

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 12th February 2014

1. **Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. Mrs. J. Morgan, Cllr. Mrs J Bold, Cllr. P. Matthews &. Cllr. T Roberts
Members of Public Attending: T. Bold
Clerk: Karen Price
2. **Apologies:** Cllr. D. Green
3. **Declarations of Interest:** Cllr. Matthews declared personal interests in Items 13 & 18 b. Cllr. Matthews's son attends Gwent Dolphins & his wife is a member of the Village Hall Committee.
4. **Matters Raised By Members of Public Present** - None
5. **Police Report** – None Received
6. **Report from Cllr. Huw Bevan (Torfaen CBC)** – None Received
7. The minutes of the meeting held on 8th January 2014 were approved as a true record and duly signed. Proposed By Cllr. Bailey and seconded by Cllr. Bold.
8. **Matters Arising from the Meeting held on 8th January 2013.**
 - a. **Speed of vehicles through Llanfrechfa** – (Action: To be added to April's Agenda)
 - b. **Design of a new Ponthir Community Council Logo** – (Action: Chair to raise the idea of a competition for the school pupils to design a new community council logo at Ponthir School Governors meeting.)
 - c. **Community Council Insurance** – (Action:Item to be Included in April's Agenda)
 - d. **2014 Christmas Tree Lighting Event** – Cllr. Bailey has made some initial enquiries about sourcing a tree from an alternative supplier from Torfaen CBC. He will contact this supplier again later in the year. (Action: Chair to contact Ponthir Village Hall to arrange a date for this year's Tree Lighting Ceremony. Item to be included on September's agenda)
 - e. **Ponthir Community Council Register of Members Interests** – Cllrs. Roberts and Matthews confirmed that the current details held by the Clerk were correct and no amendments were required. Clerk confirmed that the review of the register was complete.
 - f. **Community Foodie Project** – (Action: Cllr. Bold to contact Kate Blair)
 - g. **Training** – Clerk has booked herself and Cllr Bailey on a training course for next week. (Action: Clerk to confirm with One Voice Wales whether Tom Bold could also attend)
9. **Gwent Best Kept Village Competition 2014**
 - a. **To consider work that the Community Council could undertake for this Competition**
Council discussed the suggestions made at last month's meeting by Mr & Mrs Thomas

and noted the offer of support received today from Ponthir resident, Mr John Palmer. Council proposed that a Committee be set up specifically for the Best Kept Village Competition with Cllrs. Bold and Matthews sitting on this Committee and also members of other local organisations invited to participate. **(Local Government Act 1972 s101)** Mr. Palmer had also highlighted a number of other issues which included a proposal for a project to encourage the planting of deciduous trees, his concern about the effect that paving over of garden areas over 5 square metres with non-porous materials may have on flooding and finally the need to connect Ponthir to both the Caerleon and Cwmbran cycle routes. **(Action: Item to set up a Best Kept Village Committee to be included on March's Agenda and Clerk to write to community groups inviting them to have a member join this committee. Clerk to contact Torfaen CBC to clarify regulations over the sighting of estate agent signs. Chair to contact Mr. Palmer inviting him to join Best Kept Village Committee and obtain further information about the other points raised)**

- b. **Proposals made by Torfaen CBC on the future management of green spaces** – Council noted the proposal recently agreed by Torfaen CBC to create a wild flower corridor from Cwmbran to Blaenvon and that sites at Barnfield and Candwr Park have been identified to be included within this proposal.

10. Recycling Facilities at the Bring Site, Ponthir Village Hall – Council noted that as from 17th February 2014 the kerbside recycling collections will include plastic pots, tubs, trays and cartons. **(Action: Clerk to contact Torfaen CBC to ask whether with the introduction of increased kerbside collections it plans to remove some of the recycling facilities from the Bring Site)**

11. Proposed Diversion and Part Extinguishment of Footpaths at Llanfrechfa Grange Hospital – No Comments

12. Finance and Accounts

- a. Balance of Direct Plus Account as at 31st January 2014 = £27,384.29

b. **Authorisation of Cheques**

- i. K Price (Stamps £3.60, Phone Top Up £20.00, Ink £26.00, Travel Expenses £12.15) = £61.75
ii. HCI Data Ltd (Registering Web Domain Name) = £130.80

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

c. **To Approve Invoices already Paid**

- i. Bella's Catering Services (Christmas Event Hog Roast) = £800.00
ii. Monmouth CC (New Laptop & Disposal of old PC & Laptop) = £461.88
iii. ThatMediaGroup (February Newsletter) = £238.00

The above invoices were approved. Proposed by Cllr. Roberts and seconded by Cllr. Bold.

d. **To Note Standing Order Payments**

- i. TCBC (Clerk's December Salary) on 20th January 2014.

