

# **PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR**

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

1. **Councillors Present:** Stuart Bailey (Chair), Paul Davies, Louise Ryan-Scales, Ian Danaher and Peter Matthews.  
**Representatives Attending:** Cllr. Anthony Hunt (TCBC) and PCSO Peter Walker  
**Members of Public Attending:** Cheryl Bassett, Jessica Tan, Eric Hewinson, Mel Bradley, Jacqui Hall and her daughter.  
**Clerk:** Karen Price
  2. **Apologies:** Cllrs. Morgan Barrell & Iain Glover
  3. **Declarations of Interest:** With the exception of Cllr. Davies, all Councillors present declared an interest in Agenda Item 16a as they are members of Ponthir District Sports Club. Cllr. Matthews also declared an interest in Agenda Item 16c as his son works in the Llanfrechfa Walled Garden and so he did not take part in the discussion or decision on this item.
  4. **Matters Raised by Members of the Public Present**
    - a. **Maintenance of the trees adjacent to the children's play area and those in School Close** – Clerk confirmed that all previous correspondence had been forwarded to Cllr. Hunt. **(Actions: Residents to e-mail Cllr. Hunt to arrange a mutually convenient date and time for Cllr. Hunt to take a look at the trees in question.)**
    - b. **Reduction in the Newport Transport bus service to Ponthir/Llanfrechfa** – Council noted that all previous correspondence had been forwarded to Cllr. Hunt and Cllr. Davies explained the current position in that there was no bus after 5.30pm. Cllr. Davies had contacted a number of bus providers and Stagecoach had responded confirming that they would not consider operating a bus service in this area whilst Newport Transport continued to do so. Newport Transport had offered to extend the bus service from Caerleon but was looking for an annual payment of £2K to cover additional costs. Council noted that it was unable to cover these ongoing costs and had contacted Cllr. Huw Bevan (TCBC) in August 2018 to enquire if TCBC could assist but to date had not received a response. Mrs Hall explained the difficulties she faced as a non-driver that the lack of a bus service in the evening meant to her and that as a result she was considering moving from Ponthir. Council noted that even though the reduction of bus services has affected residents of Ponthir, Llanfrechfa and Llaneravon, there has only been one complaint in writing to Newport Bus Company. **(Action: Cllr. Hunt to look into further and respond to the Community Council. Clerk to contact Newport Transport with an update.)**
- 7.15pm – All residents present left the meeting.**
5. **Police Report** – PCSO Walker reported the following:
    - a. A report of one person on the roof of the school but when officers attended no evidence found.
    - b. A report of damage to trees adjacent to the village hall by the builders and issues surrounding parking around the hall. Council noted that this is being treated as a civil matter.

- c. A van in Hafod Road broken into and power tools stolen.
- d. Telephone calls received reporting drivers potentially drunk in charge of a vehicle.
- e. A small bag of white powder had been found but the amount of powder contained was not substantial.

**7.25pm PCSO Peter Walker left the meeting.**

- 6. **Cllr. Anthony Hunt, Leader of TCBC** – Cllr. Bailey welcomed Cllr. Hunt who explained that the purpose of his attendance tonight was to build up a productive working relationship with all of Torfaen's community and town councils and stated that one of his objectives was to unpick bureaucratic inaction. Cllr. Davies brought up the issue of the decreasing amount of groundwork maintenance e.g. weeds growing in pavements. Cllr. Danaher recognized that budget management was difficult and that many residents looked back at the services that TCBC use to provide and only saw cuts being made. Cllr. Hunt agreed that it wasn't always easy managing budgets particularly when the costs of many 'invisible services' such as social care were increasing dramatically e.g. TCBC currently has approximately 400 Looked After Children and associated costs can be as much as £10K a week. These costs inevitably eat into the budgets of other more 'visible services'. Cllr. Hunt confirmed that one of TCBC's corporate priorities was a 'Cleaner and Greener Borough' but even this was facing difficult issues e.g. the continued use of herbicides. Cllr. Hunt is keen to develop more of a 'Can Do' attitude in TCBC.

