

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting
10th September 2018**

1. **Councillors Present:** Stuart Bailey (Chair), Paul Davies, Peter Matthews, Iain Glover, Barrell, Louise Ryan-Scales & Ian Danaher
Members of Public Attending: Cheryl Bassett, Jessica Tan & Margaret Hewinson
Clerk: Karen Price
2. **Apologies:** Cllr. Morgan Barrell
3. **Declarations of Interest:** None
4. **Police Report** – None Received.
5. **Matters raised by the members of the public present**
 - a. **Maintenance of Trees in School Close and those adjacent to the Children's Play Area** – Council noted the correspondence previously received from residents which raised concerns over the safety of these trees. Clerk has been in contact with TCBC requesting that the height of the trees be reduced but had received the following response:
 - i. There is a regular maintenance schedule for both areas of trees
 - ii. Work had recently been carried out to the trees adjacent to the children's play area in line with TCBC's Tree Policy
 - iii. The next scheduled maintenance was due to be undertaken in February 2018
 - iv. At present no further work is requiredResidents felt that the maintenance that has been carried out is not sufficient, that the trees are too tall; the root systems could potentially affect the properties/drainage systems in Oaklands and any falling branches could injure children using the park. Mrs Hewinson felt that the Welsh Assembly should be notified. Chair explained that as TCBC were responsible for the trees the Community Council was unable to undertake any maintenance itself. Residents were asked to create a dossier of all of the correspondence received and photographic evidence for Council to present to Cllr Hunt. Chair noted that if TCBC still would not take any action another possibility might be for the residents to join together and arrange for any work to be carried out by a contractor of their choice but as the majority of the trees were subject to Tree Preservation Orders the necessary permission would have to be sought from TCBC Planning Department.
(Action: Residents to supply a dossier of correspondence which the Council would present to Cllr. Huw Bevan and Cllr. Anthony Hunt, Leader of Torfaen CBC)
 - b. Mrs Hewinson raised the issue of the planning application to turn The Star's restaurant into a Fish & Chip Shop. She was concerned that it would result in additional litter, would attract anti-social behaviour and felt that opening a village shop would be more beneficial. Cllr. Matthews stated that he had received mixed views from residents. Chair noted that this had been discussed at a previous meeting and Council had been advised that a fish and chip shop fell into the same usage as a restaurant and therefore did not necessarily require planning permission for a change of use. Council agreed that it was preferable to see the site used as a community amenity rather than The Star being closed altogether. **(See Agenda Item 19g)**

