

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR

Minutes of Monthly Meeting 8th April 2019

1. **Councillors Present:** Stuart Bailey (Chair), Morgan Barrell, Paul Davies, Peter Matthews & Ian Danaher.
Members of Public Attending: Ryan McFlynn & Gareth Senior
Clerk: Karen Price
2. **Apologies:** Cllrs. Iain Glover & Louise Ryan-Scales
3. **Declarations of Interest:** None.
4. **Matters Raised by Members of the Public Present** – Cllr. Bailey informed Council that Mr Bubela (Ponthir Village Hall) had contacted Cllr. Matthews concerning a number of issues the Village Hall had concerning the development of Byways. Cllrs. Bailey and Matthews had met with Mr Bubela and had agreed, despite the Community Council having no representation on the Village Hall Committee and considering this to be a civil matter, to write to Torfaen County Borough Council (the owners of the Village Hall and Grounds) to seek their involvement to try and resolve the issues raised. Cllr. Danaher was separately contacted by the developers of Byways who raised their concerns. Clerk subsequently sent an e-mail to TCBC and received a response from Dan Morris, Asset Manager, stating that he didn't believe there was anything wrong on site and in his opinion this was now a civil matter. Mr Morris confirmed that he had undertaken a site inspection last week when Mr Bubela alleged that the owner of Byways had removed a fence/ hedge and encroached onto TCBC land, however Mr Morris could not see any encroachment and was happy where the boundaries were. A copy of the e-mail was handed to Mr McFlynn and Mr Senior who reiterated the issues they had and as a result they were now seeking legal advice. Cllr. Bailey informed Mr McFlynn and Mr Senior that the Village Hall was not funded through the Council Tax system and advised them to contact Cllr. Anthony Hunt, Leader of Torfaen CBC to see whether he could be of any assistance. **(Action: Clerk to forward a copy of the correspondence between the Community Council and TCBC to Mick Bubela)**
7.25pm – Gareth Senior and Ryan McFlynn left the meeting
5. **Police Report** – None **(Action: Clerk to contact Gwent Police as a police report hasn't been received since December 2018)**
6. The minutes of the monthly meeting held on 11th March 2019 were approved and duly signed. Proposed by Cllr. Davies and seconded by Cllr. Matthews.
7. **Matters Arising from the Monthly Meeting held on 11th March 2019**
 - a. **Register of Members Interests** – Cllr. Danaher informed Clerk that his wife was a member of staff at Caerleon Comprehensive School. **(Action: Clerk to include on the Register).**
 - b. **Village Christmas Tree** – **(Action: Clerk to forward the contact details of the Village Hall to Cllr. Davies so that he can arrange a meeting to discuss the creation of an additional hole to that of the electricity supply to install future Christmas Trees)**

- c. **Recognition of Volunteers in the Community** – Council approved the design of the poster and Thank You Card to be used in conjunction with this year's National Volunteer Week from 1st – 7th June 2019. **(Action: Clerk to place notices on noticeboards/ Facebook page in May inviting residents to nominate anyone volunteering in our community area.)**
 - d. **Dr Hewinson's complaint re Jones Fish Shop** – Council noted TCBC's response and that an officer had been in contact with both Dr Hewinson and the owners of Jones Fish Shop to try and resolve Dr Hewinson's concerns.
 - e. **Reduction in the Newport Transport bus service to Ponthir/Llanfrechfa** – No response had been received from Cllr. Hunt. **(Action: Cllr. Davies to telephone Cllr. Hunt)**
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 31st March 2019 = £15,901.29
 - b. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk's Salary) on 20th March 2019
 - ii. Barclaycard (Stamps) = £8.04
 - iii. SWALEC (Telephone Kiosk, Tram Lane) = £7.88

Council noted the above payments.
 - c. Council noted that the refund of VAT paid for 2018-19 was £320.21.
 - d. The Quarterly Bank Reconciliation as at 31st March 2019 was approved and duly signed. – **See Appendix 1**
 - e. Council noted the contents of the End of Year Accounts as at 31st March 2019 – **See Appendix 2**
 - f. Council reviewed the 2018/19 Budget and finalized the 2019/20 Budget. It was noted that due to underspending in a number of the budgets the balance brought forward this year was higher than that anticipated in November 2018. Council discussed the possibility of undertaking another community project. Consideration was given to improvements to the Sports Club/Grounds, assisting the Play Scheme or looking to develop a community garden on the land between the Children's Play Area and Longbridge. Council agreed to look into the possibility of creating a community garden with benches, raised borders and new pathways with a budget of £8K. **(Action: Clerk to contact TCBC for permission and advice and to include this project in the 2019/20 Budget) See Appendix 3**
 - g. The Statement of Internal Control for the Year Ending 31st March 2019 was approved and duly signed by Cllr. Matthews.
 - h. Council noted the contents of the 2018/19 Statement of Payments to Ponthir Community Council Members **(Action: Clerk to publish on website) See Appendix 4**
9. **Community Improvements for 2019/20** – **See Also Item 8f.** Council approved that:
- a. All the Bus Shelters in our community area and the bench on the boundary of Ponthir/Llanfrechfa to be cleaned. Once cleaned the bench will be repainted.