**7.40pm – Cllr. Hunt left the meeting.**

- 7. The minutes of the monthly meeting held on 8<sup>th</sup> October 2018 were approved and duly signed. Proposed by Cllr. Davies and seconded by Cllr. Ryan-Scales.
- 8. **Matters Arising from the Monthly Meeting held on 8<sup>th</sup> October 2018**
  - a. **Maintenance of Trees in School Close and those adjacent to the Children's Play Area – See Item 4a**
  - b. **Newport Transport Bus Service – See Item 4b**
  - d. **Christmas Shopping Trip to Bath on Saturday 8<sup>th</sup> December 2018** – Cllr. Ryan-Scales confirmed that 27 seats had been booked to date. **(Action: Cllr Davies to produce flyers to be hand delivered to all properties in community. Clerk to set up a data base of contacts for community groups in Ponthir/Llanfrechfa. Clerk to forward Bath Trip details to LVA)**
  - e. **Community Improvements** - **(Action: Cllr. Glover to check the overhanging brambles by the village bench on Caerleon Road adjacent to Brechfa Cottage.)**
  - f. **Donation request from Friends of Ponthir School** – Clerk noted that the Friends of Ponthir had been informed that the Council would cover the cost of hiring the Village Hall for the school's Christmas Fayre and was awaiting the invoice.
  - g. **Christmas Tree Lighting Event** – Council approved Cllr. Davies's suggestion to purchase a 100m length of festoon lights and 300 cool white bulbs. Ian Danaher has informed Chordis Caerllion who have offered to play at any future events the Community Council arrange. Council agreed that the lights would be switched on from 1<sup>st</sup> December. **(Action: Cllr. Davies to forward details of lights and bulbs to Clerk to order. Cllr. Bailey to obtain the water proof connection box)**

9. **Finance and Accounts**

a. Balance of Direct Plus Account as at 31<sup>st</sup> October 2018 = £16,558.03

b. **Approval of the Following Cheques**

i. K Price (Home Working Allowance) = £22.50

ii. Edwards Coaches Ltd (Bath Trip) = £465.00

Council approved the above cheques.

c. **Approval of Cheques Already Paid**

i. Edwards Coaches Ltd (Deposit for Bath Trip) = £150.00

ii. Acorn Garden Services (Winter Planting Village Planters) = £460.00

Council approved the above cheques.

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

i. TCBC (Clerk's Salary) on 20<sup>th</sup> November 2018

ii. Barclaycard (Toner £66.31, Stationery £3.50 & Stamps £8.04) = £77.85

Council noted the above payments.

10. Council approved the quarterly bank reconciliation as at 30th September 2018 and it was duly signed. – **See Appendix 1**

11. Council approved the reduction of the Clerk's contracted hours from 13 to 10 hours per week. **(Action: Standing Order to TCBC to be amended and TCBC to be informed.)**

12. **Price Increase by SWALEC for the Electricity Supply to the Telephone Kiosk,**

**Tram Lane** – Council noted that for the amount of electricity used the actual increase was less than £2 per quarter and agreed to continue on the new tariff.

13. **Review of the Budget v Expenditure as at 31<sup>st</sup> October 2018** – Council noted that all expenditure was within budget and agreed to make the following budget adjustments:

a. **Staff Costs** - Taking into account the lower costs resulted from the Clerk's reduction in hours this budget is to be reduced to £6.5K.

b. **Publicity** - Council was unlikely to produce 3 newsletters before March 2019 so budget reduced to £650.00.

c. **Community Improvements** - Reduced to £2K.

d. To create an additional Play Area Fund Budget which would be built up over the next few years to fund any replacement play equipment required in either of the Ponthir play areas. An initial budget of £2K was agreed and would be in addition to the Play Area Maintenance Budget which would be used for minor repairs.

**See Appendix 2 – Amended Budget**

14. **Budget Forecast 2019 – 2020** – Clerk had prepared a 3 year Budget Forecast and Council noted its contents. **(Action: Clerk to breakdown the figure used for the balance brought forward from 2018/19 for clarification. Clerk to circulate details of One Voice Training Sessions) See Appendix 3**

15. **Precept 2019-2020** – Council agreed a rise of 2.5% which, based on the figures provided by TCBC for the number of properties in our community area in 2019/20, would provide the Community Council with a total 2019/20 Precept of £18,684.19. For a Band D property this would be an annual rise of 61p to £24.85. The highest increase would be seen for properties in Band I with a rise of £1.41 to £57.97. **(Action: Clerk to inform TCBC)**

