

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
8<sup>th</sup> January 2018**

1. **Councillors Present:** Stuart Bailey (Chair), Iain Glover, Morgan Barrell, Paul Davies, Peter Matthews & Ian Danaher.  
**Members of Public Attending:** None  
**Clerk:** Karen Price
2. **Apologies:** Apologies were received from Councillor Louise Ryan-Scales and PC Smith.
3. **Declarations of Interest:** None
4. **Matters raised by the members of the public present –** None
5. **Police Report –** Council noted the contents of an e-mail report stating that the only crime recorded for Ponthir between the period 7<sup>th</sup> December 2017 – 7<sup>th</sup> January 2018 was a stolen child's bike/scooter, believed to have been taken by another child.
6. The minutes of the Monthly Meeting held on 11<sup>th</sup> December 2017 were approved and duly signed. Proposed by Cllr. Iain Glover and seconded by Cllr. Ian Danaher.
7. **Matters Arising from the Monthly Meeting held on 11<sup>th</sup> December 2017**
  - a. **Bus Shelter at The Star** – Clerk informed Council that new timetables were installed before Christmas but she had today been informed that a new timetable had come into force as from today. No response had been received concerning the cleaning of the shelters and the electrical connections in the Lamb Lane shelter. **(Action: Clerk to:**
    - i. **Check bus shelters to see if new timetables had been installed and if necessary follow up with Newport Transport.**
    - 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. **Community Newsletter** – **(Action: Clerk to contact Community Groups for articles in preparation for an issue in March 2018)**
  - c. **Gwent Best Kept Village Competition** – **(Action: Clerk awaiting feedback from GAVO re Ponthir Baptist Church)**
  - d. **Request to install a dog waste bin in Stokes Drive (close to Water Works entrance)** – Clerk confirmed that a letter was sent to Welsh Water before Christmas enquiring whether they would fund and install a dog waste bin. **(Action: Clerk to follow up with Welsh Water)**
  - e. **Western Power transformer building on Candwr Park** – Clerk reported that a second phone call had been received from Western Power confirming that maintenance work on the soffits will be carried out in the next few weeks.

- f. **Play Area Maintenance** – (Action: Clerk to obtain quotes for replacement of roundabout ball bearings)
  - g. **Christmas Tree Lighting Event – See Also Agenda Item 10** - Cllr. Ian Danaher confirmed that he had made initial enquiries with Ponthir Farm Shop and would call in at the Shop to discuss further. Clerk confirmed that she had contacted Greenfingers Gardening Contractors but they had stated that they only supply trees to customers who have regular gardening contracts with them. Cllr Iain Glover confirmed that he had contacted the Severn Tunnel Brass Band and it would appear that there had been a miscommunication regarding the date of the event. (Action: Cllr. Louise Ryan Scales to contact The Stuffed Dormouse to obtain details of their Christmas Tree supplier, Cllr. Ian Danaher to contact Ponthir Farm Shop.)
  - h. **Community Events** - Clerk confirmed that a letter had been sent to the Chair of the Village Hall Committee inviting them to attend a future Community Council meeting but to date no response had been received.
  - i. **Meeting with TCBC Leader and Deputy Leader** – Cllr. Bailey confirmed that he and the Clerk would be attending this meeting on Thursday 11<sup>th</sup> January.
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31<sup>st</sup> December 2017 = £15,561.95
  - b. **To approve Cheques already Paid**
    - i. Ponthir Village Hall (Christmas Tree Lighting Event) = £60.00

Council approved the payment listed above.
  - c. **To Note Standing Order/Direct Debit Payments**
    - i. TCBC (Clerk’s Salary) on 20<sup>th</sup> December 2017
    - ii. Barclaycard on 8<sup>th</sup> January 2018 (Stationery £20.51 & Christmas Tree Lighting Event £111.24) = £131.75

Council noted the above payments.
  - d. **Precept 2018/19** - Council noted that at last month’s meeting an initial agreement had been made for a rise in the 2018/19 Precept of 2.5%. However the following day the UK Government had revised the rate of inflation from 2.8% to 3.1% and in light of this Council had requested Clerk defer contacting TCBC until Council could discuss further. Council agreed that, taking into account the new inflation rate, the rise for the 2018/19 Precept would be 3%. Based on the figures provided by TCBC in 2018/19 for the number of properties in our community area this would provide the Community Council with a total 2018/19 Precept of £18,225.40. For a Band D property this would be an annual rise of 71p to £24.24. The highest increase would be seen for properties in Band I with a rise of £1.65 to £56.55. (Action: Clerk to inform TCBC)
9. **Report from Ponthir Church in Wales School Governors** – None
10. **Community events for 2018/19**
- a. **Christmas Lighting Event** – Council reviewed the 2017 event and commented:
    - i. Attendance was disappointing
    - ii. Using additional advertising might increase attendance.
    - iii. The newsletter was produced too close to the event.
    - iv. The event needs to be shorter.
    - v. Music should just be provided by Ponthir School Children and a Brass Band with a Christmas CD for background music. (Action: Cllr. Iain Danaher to contact Caerleon Comprehensive – Salvation Army also a possibility)

- vi. It was felt that the food went well.
  - vii. It was noted that the current contract for the supply of the Christmas Tree has now concluded. **(See also Item 7f)**
  - viii. Cllr. Paul Davies confirmed that the tree lights were no longer fit for purpose as some of the waterproof seals had failed yet again. Council agreed that these lights should be disposed of and a new set of festoon lights purchased later in the year. **(Action: Clerk to contact Colin Richardson for the return of the lights.)**
  - ix. Cllr. Peter Matthews stated that he had spoken informally with Mick Bubela, Ponthir Village Hall, who confirmed that the possibility of planting a Christmas Tree within the grounds of the Village Hall could be considered. Council noted that depending on the height of any tree planted a second tree may also have to be installed this Christmas. **(Action: Clerk to contact Morris's of Usk and Chris Mellons to obtain quotes both for the planting of a tree and the installation of a temporary tree. The quotes should, where possible include the supply/installation of the lights, confirm the type of tree supplied and that the height of the temporary tree should be between 16ft – 20ft)**
- b. **Other Community Events** – Deferred in order for Cllr. Louise Ryan- Scales to participate in discussions.

