

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR

Minutes of Monthly Meeting 9th April 2018

1. **Councillors Present:** Stuart Bailey (Chair), Ian Danaher & Morgan Barrell.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Apologies received from Councillors Iain Glover, Paul Davies, Louise Ryan-Scales & Peter Matthews
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 no reported incidents.
6. **Meeting with Torfaen CBC Leader, Cllr. Anthony Hunt** – As the majority of Community Councillors were unable to attend tonight's meeting the Clerk, in consultation with Cllr. Bailey, had postponed Cllr. Hunt's visit. **(Action: Clerk to rearrange Cllr. Hunt's visit when majority of councillors are able to attend a meeting)**
7. The minutes of the Monthly Meeting held on 12th March 2018 were approved and duly signed. Proposed by Cllr. Ian Danaher and seconded by Cllr. Morgan Barrell.
8. **Matters Arising from the Monthly Meeting held on 12th March 2018**
 - a. **Bus Shelter and BT Telephone Kiosk at The Star**
 - i. Council noted the contents of the letter received from David Davies, MP in which Torfaen CBC have confirmed that they no longer have a budget for replacing bus timetables in bus shelters. Clerk confirmed that she had installed up to date timetables in all the bus shelters and Council agreed that it should look at continuing to supply up to date timetables in the shelters. **(Action: Clerk to look at how to access the timetable display cases)**
 - ii. Clerk confirmed that she had contacted a contractor to clean all the shelters and is awaiting a quote. **(Action: Clerk to follow up)**
 - iii. Clerk confirmed that she has e-mailed BT customer services to request the telephone kiosk is cleaned. **(Action: Clerk to follow up)**
 - b. **Play Area Maintenance** – Clerk confirmed that following a written request she had telephoned the contractor and left a message on their answer machine. **(Action: Clerk to follow up)**
 - c. **Christmas Tree Lighting Event** – Clerk confirmed that she had written to Chris Mellen accepting his quote 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 as well as asking for further details on his quote to supply and plant a permanent tree.
 - d. **Installation of Dog Bin in Stokes Drive** – Clerk confirmed that she has contacted TCBC to enquire whether they would be able to supply and install a dog bin in Stokes Drive which the Community Council would pay for. No response received to date **(Action: Clerk to follow up)**

- e. **Portable Appliance Testing** – (Action: Cllr. Matthews to undertake testing during Easter holidays)
- f. **Possibility of arranging a Christmas Shopping Trip to Bath on Saturday 8th December 2018** – (Action: Cllr. Ryan-Scales to obtain quotes for bus transport)
- g. **Data Protection Regulation** – Council noted the content of the Personal Data Audit Questionnaire completed by the Clerk and approved:
 - i. Subject Access Requests Policy
 - ii. Subject Access Request – Sample Letters
 - iii. Privacy Policy
 - iv. Privacy Notice – For staff and councillors
 - v. General Privacy Notice
 - vi. Consent Forms
 - vii. The amendments to the Record Management and Security Policy
 - viii. The Amendments to the Freedom of Information Charging Schedule
 (Action: Clerk to load required policies onto Community Council's website)
- h. **Independent Remuneration Panel for Wales Annual Report – February 2018**
 Councillors present signed letters to declare their intent to forego entitlement to all the mandated payments listed in the Annual Report. (Action: Councillors not present to sign letters at the next available meeting)
- i. **Annual VAT Return** – Clerk confirmed that a return had been submitted to reclaim £509.31 VAT for 2017-18
- j. **Annual Internal Audit** – (Action: Clerk to contact Mr. Roberts when the forms have been received from the external auditor)
- k. **Roadside Litter on B4236** – Council noted that TCBC are currently undertaking a deep clean of the borough which will include roadside verges.

9. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 31st March 2018 = £10,197.56
- b. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th March 2018
 - ii. Barclaycard on 8th April 2018 – No transactions
 - iii. SWALEC (Telephone Kiosk, Tram Lane) on 13th April 2018 = £5.97
 Council noted the above payments.
- c. Council approved the Quarterly Bank Reconciliation as at 31st March 2018 and it was duly signed by Cllr. Ian Danaher. (See Appendix 1)
- d. Council noted the End of Year Accounts as at 31st March 2018 (See Appendix 2)
- e. Council reviewed the 2017/18 Budget and finalized the 2018/19 Budget. Proposed Cllr. Morgan Barrell and seconded Cllr. Ian Danaher. (See Appendix 3)
- f. Council approved The Statement of Internal Control for the Year Ending 31st March 2018 and it was duly signed by Cllr. Morgan Barrell.
- g. Council noted the content of the 2017/18 Statement of Payments to Ponthir Community Councillors. (Action: Clerk to publish Statement)

