was outside our community area but could still impact it.
- b. The proposed Afon Lwyd Greenway Walking and Cycling route and disability access improvements to Ponthir Sports Club could be put forward by the Community Council to be included on the 123 Infrastructure List

(Action: Clerk to submit the above for inclusion on the 123 Infrastructure List)

Chair thanked Mr Wilcock for his presentation.

7.40pm – Adrian Wilcock left the meeting.

6. **Police Report** – Council noted the content of the e-mail report received:

- a. One incident of a car broken into on Caerleon Road.
- b. Two Cold Caller incidents.
- c. The Your Voice survey has been completed and the priorities for the next six months are due to be determined.
- d. No issues reported back from the firework display.
- e. Volunteers required for a Community Speedwatch scheme.

(Action: Clerk to obtain further details on the cold caller incidents)

7. **Community Council Vacancy and the Implications for Future Meeting Dates**

- a. Following Octobers meeting Council noted that Cllr. Leighton Adams (Plaid Cymru) had not attended any council meetings, nor given his apologies, over six consecutive months. In accordance with The Local Government Act 1972 and as advised by One Voice Wales, Clerk has written to Cllr. Adams to inform him that he has automatically ceased to be a community councillor. Council declared that there was now a casual vacancy for the position of community councillor but in accordance with the above Act as it is less than six months before the next community council elections this vacancy would not be filled until the elections.
- b. Cllr. Bold had also indicated that due to current work commitments it was becoming increasingly difficult for her to attend future council meetings. Clerk had contacted the remaining councillors to look into the possibility of moving the meetings from the second Wednesday of the month which would then enable Cllr. Bold to attend on a more regular basis. Unfortunately a convenient date for all the councillors had not been found. Council agreed that it would continue to hold meetings on the second Wednesday of the month but this would be reviewed after the elections in May.

(Action: Clerk to:

- i. **Advise TCBC that Cllr. Adams was no longer a councillor**
- ii. **Remove Cllr. Adams's contact details from our website page**
- iii. **Contact Cllr. Bold concerning future meeting dates)**

8. The minutes of the Monthly Meeting held on 12th October 2016 were approved and duly signed. Proposed by Cllr. Dominy and seconded by Cllr. Bailey.

9. **Matters Arising from the Monthly Meeting held on 12th October 2016**

- a. **Tom Evans, Youth Representative** – Clerk has yet to receive Tom's photograph which can then be included on our website.
- b. **Christmas Tree Lights** – Clerk confirmed that the lights are being stored by Colin Richardson and he has been informed of the date for the Christmas Tree Lighting Event.
- c. **Afon Lwyd Greenway** - Clerk confirmed that letters had been sent to both Newport City Council and Natural Resources Wales.

- d. **Ponthir Christmas Tree Lighting Event 2016 – See Also Item 12b** Ponthir Church in Wales School and The Gatecrashers have confirmed their attendance.
- e. **Remembrance Day Wreaths** – Council noted that Cllr. Glover and Cllr. Barrell would be attending the Remembrance Services held at All Saints Church Llanfrechfa and Ponthir Baptist Church respectively and laying wreaths.
- f. **Future Auditor Arrangements** – Clerk confirmed that she had contacted a former Ponthir Community Councillor and arranged to meet with him to go through the requirements of the internal audit before he commits to undertake this role. **(Action: Clerk to meet with prospective internal auditor)**
- g. **Community Newsletter** – Clerk informed Council that she had not received sufficient articles to fill the usual 4 page newsletter. Cllr. Glover proposed that a two page newsletter should be produced instead to which Council agreed. **(Action: Clerk to arrange two page newsletter)**
- h. **Gwent Best Kept Village Competition** – Clerk confirmed that she had added a post to our Facebook page with a message of thanks to all the volunteers that had helped. Letters of Thanks had also been sent to TCBC, The Ponthir House and The Star.
- i. **Village Planters** – Council noted that winter bedding had been planted in the village planters. **(Action: Clerk to chase outstanding invoice for this work)**
- j. **Ponthir Carol Service 8th December 2016** – Clerk confirmed that she had informed Jill Williams that Tom Evans would be representing the Community Council at this service. Council noted that posters and orders of service had been received for this event.

10. **Finance and Accounts**

a. Balance of Direct Plus Account as at 31st October 2016 = £8,912.15

b. **To Approve Cheques already Paid**

- i. Royal British Legion (Remembrance Day Wreaths) = £34.00
- ii. Ponthir Village Hall (Ponthir Christmas Fair) = £60.00

Council approved the above cheques.