#### 11. **Review of Community Council Representatives**

- a. **Llanfrechfa Village Association (LVA)** – Council agreed that Clerk would circulate the agenda when received and if any councillor was available to attend they would advise the Clerk who would then inform the LVA.
- b. **Ponthir Church in Wales Governors** – Council noted that Cllr. Louise Ryan-Scales had recently been nominated as the Council's representative.
- c. **Torfaen County Association of Local Councils (TCLAC)** – Cllr. Paul Davies was nominated.
- d. **Gwent Valleys Partnership Committee (One Voice Wales)** – Cllr. Iain Glover to continue as representative.
- e. **Tofean Local Council Partnership Committee (LCPC)** – As future arrangements for this committee have yet to be decided it was agreed to leave this position vacant.

#### 12. **Consultations**

- a. **Community and Town Council Review Panel** – Council that the observations on the workings of Community Councils be sent to Welsh Government. **(Action: Clerk to forward comments)**

13. **To discuss a conversation that Cllr. Paul Davies had with a Network Rail Health and Safety Officer on 6<sup>th</sup> December 2017** – Council noted that whilst walking across the level crossing in Station Road Cllr. Paul Davies had been approached by a Network Rail Health and Safety Officer. Cllr. Davies was informed that Network Rail had been monitoring the use of the crossings in Station Road and Tram Lane, Llanfrechfa. As a result of this survey new spring release pedestrian gates will be installed at the Station Road crossing. The officer enquired about local residents' views on the possibility of new stations being added to the line. Council agreed that, although a new station in Ponthir would be welcomed, it was mindful that residents in the vicinity of Station Road & Oaklands already had concerns over existing parking issues and should any proposals be put forward for a new station provision of sufficient parking facilities would be paramount. **(Action: Clerk to advise Network Rail)**

**14. Community Council's Diary Procedures for January/February 2018**

- a. Quarterly Bank Reconciliation as at 31<sup>st</sup> December 2017 – **(Action: To be included on February's Agenda)**
- b. Annual Review of Internal Control – **(Action: To be included on February's Agenda)**
- c. Review of all policies, standing orders, financial regulations, asset register. Register of personal interests **(Action: Clerk to proceed with review and report back to Council when completed with recommendations)**
- d. Renew membership of One Voice Wales **(Action: Awaiting renewal details from One Voice Wales)**

**15. Planning Applications**

- a. RMCA/17/P/0752/TPO Proposed: Cut back and tidy up overhanging branches - T1 Oak at The Oak Trees, 36 Candwr Park, Ponthir – No Observations subject to all work being carried out under the guidance of the TCBC Tree (Arboricultural) Officer

**16. Correspondence Received**

- a. Ponthir Baptist Church – Letter of Thanks for Community Grant
- b. Welsh Ambulance Service Branch - Letter for donation
- c. Veterans Advisory & Pensions Committee – Vacancies
- d. Welsh Government Public Appointment Vacancies - Appointment of Members – Community Health Councils
- e. Latest news from the ICO
- f. Tackling loneliness amongst older people - request for updates – OVW
- g. Eisteddfod yr Urdd 2018
- h. Introduction to PQASSO and the PQASSO Quality Mark – TVA
- i. Buckingham Palace Garden Parties 2018 - OVW
- j. Expert Panel on Assembly Electoral Reform - Report publication – OVW
- k. One Voice Wales Community and Town Council Consultation Events – Next Steps – OVW
- l. Draft minutes from the October meeting of the Welfare Reform Project Group
- m. Anti-Social Behaviour Referral Form – TCBC
- n. Statutory payments – clear advice – HMRC
- o. Important information for employers – HMRC
- p. Letter of Thanks for Community Grant – Ponthir WI
- q. Tackling loneliness among older people - Age Cymru EnvisAGE
- r. Invitation for Chair to attend Holocaust Memorial Day Service - Friday, 26 January 2018
- s. TVA's Winter TAFOD 2017
- t. One Voice Wales Training Programme - February - July 2018 - South Region
- u. RET December Newsletter – OVW
- v. Review of Post 16 Education Provision in Torfaen - Determination of Proposals by Welsh Ministers – TCBC
- w. Christmas Letter from Cllr. Mike Cuddy – Chair One Voice Wales
- x. Universal Credit - the first six months – TCBC
- y. One Voice Wales December 2017 News Bulletin  
Content Noted.

**17. To confirm the date of the next Meeting of the Council will be Monday 12<sup>th</sup> February 2018 at 7pm at Ponthir District Sports Club.**

Meeting Closed at 8.05pm

Minutes for Monthly Meeting held on 8<sup>th</sup> January 2018

This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk)  
A copy of this document could be made available in Welsh. Please contact us on the  
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[www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk) Mae copi or ddogfen hon ar gael yn Gymraeg.

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