

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting
12th February 2018**

1. **Councillors Present:** Stuart Bailey (Chair), Louise Ryan-Scales & Peter Matthews.
Gwent Police Officer Present: PCSO Peter Walker (7pm to 7.15pm)
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Apologies were received from Councillors Iain Glover, Morgan Barrell, Paul Davies & Ian Danaher.
3. **Declarations of Interest:** None
4. **Matters raised by the members of the public present –** None
5. **Police Report –** PCSO Walker reported that:
 - a. There had been no reported incidents since the last council meeting.
 - b. The Your Voice priority for this area is focusing on rogue traders and he will be undertaking a leaflet drop to highlight this.
 - c. He is due give presentations at Ponthir School on E-Safety and at Kites Nursery on road safety.

Cllr. Louise Ryan-Scales informed PCSO Walker that empty drugs packets had been found in School Close, Hafod Road and the Oaklands. **(Action: Clerk to e-mail PCSO Walker a previous copy of a newsletter article supplied by Gwent Police. PCSO Walker to submit an article for the next community newsletter and request that the duty car patrol the areas raised by Cllr. Ryan-Scales)**

7.15pm – PCSO Walker left the meeting.
6. The minutes of the Monthly Meeting held on 8th January 2018 were approved, subject to the correction of Cllr. Peter Matthews name in Agenda Item 1, and duly signed.
Proposed by Cllr. Stuart Bailey and seconded by Cllr. Peter Matthews.
7. **Matters Arising from the Monthly Meeting held on 8th January 2018**
 - a. **Bus Shelter at The Star (See Also Agenda Item 14b) –**(Action: Clerk to:
 - i. **Continue to chase Newport Transport to update bus timetables in shelters.**
 - ii. **Follow up with TCBC to enquire when the next scheduled cleaning of the shelters is to be undertaken and if necessary arrange for additional cleaning of all the shelters in our community area (inside and out as well as to remove any advertising posters).**
 - iii. **Follow up with TCBC re electrical connections in Lamb Lane shelter)**
 - b. **Gwent Best Kept Village Competition** – No additional feedback available.
 - c. **Request to install a dog waste bin in Stokes Drive (close to Water Works entrance) – (See Agenda Item 14b)**
 - d. **Play Area Maintenance** – (Action: Clerk awaiting quote for replacement of roundabout ball bearings)
 - e. **Christmas Tree Lighting Event** – (See also Agenda Item 13) Clerk confirmed that she had contacted both Morris's of Usk and Chris Mellons. Council noted that the Christmas lights had not been returned but as they were not repairable it was agreed not to follow this up. **(Action: Awaiting quotes for the Christmas Trees)**

- f. **Conversation that Cllr. Paul Davies had with a Network Rail Health and Safety Officer on 6th December 2017 – (Action: Clerk to hold Council’s comments on file until Network Rail contact Council.)**
- g. **Renewal of One Voice Wales Membership** – Clerk informed Council that she had received the renewal information and it would be included on the next agenda for consideration.
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31st January 2018 = £14,437.86
- b. **To approve Cheques already Paid**
- i. Colin Richardson (Christmas Tree) = £2,160.00 (£360.00 VAT to be reclaimed)
- ii. M Bubela (Christmas Event Catering) = £375.00
- Council approved the payments listed above.
- c. **To Note Standing Order/Direct Debit Payments**
- i. TCBC (Clerk’s Salary) on 20th January 2018
- ii. Barclaycard on 8th February 2018 (Mobile Phone Top Up £10.00 & Stamps £6.72) = £37.72 (Includes two disputed transactions totaling £21.00)
- iii. SWALEC (Telephone Kiosk, Tram Lane) on 13th January 2018 = £5.97
- Council noted the above payments.
- d. Council approved the bank reconciliation as at 31st December 2017 and it was duly signed by Cllr. Louise Ryan-Scales. **See Appendix 1**
9. Council authorised and updated an Authorised Signature List for TCBC containing the signatures of Cllr. Stuart Bailey, Cllr. Iain Glover and Clerk. **(Action: Clerk to obtain Cllr. Glover’s signature)**
10. Council noted the legal guidance received in relation to the General Data Protection Regulation and agreed to await the One Voice Wales toolkit for Community Councils.
11. **Annual Reviews**
- a. **Ponthir Community Council Policies** – Council noted the contents of the Clerks report and approved all recommendations. **See Appendix 2**
- b. **Ponthir Community Council Asset Register** - Council approved the contents of the Asset Register - **See Appendix 3 (Action: Clerk to inform insurance company of the disposal of the Christmas Tree Lights.)**
- c. **Register of Members Interests** – Council noted that the Clerk had circulated the register prior to this meeting and the only amendment received was the removal of the Afon Lwyd Greenway Working Group from Cllr. Stuart Bailey’s entry. **(Action: Clerk to amend Register accordingly.)**
12. **Statement of Internal Control for the year ending 31st March 2018** - The Statement of Internal Control for the Year Ending 31st March 2018 has been completed and circulated to all Councillors prior to the meeting. Council noted the contents and agreed that the Statement should be included in April’s agenda for formal approval. **(Action: Clerk to include item in April Agenda)**