16. **Grant Applications**

- a. **Ponthir District Sports Club** – Clerk informed Council that as the majority of the Councillors were members of the Sports Club, and had therefore declared an interest, there were not enough remaining Councillors to form a quorum to consider this application. On advice from TCBC an application is to be made to TCBC for dispensations for the Councillors who are members of the Club which if approved would enable the Council to consider this application. **(Action: Councillors to sign dispensation forms which Clerk will then forward to TCBC. Grant application to be deferred. Clerk to inform Sports Club)**
- b. **Caerleon Comprehensive School** - Council approved a donation of £100.00 in support of the school's prize days (Local Government (Wales) Measure 2011 – Power of Well Being). Proposed Cllr. Bailey and seconded by Cllr. Davies.
- c. **Llanfrechfa Walled Garden** – Council approved a donation of £250.00 to be used towards plants. ((Local Government (Wales) Measure 2011 – Power of Well Being) Proposed by Cllr. Danaher and seconded by Cllr. Davies

17. **Planning Applications:**

- a. **18/P/0695/VAR** Renewal of application 11/P/00058 Change of Use of vacant barn to provide classroom facility/meeting rooms and indoor venue on open days at Church Farm, Church Road, Llanfrechfa – **No Observations**
- b. **18/P/0721/HH** 2 storey extension to front of existing 3 bed dwelling at Pen Biddle, Station Road, Ponthir – **No Observations**
- c. **18/P/0728/TPO** Crown reduction works on two large lateral branches overhanging garden of Ty Carreg. Reducing larger branch by approximately 4.5 metres, smaller branch by approximately 2.5 metres, both to approximately growth points as per B.S. 3998;2010 at Llysbrechfa House, Church Road, Llanfrechfa – **No Observations**
- d. **18/P/0751/TPO** Crown reduction to plane tree located at entrance to Brantwood, Lamb Lane, Ponthir – **No Observations**
- e. **18/P/0614/FUL** Four new homes with new pedestrian and vehicular access and improvements to the public highway at Derllwyn House, Lamb Lane, Ponthir - The residents of Lamb lane have made us aware of the following concerns:
  - i. To ensure that the current drainage system is adequate to cope with the surface drainage water entering the existing system.
  - ii. The ecology of the site should be protected
  - iii. Any conditions on the previous approval notice to be kept e.g. hours of construction
  - iv. Concerns over road safety in Lamb Lane and at the junction of Lamb Lane/Caerleon Road.
  - v. We understand that a 106 agreement had been arranged on the previous application and that this should still stand.

## 18. Update

- a. **LCPC Workshop – 25<sup>th</sup> October 2018** – Cllr. Bailey informed Council that he and the Clerk had attended this first meeting. Cllr. David Daniels TCBC chaired the workshop which started to look at the ways TCBC and Torfaen Community/Town Councils work together. Further workshops are to be arranged.

## 19. Consultation

- a. South Wales Fire & Rescue Service – Consultation Plan - No Comment

## 20. Diary Procedures January/February 2019

- a. Quarterly Bank Reconciliation – **(Action: To be included in January's Agenda)**
- b. Annual Review of Internal Control - **(Action: To be included in January's Agenda)**
- c. Check all Policies, Standing Orders, Financial Regulations and copy of personal Interests and assets register are up to date. **(Action: To be included in February's Agenda.)**
- d. Renewal of One Voice Wales membership **(Action: Include in March's Agenda)**

## 21. Ponthir Baptist Church Carol Service on 6<sup>th</sup> December 2018 – **(Action: Clerk to enquire with Cllr. Glover to see if he is available to attend. If not Cllr. Ryan-Scales may be able to go)**

