

**PONTHIR COMMUNITY COUNCIL
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting
11th March 2019**

1. **Councillors Present:** Stuart Bailey (Chair), Iain Glover, Louise Ryan-Scales, Morgan Barrell, Paul Davies, Peter Matthews & Ian Danaher (from 7.01pm).
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** None
3. **Declarations of Interest:** Cllr. Morgan Barrell declared an interest in Item 13 and did not take part in the discussion or decision for this item.
4. **Matters Raised by Members of the Public Present** – None
5. **Police Report** – None
6. The minutes of the monthly meeting held on 11th February 2019 were approved and duly signed. Proposed by Cllr. Glover and seconded by Cllr. Bailey.
7. **Matters Arising from the Monthly Meeting held on 11th February 2019**
 - a. **Maintenance of the ditches surrounding Ponthir Playing Fields** – No response received to date from TCBC. **(Action: Clerk to follow up)**

7.01 – Cllr. Danaher entered the meeting

 - b. **Register of Members Interests** – Councillors not present at the last meeting reviewed and updated their entries as necessary. **See Appendix 1 (Action: Clerk to update Register on website.)**
 - c. **Village Christmas Tree** – Clerk confirmed that she had contacted the Village Hall and it had been agreed that Mick Bubela would meet with Cllrs. Davies and Matthews to discuss improving the electricity supply arrangements for the Christmas Tree. Cllr. Davies clarified the points he had circulated prior to February's meetings as follows:
 - i. That the improvement to electricity supply was needed to prevent the lights being turned off by users of the hall.
 - ii. The creation of a separate hole from the electricity supply for the tree should be looked into.
 - iii. He clarified a proposal to erect a wood frame around the tree which would be able to provide additional support for the weight of the lights.
 - iv. He offered to split the single set of lights into two separate sets.
Council approved that the lights should be split into two separate sets and that Cllr. Davies should arrange to meet Mick Bubela along with Chris Mellens to discuss the above proposals. **(Action: Clerk to arrange a meeting)**
 - d. **Recognition of Volunteers in the Community** – Cllr. Glover informed Council that this year's National Volunteer Week was from 1st – 7th June 2019. Council agreed that it should use this event to recognize the contribution that volunteers make to community life in our area. **(Action: Clerk to place notices on noticeboards/ Facebook page inviting residents to nominate anyone volunteering in our community area. Cllr. Davies to design and produce a Thank You card.)**

8. **Finance and Accounts**

a. Balance of Direct Plus Account as at 28th February 2019 = £17,942.74

b. **Approval of the following cheque**

i. Paul Davies (Reimbursement for purchase of paint for planters and benches) = £29.98
Council approved the above cheque.

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

i. TCBC (Clerk's Salary) on 20th March 2019
ii. Barclaycard (Mobile Phone Top Up £20.00, Stationery £3.50) = £23.50
Council noted the above payments.

9. **Annual Membership of One Voice Wales 2019/20** - Council approved the renewal of this membership at £199.00.

10. **Welsh Language Report 2018/19** - Council approved the contents of this report. **See Appendix 2 (Action: Clerk to submit report)**

11. **Register of Gifts and Hospitality** - Council noted that there have been no additions to this register during 2018/19.

12. **Independent Remuneration Panel for Wales Annual Report – February 2019**

This report had been circulated to all Councillors prior to this meeting. Council agreed that the following non-mandated determinations would be adopted for 2019/20:

- a. To make reimbursement payments to each member in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances.
- b. If it is resolved that a particular duty requires an overnight stay, a reimbursement of subsistence expenses to its members may be authorized at the maximum rates as set out by the Panel on the basis of receipted claims.
- c. To pay financial loss compensation, amounts as stated in this annual report, to each of its members, where such loss has actually occurred, for attending approved duties.
- d. To provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. The reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties and can only be made on production of receipts from the carer.

Council agreed that it would not make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. All Councillors declared their intent to forego entitlement to a mandatory payment of £150.00 to each individual Councillor and submitted individual letters signed to that effect to the Clerk.