- c. Ms Tan enquired whether there would be a traffic management system in place that would maintain resident's access to Oaklands when Station Road is closed for maintenance. **(Action: Clerk to contact TCBC and e-mail Ms Bassett with any response)**
7.20pm – All the residents left the meeting
6. The minutes of the Monthly Meeting held on 9th July 2018 were approved and duly signed. Proposed by Cllr. Peter Matthews and seconded by Cllr. Iain Glover.
7. **Matters Arising from the Monthly Meeting held on 9th July 2018**
- a. **Meeting with Torfaen CBC Leader, Cllr. Anthony Hunt** – Clerk confirmed that Cllr. Hunt will be attending our November meeting.
- b. **Bus Shelter Timetable Cases** – Cllr. Davies has installed the new timetable cases and raised the ongoing issue with the cutting back of the evening bus services through Ponthir. Council agreed that it was not in a position to consider the proposal from Newport Transport to pay £2K per year for one of the scheduled buses to Caerleon to be extended to Ponthir. Cllr. Davies stated that other areas of Torfaen received a far greater frequency of bus service and that the Council should contact TCBC. Cllr. Ryan-Scales noted that the school service now leaves Ponthir at 7.42am and arrives in Caerleon at 7.53am which results in the children being in Caerleon a long time before school starts. **(Action: Clerk to forward information to Cllr. Anthony Hunt, Leader of TCBC before he attends our November Meeting)**
- c. **Portable Appliance Testing** – Following a review of the current PAT guidelines office equipment is required to be tested every 5 years. Council noted that there was no need to test the office equipment until 2022.
- i. **Christmas Shopping Trip to Bath on Saturday 8th December 2018** – Cllr. Ryan-Scales informed Council that she had obtained quotes from three bus companies for transport to the Christmas Market in Bath on 8th December 2018. Council agreed that Cllr. Ryan-Scales should clarify some of the costings and e-mail her findings to the rest of the Councillors so a decision could be made on the size of the bus to be booked. Council agreed that told here should be a charge of £10 per seat, that any surplus funds raised would be used for community improvements and if there was a shortfall the Council would cover it. **(Action: Cllr. Ryan-Scales to clarify costings and circulate information to the Councillors for a decision via e-mail on which size bus to book and then liaise with Clerk to issue a cheque for the deposit. Once bus booked posters to be produced and Facebook message posted. Tickets to be printed and each Councillor would have a supply to sell. Councillors to maintain a record of ticket sales.)**
- 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** – Clerk had placed notices in the noticeboards and Facebook Page calling for any volunteers to contact the Community Council an event would be arranged around their availability. Council noted that only two residents had contacted the Clerk. Council agreed not to proceed with an event this year.
- l. **Gwent Best Kept Village Competition 2018** – TCBC has confirmed that in principle it would not have any objection to the Community Council installing hanging baskets however for Health and Safety reasons it would need to consider/approve any proposed street light locations, type of fixings/brackets to be used and receive a risk assessment for installation and ongoing maintenance i.e. watering and removal. After consideration Council agreed that as the costs involved with watering them may prove prohibitive it would not proceed with hanging baskets. Councillors discussed the possibility of creating raised flower beds on grassed areas along Caerleon Road.

(Action: Councillors to consider locations for additional village planters. Clerk to diarise further discussion on flower beds for the New Year)

m. **Community Events 2018/19**

- i. **Arranging another Christmas Community Event** – Council agreed not to proceed with any additional events this year.
- ii. **Possibility of a Kayleigh in 2019** – Cllr. Matthews informed Council of the costs to run this type of event. Council agreed not to proceed.
- iii. **Xmas Lighting Event – (Action: Cllr. Danaher to contact Chordis Caerllion)**

n. **Community Improvements** - Cllr. Danaher confirmed that Usk in Bloom raise money for community improvements by holding a number of community events. Cllr. Davies had been unable to put together a schedule of improvement works for the Council to consider.

o. **Future Arrangements for Community Council Meetings** – Clerk confirmed that she had been in touch with both Ponthir Baptist Church and Ponthir District Sports Club. To avoid the Sports Club being double booked during the cricket season Council meetings will in future be in the Baptist Chapel from April to August and all remaining meetings will continue to be held at the Sports Club.

p. **Cost of Electricity Supply to the Telephone Kiosk, Tram Lane** – Clerk has yet to receive a quotation detailing the proposed price increase by SWALEC.

9. **Finance and Accounts**

a. Balance of Direct Plus Account as at 31st August 2018 = £17,905.74

b. **To Approve Cheques Already Paid**

- i. Broxap Ltd (Village Litter Bin) = £355.14
Council approved the above cheque.

c. **To Note Standing Order/Direct Debit Payments**

- i. Barclaycard (Toner £38.48, Wood Treatment for Village Planters and Benches £26.25) = £64.73
- ii. Barclaycard (Bus Timetable Clip Frames £44.52, Mobile Phone Top Up £20.00, Printer Paper £3.50) = £71.02
- iii. TCBC (Clerk's Salary 20th August & 20th September)

Council noted the above payments.

10. **Annual Return for the Year Ending 31st March 2018** - The audit opinion from the external auditors was noted and the Annual Return was duly approved and accepted by the Council.

11. **Adoption of New Standing Orders** – Council approved the new Standing Orders. **(Action: Clerk to update website)**

12. **Ponthir Playgroup Emergency Grant Application** – Clerk informed Council that this application had been withdrawn.

