

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR

Minutes of Monthly Meeting 9th July 2018

1. **Councillors Present:** Stuart Bailey (Chair), Paul Davies, Peter Matthews, Morgan Barrell & Ian Danaher (from 7.18pm).
Gwent Police Officer Present: Inspector Phillip O'Connell
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** Cllrs. Iain Glover & Louise Ryan-Scales. Cllr. Ian Danaher had informed the Clerk that he may be late as he was held up in traffic on the M4.
3. **Declarations of Interest:** None
4. **Information from Inspector Phillip O'Connell** – Inspection O'Connell informed the Council that:
 - a. A multi-agency group called the Hub had been set up and was proving to be successful.
 - b. Cwmbran Town Centre and Pontypool Park has an issue with rough sleepers.
 - c. A team had been set up to look at organized criminality e.g. investigating drug supplies and associated issues across county lines resulting in a recent seizure of £60K worth of assets from one individual.
 - d. Community Support Officers have the use of police bicycles enabling them to cover more of the community areas and be more visible.
 - e. Gwent Police are recruiting and there has been an increase of officers in Torfaen.Cllr. Davies asked whether issues relating to terrorism were evident in Torfaen. Insp. O'Connell stated that this was not an issue in Torfaen but it had been in Newport in the past. Cllr. Davies mentioned that a resident had recently fallen victim to a phone scam and had reported this incident to both the Police and their own bankers. Council informed Insp. O'Connell that PCSO Peter Walker was arranging some information events in the village concerning this issue.
Cllr. Bailey requested that the Go Safe Speed Enforcement Van be deployed in the evening. Insp. Connell stated that he would feed this request back to the Go Safe Team and liaise with PCSO Walker.
7.18pm – Inspector O'Connell left the meeting and Cllr. Ian Danaher arrived.
5. **Police Report** – None Received
6. **Matters raised by the members of the public present** – None
7. The minutes of the Monthly Meeting held on 11th June 2018 were approved and duly signed. Proposed by Cllr. Morgan Barrell and seconded by Cllr. Stuart Bailey.
8. **Matters Arising from the Monthly Meeting held on 11th June 2018**
 - a. **Meeting with Torfaen CBC Leader, Cllr. Anthony Hunt** - (Action: Clerk to invite Cllr. Hunt to attend the September Community Council meeting)
 - b. **Bus Shelter Timetable Cases** – Cllrs. Bailey and Davies had installed bus tables at each bus stop. (Action: Cllr. Davies to look at alternative timetable cases)

- c. **Installation of Dog Bin in Stokes Drive** – Delivery due this week.
- d. **Portable Appliance Testing** – (Action: Clerk awaiting Cllr. Matthews to undertake testing)
- e. **Possibility of arranging a Christmas Shopping Trip to Bath on Saturday 8th December 2018** – See Item 14a
- f. **Independent Remuneration Panel for Wales Annual Report** – Cllrs. Davies and Matthews each signed a letter declaring their intent to forego entitlement to all the mandated payments listed in the Annual Report. Clerk noted that all Councillors had now signed a letter to this effect.
- g. **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** – Clerk noted that an e-mail had been received from a resident concerning the trees between Oaklands and the children's play area. Cllr. Danaher confirmed that a response had been received by the resident from TCBC and a copy would be forwarded to the Clerk. Council agreed that a letter should be sent to TCBC requesting that the trees in both School Close and next to the Children's Play Area be pollarded. (Action: Cllr. Danaher to forward TCBC's response to Clerk. Clerk to draft a letter to TCBC and forwarded for review by Cllr. Danaher before submitting to TCBC.)
- j. **Green Bin collections w/b 26th March 2018** – (Action: Council to raise clarity of communication with Cllr. Hunt when he attends community council meeting)
- k. **Ponthir Tidy Up Event 2018** – Council noted the content of an e-mail from Mrs Workman who was disappointed that a Litter Pick had not taken place this year. (Action: Clerk to contact Mrs Workman and place notices in our noticeboards/Facebook Page calling for any volunteers to contact the Community Council and we can then arrange an event around their availability)
- l. **Gwent Best Kept Village Competition 2018** – Clerk confirmed that the planter is due to be delivered this week. Cllr. Davies requested that when replanting the planters installed on grass i.e. those at Hafod Road, Lamb Lane and Candwr Park Bus Stops, that they be raised onto concrete slabs to aid maintenance. Council agreed with this proposal. Clerk has contacted TCBC concerning the possibility of installing hanging baskets on street lampposts for next year and is awaiting a response. (Action: Concrete slabs to be purchased in the Autumn. Awaiting response from TCBC re hanging baskets. Clerk to follow up any response by obtaining quotes for the maintenance of the planters and baskets)
- m. **Maintenance of:**
 - i. **Telephone Kiosk, Tram Lane** – No maintenance required
 - ii. **Village Benches** – Cllr. Davies confirmed that Spotless had cleaned five of the benches and he had started to repaint all the village benches.
 - iii. **Stone Wall, Tram Lane** – No maintenance required
- n. **Community Events 2018/19**
 - i. **Christmas Shopping Event** – Cllr. Barrell has obtained a number of transport quotes. (Action: Cllr. Matthews to liaise with Cllr. Ryan-Scales to discuss ticketing arrangements i.e. cost, sale arrangements, cancellation date if no interest and put forward a proposal for Council to consider)
 - ii. **Arranging another Christmas Community Event** – (Action: Cllr. Ryan-Scales to look into further)
 - iii. **Possibility of a Kayleigh in 2019** – (Action: Cllr. Matthews to look into further after August)

