

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 8th January 2014

- 1. Present:** Cllr. R. Davies (Chair), Cllr. S. Bailey, Cllr. Mrs. J. Morgan, Cllr. Mrs J Bold & Cllr. D. Green.
Members of Public Attending: Russell & Helena Thomas
Clerk: Karen Price
- 2. Apologies:** Cllr. T Roberts, PCSO Riccardo Oliver & Cllr. H. Bevan (TCBC)
- 3. Declarations of Interest:** None
- 4. Matters Raised By Members of Public Present - None**
- 5. Gwent Best Kept Village Competition –** Mr. & Mrs. Thomas had previously contacted the Community Council to offer some advice on this competition. Council was provided with copies of the competition's rules, scoring system and suggestions on how Ponthir could be improved for this year's competition. They stressed that the competition was for the best kept village and not for the prettiest village. Ponthir and Llanfrechfa can enter as separate villages but both will require their entry forms to be signed by Ponthir Community Council. All entry forms must include a map with village boundaries clearly marked. Entry forms are obtained from Gwent Association of Voluntary Organisations and judges visit villages during the month of June. Schools that wish to take part have to complete their own entry form but pubs, village halls and churchyards are judged within the village competition. **(Action: To be discussed further at next month's meeting)**
Mr. & Mrs. Thomas left the meeting at 7.40pm.
- 6. Police Report –** Clerk gave details of PCSO Oliver's report in his absence. Following Council's concerns speed checks have been undertaken today at The Gate, Llanfrechfa and details will be forwarded to Council. Since the last Council meeting there has been one burglary at an unsecure property on Candwr Park on 18th December. Police have visited properties in the immediate vicinity to give advice. The BT Telephone Kiosk on Caerleon Road was also vandalized. Following complaints received PCSO Oliver has carried out some monitoring of lorries using Caerleon Road. This was done on two separate days and out of all the lorries that were stopped only one was found not complying with the restrictions which prevent vehicles over 7 1/2 tonnes using this road unless they required access to a site along this route. PCSO Oliver informed the Clerk that John Cottrell, Crime and Reduction Officer, may contact the Council with a view to attending one of our future meetings. An e-mail has been circulated to Councillors today detailing Gwent Police's OWL system which is putting out a request for a 'local champion' to help assist with getting more residents to sign up to this system.
- 7. Speed Limit Through Lower Llanfrechfa –** After discussion Council agreed to wait for the results of today's speed checks. **(Action: To be discussed further at next month's meeting)**

8. Report from Cllr. Huw Bevan (Torfaen CBC) – None Received.

9. The minutes of the Meeting held on 11th December 2013 were approved as a true record and duly signed. Proposed by Cllr. Green and seconded by Cllr. Morgan.

10. Matters Arising from the Meeting held on 11th December 2013.

- a. **Traffic issues in School Close and their implications on surrounding streets** – Council noted that Seren Fach Nursery has provision for 11 parking spaces all of which seem to be used when the Nursery is open. Council agreed that at this moment in time there is nothing the Council can do to improve these traffic issues but to carry on monitoring any problems.
- b. **Dog Control Orders** – Torfaen CBC has confirmed to the Clerk that they will provide her with information and contacts when they place an order.
- c. **Community Council Newsletter** – Cllr. Davies has contacted Ponthir Photography Club and is waiting for a reply.
- d. **Torfaen CBC's proposals for Torfaen Community Centres** – Clerk has written to Torfaen CBC expressing concern that not all interested parties had been informed of these proposals. A copy of this correspondence has been sent to Cllr. Bevan.
- e. **New Community Council Logo – (Action: Ponthir School to be contacted about the possibility of running a competition involving the pupils designing a new logo.)**
- f. **Insurance Quotes – (Action: Clerk to undertake)**
- g. **Co-option of Mr. David Green to Ponthir Community Council** – Clerk has informed Torfaen CBC.