10. **Community Improvements 2018/19 and Gwent Best Kept Village Competition 2018**
Council agreed for Clerk to contact Acorn Garden Services to arrange summer planting of village planters and to submit entry forms for Gwent Best Kept Village. **(Action: Clerk to:**
- i. **Contact Llanfrechfa Village Association to confirm whether or not they wish Llanfrechfa to be entered.**
 - ii. **Contact Acorn Garden Services)**
11. **Consultations**
- a. UK Government call for evidence to examine how charges or changes to the tax system could tackle the problems associated with single-use plastic waste – No Comments
 - b. Outline Regional Transport Strategy – No Comments
12. **Community Council's Diary Procedures for April/May 2018**
- a. Review Banking Arrangements – **(Action: To be included on May's Agenda)**
 - b. Review Bank Mandates – **(Action: To be included on May's Agenda)**
 - c. Renewal of Insurance Policy – Council noted that it is still within a long term policy agreement
 - d. Quarterly Bank Reconciliation **(See Item 9c)**
 - e. Annual VAT Return **(See Item 8i)**
 - f. End of Year Accounts **(See Item 9d)**
 - g. Audit Procedures **(Action: Clerk awaiting forms from External Auditor)**
13. **Possibility of holding other Community Events in 2018/19** – **(Action: Clerk to include as an open item on future agendas)**
14. **Planning Applications:**
- a. SHEH/18/P/0180/FUL Existing structures 1. Recycling store (2014), 2. Cat feed store (2017). 3 Pond (2015), 4. Pig shelters (2015/2016). 5. Bore hole pump set and tank (2014). New structure 7. Proposed boot wash/hand wash facility with 2 no. wc at Church Farm, Church Road, Llanfrechfa – No Observations
 - b. AFOO/18/P/0175/HH Proposed Single Storey Rear Extension including removal of chimney Proposed Front Porch and widening of existing Entrance at 2 Moyle Grove, Ponthir – No Observations
15. **Correspondence Received**
- a. Working Families / Child Poverty - BBC News Opportunity - TCBC
 - b. Torfaen Armed Forces Covenant Forum - TCBC
 - c. Welsh Hearts Working with your Community – One Voice Wales (OVW)
 - d. Wales Audit Office survey of all Welsh town and community councils
 - e. Latest news from the ICO
 - f. Invitation for Chair to attend Cwmbran Community Council's Primary Schools Choral Festival 2018
 - g. Local Democracy Reporters – Cwmbran CC
 - h. Well-being Plan – Cwmbran CC
 - i. Motions for 2018 Annual General Meeting – OVW
 - j. Invitation to attend Torfaen Museum Exhibition
 - k. Nominations are now open for the Wales Volunteer of the Year Awards 2018 – TVA
 - l. Supporting People Gateway – TVA
 - m. Prioritizing Play conference – TCBC

- n. A Parliament for Wales: There is still time to have your say – OVW
- o. Came & Company Local Council Insurance (part of the Stackhouse Poland Group) announce its sponsorship of 'One Voice Wales'
- p. April Training Sessions – OVW
- q. TVA's Spring TAFOD 2018
- r. Joint One Voice Wales/SLCC Conference 16th May 2018
- s. March 2018 News Bulletin - One Voice Wales
- t. Fields in Trust - Active Spaces Grants Programme – OVW
- u. Betsi Cadwaladr Stakeholder Reference Group Meeting - 19th January 2018
- v. Royal British Legion's Admiral Nurse Service – TCBC
- w. Request for a copy of the right of access document from Ponthir Village Hall to neighbouring bungalow – Cllr. Huw Bevan, TCBC
- x. Enquiry re Ponthir stores – T Monckton
- y. Access Certificate Petition - Bridgend Coalition of Disabled People
- z. One Voice Wales Response to the Community and Town Council Review
Content Noted

16. To confirm the date of the next Meeting of the Council will be the Annual Meeting on Monday 14th May 2018 at 7pm to be followed by the May Monthly Meeting at 7.15 pm at Ponthir District Sports Club.