The above payment was noted.

- e. **Community Council Website Grant** – The receipt of the £500.00 grant from The Welsh Government was noted.

f. **Bank Reconciliation & Budget Review** – The content of the bank reconciliation was duly noted. Council reviewed current expenditure to the budget and agreed that the IT Budget be increased by £500.00 and the Newsletter budget increased by £150.00. Proposed by Cllr. Bailey and seconded by Cllr. Roberts. (**Action: Clerk to include copies of 2014/2015 Budget to Councillors when the final Bank Reconciliation and Budget Review for 2013/2014 are discussed in April**)

13. **Grant Request from Gwent Dolphins** – A grant request has been received from this organisation and it was noted that a Ponthir resident was a member. Clerk has e-mailed a copy of the grant criteria and application form to this organisation's Chairperson and asked that this be completed and a set of audited accounts provided in order that this request be considered. This information has yet to be received.

14. **GateWay Project** – Cllr. Roberts confirmed the details of this project and Council noted the contents of the Sponsorship Agreement recently received from Torfaen CBC. Council had previously agreed that within the 2014/2015 budget £2,500.00 would be allocated for this project and whilst Council could see that costs in the first year would be high, when the design, planning and landscaping for this project was done, concern was now raised that the costs for subsequent years would also be £2,500.00 per annum and felt that this did not represent good value for money. Council was also disappointed with Torfaen CBC's initial proposed design and the fact that Torfaen CBC's Design Team will only discuss any designs when the Sponsorship Agreement has been signed. As Christina Harrhy, Torfaen CBC, is due to attend our next meeting to discuss the implications of Torfaen CBC's 2014/2015 budget it was agreed to defer any decision on this project until March's meeting. (**Action: Cllr. Roberts to inform Steve Horseman, Torfaen CBC of this decision. Clerk to add this item to March's agenda**)

15. **Update on Children's Play Area** – Cllr. Bailey reported that he together with Cllrs. Davies, Morgan and Roberts and Clerk had met with a representative of a company specialising in playground equipment. The aim of this meeting was to get an initial idea of costs and the types of equipment available. The representative has yet to come back to the Clerk with this information. Council noted that for any investment three quotations are required to comply with Financial Regulations.

16. **Update on the Community Council Newsletter – February Edition** – Chair reported that overall the Council has continued to receive very positive comments from residents on the Newsletter. Cllr. Bailey asked that in future editions we don't use white print on a yellow background as it was difficult to read. Council noted a text from a resident stating that the full list of Councillors should have been included in this second edition however this had been included in the first edition, is available on both Community Council Noticeboards and will shortly be included in the new Community Council Website (See Item 17). The next newsletter is due to be issued during the first week of May.

17. **Community Council Website**

a. **To Receive an Update on the New Community Council Website** - Cllr. Bailey informed Council that an initial draft of the website has been created and asked that Councillors review this draft using the link previously circulated so that the wording can be approved at the next meeting. Once wording has been approved Clerk will make

arrangements for a Welsh Translation. Tom Bold has offered to help with the design. Council noted that the grant received (See Item 12e) should be spent by the end of the current financial year. **(Action: Information received from HCI Data Ltd to be forwarded to Tom Bold.)**

- b. **The Removal of the Community Council pages from the Torfaen CBC Webster Site**
Clerk explained that this was a community site within Torfaen CBC's website but which had not been updated for some time. Torfaen CBC is itself reviewing the Webster site. Council approved the removal of the Ponthir Community Council pages. **(Action: Clerk to arrange the removal of Ponthir Community Council pages from Webster)**