- b. Village Planters to be replanted in May.
(Action: Clerk to arrange for the above work to be done. Cllr. Davies to repaint bench. Councillors to check Perspex screening in the bus shelters to see if any require replacing)
- 10. **Community Events 2019/20** - Council noted the work that Cllr. Ryan-Scales had done in organising last year's bus trip to Bath. No new events were suggested for this year.
- 11. **Planning Application 19/P/0171/HH** - Proposed: Raising of roof and insertion of dormers on front and rear elevations to form bedrooms, en-suite shower room, landing and storage, together with internal alterations at Sunnybank, Tram Lane, Llanfrechfa – **No Observations**
- 12. **Community Council Diary Procedures for May/June 2019**
 - a. **Annual Meeting to include review of expenditure incurred under s 137 of the Local Government Act 1972 or the Power of Well Being – (Action: To be included on May's Agenda)** Cllr. Bailey informed Council that after three years as Chair he would be standing down at the next meeting as he felt it was important that the council is driven by fresh ideas, which won't happen if the Chair is not regularly rotated.
 - b. **Renewal of Insurance Policy** – Clerk noted that the Council was in a long term agreement and the renewal invoice should be received shortly.
 - c. **Review Banking Arrangements – (Action: To be Included on May's Agenda)**
 - d. **Review of Bank Mandate – (Action: To be included on May's Agenda)**
 - e. **Follow Procedures for notifying external auditor and the public** – Clerk informed Council that she had received the paperwork for the Audit and would be contacting the Internal Auditor next week. **(Action: To be included on May's Agenda)**
 - f. **Council to approve accounts for Audit – (Action: To be included on May's Agenda)**
 - g. **Community Council meetings dates for 2019/20 to be set – (Action: To be included on May's Agenda)**
 - h. **Inspection of Assets – (Action: To be included on June's Agenda)**
- 13. **Meeting held with Ponthir Village Hall and subsequent discussion with the developer, regarding issues over the development of Byways – See Item 4**
- 14. **Consultations**
 - a. Consideration of proposals to amend the Public Audit (Wales) Act 2013 – No comments
- 15. **Correspondence Received**
 - a. Training dates for the South Region – One Voice Wales
 - b. Project 360 survey for veterans in Wales aged 65 or over – TCBC
 - c. One Voice Wales - News Bulletin
 - d. Came & Company Local Council Insurance - Insurance Quotation
 - e. Singing and Social Group – British Red Cross
 - f. Patients Voice News Bulletin - Aneurin Bevan Community Health Council
 - g. Work in Hafod Road – Welsh Water
 - h. Torfaen Voluntary Alliance is recruiting
 - i. Youth Views on Political and Citizenship Education – Welsh Assembly
 - j. Fly the Red Ensign for Merchant Navy Day – Seafarers UK
 - k. Proposal to extend the age range of Ysgol Gyfun Gwynllyw - TCBC

Content Noted

16. **Issues Reported to TCBC**

- a. **Blocked storm drains along Caerleon Road, Llanfrechfa** – Council noted that maintenance work had subsequently been carried out.
- b. **Bus timetables – See Item 7e (Action: Clerk to forward e-mail from WAG regarding Rural Bus Services to Cllr. Davies)**
- c. **Trees in Oakland's** – Cllr. Danaher informed Council that Cllr. Hunt, TCBC, had made a site visit, met with residents and would be following up on their concerns.

17. **The date of the next Meeting of the Council will be the Annual Meeting on Monday 13th May 2019 at 7pm to be followed by the May Monthly Meeting at 7.15 pm at Ponthir Baptist Chapel.**

Meeting Closed at 8.08 pm

Appendix 1 – Quarterly Bank Reconciliation as at 31st March 2019

BALANCE BROUGHT FORWARD FROM 31/12/2018		£ 18,847.91	
ADD INCOME			
		£ -	
TOTAL INCOME		£ -	
SUB TOTAL			£ 18,847.91
LESS PAYMENTS			
SWALEC (Telephone Kiosk)	£ 7.23		
TCBC (Clerk's Salary)	£ 1,313.91		
Barclaycard	£ 46.50		
Ponthir Brownies (Grant)	£ 350.00		
Ponthir District Sports Club (Grant)	£ 1,000.00		
One Voice Wales (Subscription 19/20)	£ 199.00		
Paul Davies (Reimbursement for paint re brackets and village benches)	£ 29.98		
TOTAL PAYMENTS		£ 2,946.62	
TOTAL BALANCE AS AT 31/03/19			£ 15,901.29
BANK BALANCE AS AT 31/03/19			
DIRECT PLUS ACCOUNT	£ 15,901.29		
LESS UNPRESENTED CHEQUES			
TOTAL UNPRESENTED CHEQUES		£ -	
TOTAL BALANCE AS AT 31/03/19			£ 15,901.29
Prepared By: Karen Price			
Date: 3rd April 2019			
Approved By:			
Date:			