13. Emergency Grant Application – Council considered an emergency grant application from Chordis Caerllion, a new voluntary string music orchestra operating from Ponthir Village Hall. It was noted that the group would welcome the opportunity to be included in any community events during the year. Council approved a grant of £200.00. (Local Government Act 1972 Section 145) **(Action: Clerk to forward grant to the organisation and invite group to play at the next Christmas Tree Lighting Event)**

14. Reports

- a. **Ponthir Church in Wales School Governors** - Cllr. Louise Ryan-Scales reported:
- i. Applications for Reception 2018 had been oversubscribed. The Admissions Committee had met and letters would be issued on 16th April advising all applicants whether or not their child had been awarded a place.
 - ii. Working with the Education Achievement Service (EAS) staff recognised that there are areas in which the school requires additional support and therefore the school received an Amber categorisation.
 - iii. The school would be inspected by ESTYN the week beginning 26th February 2018.
- b. **Meeting Cllr. Anthony Hunt and Cllr. Richard Clark, Leader and Deputy Leader of Torfaen CBC** - Cllr. Stuart Bailey reported that he together with the Clerk had attended a meeting at the Civic Centre on 11th January 2018. This was part of a series of meetings Cllr. Hunt has held with the other community councils in Torfaen, the purpose of which was to discuss improved partnership working and how to strengthen relationships between TCBC and the community councils. Cllr. Bailey detailed the following good examples of how Ponthir Community Council had worked with TCBC in the past:
- i. Children's Play Area Project
 - ii. Ponthir Tidy Up Event (Collection of Rubbish Bags)
 - iii. Clerk has good working relationship with Linda Ash (Telephone/E-mail contact point for TCBC Neighbourhood Services)
 - iv. Afon Lwyd Greenway

But he also highlighted the recent issues of the replacement bus shelter screening and the installation of a new dog bin in Stokes Drive. Cllr. Hunt asked if he could have details of these matters to see if he could assist in moving these forward. Cllr. Hunt has subsequently come back to confirm that despite trying to incorporate the bus shelter works within TCBC Highways annual maintenance order it unfortunately made no difference to the cost, as the works we required will take a whole day still costing £750 day charge. A more successful result was received regarding the proposed dog bin in Stokes Drive with Neighbourhood Services stating that they would be happy to add the collection of any waste to their weekly schedule as long as the dog bin is located in an accessible location. Cllr. Bailey extended an invitation for Cllr. Hunt to attend a future community council meeting and he has accepted the April invitation. **(Action: Clerk to contact TCBC to arrange ordering of a bin and installation)**

15. Consultations

- a. Public Health (Wales) Act 2017 Section 8: Local Toilets Strategies – Consultation Document on Statutory Guidance for Local Authorities – No Comments
- b. Proposals to tackle crime and poor performance in the waste sector – No Comments
- c. Torfaen Local Development Plan - Consultation on Draft Review Report – No Comments
- d. Public sector watchdog seeks feedback from general public and key stakeholders on a revised code for auditors – No Comments

16. Community Council's Diary Procedures for February 2018/March 2018

- a. **Renumeration Panel** – (Action: Awaiting Panel's Resolutions)
- b. **Welsh Language Report** – (Action: To be included on March's Agenda)
- c. **Portable Appliance Testing** – (Action: Clerk to liaise with Cllr. Peter Matthews)

17. Planning Applications

- a. SHEN/17/P/0934/HH – Proposed: Double storey day room/ bed room/ en-suite extension to side and rear elevation, together with a single storey kitchen/dining room extension to rear elevation at 95 Hafod Road, Ponthir – No Observations
- b. AFOO/18/P/0061/HH – Proposed: Fence, driveway and dropped kerb at 30 Lamb Lane, Ponthir, Cwmbran – No Observations
- c. AFOO/18/P/0078/HH – Proposed: Single Storey Rear Extension including the removal of the Chimney Stack and Widening of the Existing Entrance at 4 Moyle Grove, Ponthir, Cwmbran – No Observations
- d. SJEN/18/P/0043/HH – Proposed: Demolition of existing detached Garage and proposed 2-storey side extension at 64 Candwr Park, Ponthir, Cwmbran – Council considered this application and noted that given this properties location this proposal may lead to parking issues if vehicles are regularly parking on the road outside this property. **(Action: Clerk to forward this observation to TCBC)**