## 22. Correspondence Received

- a. CTC Review - October Newsletter
- b. Torfaen County Borough Council Local Development Plan
- c. Headway Cardiff & South East Wales: Walking Group Volunteer Opportunity – TVA
- d. Subordinate Legislation Consolidation and Review Consolidation of the Town and Country Planning (Use Classes) Order 1987 and Town and Country Planning (General Permitted Development) Order 1995 – OVW
- e. Discrimination Awareness Training – TVA
- f. Age Cymru Winter Celebration Grant – TVA
- g. Veterans Scoping exercise – TCBC
- h. Welsh Government - we're recruiting
- i. Current Public Toilet Provision in Ponthir Enquiry – TCBC
- j. Changes to contribution rates – The Pension Regulator
- k. Welsh Government Review of Digital Innovation – OVW
- l. Remembrance Service for Wales' Ethnic Minority Servicemen and Women – TCBC
- m. GDPR Toolkit – TVA
- n. Sustainable Drainage Systems (SuDS) - Training Events – TCBC
- o. Please help us to Support the Armed Forces Community – OVW
- p. Insurance – OVW
- q. Gwent Best Kept Village & School Awards
- r. One Voice Wales Conference Dates for 2019
- s. Welsh Government Budget Process - Awareness Session – TVA
- t. Torfaen Museum Trust Information
- u. Afon Lwyd Greenway -Cwmbran to Caerleon section – TCBC
- v. Welsh Government Job Vacancies
- w. Building a Co-operation Between Wales and the Basque Country – OVW
- x. LVA Minutes for 25th October 2018
- y. Employment Advisor vacancy: ELITE Supported Employment Agency – TVA
- z. One Voice Wales Gwent Valleys Area Committee Minutes 9th October 2018
- aa. One Voice Wales October 2018 News Bulletin
- bb. TVA Members Bulletin October 2018

- cc. Mirus Wales vacancies – TVA
  - dd. Veterans in Wales – OVW
  - ee. WCVA Newsletter
  - ff. Armistice Events – OVW
  - gg. Play Wales e-bulletin November 2018
  - hh. Sickness Cover for Clerk of Croesyceiliog & Llanyrafon Community Council
    - ii. Latest news from the ICO
- Content Noted

23. The next Meeting of the Council will be the **Monthly Meeting on Monday 10<sup>th</sup> December 2018 at 7.00pm at Ponthir District Sports Club**

Meeting Closed at 8.55pm

### Appendix 1 – Bank Reconciliation as at 30<sup>th</sup> September 2018

<b>BALANCE BROUGHT FORWARD FROM 30/6/2018</b>		<b>£ 13,555.28</b>	
<b><u>ADD INCOME</u></b>			
TCBC Precept	£ 6,075.13		
<b>TOTAL INCOME</b>		<b>£6,075.13</b>	
<b>SUB TOTAL</b>			<b>£ 19,630.41</b>
<b><u>LESS PAYMENTS</u></b>			
Barclaycard	£ 210.86		
Broxap Ltd (Village Litter Bin)	£ 355.14		
Spotless (Cleaning of 5 Village Benches)	£ 50.00		
TCBC (Clerk's Salary)	£ 1,708.08		
SWALEC (Telephone Kiosk)	£ 5.97		
ICO	£ 35.00		
<b>TOTAL PAYMENTS</b>		<b>£ 2,365.05</b>	
<b>TOTAL BALANCE AS AT 30/9/2018</b>			<b>£ 17,265.36</b>
<b><u>BANK BALANCE AS AT 30/9/2018</u></b>			
DIRECT PLUS ACCOUNT	£ 17,265.36		
<b>SUB TOTAL</b>		<b>£ 17,265.36</b>	
<b><u>LESS UNPRESENTED CHEQUES</u></b>			
<b>TOTAL UNPRESENTED CHEQUES</b>		<b>£ -</b>	
<b>TOTAL BALANCE AS AT 30/9/2018</b>			<b>£ 17,265.36</b>
<b>Prepared By: Karen Price</b>			
<b>Date: 10th October 2018</b>			
<b>Approved By:</b>			
<b>Date:</b>			

  
12/11/18.

