

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 9th October 2013

1. **Present:** Cllr. R. Davies(Chair), Cllr. T Roberts, Cllr. Mrs J. Morgan, Cllr. S. Bailey, Cllr. Mrs J Bold, Cllr. P. Matthews, Cllr. H. Bevan (Torfaen CBC)
Members of Public Attending: Tom Bold
Clerk: Karen Price
2. **Apologies:** PCSO Riccardo Oliver
3. **Declarations of Interest:** Cllr. Davies declared an interest in Items 14a and Item 14c. Cllr. Bold declared an interest in Item 14b. Neither Councillor took part in these respective items.
4. **Matters Raised By Members of Public Present** - None
5. **Police Report** –PCSO Riccardo Oliver contacted the Clerk earlier today and gave a verbal report for the number of incidents in this area since the Council’s last meeting. There was one attempted burglary and one burglary both in Hafod Road. As a result police patrols have been increased. The Clerk had spoken to PCSO Oliver about Llanfrechfa resident’s concerns over speeding vehicles and PCSO Oliver is looking into the possibility of undertaking speed monitoring in this area. It was noted that the next police surgeries to be held at Ponthir Village Hall are on 24th October and 12th December with the next PACT meeting, also being held in Ponthir Village Hall, on 13th November. Council agreed that PCSO Oliver has made an excellent start as our Neighbourhood Officer. **(Action: Clerk to forward Council’s compliments on PCSO Oliver’s work to Insp. Blakemore.)**
6. **Report From Cllr Huw Bevan, Torfaen CBC** – Cllr. Bevan informed Council that he had attended a recent meeting of the Llanfrechfa Village Association and also a presentation by the South Wales Fire Brigade concerning a review of fire services Torfaen. Council noted that an e-mail from the Fire Brigade about this review had only been received by the Clerk today.
7. The minutes of the Meeting held on 11th September 2013 were approved as a true record and duly signed. Proposed by Cllr. Roberts and seconded by Cllr. Bailey.
Tom Bold entered the meeting at 7.45pm. Cllr. Davies introduced Tom to the Council and explained that Tom currently attended secondary school and was interested in learning about the work of the Community Council and attending future meetings.
8. **Matters arising from the minutes of the Meeting held on 11th September 2013**
 - a. **Police Report** – PCSO Oliver has informed Council that the accident at the junction of Barnfield/Caerleon Road was not due to speeding. **(Action: Clerk follow up previous suggestions with PCSO Oliver to improve advertising of PACT Meetings)**
 - b. **Implications of the Dog Control Orders on the Sports Fields** – Council felt that there was still some confusion by users of the sports fields concerning the Dog Control Orders and agreed that additional signage, which would include maps of the areas covered, was needed at the three entrances to this area i.e. entrance from The Oaklands, footpath from

Caerleon Road and the area when cars park. Council would wish to see an advance copy of any signage before they are put up. **(Action: Clerk to contact Torfaen CBC)**

- c. **Filing Cabinets** – Council noted that these have been moved to Cllr. Bailey's home. **(Action: Cllr. Roberts to contact Jenny Nancarrow re paperwork previously held in filing cabinets)**
- d. **Community Council's Postal Address** – Ponthir District Sports Club have informed Cllr. Matthews that they already have a postal address and would be willing to install a letter box with a cage to collect the Council's post. Clerk has been in touch with Royal Mail and has been informed that the Council would just need to contact the local delivery office. Council agreed to review postal arrangements in January.
- e. **Torfaen CBC's Youth Job Programme** – Clerk has been in touch with Anne Davies, TCBC, and has been informed that to date no one from our community area has been referred to the Work Programme Team. This team will contact the Job Centre again and will keep the Council updated.
- f. **Involving Younger Residents in Community Council's work** – Cllr. Davies informed Council that the Clerk had gathered some information about the possibility of appointing up to two Youth Representatives. **(Action: Cllr. Davies and Clerk to look into further)**
- g. **Community Council diary procedures for August/September 2013** – Clerk confirmed that Gwent archives have collected the Council's minutes for 2006 to 2010.