- o. **Grant Requests** – Clerk confirmed that letters had been sent to Ponthir Playscheme, TCBC Underpass/Subway Project and Torfaen Museum Trust letters declining the request for grants. Concern was expressed by Council that it had not been included as a donor in recent TCBC Playscheme publicity as £400 had already been donated to the Ponthir Play Scheme this financial year. **(Action: Clerk to forward an electronic copy of the Community Council's logo to TCBC so that it can be included in future)**

9. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 30th June 2018 = £13,945.28

- b. **To Approve the Following Cheques**

- i. Spotless (Cleaning of Village Benches) = £50.00

Council approved the above cheque.

- c. **To Approve Cheques Already Paid**

- i. Acorn Garden Services (Replanting of Village Planters) = £420.00

- ii. W.M. Garden Services (Repair of Children's Roundabout) = £390.00

Council approved the above cheques.

- d. **To Note Standing Order/Direct Debit Payments**

- i. TCBC (Clerk's Salary) on 20th July 2018

- ii. Barclaycard (Stamps £4.02 & Village Planter £71.09) = £75.11

- iii. Data Protection Fee = £35.00

- iv. SWALEC (Telephone Kiosk, Tram Lane) = £5.97

Clerk informed Council that item iv had been included on the agenda in error as it had been previously included in June's agenda.

Council noted the three remaining payments.

- e. Council approved the quarterly bank reconciliation as at 30th June 2018 – **See Appendix 1**

- f. Council noted the content of the Expenditure v Budget Report as at 30th June 2018 – **See Appendix 2**

10. **Community Improvements** – **(Action: Cllr. Davies to put together a schedule of improvements for consideration. Cllr. Danaher to contact Usk in Bloom to see how they manage community improvements in their area.)**

11. **Planning Application**: 18/P/0423/HH Demolition of existing detached garage and construction of two storey side extension with single storey rear extension at 13 Moyle Grove, Ponthir – No Observations

12. **New Model Standing Orders** – **(Action: Clerk to review and prepare a draft for Council's consideration)**

13. **Diary Procedures for July/August 2018**

- a. Quarterly Bank Reconciliation – See Item 9e
- b. Budget Review against actual expenditure – See Item 9f
- c. Approval of Annual Return – Approved at May's Meeting
- d. Renewal of Data Protection Registration – See Item 9d(iii)

14. **Possibility of holding other Community Events in 2018/19** – Council agreed no additional Community Events to be planned in addition to those already under discussion.
15. **Consultation** - Torfaen CBC Revision of Statement of Policy on the Gambling Act 2005
Consultation – No Observations
16. **Correspondence Received**
- a. Pontypool Community Council Members 2018/19
 - b. Community Health Champion - Free Communication Training - TVA
 - c. One Voice Wales' Innovative Practice Conference 4 July 2018
 - d. Remembrance Day Silhouette Installation Grants – OVW
 - e. Cwmbran Community Council Residents Handbook
 - f. WG Policy for Wales & Borders Procurement - No mention of new station for Caerleon
 - g. Aneurin Bevan CHC Contacts Database
 - h. Carer and Older People Housing Event
 - i. Welsh Government Finance Trainee Graduate Scheme
 - j. Name the Learning Centre consultation – TCBC
 - k. Revised Code of Practice on Workforce Matters – The Two Tier Code Annual Monitoring Exercise – OVW
 - l. Community & Town Council Review - June Newsletter
 - m. Torfaen Youth Panel - Exciting opportunity for young people!!
 - n. Code of Workforce Matters Annual Monitoring Exercise – Welsh Government
 - o. Armed Forces Day – Cwmbran C.C.
 - p. Wales Road Safety Conference 2018 7th September 2018 – Langstone C.C.
 - q. Groundwork Community Awards
 - r. TVA's Summer TAFOD 2018
 - s. Torfaen Voluntary Alliance Vacancy: Sustainability Project Officer
 - t. June 2018 News Bulletin – OVW
 - u. Translation Services for Councils – Rebecca Roberts
 - v. Dwr Cymru Work in Hafod Close
 - w. One Voice Wales Conference and AGM Saturday 29th September 2018
 - x. Invitation for Chair to attend Grants Presentation Evening – Pontypool CC
 - y. Minutes 2nd July 2018 – Llanfrechfa Village Association
Contents Noted.
17. **Future arrangements for the Community Council Meetings** – Cllr. Barrell stated that the cricket season will have finished by September and so the only clashes between council meetings and the matches would occur between April to September. Clerk had previously contacted Ponthir School, there would be no charge for holding meetings but a different day would be preferable, and Ponthir Baptist Chapel, there would be a charge but meetings could still be held on the second Monday. Council agreed that Clerk should contact Ponthir Baptist Church to enquire of the availability to hold the Council meetings from April to August in the Church with the remaining meetings to continue to be held in Ponthir Sports Club. **(Action: Clerk to confirm availability of the Chapel and contact Sports Club)**
18. Council noted that the Clerk will be going on Annual Leave and the Community Council Office would therefore be closed for two weeks from 31st July 2018. **(Action: Clerk to place a notice on the Council website and Facebook page)**