18. Reports and Updates

- a. **Report from the Chair** – Chair attended a meeting of the Llanfrechfa Village Association and informed members of the Community Council's decision to support the use of the Telephone Kiosk in Tram Lane as a community library. Chair also asked the Village Association's views on updating the small Community Council Noticeboard in Tram Lane **(Action: Clerk to add item to discuss the Llanfrechfa noticeboard in March's agenda)**
- b. **Report From TCALC Meeting held on 14th January and the LCPC Meeting held on 28th January** – Clerk had attended these two meetings and reported the following items:
- i. Torfaen CBC's proposals for the future of community centres were discussed. Council agreed that a meeting with Dave Congreve should be arranged and that a request be made for copies of any paperwork confirming Torfaen CBC's position.
 - ii. Torfaen CBC Planning Department are considering charging for pre-application advice
 - iii. All scrap metal dealers now have to be licensed.
 - iv. From 1st April 2014 there will be a charge for calling out Torfaen CBC pest controllers. Details of these charges will be forwarded to community councils.
 - v. Traffic issues concerning the pedestrian crossing between Morrisons and the Vue Cinema in Cwmbran were highlighted.
 - vi. Starting from next week there will be a six week consultation on the proposal for reducing surplus secondary school places in the South of Torfaen. The proposal is that both Llantarnam and Fairwater schools will close and a new school will be created using the refurbished Fairwater buildings. There will also be a review of the catchment areas for both Croesyceiliog Comprehensive and this new school.

The content of this report was noted.

(Action: Clerk to arrange a meeting with Dave Congreve and to obtain copies of the paperwork confirming Torfaen CBC's position)

- 19. Community Council's diary procedures for January/February 2014.** – Diary Procedures are being undertaken. (See Items 8e, 22, 23 & 24).

20. Consultations

- a. **Positive Planning: Proposals to reform the planning system in Wales** – No Comments
- b. **Local Government Audit and Inspection Fee Scales 2014-2015** – No Comments

21. Correspondence Received

- a. Post Office Advisory Council (E-Mail)
- b. Advice of the death of former Councillor Sarah Richards MBE (E-mail)
- c. Invitation to attend Torfaen Young Consumer of the Year Competition (E-Mail)
- d. Response to booking enquiry - Ponthir Village Hall
- e. The Voice - Issue 24 – One Voice Wales (E-mail)
- f. Commission on Public Service Governance and Delivery (E-mail)
- g. Code of Conduct Casebook – Torfaen CBC (E-Mail)
- h. Appointment of Members to the Wales Animal Health & Welfare Framework Group – One Voice Wales (E-Mail)
- i. Pontypool Community Council Chairman's Charity Concert & Inter Schools Eisteddfod - Invitation for Chair to attend
- j. Cwmbran Primary Schools Choral Festival 2014 – Invitation for Chair to attend
- k. Pontypool Community Council Annual Dinner – Invitation for Chair to attend.
- l. Wales Remembers 1914-1918 Cymru'n Cofio (E-mail)
- m. Natural Resource Management Bulletin - January 2014 - One Voice Wales (E-Mail)
- n. Homes for Wales Bulletin January 2014 - One Voice Wales (E-Mail)
- o. Teenage Cancer Trust – Donation Request
- p. Walk For Life – 27th April 2014

The content of the above correspondence was noted.

22. Review of Ponthir Community Council's Risk Management Policy and Risk Register – Clerk and Cllr. Bailey have reviewed the Risk Register and a copy of this together with the Risk Management Policy has been circulated to all Councillors. **(Action: Councillors to read and send any comments to the Clerk before next month's meeting with the aim of approving these documents at that meeting)**

23. Review of Ponthir Community Council's Financial Regulations – Clerk has circulated a draft copy to all Councillors. **(Action: Councillors to read and to send any comments to the Clerk before next month's meeting with the aim of approving these new regulations at that meeting)**

24. Review of Ponthir Community Council's Standing Orders – These are currently being reviewed by Clerk and Cllr. Bailey and will be circulated as soon as this has been completed.

25. Date of the Next Meeting

The next Meeting of the Council will be held on **Wednesday 12th March 2014 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 9.15pm

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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