9. The minutes of the meeting held on 23rd September 2013 were agreed as a true record and duly signed. Proposed by Cllr. Bailey and seconded Cllr. Bold. Cllr. Matthews gave his apologies as he had been delayed in work and did not have the Council's contact details to give his apologies on the day.

10. Matters arising from the Meeting held on 23rd September 2013

- a. **Community Council Newsletter** – Cllr. Bold has contacted Ponthir Photography Club and they would be willing to provide a photograph for the front cover of the newsletter. **(Action: Cllr. Bold to give contact details to Cllr. Davies)**

11. Planning

- a. **Arrangements for making planning observations and possibility of delegating powers to the Clerk** – Council noted that a number of applications had recently been received and additional meetings were arranged to enable any observations to be made within the statutory 21 days. Council noted that it has been difficult on occasion to arrange these additional meetings with the required minimum attendance of 3 Councillors. It was noted that the last application received had previously been approved by Torfaen CBC and that the Community Council at the time had no observations to make. This application was purely to extend the start time of building work. Council agreed that in principle, with this type of application, power to make observations could be delegated to the Clerk, in consultation with Councillors but asked that the Clerk contact Torfaen CBC to clarify when powers are delegated rather than holding a planning meeting. **(Action: Clerk to contact TCBC and include item in next month's agenda)**
- b. Council noted Torfaen CBC's refusal of planning permission for application 13/P/00247 - Construction of a new pitched roof dormer at Seren Fach Nursery, School Close, Ponthir, Cwmbran, Torfaen. NP18 1GA

12. Finance and Accounts

a. Balance of Accounts as at 30th September 2013

- i. Direct Plus Account = £18,931.35
- ii. Instant Access Account = £11,601.75

b. Authorisation of Cheques

- i. Ponthir District Sports Club (April - Sept Rent) = £105.00
- ii. Mazars (Audit) = £180.00
- iii. ThatMediaGroup (Draft Design of Community Newsletter) = £90.00
- iv. SWALEC (Telephone Kiosk) = £5.97
- v. Councillor's Travel Expenses – Cllr. J. Bold = £24.88

Council approved the payment of the above cheques. Proposed by Cllr. Morgan and seconded by Cllr. Roberts.

- c. The quarterly balance of accounts was received and contents noted.
- d. Council noted a request by Cwmbran CC to order a wreath on the Community Council's behalf for Remembrance Day. Clerk has ordered one wreath and is awaiting an invoice.
- e. **The repair of the Community Council Notice board in Ponthir** – Council had previously noted that graffiti had been scratched on the perplex screens. Clerk informed Council that the cost of a set of replacement screens is £62.98. Council approved that these replacement screens be ordered. Proposed by Cllr. Roberts and seconded by Cllr. Bailey. **(Action: Cllr. Matthews to assist Clerk in fitting screens)**

13. Community Council Newsletter

- a. **Newsletter Update** – Cllr. Bailey was concerned about the use of the Council's logo as he believed that he had seen the same or very similar logo used by a company. Council agreed not to use the logo in the newsletter. Cllr. Bold suggested that a future idea could be for local children to design a new logo for the Council. The first edition of the newsletter will include a short biography, photograph and contact details for each Councillor, a description of what a community council does, a list of grants that the Council has made this year, details of the Christmas Event, the Community Foodie scheme and the planting scheme for Ponthir. It was noted that the Ponthir District Sports Club are planning to hold a firework display and if the first edition can be produced before then details of this event would be included. There will also be an article asking for residents ideas for improvements to Ponthir/Llanfrechfa. Council agreed that a proof will need to be seen first and Cllr. Davies is hopeful that the first edition could be ready in about 10 days' time. Ideas for future editions included featuring a local group and a diary of events.
- b. **Annual Budget for the production of the newsletter** – Council agreed a budget of £500 for this current financial year. Proposed by Cllr. Bailey and seconded Cllr. Roberts. **(Action: Cllr. Davies to look into cost of leaflet dispensers that could be placed in local businesses)**

14.Grants

a. The following grant was approved using the appropriate powers:

The Local Government (Misc. Prov.) Act 1976 s19

Organisation	Amount	Proposed	Seconded
Longbridge Thursday Coffee Club	£100.00	Cllr. Bailey	Cllr. Bold

b. The following grant was approved using the appropriate powers:

The Local Government (Misc. Prov.) Act 1976 s19

Organisation	Amount	Proposed	Seconded
Age Concern	£150.00	Cllr. Bailey	Cllr. Matthews

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

The Local Government Act 1972 Section 137

Organisation	Amount	Proposed	Seconded
Ponthir Church in Wales School	£1000.00	Cllr. Bailey	Cllr. Bold

Council noted that Ponthir School had originally requested assistance in purchasing 6 laptops at a cost of approximately £350 each which would have been a total cost of £2100. It was also noted that the Council had already donated £400 to The Friends of Ponthir School to assist with the setting up of a wireless system within the school. Council agreed that it was unable to consider donating the full amount until further information had been provided i.e. what other avenues for funding had been explored and what fundraising had been done by The Friends to contribute towards this IT equipment. It was therefore agreed that a donation of £1000.00 be made now and the Council would consider an additional donation if further information could be provided. **(Action: Cllr. Davies to raise this item at the next School Governors meeting)**

d. It was noted that All Creatures Great & Small had still not returned a grant application form. Council agreed to defer the consideration of grants to organisations outside this community area until All Creatures Great & Small had returned an application form. **(Action: Clerk to contact All Creatures Great & Small)**

15.Reports and Updates

a. **Chairs Report** – None

b. **Community Christmas Event** – This will be taking place on Friday 13th December 2013 at Ponthir Village Hall. Clerk has been in touch with Torfaen CBC and they could supply and put up a tree by the end of November. A quote has been received from Torfaen CBC for supplying a 15ft tree, putting it up and taking it down, supplying the lights and connecting them to a power supply. Concern had already been made about the quality of lights used in previous years and so Chair has contacted a christmas lighting company, Commercial Christmas, to obtain a quote for supplying and installing lights instead of Torfaen CBC. An e-mail from Commercial Christmas has been received detailing a number of different options and it was noted that as well as supplying the necessary lights this company would install the lights, conduct an annual PAT test and store them on behalf of the Council. Council agreed that this year it would just consider Christmas Tree lights and look into the possibility of additional lighting next year. Chair explained that the tree would be put up by the end of November and the lights installed and switched on by 6th December. On the 13th December the lights would be officially switched on. Cllr. Davies was looking into asking Ponthir School if pupils could sing carols around the tree

and arranging for a local band to play. There would also be a hog roast for residents and Cllr. Davies has already spoken to Mr Bubela about catering for this. At the Council's previous meeting it had been suggested that Council contacts BBC Wales to ask if the weather forecast could be broadcast from the Village Hall on that evening. Council agreed that a tree be ordered from Torfaen CBC. Proposed by Cllr. Bailey and seconded by Cllr. Matthews. Council agreed that the previously agreed budget of £3000.00 be used to arrange this event by paying for the costs of a tree, lighting from the Christmas lighting company, costs of supplying a hog roast and the costs of hiring a band. (Local Government Act 1972, s.144 & 145) Proposed by Cllr. Bailey and seconded by Cllr. Roberts. Cllr. Bailey asked about the possibility of a tree being planted and decorated for Christmas for future years which may reduce costs in the long term. **(Action: Clerk to contact TCBC and arrange tree, Cllr. Davies to arrange Christmas Tree Lights and hog roast, Cllr. Bailey to contact BBC Wales. Clerk to look into possibility of planting a tree for using in the future)**

- c. **Community Foodie Project** – Cllr. Bold informed Council that Kate Blair, Torfaen Community Foodie Officer is currently looking into possible sites in Ponthir for this project.
- d. **Gwent Best Kept Village Competition 2013** – Cllrs. Bold and Matthews attended the presentation evening. Council noted the scores and comments for Ponthir and Llanfrechfa. Ponthir School won the highly commended award which Cllr. Matthews accepted on the schools behalf. **(Action: Item to be included in January's agenda with possibility of setting up a committee to plan for 2014 competition. Cllr. Bold to forward photograph from the presentation evening to Cllr. Davies to include in newsletter)**
- e. **Possible improvements to Ponthir/Llanfrechfa** – Cllr. Roberts reported that he had received a letter from Sarah Wear, Torfaen CBC and is awaiting a proposal from Steve Horsman, Torfaen CBC concerning the gateway site at Barnfield. Cllr. Roberts that the gateway site should be completed by March and it will be the first such site in Torfaen. This weekend Cllr. Roberts and a group of volunteer residents will be planting daffodils along the verge at Barnfield/Caerleon Road. Clerk has already contacted Sian Watkins, Torfaen CBC, concerning work previously identified by the Council but is still awaiting a response. Council agreed to delegate power to the Clerk in consultation with the Chair to spend up to £1000 to enable Torfaen CBC to undertake this work. Council also agreed that Clerk should purchase winter bedding plants for the existing village planters in Ponthir and Llanfrechfa. **(Action: Clerk to contact Cllr. Matthews to assist with planting)**

