

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTHIR**

**Minutes of Monthly Meeting  
13<sup>th</sup> May 2019**

1. **Councillors Present:** Iain Glover (Chair), Paul Davies, Stuart Bailey, Morgan Barrell, Peter Matthews, Louise Ryan-Scales & Ian Danaher  
**Members of Public Attending:** None  
**Clerk:** Karen Price
2. **Apologies:** Gwent Police
3. **Declarations of Interest:** None
4. **Matters Raised by Members of the Public Present** – None
5. **Police Report** – Council noted the contents of an e-mail from Gwent Police detailing the following incidents reported since January 2019:

4 x Missing Persons	1 x Threat
3 x Attempted Fraud	3 x Driving
2 x Mental Health Related	1 x Criminal Damage
1 x Technical Issues with Phone Line	1 x Alarm Activation
1 x Suspect Vehicle/Person	1 x House Break
3 x Drugs Related	1 x Handling Stolen Goods
5 x Harassment/Domestic	3 x Other

Gwent Police pointed out that several incidents may relate to the same person, this data related to a long period of time and that compared to the rest of Torfaen call numbers for this area are extremely low. Clerk noted that as our neighbourhood police area also covers Llanyafon, and without specific locations being included, some of these incidents may have occurred outside of Ponthir/Lower Llanfrechfa.

6. The minutes of the monthly meeting held on 8<sup>th</sup> April 2019 were approved and duly signed. Proposed by Cllr. Barrell and seconded by Cllr. Danaher.  
**7.30pm – Cllr. Danaher left the meeting as he had another meeting to attend.**
7. **Matters Arising from the Monthly Meeting held on 8<sup>th</sup> April 2019**
  - a. **Meeting held with Ponthir Village Hall and subsequent discussion with the developer, regarding issues over the development of Byways** – Cllr. Matthews informed Council that Mr Bubela had received the correspondence forwarded by the Clerk from Torfaen CBC and this had been presented to the Village Hall Committee.
  - b. **Village Christmas Tree** – Cllr. Davies confirmed that he had met with Chris Mellen to discuss the requirements for next year and that Mr Mellen would be forwarding a quote to the Council. Cllr. Davies had also met with Mick Bubela and agreed that a lock would be placed on the Christmas Tree light switch to prevent it being turned off in error as had happened last year.
  - c. **Recognition of Volunteers in the Community** – Clerk confirmed that notices had been placed on the community noticeboards and on the Facebook page. **(Action: Councillors to bring suggestions of nominations to the next meeting)**

- d. **Reduction in the Newport Transport bus service to Ponthir/Llanfrechfa – (Action: Clerk to forward Cllr. Hunt’s contact details to Cllr. Davis who would then telephone Cllr. Hunt, TCBC, directly)**
  - e. **Community Garden** – Clerk confirmed that a site meeting had been arranged with TCBC officers to discuss this proposal. Cllr. Glover suggested that, as part of the tendering process, as well as contacting know local contractors a local college could also be contacted to design and quote for this project. **(Action: Site meeting update to be provided at next meeting)**
  - f. **Village Planters** – Clerk confirmed that arrangements had been made for the planters to be replanted during the next few weeks. Councillors discussed the arrangements for the watering of the planters. **(Action: Flyers to properties in the vicinity of the planters and a Facebook post seeking volunteers to water the planters to be sent out. Clerk to enquire with Llanfrechfa Village Association to see if they wished to maintain the stone planters in Tram Lane)**
8. **Finance and Accounts**
- a. Balance of Direct Plus Account as at 30<sup>th</sup> April 2019 = £21,995.68
  - b. **To Approve the Following Cheques**
    - i. K Price (Home Working Allowance) = £22.50
    - ii. Tony Roberts (Internal Audit Fee) = £100.00

Council approved the above cheques.
  - c. **To approve Cheques Already Paid**
    - i. Zurich Insurance (2019-20) = £427.06

Council approved the above cheque.
  - d. **To Note Standing Order/Direct Debit Payments**
    - i. TCBC (Clerk’s Salary) on 20<sup>th</sup> April 2019

