

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting  
11<sup>th</sup> June 2018**

1. **Councillors Present:** Stuart Bailey (Chair), Iain Glover, Louise Ryan-Scales, Ian Danaher & Morgan Barrell.  
**Members of Public Attending:** 6 residents from Oaklands  
**Clerk:** Karen Price
  2. **Apologies:** Cllr. Paul Davies  
**Absent:** Cllr. Peter Matthews
  3. **Declarations of Interest:** None
  4. **Matters raised by the members of the public present** – Residents from Oaklands were attending this meeting due to speculation that a hand car wash was to operate from The Star car park. The residents noted that work to the drains in the car park had recently been undertaken. A number of the residents had telephoned TCBC planning department today and been advised by planning officer, Catherine Jones, that the work was under investigation. The residents were concerned that any such car wash would cause an increase in traffic, parking and noise and would have an adverse effect on the drainage system in the locality. Cllr. Bailey noted that residents had approached Cllr. Danaher last week concerning both the rumor of the car wash and also one about the possibility of converting part of the pub into a fish and chip shop. As a result the Clerk had already e-mailed TCBC to confirm whether or not any applications had been received regarding The Star. To date no response had been received. Council noted that a resident from Caerleon Road had spoken to Cllr. Bailey about the same issue but had not stayed to attend this meeting. It was agreed that the Clerk would e-mail the residents when a response was received and vice versa. Cllr. Bailey advised all the residents to put their concerns in writing to TCBC, canvass other local residents, to have a letter ready for those residents who may oppose any such development to sign and send to TCBC and finally to contact Torfaen County Borough Councillor, Huw Bevan.  
**(Action: Clerk to forward TCBC response to residents)**
- 7.13pm – All the residents left the meeting.
5. **Police Report** – None Received.
  6. The minutes of the Annual Meeting held on 14<sup>th</sup> May 2018 were approved and duly signed. Proposed by Cllr. Iain Glover and seconded by Cllr. Morgan Barrell.
  7. The minutes of the Monthly Meeting held on 14<sup>th</sup> May 2018 were approved and duly signed. Proposed by Cllr. Ryan-Scales and seconded by Cllr. Danaher.
  8. **Matters Arising from the Monthly Meeting held on 9<sup>th</sup> April 2018**
    - a. **Meeting with Torfaen CBC Leader, Cllr. Anthony Hunt (Action: Clerk to invite Cllr. Hunt to attend a Community Council meeting after August)**
    - b. **Bus Shelter Timetable Cases** – Clerk informed Council that the keys sent by the bus shelter manufacturer did not fit most of the cases. **(Action: Cllr. Bailey to liaise with Cllr. Davies to discuss alternative methods of opening the cases)**