13. **Community Improvements**

- a. Cllr. Davies suggested moving the bench currently located on the boundary of Ponthir/Llanfrechfa on Caerleon Road to School Close as it was rarely used and the grass and brambles were both overgrown and obscuring the view. Council agreed that rather than remove this bench that arrangements should be made to cut the grass/brambles and the Clerk should investigate costs for purchasing an additional bench made from recycled material. **(Action: Cllr. Danaher to obtain contact details of**

the farmer whose land the brambles are growing from so that Clerk can request that they are cut back. Clerk to obtain quotes for benches and to contact TCBC to request grass cut back on a more regular basis.)

- b. Council agreed that the Clerk should contact the Acorn Garden Services which had previously planted the village planters to replant with winter bedding. **(Action: Clerk to contact Acorn Garden Services)**

14. Diary Procedures for September/October 2018

- a. Arrange Installation Date for Christmas Lights – **(Action: To be included on October Agenda)**
- b. Publish details of any payments made to Councillors during 2017/18 and advise Remuneration Panel – Approved at April's Meeting
- c. Approval Quarterly Bank Reconciliation – **(Action: To be included on Octobers Agenda)**
- d. Review of the Council's subscriptions to other bodies – **(Action: To be Included on October's Agenda)**

15. Possibility of holding other Community Events in 2018/19 – See Agenda Item 7m(i)

- 16. Barnfield Children's Play Area** – Council noted that following an e-mail from a resident the Clerk had contacted TCBC concerning the safety of the slide in this Play Area and TCBC have subsequently repaired and repainted the slide.

17. Reports/Updates

- a. **TCALC** – Cllr. Bailey reported:
 - i. The Charter agreement between the Torfaen Community Councils and TCBC was discussed.
 - ii. Cwmbran Community Councillor S J Brooks was appointed to represent the Community Councils on the Torfaen Public Service Board.
 - iii. The future arrangements for the Local Council Partnership meetings were discussed which included each community council looking to produce an annual aims and objectives statement.
- b. **Newport Bus Transport** – See Agenda Item 7b
- c. **Llanfrechfa Village Association (LVA)** – Clerk informed Council that the minutes from the LVA's meeting on 3rd September 2018 had been received today. It was noted that:
 - i. Possible additional planters planned for Upper Llanfrechfa.
 - ii. Looking at moving two of the planters at The Gate elsewhere.
 - iii. Due to poor weather the Music Festival had reduced the number of stalls which included the LVA's.
 - iv. Fewer number of scarecrows made this year for the Scarecrow Festival
 - v. Possibility of holding a Tree lighting ceremony at All Saints Church on 2nd December.
 - vi. Date of the next meeting 22nd October at 7.30pm at All Creatures Great & Small. **(Action: Clerk to circulate minutes to Councillors)**

18. Planning Applications:

- a. **18/P/0433/FUL** – To Erect a garden shed at The Vicarage, Caerleon Road, Llanfrechfa - **No Observations**
- b. **18/P/0491/HH** - Installation of garage within the curtilage of property at Danecroft, 3 Sunny Place, Lamb Lane, Ponthir – **No Observations**

- c. **18/P/0493/HH** - Two storey extension to rear, porch to front & additional parking space at 8 Lamb Lane, Ponthir, Cwmbran – **No Observations**
- d. **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, Cwmbran Revised Plans – **No Observations**
- e. **18/P/0517/HH** - Replace and extend existing balcony, to include privacy screening facing neighbouring property. Replace rear boundary fence with 2.4m security fencing clad in featheredge timber at Brantwood, Lamb Lane, Ponthir – **No Observations**
- f. **18/P/0533/HH** - Demolition of existing single storey converted garage and erection of single storey front, side and rear single storey extensions at 73 Hafod Road, Ponthir, Cwmbran – **No Observations**
- g. **18/P/0459/FUL & 18/P/460/ADV** - Conversion of existing Restaurant into Fish and Chip shop with new shopfront at The Star Inn, Caerleon Road, Ponthir – **No Observations**
- h. **18/P/0558/HH** - Proposed new dormer to roof and internal alterations to form additional bedroom at The Glen, 6 Oaklands, Ponthir – **No Observations**