K. Price 8/4/19

Appendix 2 – End of Year Accounts

YEAR ENDING 31/3/2018	<u>RECEIPTS</u>	YEAR ENDING 31/3/2019
£ 17,765.15	PRECEPT	£ 18,225.40
£ 418.05	VAT REFUND	£ 509.31
£ 84.00	OTHER	£ 560.00
£ 108.30	RESIDENTS DONATIONS TO COMMUNITY IMPROVEMENTS	£ -
£ 18,375.50	TOTAL	£ 19,294.71
	<u>PAYMENTS</u>	
£ 1,124.75	GENERAL ADMINISTRATION	£ 964.76
£ 328.25	PUBLICITY	£ -
£ -	CHAIRS ALLOWANCE	£ -
£ 11.25	TRAVELLING EXPENSES	£ -
£ 6,614.99	CLERK'S SALARY	£ 6,322.18
£ -	EMPLOYERS NI CONTRIBUTIONS	£ -
£ 1,600.00	GRANTS: MISC PROVISION	£ 1,350.00
£ 317.00	GRANTS: SECT. 137 /POWER OF WELL BEING	£ 635.00
£ 293.90	SUBSCRIPTIONS	£ 234.00
£ 509.31	VAT	£ 320.21
£ 70.00	TRAINING	£ -
£ 240.00	RENT	£ 150.00
£ 2,587.42	COMMUNITY EVENTS	£ 1,749.00
£ 1,210.25	COMMUNITY IMPROVEMENTS	£ 1,865.83
£ 140.65	ELECTION COSTS	£ -
£ 15,047.77	TOTAL	£ 13,590.98
	<u>GENERAL FUND BALANCE</u>	
£ 6,869.83	BALANCES B/F AS AT 1ST APRIL 2018	£ 10,197.56
£ 18,375.50	ADD RECEIPTS	£ 19,294.71
£ 25,245.33	SUB TOTAL	£ 29,492.27
£ 15,047.77	LESS PAYMENTS	£ 13,590.98
£ 10,197.56	BALANCE AS AT 31ST MARCH 2019	£ 15,901.29
<i>Prepared By: Karen Price - Clerk</i>		
<i>Date: 3rd April 2019</i>		

Appendix 3 – 2019/20 Budget

<u>Outgoings</u>		Budget as at April 2019
Office Expenditure		
Room Rental	£	240.00
Stationery and Postage	£	200.00
Telephone	£	40.00
Staff Costs	£	5,600.00
Subscriptions	£	350.00
Insurance	£	440.00
Internal Audit Fees	£	100.00
External Audit Fees	£	270.00
Sub-Total	£	7,240.00
Other Expenditure		
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	£	1,000.00
Community Garden Project	£	8,000.00
Sub-Total	£	15,980.00
General Contingency Fund	£	2,000.00
Play Area Reserve	£	5,500.00
Total	£	30,720.00
<u>Funded by</u>		
Actual Balance b/f	£	15,901.29
Precept	£	18,684.19
2018/19 VAT Refund	£	320.21
	£	34,905.69
Unallocated Budget	£	4,185.69

Appendix 4 - 2018/19 Statement of Payments to Ponthir Community Council Members

**Ponthir Community
Council**



**Cyngor Cymuned
Ponthir**

Independent Remuneration Panel for Wales,
Room N.03,
First Floor, Crown Buildings,
Cathays Park,
Cardiff. CF10 3NQ

20th April 2019

Dear Sir/Madam,

Statement of Payments to Members of Ponthir Community Council 2018/19

In accordance with Section 151 of the Local Government Measure 2011 I confirm that during the year ending 31st March 2019 none of the members of Ponthir Community Council received any remuneration payments for the following:

- Payments in respect of telephone usage, information technology, consumables etc.
- Responsibility payments
- Allowances made to a Chair and Vice Chair
- Compensation for Financial Loss
- Costs incurred in respect of travel and subsistence
- Reimbursement of the costs of care

These details were noted at the Ponthir Community Council meeting held on 8th April 2019 the minutes of which have been published both on our community council noticeboards and website.

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

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