- c. **Play Area Maintenance** – Council noted that the contractor had replaced the bearings on the roundabout.
  - d. **Installation of Dog Bin in Stokes Drive** – Clerk confirmed that a stand-alone bin had been ordered with an estimated delivery date of 10<sup>th</sup> July.
  - e. **Portable Appliance Testing** – (Action: Clerk awaiting Cllr. Matthews to undertake testing)
  - f. **Possibility of arranging a Christmas Shopping Trip to Bath on Saturday 8<sup>th</sup> December 2018** – See Item 17
  - g. **Independent Remuneration Panel for Wales Annual Report** – Cllrs. Ryan-Scales and Glover signed a letter to declare their intent to forego entitlement to all the mandated payments listed in the Annual Report. (Action: Cllrs. Davies & Matthews to sign this letter at the next meeting)
  - h. **Annual Internal Audit** – Clerk confirmed that the Annual Return for the Year Ending 31<sup>st</sup> March 2018 has been submitted to the External Auditor.
  - i. **Community Improvements 2018/19 & Gwent Best Kept Village Competition 2018**
    - i. The Llanfrechfa Village Association confirmed that they did not wish to enter this year's Gwent Best Kept Village Competition.
    - ii. Acorn Garden Services have replanted all the village planters.
  - i. **Maintenance of Trees in School Close** – Council noted the content of the report received from TCBC. Cllr. Danaher questioned whether this was an independent report as it appeared to be compiled by Phil Grimes, TCBC Officer. (Action: Clerk to review previous information received from TCBC as to whether this report was stated as being independent by them)
  - j. **Green Bin collections w/b 26<sup>th</sup> March 2018** – Council noted that a TCBC statement had been made in a facebook post but that the post had a heading not related to our area and the relevant paragraphs were not initially visible until the reader clicked on 'read more'. (Action: Council to raise clarity of communication with Cllr. Hunt)
9. **Matters Arising from the Monthly Meeting held on 14<sup>th</sup> May 2018**
- a. **Matters Raised by Members of the Public** – Council noted that the planning application for 12 Hafod Road, Ponthir has been refused.
  - b. **Police Report** – Cllr. Glover informed Council that an information event to raise awareness of phone scams, cold calling issues etc. is being planned in conjunction with Nat West Bank.
10. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31<sup>st</sup> May 2018 = £15,032.28
  - b. **To Approve Cheques Already Paid**
    - i. Zurich Insurance (2018-19) = £414.75
    - ii. Spotless (Bus Shelter Cleaning) = £129.00
    - iii. TCBC (Payroll Admin 2017-18) = £66.00
    - iv. T Roberts (Internal Audit) = £100.00

Council approved the above cheques.
  - c. **To Note Standing Order/Direct Debit Payments**
    - i. TCBC (Clerk's Salary) on 20<sup>th</sup> May 2018
    - ii. TCBC (Clerk's Salary) on 20<sup>th</sup> April 2018

Council noted the above payments.
  - d. **Review of Banking Arrangements** – Council agreed that the current banking arrangements should remain in place.

- e. **Review of Bank Signing Mandate** – Council agreed that the current signatories should remain in place.
- f. **Review of Standing Orders and Direct Debits** – Council agreed that the following Standing Orders and Direct Debits should remain in place:
  - i. TCBC (Clerk’s Salary) – Standing Order
  - ii. Barclaycard – Monthly Direct Debit with the outstanding balance paid in full
  - iii. Information Commissioners Office – Annual Direct Debit
  - iv. SWALEC (Electricity supply for the Telephone Kiosk, Tram Lane) – Quarterly Direct Debit
- g. **Amendment of Standing Order to TCBC (Clerk’s Salary)** – Clerk informed Council that the salary payment from TCBC to the Clerk differed to the amount that was originally stated by TCBC. Council agreed to amend the standing order to £569.36. **(Action: Clerk to forward Standing Order mandate to bank)**

**11. TCBC Payroll Services Agreement 2017/18** – Council approved this agreement and it was duly signed by Cllr. Bailey. **(Action: Clerk to forward to TCBC)**

**12. Report From Llanfrechfa Village Association (LVA) Meeting 4<sup>th</sup> June 2018** –

Council noted the content of Cllr. Davies’ e-mail report from this meeting. The main item discussed was the Scarecrow Festival and how it was to be publicised. Council noted that the festival was extending to Ponthir. The LVA are also joining up with the Ponthir Music Festival and having several stalls at this event. Other items discussed included training for the defibrillator, Christmas Event with the Church and the name of the LVA to remain the same.

