

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
12<sup>th</sup> March 2018**

1. **Councillors Present:** Stuart Bailey (Chair), Iain Glover, Ian Danaher, Morgan Barrell, Paul Davies, Louise Ryan-Scales & Peter Matthews.  
**Members of Public Attending:** None  
**Clerk:** Karen Price
2. **Apologies:** Gwent Police.
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 received from PC Smith which confirmed that since the council's last meeting there had been one incident reported of a domestic issue. PCSO Walker had attended local schools to give safety talks and assisted elderly residents by clearing the snow during the recent bad weather. **(Action: Clerk to send a letter of thanks for PCSO Walker's work during the snowy weather)**
6. The minutes of the Monthly Meeting held on 12<sup>th</sup> February 2018 were approved and duly signed. Proposed by Cllr. Peter Matthews and seconded by Cllr. Louise Ryan-Scales.
7. **Matters Arising from the Monthly Meeting held on 12<sup>th</sup> February 2018**
  - a. **Bus Shelter at The Star** – Clerk reported that:
    - i. She had copied David Davies MP into the follow up correspondence with Newport Transport regarding the out of date timetables. Newport Transport had responded by stating that Torfaen CBC was responsible for the timetables in Torfaen and not Newport Transport. As a result David Davies had written to Torfaen CBC.
    - ii. Details have been received of two contractors who clean bus shelters.  
**(Action: Clerk to print temporary bus timetables to put up in the shelters, to obtain quotes from both contractors to clean all the bus shelters in our community area and contact BT to clean the telephone kiosk in Ponthir.)**
  - b. **Play Area Maintenance** – **(Action: Clerk to telephone contractor re replacement of roundabout ball bearings)**
  - c. **Christmas Tree Lighting Event** – Clerk confirmed that she had contacted both Morris's of Usk and Chris Mellen but had only received a quote from Chris Mellen. Council agreed to accept the quote provided by Chris Mellen to supply and erect a tree 18ft-22ft Norway Spruce Christmas Tree, dress the tree with lights provided by the Community Council and to supply, erect and rent a picket fence around the base of the tree. Chris had also provided a second quote to supply and plant a permanent tree. **(Action: Clerk to confirm acceptance of quote to supply the 18ft tree but to make further enquiries with Chris Mellen concerning the planting of a permanent tree)**
  - d. **Emergency Grant Application to Chordis Caerllion** – Council was pleased to note that Chordis Caerllion had accepted the invitation to play at the next Christmas Lighting Event.

- e. **Instillation of Dog Bin in Stokes Drive** – (Action: Clerk to contact TCBC to arrange the ordering and installation of a new dog bin)
  - f. **Portable Appliance Testing** – (Action: Cllr. Matthews to undertake testing during Easter holidays)
  - g. **Possibility of arranging a Christmas Shopping Trip to Bath on Saturday 8<sup>th</sup> December 2018** – (Action: Cllr. Ryan-Scales to obtain quotes for bus transport)
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 28<sup>th</sup> February 2018 = £10,948.77
  - b. **To approve Cheques already Paid**
    - i. Ponthir District Sports Club (Rent Sept 2017 to January 2018) = £90.00

Council approved the payment listed above.
  - c. **To Note Standing Order/Direct Debit Payments**
    - i. TCBC (Clerk's Salary) on 20<sup>th</sup> February 2018
    - ii. Barclaycard on 8<sup>th</sup> March 2018 (Stationery £5.10, Toner £26.74 & Credit of disputed items £21.00) = £10.84