18. Possibility of holding other Community Events in 2018/19 – Council noted that a Kayleigh is being held in the Village Hall in April and the Music Festival is held in August. Cllr. Louise Ryan-Scales suggested arranging a Christmas Shopping Trip to Bath on Saturday 8th December 2018. **(Action: Cllr. Ryan-Scales to obtain quotes for bus transport)**

19. Correspondence Received

- a. Petition to Welsh Assembly - Access Certificate – Saundersfoot CC
- b. Welsh Government Public Appointment Vacancies – One Voice Wales
- c. Complex Needs Planning Workshop – TCBC
- d. Interested in influencing the health of your nation? – Aneurin Bevan Health Board
- e. Welsh Revenue Authority – Recruitment - OVW
- f. Government Lawyer Vacancy at Welsh Government – OVW
- g. Temporary Prohibition of Pedestrians on the Public Footpaths at the Specialist Critical Care Centre, Llanfrechfa.
- h. Changes relating to claiming for VAT refunds – HMRC
- i. TVA Members Bulletin January 2018
- j. All Wales Public Service Graduate Programme – OVW
- k. Armed Forces Events – TCBC
- l. Bee Friendly Scheme – OVW
- m. Latest news from the ICO
- n. Minutes of LVA meeting held on 15th January 2018
- o. Planning Aid Wales - Training Workshop - 22 March 2018
- p. Eisteddfod Invite – Pontypool CC
- q. Invitation for the Chair to attend Cwmbran Community Council Eco Quiz 2018.
- r. Area Committee- Minutes Meeting 9th January 2018 – One Voice Wales
- s. January 2018 News Bulletin - One Voice Wales
- t. Well-Being Plan – TCBC
- u. Armed Forces Day Grant Scheme – TCBC
- v. Donation Request – Tenovus
- w. Invitation to attend 'The Great War, The Terrible War 1914-1918' Exhibition – Torfaen Museum

- x. Future Generations Commissioner: Future Generations Framework - OVW
- y. FCFCG Wales Newsletter January 2018 – OVW
- z. Review of the Brecon Beacons National Park Local Development Plan (2007-2022) – OVW
- aa. Natural Resource Wales - Area Statements Survey – OVW
- bb. Welsh Language Promotion Newsletter – OVW
- cc. UK and Welsh governments agree new Welsh taxes ready to go – OVW
- dd. Invitation for Chair to attend Cwmbran Community Dinner – 23rd March 2018
- ee. Budget Preparation 2018/19 – OVW
- ff. Latest news from the ICO
- gg. One Voice Wales Training Sessions held at Pontypool CC
- hh. Welsh Government Public Appointment Vacancies – OVW
- ii. Happiness Pulse Survey - Torfaen Public Services Board
Content Noted.

20. To confirm the date of the next Meeting of the Council will be Monday 12th March 2018 at 7pm at Ponthir District Sports Club.

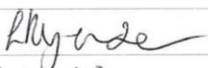
Meeting Closed at 8.00pm

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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./ 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: clerk@ponthircommunitycouncil.gov.uk

Appendix 1- Bank Reconciliation as at 31st December 2017

BALANCE BROUGHT FORWARD FROM 30/9/2017			£ 13,687.22
ADD INCOME			
Christmas Tree Lighting (Raffle & Refreshments)	£	108.30	
Precept	£	5,921.71	
TOTAL INCOME			£ 6,030.01
SUB TOTAL			£ 19,717.23
LESS PAYMENTS			
SWALEC (Tram Lane, Telephone Kiosk)	£	5.97	
Caerleon Comprehensive School (Grant)	£	100.00	
RBL Poppy Appeal (Remembrance Day Wreath)	£	17.00	
TCBC (Clerk's Salary)	£	1,654.11	
Barclaycard	£	149.12	
One Voice Wales (Training)	£	70.00	
Paul Davies (Reimbursement of Expenses)	£	49.20	
1st Ponthir Brownies (Grant)	£	250.00	
Friends of Ponthir School (Grant)	£	200.00	
Ponthir Baptist Church (Grant)	£	200.00	
Ponthir Play Club (Grant)	£	250.00	
Ponthir Playgroup (Grant)	£	100.00	
Ponthir WI (Grant)	£	200.00	
Torfaen CBC (Torfaen Summer Playscheme Grant)	£	400.00	
Acorn Garden Services (Winter Planting)	£	350.00	
That Media Group (Newsletter)	£	328.00	
Ponthir Village Hall (Christmas Event)	£	60.00	
Sally Villa-Hayes (Spellbound - Christmas Event)	£	200.00	
HCI Data (Website Host Fee)	£	83.88	
TOTAL PAYMENTS			£ 4,665.28
TOTAL BALANCE AS AT 31/12/17			£ 15,051.95
BANK BALANCE AS AT 31/12/2017			
DIRECT PLUS ACCOUNT	£	15,561.95	
			£ 15,561.95
LESS UNPRESENTED CHEQUES			
Chq 400983 - Ponthir Brownies	£	250.00	
Chq 400984 - Friends of Ponthir School	£	200.00	
Chq 400994 - Ponthir Village Hall	£	60.00	
TOTAL UNPRESENTED CHEQUES			£ 510.00
TOTAL BALANCE AS AT 31/12/2017			£ 15,051.95
Prepared By: Karen Price			
Date: 17/1/2018			
Approved By: 			
Date: 12/2/18			