**13. Community Improvements**

- a. **Ponthir Tidy Up Event 2018** – Council noted that with the judging period for the Best Kept Village Competition already underway it was unfortunately too late to co-ordinate a Tidy Up Event in time for this event.
- b. **Gwent Best Kept Village Competition 2018** – Council agreed to look at alternatives to the current arrangements for watering the planters. Council approved the purchase of a planter to be installed at The Ponthir House Inn bus stop. Council discussed the possibility of installing hanging baskets in Ponthir for next year. **(Action: Clerk to:**
  - i. **Contact TCBC to enquire whether hanging baskets could be attached to lamp posts in Ponthir.**
  - ii. **Order a new planter.**
  - iii. **Contact gardening contractors for quotes to water the planters/hanging baskets for next year)**

**14. Planning Applications**

- a. AFOO/18/P/0221/HH Proposed: Single storey rear extension at 38 Barnfield, Ponthir – No Observations
- b. AFOO/18/P/0220/HH Proposed: Retention of Hedge to support and protect Hornbeam hedge plants at 100 Candwr Park, Ponthir – No Observations

**15. Inspection of the Following Assets**

- a. **Telephone Kiosk, Tram Lane** – Clerk noted that the kiosk had been painted a few years ago and suggested that the kiosk be inspected to see if it required repainting. **(Action: Cllr. Bailey suggested that he and Cllr. Davies inspect the kiosk)**

- b. **Village Benches** – Cllr. Davies had already contacted the Clerk and asked that a quote be obtained for the jet washing of the benches in Ponthir. If this work was approved then he would be able to repaint the benches. The Clerk had subsequently contacted Spotless who had quoted £50.00. Council agreed that Spotless should carry out this work. **(Action: Clerk to contact Spotless)**
- c. **Stone Wall, Tram Lane, Llanfrechfa** – At a meeting last year it was agreed to inspect this wall once the building work on the old school site, Tram Lane had been completed. **(Action: Cllr. Bailey suggested that he and Cllr. Davies inspect the wall)**

#### **16. Community Council's diary procedures for June/July 2018**

- a. Inspection of Assets – **See Item 15**
- b. Quarterly Bank Reconciliation – **(Action: To be included on July's Agenda)**
- c. Approval of Annual Return – Approved at May's Meeting
- d. Renew Data Protection Registration – Awaiting Renewal Correspondence

#### **17. To discuss the possibility of holding other Community Events in 2018/19**

- a. Council discussed the proposed Christmas Shopping Event. Cllr. Ryan-Scales noted that she had received one quote for transport costs but further quotes were required. **(Action: Cllr. Barrell to obtain additional transport quotes. Once quotes received Cllr. Ryan-Scales to look at pricing arrangements.)**
- b. Council discussed the possibility of arranging another Christmas community event. **(Action: Cllr. Ryan-Scales to look into further)**
- c. Council discussed the possibility of holding a Kayleigh Dance in 2019. **(Action: To be discussed when Cllr. Matthews Present)**

#### **18. Grant Requests**

- a. **Ponthir Playscheme** – This request was for a new TCBC initiative to offer free breakfast and afternoon snacks on all sites. Council noted that it had already awarded a grant of £400 to assist with the running costs of the Ponthir Summer Playscheme, that the scheme in Ponthir only operated in the morning and felt that the uptake for a free breakfast in this area would be low. Council agreed to decline the request. **(Action; Clerk to inform Torfaen Play Service)**
- b. **Underpass/Subway Project** – Council noted the worthwhile aim of this project to reduce the fear of crime by improving the community environment by painting underpasses in Torfaen. However, as there are no underpasses within our community area it was agreed to decline this request. **(Action: Clerk to inform the Regional Anti-Social Behaviour Team)**
- c. **Torfaen Museum Trust** – Councillors were unaware of this museum's work and whether any of the museum's collection related to Ponthir/Llanfrechfa. Council agreed to decline this request. **(Action: Clerk to inform museum)**

#### **19. Consultations**

- a. Historic Environment Update 7 – No Comment
- b. Torfaen Local Development Plan Revision - Consultation on Draft Delivery Agreement – No Comment
- c. Changes to the consenting of infrastructure – No Comment
- d. Review of County Electoral Arrangements for the County Borough of Torfaen - Draft Proposals – No Comments