16. Council's Diary Procedures for October/November – **(Action: Clerk to arrange a separate Council Meeting in November to discuss Budget for 2014/15)**

Cllr. Bevan left the meeting at 9.20pm

- 17. Community Council IT Requirements** – Clerk presented a report regarding the Council's current IT equipment and its contents were noted. Council agreed that the Clerk should order a laptop from Torfaen CBC and arrange for the secure disposal of IT Equipment via Torfaen CBC. It was also agreed to dispose of the old printer/scanner and the cabinet that houses some of the existing IT equipment. Proposed by Cllr. Roberts and seconded by Cllr. Bailey. Council agreed that it should consider donating any remaining equipment to a local organisation(s). **(Action: Councillors to bring suggestions for any community groups that may be able to use this equipment to the next meeting. Clerk to inform Cllr. Matthews when the cabinet currently housing some IT equipment is no longer needed so that it can be disposed of. Clerk to order new laptop and arrange for disposal of IT equipment.)**

18. Correspondence Received

- a. Invitation for Chair to attend Pontypool Annual Grants Presentation Evening (E-mail)
- b. Complaint from a Ponthir Resident concerning Overgrown Vegetation (E-Mail)
- c. Charity Fundraising Garden Party Friday 20 September - E-Mail - TCBC
- d. A message from the new Deputy Chief Executive and Resources Manager (E-mail) – One Voice Wales
- e. Electoral Review Programme 2014 – One Voice Wales (E-Mail)
- f. Fundraising Ball 26th October 2013 – Age Concern (E-mail)
- g. CC Water Annual Review Wales 2012-13 – One Voice Wales (E-Mail)
- h. Aneurin Bevan Community Health Council October Meeting – (E-Mail)
- i. Ponthir Cricket Club – Acknowledgment of Grant
- j. Prostate Cancer Awareness Afternoon, 8th November, Greenmeadow Golf Club
- k. Planning Training Module – One Voice Wales (E-mail)
- l. Ponthir Playgroup – Acknowledgement of Grant
- m. Funeral of Cynthia Beynon – TCBC

The content of the above correspondence was noted.

19. War Memorial for Ponthir – (Action: To be discussed at the Budget Meeting)

Tom Bold left the meeting at 9.30pm

Members of the Public were excluded whilst a query arising from previous donations was discussed due to the confidential nature of the information. (S1 Public Bodies (Admission to Meetings) Act 1960)

- 20. Query concerning previous donations** – Council discussed a query concerning donations made in 2005 and 2007 as well as the contents of the available supporting documentation. Following an amendment to seek further information being defeated, a proposal was carried to take no further action in the matter.

Members of the Public were excluded whilst the terms of the clerk's contract of employment were discussed due to the confidential nature of the information. (S1 Public Bodies (Admission to Meetings) Act 1960).

Clerk left the room whilst this item was discussed.

- 21. Contract of employment for the Clerk** – The amendments agreed at the previous meeting had been made and a revised contract circulated prior to this meeting. Council approved the Clerk's Contract of Employment. Proposed by Cllr. Davies and seconded by Cllr. Bailey. Clerk re-entered the meeting. The Contract of Employment was duly signed by the Clerk and Cllr. Davies.

22. Date of the Next Meeting

The next Meeting of the Council will be held on **Wednesday 13th November 2013 at 7.00pm at Ponthir District Sports Club**. Cllr. Morgan gave her apologies as she is unable to attend the next meeting

Meeting Closed at 10pm

A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below/Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

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