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

- i. TCBC (Clerk's Salary) on 20th October 2016
- ii. Barclaycard (Stamps £3.84 & Stationery £3.00) = £6.84

Council noted the above payments.

d. **Clerk's Salary for 2017/2018** - Council approved that with effect from April 2017 the Clerk's salary should be increased by 1% to £9.392 per hour as recommended by NALC guidelines. Proposed by Cllr. Bailey and seconded by Cllr. Glover.

e. **Review of the Council's 3 year budget forecast** – Following the revisions made to this year's budget, which were approved at October's meeting, the Clerk has reviewed the 3 year budget forecast and circulated a redrafted forecast **(See Appendix 1)**. Council noted that the following assumptions had been made:

- i. Current rate of inflation is 1%
- ii. All of this year's budgets would be spent with the exception of the Unallocated Budget. This is highly unlikely but gives the worst case scenario.
- iii. Due to the forthcoming elections in May 2017 an Election Contingency Budget has been included. This will be utilized if there are more candidates that councillor seats at which point TCBC will pass on the resulting election costs to the Community Council. If the number of candidates is the same or less than the number of seats then there will be an uncontested election with no associated costs.

- iv. Forecast budgets have been amended so that expenditure remains within means.
- v. The precept calculation of 753 x Band D precept is based on last year's figure provided by TCBC. The letter from TCBC confirming the figure to be used for 2017/18 is due to be received shortly.
- vi. In order to provide a three year forecast figure for the precept an annual increase of 2.5% for the 2018/19 & 2019/20 figures had been assumed but any change in the level of precept would not be approved until the preceding November i.e. 2018/19 precept is agreed in November 2017
- vii. The 2017/18 budget will be set in March 2017 with the 3 year forecast reviewed/updated again in April 2017.

Council noted the content of the 3 year budget forecast.

- f. **2017/18 Precept** – Council agreed a rise of 2.5% which, based on the figures provided by TCBC in 2016/17 for the number of properties in our community area, would provide the Community Council with a total 2017/18 Precept of £17,721.10. Proposed by Cllr. Barrell and seconded by Cllr. Glover. For a Band D property this would be an annual rise of 57p to £23.53. The highest increase would be seen for properties in Band I with a rise of £1.34 to £54.91.
(Action: Clerk to inform TCBC when the formal request is received)

8.00pm – Cllr. Glover left the meeting.

- g. **New Financial Regulations** – Clerk and Cllr Bailey have reviewed the new Model Financial Regulations as provided by One Voice Wales and a proposed draft copy circulated to all Councillors prior to this meeting. Council approved the proposed draft copy. Proposed by Cllr. Barrell and seconded by Cllr. Dominy. Clerk noted that one of the new regulations was that members of council staff also had to declare any Personal Interests. Clerk therefore stated her Personal Interests as follows:
 - i. She was employed by Ponthir Church in Wales School
 - ii. She was employed by Ponthir Playgroup
 - iii. Her children attended Caerleon Comprehensive School.

(Action: Clerk to include new Financial Regulations on Website and amend Register of Interests)

- 11. **Grants** – Cllr. Barrell informed Council that he was no longer a member of the Ponthir Cricket Club or Ponthir District Sports Club and therefore did not have a Person Interest in item 11a. The following grants were approved using the appropriate power:

a. **Local Government Act (Misc. Prov.) 1976 Section 19**

Organisation	Amount	Proposed	Seconded
Ponthir District Sports Club (Emergency Application)	£300.00	Cllr. Bailey	Cllr. Dominy

b. **The Local Government (Wales) Measure 2011**

Organisation	Amount	Proposed	Seconded
Caerleon Comprehensive School	£100.00	Cllr. Barrell	Cllr. Dominy

(Action: Clerk to amend Register of Interests)

12.Updates:

- a. **Llanfrechfa Village Association (LVA)** – Cllr. Dominy reported that LVA members were hopeful that the shelving for the Community Library would be installed in the telephone kiosk by Christmas and that they were also looking into the possibility of obtaining a defibrillator for Lower Llanfrechfa.
- b. **Ponthir Christmas Tree Lighting Event – 2nd December 2016** – The following action points were agreed:
 - i. **Doors would open at 6.30pm. Councillors to arrive by 6pm if possible to set up tables etc.**
 - ii. **Last year’s risk assessment to be updated to reflect allergies and choke hazards.**
 - iii. **Clerk to purchase refreshments i.e tea, coffee, squash, sweets, crisps and mince pies as well as table decorations i.e. table covers, tea lights, tinsel etc and half a dozen prizes for a raffle.**
 - iv. **Rather than charge for refreshments donations would be accepted to be used towards future village improvements. Raffle would be charged at a £1 per strip with proceeds also going towards village improvements.**
 - v. **Clerk to produce posters and post details on Facebook.**
 - vi. **Clerk had obtained the use of a tea urn from the Friends of Ponthir School.**
 - vii. **The shutters would be drawn across the bar area whilst the school children sing.**
 - viii. **Raffle would be drawn half way through The Gatecrashers set.**
 - ix. **Additional volunteers to help on the night to be sought.)**

13.Community Council’s diary procedures for November/December 2016

Clerk confirmed the following procedures had been actioned as follows:

- a. Preparation of next year’s budget - See Agenda Item 10e
- b. Preparation of Precept Demand – See Agenda Item 10f
- c. Review the use of Standing Orders and variable Direct Debits **(Action: To be included on December’s Agenda)**

14.Community Improvements

- a. Tom informed Council that he had been approached concerning the lack of cashpoint facilities in Ponthir. **(Action: Tom to make further enquiries with banks. Cllrs Barrell and Bailey to contact the landlords of The Star and The Ponthir House to gage interest)**
- b. Council noted that despite previous correspondence between the Community Council and a number of mobile phone providers the lack of reception within the area was still problematic. **(Action: Clerk to write to mobile phone providers again and copy in David Davies MP and Ofcom)**
- c. Council noted that the red dog waste bin located at the entrance to the playfields from Oaklands had been removed. **(Action: Clerk to contact TCBC to enquire why the bin has been removed and whether a replacement is to be installed)**
- d. Council noted that there was vegetation encroaching onto the footpath when entering Ponthir after crossing the river bridge. **(Action: Clerk to contact TCBC to arrange vegetation to be cut back)**
- e. Tom enquired about the possibility of street lighting being installed in the cut through from Caerleon Road to Candwr Park. **(Action: Clerk to make enquiries with TCBC)**
- f. Tom noted that the street cleaner is missing a section of road at the top of Candwr Park. **(Action Clerk to inform Neighbourhood Services, TCBC)**

15.Planning application 16/PE/01068/PREAPP:Proposed BT Payphone kiosk removal (various locations, Borough wide consultation) at Torfaen County Borough Council – No observations as the BT Payphone in Ponthir is to remain

16.Consultations

- a. Croesyceiliog School:- Reducing 11 to 16 capacity to 1200 places – TCBC – No Observations
- b. National Infrastructure Commission for Wales – No Observations

17.Correspondence Received

- a. Torfaen Youth Grant 2016 - TVA
- b. Cwmbran Big Event 2017 – TCBC
- c. Welsh Treasury News – OVW
- d. Latest news from the ICO
- e. One Voice Wales Annual Report
- f. One Voice Wales November Training Schedule
- g. Cabinet Secretary Proposes Very Positive Developments for The Community and Town Council Sector in Wales
- h. Llangollen International Musical Eisteddfod – Donation Request
- i. Community Energy Wales Update October
- j. External Audit Invoice – BDO
- k. Changes and Updates to Bank Account – Co-Op Bank
- l. Invitation to Winter Art 2016 exhibition – Pontypool Museum
- m. Wales Audit Office Newsletter – OVW
- n. Volunteering Opportunities at Able – TVA
- o. Parking in Longbridge – Mrs Purcell & Mrs Workman
- p. TVA's Bulletin October 2016
- q. Developments of National Significance – Planning Aid Wales
- r. Vacancy - Electoral Commissioner, Wales - OVW
- s. Review of the National Standards for the Community Health Councils - OVW
- t. Appointment of Vice-Chair and Independent Members to NHS Wales - OVW
- u. The Public Policy Institute for Wales is Hiring – OVW
- v. Ageing Well walking survey for neighbourhoods – OVW
- w. South Wales Fire and Rescue Service Improvement Plan “How did we do in 2015-2016 and What do we plan to do in 2017-2018”
- x. Latest news from One Voice Wales
- y. Invitation for Chair to attend the Senior Schools Choral Festival – Cwmbran CC
- z. What can Torfaen Voluntary Alliance do for you?
- aa.Consultancy Services – OVW
- bb.Invitation for Chair to attend Grants Presentation Evening – Croesyceiliog & Llanyrafon CC
- cc. The Ombudsman's Casebook - Issue 26
- dd.Clearance of the drainage channel running between the Sports Fields and Oaklands. – Mrs Norton
- ee.Swansea Community Energy and Enterprise Scheme Launch – OVW
- ff. Prison Liaison Council Meeting - HMP Usk & Prescoed
- gg.One Voice Wales Innovative Practice National Awards 2017 – OVW
- hh.November 2016 - Latest news from the ICO