19. Council noted that the following records have been destroyed in line with the Community Council's Retention Schedule:

- a. Planning Application Register 1985 – 1995
- b. Co-Op Bank Statements (Directplus Account April 2005 to March 2008 and Select Instant Access Account April 2003 to July 2007)
- c. Finance Correspondence October 2005 to May 2007
- d. General Correspondence 2004 to 2007

20. Consultations

- a. Public Consultation on the Provision of Adult Thoracic Surgery in South Wales – No Comment
- b. Achieving our low-carbon pathway to 2030 - Decarbonisation – No Comment
- c. Banning the use of combustible materials in the external walls of high-rise residential buildings – No Comment
- d. Autism (Wales) Bill – No Comment
- e. Petroleum Extraction Policy in Wales – No Comment
- f. Supporting and Promoting the Welsh Language: An inquiry into the legislative, policy and wider context – No Comment
- g. Torfaen Rights of Way Improvement Plan Review – No Comment
- h. Have a view on future Fracking and Coal Bed Methane development in Wales? – No Comment

21. Correspondence Received

- a. Publication of Circular 008/2018 – Planning requirement in respect of the use of private sewerage in new development – OVW
- b. Help improve services for carers in Wales
- c. Summer Newsletter Older Peoples Commissioner for Wales – OVW
- d. Welsh Government Vacancy – OVW
- e. Is there is tree in your community you would like to champion? – OVW
- f. Invitation to attend Ponthir Brownies Event (Cllr. Ryan-Scales to attend)
- g. Invitation for Chair to attend Poet of Pontypool Presentation Evening
- h. Welsh Government Job Vacancies
- i. Donation Request - Talking Books Wales
- j. Press Release - Amgueddfa Torfaen Museum
- k. TVA Members Bulletin July 2018

- l. Call for evidence – Delivery of housing through the planning system
- m. Armed Forces Centenary Celebrations 2018 - TCBC
- n. Our Valleys Our Future – OVW
- o. Torfaen Youth Led Grant 2018 – TCBC
- p. Ponthir Litter Pick – Ponthir Brownies
- q. Torfaen Armed Forces Covenant Network – TCBC
- r. 20mph speed limit information – John Palmer
- s. Latest news from the ICO
- t. Torfaen Replacement Local Development Plan - Call for Candidate Sites
- u. Community and Town Council Review
- v. Llanfrechfa Village Association Minutes for meeting held on 6th August 2018.
- w. Residents Survey 2018 – TCBC
- x. Copy of e-mail sent by John Palmer to Cllr. Huw Bevan (TCBC) re Bad Litter on pavement alongside B4246 from Lamb Lane junction to Llanfrechfa.
- y. Future Development of Unplanned Care in Wales – Aneurin Bevan UHB
- z. Gwent Valleys Area Committee – Minutes
- aa. Invitation to attend End of Summer Playscheme Awards
- bb. Patient panel advert - National Falls and Fragility Fractures Audit Programme
- cc. Motions for 29th September - One Voice Wales Conference and AGM
- dd. Music Festival Update
- ee. Temporary Road Closures affecting Station Road, Ponthir & Crown Road, Llanfrechfa
- ff. Natural Resources Bulletin - Issue 30 - August 2018
- gg. Welsh Government Job Vacancies
- hh. Big Lottery Funding Surgery – Torfaen Voluntary Alliance
- ii. Village Flowers – Mr & Mrs Bradley
Contents Noted.

22. Change of Venue for Community Council Meetings – See Agenda Item 8o

23. The next Meeting of the Council will be the **Monthly Meeting on Monday 8th October 2018 at 7.00pm at Ponthir District Sports Club**

24. Cllr. Davies notified the Clerk that he was unable to attend the October Meeting and gave his apologies.

25. Cllr. Ryan-Scales informed the Clerk that she has been appointed as the Vice-Chair to the Friends of Ponthir School. **(Action: Clerk to update Register of Members Interests)**

Meeting Closed at 8.35pm

This document is available on our website 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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Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

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