Appendix 2 – Policy Review 2018

<u>Policy</u>	<u>Date Adopted or Version</u>	<u>Dates Reviewed</u>	<u>Recommendation</u>
Absence	11/9/2013	11/2/2015 10/2/2016 26/1/2017 12/2/2018	No Action Required
Code of Conduct	Version Dated 1/4/2016	26/1/2017	No Action Required
Data Protection	14/5/2014	11/2/2015 10/2/2016 26/1/2017	To be reviewed when guidance received on the General Data Protection Regulation Diarised to review in June 2018
Disciplinary & Grievance Procedures	Acas Version Dated March 2015	10/2/2016 26/1/2017 12/2/2018	This is still the current version No Action Required
Equality	11/9/2013	11/2/2015 10/2/2016 26/1/2017 12/2/2018	No Action Required
Expenses	11/9/2013	11/2/2015 10/2/2016 26/1/2017 12/2/2018	No Action Required
Financial Regulations	9/11/2016	26/1/2017 12/2/2017	No Action Required
Freedom of Information Publication Scheme	Version 1.2 20151023	10/2/2016 26/1/2017 12/2/2108	This is still the current version No Action Required

<u>Policy</u>	<u>Date Adopted or Version</u>	<u>Dates Reviewed</u>	<u>Recommendation</u>
Freedom of Information Publication Scheme (Welsh Version)	Version 1.2 201511023	26/1/2017 12/2/2108	This is still the current version No Action Required
Freedom of Information Charging Schedule	10/2/2016	26/1/2017 12/2/2018	No Action Required
Health & Safety	11/9/2013	11/2/2015 10/2/2016 26/1/2017 12/2/2108	No Action Required
Model Local Resolution Protocol	May 2017		
Privacy and Data Protection Statement	9/7/2014	11/2/2015 10/2/2016 26/1/2017	To be reviewed when guidance received on the General Data Protection Regulation Diarised to review in June 2018
Record Management & Security	10/2/2016	26/1/2017	To be reviewed when guidance received on the General Data Protection Regulation Diarised to review in June 2018
Risk Management Policy	10/11/2010	11/2/2015 10/2/2016 26/1/2017 12/2/2018	No Action Required
Risk Management Register	10/2/2016	26/1/2017 12/2/2018	No Action Required
Social Media Policy	9/10/2017	12/2/2018	No Action Required
Standing Orders	14/10/2015	10/2/2016 26/1/2017 12/2/2018	No Action Required

Appendix 3 – Asset Register

<u>ASSETS 2017/18</u>	<u>DATE PURCHASED</u>	<u>VALUE</u>	
CHAIRS CHAIN OF OFFICE	2002	£895.00	
6 WOODEN BENCHES	2009	£4,543.00	
1 WOODEN BENCH - TRAM LANE	Jul-16	£186.75	
1x METAL NOTICE BOARD	2008	£3,031.00	
MAN MADE NOTICEBOARD - TRAM LANE	Apr-15	£1,292.38	
3 x STONE PLANTERS		£3.00	
2x METAL FILING CABINETS		£2.00	
LENOVO L530 LAPTOP	Nov-13	£465.00	
HP OFFICE JET PRO 7740 PRINTER	Jul-17	£125.00	
RED TELEPHONE KIOSK		£1.00	
AREA MAP		£50.00	
NOKIA 1616 MOBILE PHONE	Jul-11	£20.00	
PORTABLE HARD DRIVE	Dec-13	£59.00	
20 LITTER PICKERS	May-14	£100.00	
3 TROUGH PLANTERS	Jun-14	£303.00	
4 TROUGH PLANTERS	Mar-15	£316.00	
2 TROUGH PLANTERS	Apr-16	£142.18	
2 TROUGH PLANTERS	Apr-17	£142.18	
PAPER TRIMMER	Nov-15	£20.00	
<u>TOTAL</u>		£11,696.49	
<u>ITEMS DISPOSED OF DURING 2017/18</u>			
HP OFFICEJET PRO 8500A PRINTER (TCBC ASSET No 23271)	2010	£195.00	
LAMINATOR		£20.00	
SHREDDER		£10.00	
CHRISTMAS LIGHTS	Nov-13	£1,512.00	
CHRISTMAS LIGHTS	Dec-15	£129.00	