Council noted the above payments.
9. **Annual membership of One Voice Wales 2018/19** – Council approved membership renewal for 2018/19 and that a cheque for £189.00 should be issued. **(Action: Clerk to submit subscription form and payment to One Voice Wales)**
10. **Welsh Language Report 2017/18** – (See Appendix 1) Council approved the Welsh Language Report 2017/18. **(Action: Clerk to submit report)**
11. **Data Protection Regulation toolkit for Councils** – Council noted the contents of the guidelines that had been circulated prior to this meeting and agreed that the Clerk should be nominated as the Data Protection Officer. Council agreed that future Subject Access Requests should now be free of charge and our policy needs to be amended to reflect this. **(Action:**
- a. **Clerk to complete an Action Plan**
  - b. **Clerk to complete a Survey as per page 29 in the guidelines**
  - c. **Clerk to issue privacy notices to all councillors**
  - d. **Clerk to add privacy notices to the website and to the grant applications**
  - e. **Council to adopt this procedure as a standard procedure.**
  - f. **Clerk to amend Freedom of Information Charging Policy.)**
12. **Register of Gifts and Hospitality** – (See Appendix 2) Council noted that the last entry on this register was on 13/4/2011 and to date no other gifts have been received.
13. **Independent Remuneration Panel for Wales Annual Report – February 2018** - This report had been circulated to all Councillors prior to this meeting. Council agreed that the following non-mandated determinations would be adopted for 2018/19:
- a. To make reimbursement payments to each member in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances.
  - b. If it is resolved that a particular duty requires an overnight stay, a reimbursement of subsistence expenses to its members may be authorized at the maximum rates as set out by the Panel on the basis of receipted claims.

- c. To pay financial loss compensation, amounts as stated in this annual report, to each of its members, where such loss has actually occurred, for attending approved duties.
- d. To provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. The reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties and can only be made on production of receipts from the carer.

All Councillors declared their intent to forego entitlement to all the mandated payments listed in the Annual Report. **(Action: Clerk to draft letters to this effect for each of the Councillors to sign at the next meeting)**

#### 14. Reports

- a. **Ponhir Church in Wales School Governors** - Cllr. Louise Ryan-Scales reported that the ESTYN Inspection had taken place and would be published in May 2018.
- b. **Ponhir District Sports Club** – Cllr. Barrell reported that there had been an informal meeting in February to set out the priorities of the club, which included bringing the club house up to standard, how to maximize the use of the club and to explore how the club can engage more local residents. These priorities would be discussed further at the club’s AGM to be held on Wednesday 28<sup>th</sup> March 2018 at 7pm. Further details of the AGM can be found on the Community Council noticeboard and Facebook page.
- c. **Community Newsletter** – Council noted that none of the community groups contacted had submitted any articles for the next edition.
- d. **Llanfrechfa Village Association** – Council noted the contents of the minutes from the meeting held on 5<sup>th</sup> March 2018. Amongst the items discussed were:
  - i. Defibrillator Training
  - ii. Venues for future meetings
  - iii. Including Ponhir within the annual Scarecrow Competition

#### 15. Consultations

- a. Draft Autism (Wales) Bill – No Comments
- b. Edition 10 of Planning Policy Wales – No Comments

#### 16. Community Council’s Diary Procedures for March 2018/April

- a. **Quarterly Bank Reconciliation** – (Action: To be included on April’s Agenda)
- b. **End of Year Accounts** – (Action: To be included on April’s Agenda)
- c. **Annual VAT Return** – (Action: Clerk to prepare for submission in April)
- d. **Annual Internal Audit** – Clerk confirmed that Tony Roberts will undertake this audit. **(Action: Clerk to contact Mr. Roberts when the forms have been received from the external auditor)**

#### 17. Planning Applications

- a. RMCA/18/P/0113/FUL Proposed: New dwelling within existing garden at 12, Hafod Close, Ponhir – Having considered this application Council agreed to make the following observations:
  - i. Concerns regarding drainage issues in Hafod Close
  - ii. Possible parking issues in the turning circle should there not be adequate parking provided.