13. **Ponthir District Sports Club Grant Application** – Council noted that TCBC have awarded dispensations for Cllrs. Stuart Bailey, Louise Ryan-Scales, Peter Matthews, Iain Glover & Ian Danaher to be able to participate and make a decision for this item. Without these dispensations there would not have been enough councillors without an interest to consider this item. Council agreed that the club house and associated grounds were extremely valuable local resources. Concern was raised about the ongoing viability of the sports groups using the these facilities but it was also noted that the sports clubs had not applied for financial support from the community council's annual and emergency grant schemes. Council agreed to award a grant of £1,000.00 to be used for the ground maintenance of the sports fields and also for the Sports Club

Committee to financially assist the individual groups using their facilities. (Local Government (Misc. Prov.) Act 1976 Section 19. **(Action: Clerk to issue payment)**)

14. **Report from the LCPC Meeting on 7th March 2019** – Cllr. Bailey informed Council that:
- Torfaen Voluntary Alliance (TVA) had delivered a presentation on the services they are able to provide voluntary groups in Torfaen and on their efforts to get community halls in Torfaen to achieve savings by working together e.g. creating cleaning contracts as a group of halls rather than as individual halls.
 - TCBC are beginning an audit of community halls and will also be contacting all the community/town councils in Torfaen asking them to provide details of any other buildings used for community purposes that they know of. Council noted that this could include the Ponthir District Sports Club and Ponthir Baptist Church but that TCBC's building criteria would need to be established. Council agreed that when this survey is received all buildings used for community purposes would be initially included and that any questionnaire received relating to village halls would be forwarded to the Village Hall Committee.
 - It was noted that significant grants are available to community centres and TCBC advised that individual requests could be clubbed together to form one application to Welsh Government.
15. **Portable Appliance Testing** – Council noted that the Office Equipment does not require testing until 2022. (See Minutes of 10th September 2018)
16. **Review of Measures to Keep Secure Information with the Community Council holds in Paper and Electronic Form** – Council noted and approved the contents of the Clerk's review circulated prior to this meeting. **(See Appendix 3)**
17. **Planning Application** - 19/P/0100/TPO Proposal: Works to oak tree in front garden to include; remove rubbing branches, lift above highway to 5.2m, lift to 5m to allow for 5m clearance to house, remove two limbs at Byways Cottage, Caerleon Road, Ponthir – No Observations
18. **Consultations**
- Review of Polling Districts and Polling Places by TCBC – No Comments
19. **Correspondence Received**
- Donation Request - Llangollen 2019
 - Invitation - Torfaen Sea Cadets RNP Inspection
 - Membership of One Voice Wales 2019-20 – Renewal of Membership details
 - Donation Request - Llangollen International Musical Eisteddfod
 - Climate Change, Environment and Rural Affairs Committee - Inquiry into allotments – OVW
 - Twitter Competition - Tesco Bags of Help
 - Senedd and Elections (Wales) Bill to introduce Votes at 16 - OVW
 - Presentation from the Wales Audit Office – OVW
 - Pantomime trip 2019 photographs and feedback – Torfaen CBC
 - Minutes of Meeting held on 13th February 2019 – LVA
 - Wales Air Ambulance Community Council Appeal
 - Welsh community solar power – OVW
 - Funding support available in 2019-20 – WA
 - Donation Request - Eisteddfod yr Urdd Caerdydd a'r Fro 2019

- o. Complaint re smell from Jones Fish Shop – Dr Eric Hewinson
- p. February 2019 News Bulletin – Torfaen Voluntary Alliance
- q. Your Local Health News February 2019 - Aneurin Bevan University Health Board
- r. Innovative Practice Annual Awards Ceremony 28th March 2019 – OVW
- s. Torfaen's Spring Clean Event – TCBC
- t. Project 360 - Supporting Older Military Veterans – TCBC
- u. Summer Playscheme Volunteering – TCBC
- v. Hope GB Activities – TCBC
- w. Invitation for Chair to attend Cwmbran Community Council's Primary School Choral Festival
- x. No Underground Nuclear Waste Dump in Wales – Jill Evans MEP
 Clerk informed Council that Dr Hewinson's letter (Item 19o) had been forwarded to TCBC but she had received a telephone message today from Dr. Hewinson advising he had not received any correspondence from TCBC about the issue he had raised.
(Action: Clerk to follow this up with TCBC)
 All other content noted.

20. The next Monthly Meeting of the Council will be held on **Monday 8th April 2019 at 7pm, Ponthir Baptist Church. (Action: Clerk to confirm with Ponthir Baptist Church and remind Councillors re change of venue nearer the meeting date)**

21. **Maintenance of Trees adjacent to the children's play area and those in School Close** - Cllr. Danaher informed Council that Cllr. Hunt (TCBC) has rearranged his meeting with residents of Oaklands to 18th March.