11. Planning

- a. **Planning appeal 13/P/00185 Erection of a goat & rabbit house, together with associated fencing, including the regularisation of uses within the animal sanctuary complex at Church Farm, Church Road, Llanfrechfa, Cwmbran, Torfaen, NP44 8AD – No Observations.**

12. Torfaen County Borough Council 's Local Development Plan – Contents Noted

13. Finance and Accounts

a. Balance of Direct Plus Account as at 1st January 2014 = £28,727.15

b. **Authorisation of Cheques**

- i. Councillor's Travel Expenses – None Claimed
- ii. K Price (Envelopes 85p, Stamps £7.20 & Portable Hard Drive £59.00) = £67.05
- iii. SWALEC (Telephone Kiosk, Tram Lane) = £5.97

The cheques for K Price and SWALEC were approved. Proposed by Cllr. Bailey and seconded by Cllr. Davies.

c. **To Approve Invoices already Paid**

- i. One Voice Wales (Training Session Module 6) = £40.00
- ii. AON UK Ltd (Insurance for Christmas Tree Lights) = £2.18
- iii. J Nancarrow (Expenses from April 2013) = £85.27 (Cheque was issued in June 2013 but not included on July's agenda)

The above invoices were approved. Proposed by Cllr. Bailey and seconded by Cllr. Davies.

d. **To Note Standing Order Payments**

- i. TCBC (Clerk's December Salary) on 20th December 2013.

The above payment was noted.

14. Community Council Newsletter – February Edition

- a. **Update on Newsletter** -: Cllr. Davies informed Council that this edition would have articles on proposed Council Projects, an explanation on how the Community Council is funded through the Council Precept, an article from Gwent Police, details of a new pensioners fitness club, an article from Ponthir School, details of the vacancies for the Community Council's Youth Representatives, information on the Best Kept Village and an introduction from our newest Councillor, Dave Green. Chair informed Council that he had received a quote from the printers of £100 to produce numbered voting slips to enable residents to vote for their preferred project. Council approved that Chair arrange for the voting slips to be produced. **(Action: Cllr. Green to send Chair a biography similar to those in the first edition.)**
- b. **To Receive Articles** - To enable a consistent approach with each article Chair has circulated a sample format to each councillor. Each article is to be approximately 100 words. The deadline to receive information is 15th January 2014. Clerk confirmed that she has spoken to PSCO Oliver and that he will forward an article by the end of this week. **(Action: Articles to be forwarded to Chair)**
- c. **Details of forthcoming events to be included in February's Newsletter** – None Received.

15. To Review Christmas Tree Lighting Event – It was noted that 410 tickets for the hog roast had been given out on the night and that a total of £30.00 donated towards the Chair's chosen charity. It was felt that there had been a problem hearing what the school children were singing but overall the event had been a success. **(Action: Item to be included in September's Agenda to discuss the Christmas Lights. Chair to book a date for this year's event. Cllr. Bailey to look into Christmas Tree arrangements for this year.)**

16. Update Ponthir Community Councils Register of Members Interests – Councillors present confirmed that their details were up to date and correct. **(Action: Clerk to confirm Cllr. Roberts and Cllr. Matthews's details)**

17. Llanfrechfa Village Association's request to use the Telephone Kiosk, Tram Lane as a library – At a meeting of the Llanfrechfa Village Association Chair had been asked if the Telephone Kiosk in Tram Lane could be used as a community library similar to that in Coedy-Paen. Chair has asked the Village Association to provide the Council with further details. Council agreed that funds would be provided to purchase a book case for this scheme. (Power of Wellbeing) **(Action: Waiting further details from Llanfrechfa Village Association).**

18. Reports and Updates

- a. **Report from the Chair** – No Report.
- b. **Update on the Community Foodie Project** – Cllr. Bold reported that she had not heard from Kate Blair since our last Council Meeting but she has received a mixed response from residents about this proposed project. Council discussed the fact that the

deadline for applying for funding was March 2014 and agreed that Council would not proceed with this project at this time but instead concentrate on the Best Kept Village Competition. **(Action: Cllr. Bold to contact Kate Blair)**

- c. **Update on the Gateway Project** – Clerk informed Council that she had today accompanied Cllr. Roberts to meet with Steve Horseman, Torfaen CBC, to discuss this proposed project. Clerk provided Council with details of the meeting and circulated information provided by the Design Team at Torfaen CBC. It was noted that maintenance of existing street furniture in our area could not be included in any contract agreed for this project. Concerns were raised over the annual costs for this project and whether the Council could commit to a three year contract with these costs. As Cllr. Roberts had been unable to attend tonight's meeting Council agreed to defer the decision on this project to its February meeting. **(Action: Cllr. Roberts to be informed of this decision. Item to be included in February's Agenda).**

Cllr. Green left the meeting at 9pm.