**Appendix 2 – Amended Budget as at November 2018****Ponthir Community Council  
2018/2019 Budget**

		<b>Revised Budget as at November 2018</b>
<b><u>Outgoings</u></b>		
<b>Office Expenditure</b>		
Room Rental	£	240.00
Stationery and Postage	£	200.00
Telephone	£	40.00
Staff Costs	£	6,500.00
Subscriptions	£	250.00
Insurance	£	430.00
Internal Audit Fees	£	100.00
External Audit Fees	£	250.00
<b>Sub-Total</b>	<b>£</b>	<b>8,010.00</b>
<b>Other Expenditure</b>		
Publicity (Including Newsletter)	£	650.00
Community Events	£	2,000.00
Travel Expenses	£	50.00
Training	£	280.00
Grants and donations	£	2,000.00
Community Improvements	£	2,000.00
Play Area Maintenance	£	2,000.00
<b>Sub-Total</b>	<b>£</b>	<b>8,980.00</b>
General Contingency Fund	£	2,000.00
<b>Total</b>	<b>£</b>	<b>18,990.00</b>
<b><u>Funded by</u></b>		
Actual Balance b/f	£	10,197.56
Precept	£	18,225.40
2017/18 VAT Refund	£	509.31
	<b>£</b>	<b>28,932.27</b>
<b>Play Area Fund</b>	£	2,000.00
<b>Unallocated Budget</b>	<b>£</b>	<b>7,942.27</b>



## Appendix 3 – 3 Year Budget Forecast

### Ponthir Community Council Ongoing Annual Budget 3 Year Forecast

	2018-2019 Suggested Amended Budget November 2018	2019-2020 Proposal	2020-2021	2021-2022
<b>Outgoings</b>				
Office Expenditure				
Room Rental	£ 240.00	£ 240.00	£ 240.00	£ 240.00
Stationery and Postage	£ 200.00	£ 200.00	£ 200.00	£ 200.00
Telephone	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Staff Costs	£ 6,500.00	£ 5,600.00	£ 5,650.00	£ 5,700.00
Subscriptions	£ 250.00	£ 350.00	£ 260.00	£ 360.00
Insurance	£ 430.00	£ 440.00	£ 450.00	£ 460.00
Internal Audit Fees	£ 100.00	£ 100.00	£ 100.00	£ 100.00
External Audit Fees	£ 250.00	£ 270.00	£ 290.00	£ 310.00
<b>Sub-Total</b>	<b>£ 8,010.00</b>	<b>£ 7,240.00</b>	<b>£ 7,230.00</b>	<b>£ 7,410.00</b>
<b>Other Expenditure</b>				
Publicity (Including Newsletter)	£ 650.00	Unlikely to spend full budget allocation so reduce to £650 £ 650.00	Reduce to 2 Newsletters per year £ 650.00	£ 650.00
Community Events	£ 2,000.00	Lower costs for Xmas Tree, need to purchase another set of lights & Another Event £ 2,000.00	£ 2,000.00	£ 2,000.00
Travel Expenses	£ 50.00	£ 50.00	£ 50.00	£ 50.00
Training	£ 280.00	7 x £40 (Each Councillor attends 1 training session per year) £ 280.00	£ 280.00	£ 280.00
Grants and donations	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Community Improvements	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Play Area Maintenance	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
<b>Sub-Total</b>	<b>£ 8,980.00</b>	<b>£ 7,980.00</b>	<b>£ 7,980.00</b>	<b>£ 7,980.00</b>
Election Contingency		£ -	£ -	£ -
General Contingency Fund	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
<b>Sub-Total</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>
<b>Total</b>	<b>£ 18,990.00</b>	<b>£ 17,220.00</b>	<b>£ 17,210.00</b>	<b>£ 17,390.00</b>
<b>Funded by</b>				
Actual Balance b/f	£ 10,197.56	£ 11,442.27	Assume Previous Year's Unallocated Budget Not Spent & £3.5K Unspent from other budgets e.g. PlayArea & General Contingency £ 9,558.14	Assume Previous Year's Unallocated Budget not spent. £ 7,499.43
Precept	£ 18,225.40	£ 18,684.19	2.5% rise £ 19,151.29	2.5% rise £ 19,630.09
2017/18 VAT Refund	£ 509.31	£ 151.68	VAT as at Sept to be reclaimed £ 28,709.43	£ 27,129.51
<b>Unallocated Budget</b>	<b>£ 7,942.27</b>	<b>£ 9,558.14</b>	<b>£ 7,499.43</b>	<b>£ 7,739.51</b>
Provisional Play Area Fund	£ 2,000.00	£ 5,500.00	Aim to carry forward previous budget and increase by using previous year's unspent budgets aiming for a budget of £15K £ 9,500.00	Aim to carry forward previous budget and increase by using previous year's unspent budgets aiming for a budget of £15K £ 11,500.00

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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](mailto:clerk@ponthircommunitycouncil.gov.uk)