22. **Reduction in the Newport Transport bus service to Ponthir/Llanfrechfa** - Cllr. Davies requested that, as no response had been received to date, another e-mail be sent to Cllr. Hunt concerning the reduction of the evening bus service to Ponthir.
(Action: Clerk to contact Cllr. Hunt)

23. **Torfaen Playschemes** – Cllr. Matthews enquired where the Council was with regard to supporting the Torfaen Summer Playscheme in Ponthir. Chair noted that any request would be considered when an application for funding was received .

Meeting Closed at 7.50 pm

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.

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 – Register of Members Interests

MEMBER	DECLARATION
Cllr. S. Bailey	Member of Ponthir District Sports Club
Cllr. M. Barrell	Mother is a member of Ponthir WI Member of Ponthir District Sports Club
Cllr. I. Danaher	Member of Ponthir District Sports Club Family members of Ponthir District Sports Club
Cllr. P. Davies	Proprietor of Davies Printing
Cllr. I. Glover	Member of Ponthir District Sports Club Wife volunteers with Ponthir Brownies
Cllr. P. Matthews	None
Cllr. Mrs. L. Ryan-Scales	Vice-Chair of Friends of Ponthir School Child attends Caerleon Comprehensive School Children attend Ponthir Church in Wales School Children are members of All Stars Cricket Club Daughter is a member of Ponthir Rainbows
Karen Price (Clerk)	Employed by Ponthir Church in Wales School Children attend Caerleon Comprehensive School

March 2019

Appendix 2 – Welsh Language Report 2018/19

**Ponthir Community
Council**



**Cyngor Cymuned
Ponthir**

Welsh Language Commissioner,
Market Chambers,
5–7 St Mary Street,
Cardiff,
CF10 1AT

12th March 2019

Dear Sir,

Welsh Language Scheme Annual Monitoring Report 2018-2019

I confirm that Ponthir Community Council's Welsh Language Scheme, adopted in 2010, continues to be fully implemented.

During this period no complaints, comments or suggestions have been received in the period covered by this report.

We currently have seven Councillors. One Councillor has limited use of Welsh and the remaining six Councillors do not speak Welsh.

In line with our scheme this report will be published in the Council's noticeboards.

Yours sincerely,

Karen Price

Clerk to Ponthir Community Council

c/o 11, Stokes Court, Ponthir, Torfaen. NP18 1RY



07971948351



clerk@ponthircommunitycouncil.gov.uk

You are welcome to correspond in Welsh or English / Mae croeso i chi ysgrifennu yn Gymraeg neu Saesneg

Appendix 3 - Review of Measures to Keep Secure Information with the Community Council holds in Paper and Electronic Form

February 2019

Review of measures to keep secure information which it holds in paper and electronic form

- A key principle of the GDPR is that we process personal data securely by means of 'appropriate technical and organisational measures' – this is the 'security principle'.
- Doing this requires us to consider things like risk analysis, organisational policies, and physical and technical measures.
- Our measures must ensure the 'confidentiality, integrity and availability' of our systems and services and the personal data we process within them.
- The measures must also enable us to restore access and availability to personal data in a timely manner in the event of a physical or technical incident.
- We also need to ensure that we have appropriate processes in place to test the effectiveness of our measures, and undertake any required improvements.

Checklist

1. We undertake an annual analysis of the risks presented by our processing, and use this to assess the appropriate level of security we need to put in place.
2. We have a Record Management & Security Policy, Privacy Policy and Risk Management Policy and ensure that controls are in place to enforce them.
3. We make sure that we regularly review our policies and where necessary update them.
4. We understand the requirements of confidentiality, integrity and availability for the personal data we process.
5. The Clerk regularly backs up all data held on the PC to a portable hard drive that is stored separately in the locked filing cabinets located at Cllr. Bailey's home.
6. We implement measures that adhere to an approved code of conduct.
7. We regularly review the records we hold and dispose of these records in line with our Retention Policy and record on our disposal schedule.
8. The Community Council's PC is password protected and is only used by the Clerk.
9. Security software is enabled on the PC.
10. The Portable Hard Drive is password protected.
11. Access to the administration of the Community Council's website is password protected and is only accessed by the Clerk.
12. A diary system has been set up to remind Councillors to delete e-mails received from the Clerk which are no longer of administrative use.