19. Council noted the content of a letter recently received from SWALEC stating that there would be a price increase for the supply of electricity to the telephone kiosk in Tram Lane. Clerk had requested a quote to compare the current and proposed costs. **(Action: Council agreed to wait for the quote and investigate alternative lighting solutions.)**

Meeting Closed at 8.13pm

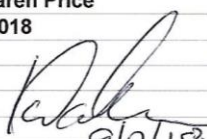
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A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below.

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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 for the quarter ending 30th June 2018

BALANCE BROUGHT FORWARD AS AT 1/4/2018		£ 10,197.56	
ADD INCOME			
HMRC (2017/18 VAT Reclaimed)	£ 509.31		
TCBC (Precept)	£ 6,075.13		
TOTAL INCOME		£ 6,584.44	
SUB TOTAL			£ 16,782.00
LESS PAYMENTS			
SWALEC (Telephone Kiosk, Tram Lane)	£ 5.97		
TCBC (Clerk's Salary)	£ 1,701.00		
Zurich Municipal (Insurance)	£ 414.75		
Spotless (Bus Shelter Cleaning)	£ 129.00		
TCBC (Payroll Services Admin Fee)	£ 66.00		
T Roberts (Internal Audit)	£ 100.00		
Acorn Garden Services (Replanting Village Planters)	£ 420.00		
WM Garden Services (Repair of Children's Roundabout)	£ 390.00		
TOTAL PAYMENTS		£ 3,226.72	
TOTAL BALANCE AS AT 30/6/2018			£ 13,555.28
BANK BALANCE AS AT 30/6/2018			
DIRECT PLUS ACCOUNT		£ 13,945.28	
LESS UNPRESENTED CHEQUES			
Chq 401055 - W M Garden Services	£ 390.00		
TOTAL UNPRESENTED CHEQUES		£ 390.00	
			£ 13,555.28
Prepared By: Karen Price			
Date: 5th July 2018			
Approved By: 			
Date: 9/7/18			

Appendix 2 – Expenditure v Budget Report as at 30th June 2018

ACTUAL SPEND AGAINST BUDGET 2018/2019				
ROOM RENTAL				
Date	Month	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 240.00	£ 240.00
STATIONERY & POSTAGE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 200.00	£ 200.00
TELEPHONE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 40.00	£ 40.00
SUBSCRIPTIONS				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 250.00	£ 250.00
INSURANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
14/05/2018	Zurich Insurance	£ 414.75		
		£ 414.75	£ 430.00	£ 15.25
STAFF COSTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
20/04/2018	April	£ 567.00		
14/05/2018	TCBC Payroll Admin Fee	£ 55.00		
20/05/2018	May	£ 567.00		
20/06/2018	June	£ 567.00		
		£ 1,756.00	£ 6,900.00	£ 5,144.00
INTERNAL AUDIT FEES				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
30/05/2018	T Roberts	£ 100.00		
		£ 100.00	£ 100.00	£ -
EXTERNAL AUDIT FEES				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 250.00	£ 250.00
PUBLICITY (INCLUDING NEWSLETTER)				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 976.00	£ 976.00
REIMBUSMENT OF TRAVELLING EXPENSES				
Date	Councillor/Clerk	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 50.00	£ 50.00
COMMUNITY EVENTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 2,000.00	£ 2,000.00
TRAINING (MEMBERS & CLERK)				
Date	Course	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 280.00	£ 280.00
GRANTS AND DONATIONS TO LOCAL ORGANISATIONS				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 2,000.00	£ 2,000.00

COMMUNITY IMPROVEMENTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
13/04/2018	SWALEC	£ 5.69		
14/05/2018	Spotless	£ 129.00		
10/06/2018	Replanting of Village Planters	£ 420.00		
		£ 554.69	£ 4,400.00	£ 3,845.31
PLAY AREA MAINTENANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
14/06/2018	Repair of Children's Roundabout	£ 325.00		
		£ 325.00	£ 2,000.00	£ 1,675.00
CONTINGENCY				
Date	Item	Actual Amount Spent	Original Budget	Remaining Budget
		£ -	£ 2,000.00	£ 2,000.00
	TOTAL	£ 3,150.44	£ 22,116.00	£ 18,965.56
UNALLOCATED BUDGET				
Date	Item	Actual Amount Spent	Original Budget	Remaining Budget
		£ -	£ 6,816.27	£ 6,816.27