**(Action: Clerk to submit the above observations)**

## 18. Correspondence Received

- a. Torfaen Libraries
- b. Women's Suffrage Centenary Celebrations – OVW
- c. Welsh Language Commissioner Business Survey – OVW
- d. End to local government fees for child burials – OVW
- e. The Ombudsman's Casebook - Issue 31
- f. Letter of Thanks for Community Grant – Friends of Ponthir School
- g. Update/Clarity: Migration of Live cases to Full Service (timeline) – TCBC
- h. Tax policy work plan 2018 and developing new taxes in Wales – OVW
- i. Spring into action to clean up your community – TCBC
- j. Community Dinner Invitation – Cwmbran CC
- k. Aneurin Bevan Community Health Council Newsletter
- l. Review of the Community and Town Council Sector
- m. Funding Opportunity – TCBC
- n. Innovative Practice Annual Awards Ceremony 2018 - OVW
- o. Vacancy -Lead Drupal Developer - OVW
- p. Donation Request – Starlight Dance Group
- q. TVA Members Bulletin February 2018
- r. March Training Programme – OVW
- s. Volunteer with St David's Hospice Care – TVA
- t. Free Planning Training – Planning Aid Wales
- u. February 2018 News Bulletin – OVW
- v. Guidance for Principle Councils on the Review of Communities – Welsh Government
- w. Ageing Well in Wales - Strategic partner survey – OVW
- x. Walk For Life – Kidney Wales
- y. BBC Children in Need to run funding surgery in Torfaen – TVA
- z. Torfaen Spring Clean
- aa. Thank you letter for Community Grant – Chordis Caerllion
- bb. Invitation for Chairman to attend Pontypool CC Chairman's Charity Concert
- cc. Copy of Financial Management and Governance in Local Councils 2016-17 – Wales Audit Office
- dd. Funding support available in 2018-19 – Welsh Government
- ee. Donation Request – Wales Children's Air Ambulance
- ff. Invitation for Chair to attend Torfaen Spring Showcase Concert
- gg. Roadside Litter on B4236 – John Palmer
- hh. Invitation for Clerk to attend Independent Remuneration Panel for Wales Meeting  
Content Noted. **(Action: Item 18 gg - Clerk to contact TCBC to enquire whether the grass verge between Llanfrechfa and Ponthir is due to be cleared of litter)**

19. **To confirm the date of the next Meeting of the Council will be Monday 9<sup>th</sup> April 2018 at 7pm at Ponthir District Sports Club.**

20. Chair reminded Councillors that Cllr. Anthony Hunt, TCBC, will be attending April's meeting.

21. Cllr. Ian Danaher informed Council that he was no longer able to attend the Caerleon Comprehensive School Senior Prize Giving Evening on March 26<sup>th</sup> but, if acceptable to the Council, his wife, a member of the school staff, would be able to present the Council's award on behalf of Council. Council agreed and thanked Mrs Danaher.

Meeting Closed at 7.45pm

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  
telephone number or e-mail below./ Mae dogfen yma yn ar gael mewn gwefan ni  
[www.ponthircommunitycouncil.gov.uk](http://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.

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E-Mail/ E-bost: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)

## **Appendix 1**

Welsh Language Commissioner,  
Market Chambers,  
5-7 St Mary Street,  
Cardiff,  
CF10 1AT

12<sup>th</sup> March 2018

Dear Sir,

### **Welsh Language Scheme Annual Monitoring Report 2017-2018**

I confirm that Ponthir Community Council's Welsh Language Scheme, adopted in 2010, continues to be fully implemented.

During this period no complaints, comments or suggestions have been received in the period covered by this report.

We currently have seven Councillors. One Councillor has limited use of Welsh and the remaining six Councillors do not speak Welsh..

In line with our scheme this report will be published in the Council's noticeboards.

Yours sincerely,

Karen Price

Clerk to Ponthir Community Council

## **Appendix 2**

# **PONTHIR COMMUNITY COUNCIL**

## **REGISTER OF GIFTS AND HOSPITALITY**

AS FROM 1<sup>ST</sup> JANUARY 2009

9/2/2011 Cllr. Wellington – Monitor sensor device for shed received from Police

13/4/2011 Cllr. Morgan – Monitor sensor device for shed received from Police