- 19. Community Council's diary procedures for January/February 2014.** – Clerk will provide a bank reconciliation at next month's meeting and a review of the Council's policies is underway (See Items 23 & 24). There are no other diary procedures.

20. Review of County Electoral Arrangements for the County Borough of Torfaen

This review proposes changes to the current Llanryafon South ward by creating a new Torfaen Electoral Division covering all properties to the east of the A4042 i.e. Ponthir, Upper and Lower Llanfrechfa and that it should be named Llanyrafon East and Ponthir. Council noted that the boundaries of Ponthir Community Council Area and that of Croesyceiliog & Llanyrafon Community Council meet at Edgehill. It was also noted that Croesyceiliog and Llanyrafon Community Council had already commented in the draft proposals that the new name of this division should be Llanfrechfa and Ponthir to avoid resident's confusion. Council agreed that the use of Llanyrafon East would cause confusion but that given Ponthir had the largest number of residents suggested that the proposed name should be Ponthir and Llanfrechfa. **(Action: Clerk to write to the Welsh Assembly)**

21. Consultations

- a. Council Tax Reduction Scheme Review (E-mail) – Contents Noted.

22. Correspondence Received

- a. Community & Town Council Expenditure Limit 2014-15 - E-mail
b. Letter of Thanks for Donation – Torfaen Citizens Advice Bureau
c. Letter of Thanks for Donation – Torfaen Young People's Music & Arts Trust Fund
d. The Patients Voice News Bulletin - Issue 20 December 2013 - Aneurin Bevan Community Health Council (E-Mail)
e. Christmas Cards from Pontypool CC, Cwmbran CC & Blaenavon Town Council
f. Christmas Card from Age Concern
g. Invitation for Chair to attend Holocaust Memorial Day Service 27th January 2014 – Mayor of Torfaen
h. Invitation for Chair to attend the Annual Parade and Service on Saturday, 18th January 2014 (E-mail)
i. Welsh Assembly's Website Development Grant – Vision ICT Ltd (E-Mail)

- j. Buckingham Palace Garden Parties 2014 – One Voice Wales
- k. One Voice Wales & WLGA Memorandum of Understanding (E-Mail)
- l. Natural Resource Management Bulletin - December 2013 - One Voice Wales (E-mail)
- m. Words into Action' 2014 - One Voice Wales (E-mail)
- n. Appointment of Chair to the Wales Tourism Advisory Board – One Voice Wales (E-mail)
- o. Wales Remembers 1914-1918 - One Voice Wales (E-Mail)
- p. Aneurin Bevan Community Health Council Meeting on 8th January

The content of the above correspondence was noted.

- 23. To review Ponthir Community Council's Financial Regulations – Council agreed that Clerk should recirculate this document. (Action: Item to be included on next month's agenda)**
- 24. Reviewing Ponthir Community Council's Standing Orders and Risk Management Policy- Council agreed that the Clerk together with Cllr. Bailey should review these documents and produce draft documents to be presented at a future Council Meeting for consideration. (Action: Draft documents to be produced for consideration. Item to be kept on future agendas until documents agreed)**
- 25. One Voice Wales Training Sessions. – (Action: Clerk to arrange places for herself and Cllr. Bailey on the Use of IT, Website and Social Media course)**
- 26. Development of a website for Ponthir Community Council – Cllr. Bailey informed Council that he had been looking into the possibility of setting up a new website for the Community Council and he had produced an initial draft website design. Council agreed that Cllr. Bailey should look into this further. (Action: Clerk to liaise with Cllr. Bailey and look into the possibility of applying for the Welsh Assembly grant that is available for Community Councils to develop a website. Clerk to circulate the initial draft website to Councillors. Item to be included on next month's agenda)**
- 27. Date of the Next Meeting**
The next Meeting of the Council will be held on Wednesday 12th February 2014 at 7.00pm at Ponthir District Sports Club.
- 28. Children's Play Area – Cllr. Bailey informed Council that he had been in touch with a company specialising in play equipment and was arranging for a meeting with a representative from this company on 21st January between himself and Clerk. Chair and Cllr. Morgan expressed interest in attending this meeting. (Action: Cllr. Bailey to confirm time of meeting)**

Meeting Closed at 9.35pm

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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