Council noted the content of the above correspondence and in particular a number of complaints received concerning both parking problems and installation of bollards in Longbridge. Clerk has informed residents that the installation of the bollards was on land belonging to Bron Afon and TCBC Highways Dept. should be contacted directly with regard to lack of parking provision on the public highway.

18.The date of the next Council Meeting will be on **Wednesday 14th December 2016 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 8.55pm

Appendix 1 – 3 Year Budget Forecast

	2016-2017	2017-2018		2018-2019		2019-2020	
Outgoings							
Office Expenditure							
Room Rental	£ 465.00	£ 300.00		£ 300.00		£ 300.00	
Stationery and Postage	£ 250.00	£ 250.00		£ 250.00		£ 250.00	
Telephone	£ 40.00	£ 40.00		£ 40.00		£ 40.00	
Staff Costs	£ 6,550.00	£ 6,615.50	1% rise	£ 6,681.65	1% rise	£ 6,748.47	1% rise
Subscriptions	£ 215.00	£ 225.00		£ 235.00		£ 245.00	
Insurance	£ 409.14	£ 420.00		£ 420.00		£ 420.00	
Internal Audit Fees	£ 100.00	£ 100.00		£ 100.00		£ 100.00	
External Audit Fees	£ 210.00	£ 230.00		£ 250.00		£ 270.00	
Sub-Total	£ 8,239.14	£ 8,180.50		£ 8,276.65		£ 8,373.47	
Other Expenditure							
Publicity (Including Newsletter)	£ 450.00	£ 650.00		£ 650.00		£ 650.00	
Community Events	£ 2,350.00	£ 2,050.00	1 Event = Christmas Tree Lighting	£ 2,050.00		£ 2,050.00	
Travel Expenses	£ 60.00	£ 150.00		£ 150.00		£ 150.00	
Training	£ 100.00	£ 330.00	Any new councillors would require training	£ 210.00		£ 210.00	
Grants and donations	£ 4,000.00	£ 2,500.00		£ 2,500.00		£ 2,500.00	
Community Improvements	£ 1,800.00	£ 1,800.00		£ 1,800.00		£ 1,800.00	
Equipment for Childrens Play Area	£ 27,161.18	£ -		£ -		£ -	
Play Area Maintenance	£ -	£ 1,000.00		£ 1,000.00		£ 1,000.00	
Sub-Total	£ 35,921.18	£ 8,480.00		£ 8,360.00		£ 8,360.00	
Election Contingency	£ -	£ 2,500.00	Election Year - May not be used	£ -		£ -	
General Contingency Fund	£ 510.86	£ 2,000.00		£ 2,000.00		£ 2,000.00	
Sub-Total	£ 510.86	£ 4,500.00		£ 2,000.00		£ 2,000.00	
Total	£ 44,671.18	£21,160.50		£18,636.65		£18,733.47	
Funded by							
Actual Balance b/f	£ 22,449.68	£4,042.49	Assume Previous Year's Unallocated Budget Not Spent	£603.09	Assume Previous Year's Unallocated Budget Not Spent	£130.57	Assume Previous Year's Unallocated Budget Not Spent
Precept	£ 17,288.88	£ 17,721.10	2.5% rise	£ 18,164.13	2.5% rise - This can be reviewed if Election Contingency can be released	£ 18,618.23	2.5% rise - This can be reviewed if Election Contingency can be released
2015/16 VAT Refund	£ 975.11						
Tesco Bags of Help Grant	£ 8,000.00	£ -		£ -		£ -	
	£ 48,713.67	£ 21,763.59		£ 18,767.22		£ 18,748.80	
Unallocated Budget	£ 4,042.49	£603.09		£130.57		£15.33	

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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.

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