## **20. Correspondence Received**

- a. Vacancy - Up to 10 Brexit Interns – Welsh Assembly
- b. One Voice Wales Innovative Practice National Awards 2018 Winners, Highly Commended and Commended Councils
- c. Report from Age Cymru entitled ‘Showcasing tackling loneliness’ – OVW
- d. The Importance of External Audit - A message from Deryck Evans Wales Audit Office
- e. Latest news from the ICO
- f. Funding support available in 2018-19 – Welsh Assembly
- g. LVA minutes
- h. Housing Related Support Drop In Services – Cllr. Huw Bevan, TCBC
- i. Living Levels Project Spring Newsletter – OVW
- j. Atlantic School For Young Leaders – OVW
- k. TVA Members Bulletin April 2018
- l. South Wales Fire and Rescue Service Strategic Plan 2018-2023
- m. The General Data Protection Regulation (GDPR) - ICO statement for town and community councils
- n. Just About Managing Households / Families – TCBC
- o. South Wales Fire and Rescue Service Strategic Plan 2018-2023 – OVW
- p. A picture of primary care in Wales – OVW
- q. Welsh Government Public Appointment Vacancies
- r. Letter of thanks for Community Council Grant – Ponthir Playclub
- s. Community asset transfer conference at Llanhilleth - New date 17 May 2018
- t. Update on GDPR and Data Protection Bill
- u. 2018-19 National Pay Agreement for Clerk’s Salaries
- v. Is your local village hall a ‘hub’ of activity and a source of well-being for the community? – Wales NHS
- w. People facing language and communication barriers need more support to help access public services – OVW
- x. Gwent Beekeepers’ Association, Honeybee Swarm Liaison Officers. 2018
- y. Community & Town Councils Review - “pop-in” sessions across Wales – Welsh Assembly
- z. Interested in a professional qualification in Facilities Management?
- aa. Donation Request – Bobath Children’s Therapy Centre Wales
- bb. Data Protection Fees – OVW
- cc. One Voice Wales’ Innovative Practice Conference 4 July 2018 - Hafod a Hendre, Royal Welsh Showground
- dd. Independent Review Panel April Newsletter
- ee. Latest news from the ICO
- ff. Welsh Government Vacancy - Business Support x2
- gg. A Guide to One Voice Wales Services
- hh. Intergenerational Conference – TCBC
- ii. Gwent Valleys Area Committee Minutes 10<sup>th</sup> April 2018
- jj. RAF 100 Appeal
- kk. Volunteers Week @ TVA - Come & Celebrate with Afternoon Tea
- ll. Fly the Red Ensign on 3<sup>rd</sup> September– Seafarers UK
- mm. The Armistice and Armed Forces Communities Programme: Remembering and supporting their contribution
- nn. TVA Members Bulletin May 2018
- oo. Well-being Plan for Torfaen
- pp. Invitation for Cllr. Bailey to attend Cwmbran Community Council Annual General Meeting
- qq. Meet your local community councils – TCBC

- rr. Commemoration of the end of World War I - Presence of a Queen's Representative
  - ss. Power Up! – One Voice Wales
  - tt. One Voice Wales May 2018 News Bulletin
  - uu. Ageing Well in Wales: Progress / Impact & Reach Reports – OVW
  - vv. Afternoon Tea Celebration - Volunteers Week @ TVA
  - ww. Community and Town Council Database Privacy Notice – Welsh Government
  - xx. Marie Curie Blooming Great Tea Party 2018
  - yy. Children, Young People and Democracy in Wales event - OVW
  - zz. Sustainable drainage newsletter number 2 - OVW
- Content Noted

**21.** The date of the next Monthly Meeting of the Council will be Monday 9<sup>th</sup> July 2018 at 7pm held at Ponthir District Sports Club. **(Action: Clerk to inform the Sports Club Committee of the dates of the Monthly Meetings for the year)**

**22.** Cllr. Iain Glover gave his apologies as he is unable to attend July's meeting.

Meeting Closed at 8.03pm

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.

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