17. Cllr. Ian Danaher informed Council that he had been approached by a number of residents with the following concerns:

- a. **Maintenance of the trees in School Close – (Action: Clerk to contact TCBC to enquire whether there was a 5 year maintenance plan for these trees and if so was it still valid, which trees did it cover and what co-ordination was there for the maintenance of any trees not covered in said plan)**
- b. **Bus Timetables – See Item 8a**
- c. **Green Bins not collected the week beginning 26th March as per published collection schedule - (Action: Clerk to contact TCBC and ask for a statement as to why collection was not made)**

Meeting Closed at 7.40pm

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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 – Quarterly Bank Reconciliation 1st January 2018 to 31st March 2018

BALANCE BROUGHT FORWARD FROM 31/12/2017			£ 15,051.95	
ADD INCOME				
			£ -	
TOTAL INCOME				
SUB TOTAL				£ 15,051.95
LESS PAYMENTS				
Colin Richardson (Christmas Tree)		£ 2,160.00		
SWALEC		£ 5.97		
Barclaycard		£ 180.31		
M Bubela (Christmas Event Catering)		£ 375.00		
TCBC (Clerk's Salary)		£ 1,654.11		
Chordis Caerllion (Grant)		£ 200.00		
Ponthir District Sports Club (Rent)		£ 90.00		
One Voice Wales (2018/19 Subscription)		£ 189.00		
TOTAL PAYMENTS			£ 4,854.39	
TOTAL BALANCE AS AT 31/03/18				£ 10,197.56
BANK BALANCE AS AT 31/03/18				
DIRECT PLUS ACCOUNT		£ 10,197.56		
LESS UNPRESENTED CHEQUES				
TOTAL UNPRESENTED CHEQUES			£ -	
TOTAL BALANCE AS AT 31/03/18				£ 10,197.56
Prepared By: Karen Price				
Date: 5th April 2018				
Approved By:				
Date:				

K. Price
9/4/18

Appendix 2 – End of Year Accounts

YEAR ENDING 31/3/2017	<u>RECEIPTS</u>	YEAR ENDING 31/3/2018
£ 17,288.88	PRECEPT	£ 17,765.15
£ 1.21	BANK INTEREST	£ -
£ 6,596.67	VAT REFUND	£ 418.05
£ 8,000.00	GRANTS	£ -
£ -	OTHER	£ 84.00
£ 117.18	RESIDENTS DONATIONS TO COMMUNITY IMPROVEMENTS	£ 108.30
£ 32,003.94	TOTAL	£ 18,375.50
	<u>PAYMENTS</u>	
£ 971.93	GENERAL ADMINISTRATION	£ 1,124.75
£ 447.20	PUBLICITY	£ 328.25
£ -	CHAIRS ALLOWANCE	£ -
£ -	TRAVELLING EXPENSES	£ 11.25
£ 6,536.16	CLERK'S SALARY	£ 6,614.99
£ -	EMPLOYERS NI CONTRIBUTIONS	£ -
£ 1,400.00	GRANTS: MISC PROVISION	£ 1,600.00
£ 194.00	GRANTS: SECT. 137 /POWER OF WELL BEING	£ 317.00
£ 216.00	SUBSCRIPTIONS	£ 293.90
£ 6,039.51	VAT	£ 509.31
£ 40.00	TRAINING	£ 70.00
£ 330.00	RENT	£ 240.00
£ 2,439.62	COMMUNITY EVENTS	£ 2,587.42
£ 1,808.19	COMMUNITY IMPROVEMENTS	£ 1,210.25
£ -	ELECTION COSTS	£ 140.65
£ 27,161.18	PLAY AREA PROJECT	£ -
£ 47,583.79	TOTAL	£ 15,047.77
	<u>GENERAL FUND BALANCE</u>	
£ 22,449.68	BALANCES B/F AS AT 1ST APRIL 2017	£ 6,869.83
£ 32,003.94	ADD RECEIPTS	£ 18,375.50
£ 54,453.62	SUB TOTAL	£ 25,245.33
£ 47,583.79	LESS PAYMENTS	£ 15,047.77
£ 6,869.83	BALANCE AS AT 31ST MARCH 2018	£ 10,197.56
Prepared By: Karen Price - Clerk		
Date: 4th April 2018		

Appendix 3 – 2018/2019 Budget

<u>Outgoings</u>		Revised Budget as at April 2018
Office Expenditure		
Room Rental	£	240.00
Stationery and Postage	£	200.00
Telephone	£	40.00
Staff Costs	£	6,900.00
Subscriptions	£	250.00
Insurance	£	430.00
Internal Audit Fees	£	100.00
External Audit Fees	£	250.00
Sub-Total	£	8,410.00
Other Expenditure		
Publicity (Including Newsletter)	£	976.00
Community Events	£	2,000.00
Travel Expenses	£	50.00
Training	£	280.00
Grants and donations	£	2,000.00
Community Improvements	£	4,400.00
Play Area Maintenance	£	2,000.00
Sub-Total	£	11,706.00
General Contingency Fund	£	2,000.00
Total	£	22,116.00
<u>Funded by</u>		
Actual Balance b/f	£	10,197.56
Precept	£	18,225.40
2017/18 VAT Refund	£	509.31
	£	28,932.27
Unallocated Budget	£	6,816.27