Council noted the above payments.
  - e. **Review of Banking Arrangements** – Council approved that the current banking arrangements continue for 2019/20.
  - f. **Review of Bank Signing Mandate** – Council approved that the current bank signing mandate remains for 2019/20.
  - g. **Review of all Standing Orders and Direct Debits** – Council approved that the current Standing Orders/Direct Debits remain for 2019/2020:
    - i. TCBC Clerk’s Salary – Monthly Standing Order
    - ii. Barclaycard – Monthly Direct Debit (Outstanding Balances Paid in Full)
    - iii. Information Commissioners Office – Annual Direct Debit (Data Protection Regulation Fee)
    - iv. SWALEC – Quarterly Direct Debit (Electricity Supply for Telephone Kiosk, Tram Lane)
  - h. **Annual Return for the year ending 31<sup>st</sup> March 2019** - Council noted the Internal Auditor’s report and approved the Annual Return for the year ending 31<sup>st</sup> March 2019. Proposed Cllr. Bailey and seconded Cllr. Matthews. The Annual Audit Return was duly signed by Cllr. Glover. **(Action: Clerk to forward Annual Return to External Auditors.)**

- i. **New Pay Scales for the Clerk** – Council approved that the new pay scales for the Clerk be implemented from April 2019. Cllrs. Glover and Bailey duly signed a new standing order mandate. **(Action: Clerk to submit the new standing order mandate)**
  
9. **Extend Class Ponthir Grant Application** – Council discussed the grant application and approved that a £200.00 grant be awarded. (Local Government (Miscellaneous Provisions) Act 1976 Section 19) **(Action: Clerk to forward grant payment. Clerk to include a section on the current grant forms where organisations can indicate how much they are looking for and how it will be spent)**
  
10. **Community Diary Procedures for June/July 2019**
  - a. **Inspection of Assets – (Action: To be included on June’s Agenda)**
  - b. **Quarterly Bank Reconciliation and Budget Review – (Action: To be Included on July’s Agenda)**
  - c. **Approval of Annual Return – See Item 8h**
  - d. **Renew Data Protection Registration – (Action: To be included on July’s Agenda)**
  - e. **Xmas Coach Trip – Cllr. Ryan-Scales confirmed that she was willing to arrange a trip for this year. (Action: To be included on July’s Agenda)**
  
11. **Request from Llantarnam Grange Arts Centre to deliver a presentation at a Community Council Meeting** – Council queried how much interest residents would have in a presentation from this organization and therefore declined this offer. **(Action: Clerk to advise Arts Centre of Council’s decision but to offer to raise awareness of Llantarnam Grange Arts Centre by publishing details of future events on the Facebook page and noticeboards.)**
  
12. **Correspondence Received**
  - a. Message from the Welsh Language Commissioner
  - b. News Bulletin - One Voice Wales
  - c. TVA's Spring Edition of TAFOD 2019
  - d. Gwent Third Sector Volunteer Management Network Invite
  - e. One Voice Wales/SLCC Joint Event – 15 May 2019
  - f. Health Board Newsletter March 2019
  - g. Request for presentation – Llantarnam Grange
  - h. Groundwork Community Awards 2019
  - i. Agenda and Minutes for meeting on 17<sup>th</sup> April 2019 – LVA
  - j. Survey - Planning Officers' Society for Wales (POSW)
  - k. TVA is recruiting
  - l. LCP Funding Form
  - m. Change of date for Senior Prize Evening – Caerleon Comprehensive
  - n. Thank You Letter for Community Grant – Ponthir District Sports Club
  - o. Armed Forces Covenant Directory – TCBC
  - p. Gwent Third Sector Volunteer Management Network – TVA
  - q. Guidance on Payments to Members of Community and Town Councils – OVW
  - r. Agenda & Papers - Gwent Valleys Area Committee
  - s. Free Workshop for Community and Town Councils - Planning Aid Wales
  - t. Notice of All Wales Lotter Grant Refusal - Ponthir Over 50’s Exercise Class
  - u. Grant Request – Marie Curie

- v. UK Government Windrush Taskforce and Windrush Compensation Scheme events in Wales – TCBC
  - w. Wales & West Utilities Stakeholder Workshops, May 2019
  - x. Statutory Notices in respect of the proposal to extend the age range of Ysgol Gyfun Gwynllyw from 11 - 18 to 3 – 18 – TCBC
  - y. Torfaen Libraries Read to Me Service recruitment drive
  - z. Motions for 2019 Annual General Meeting - OVW
    - aa. April Bulletin – TVA
    - bb. Gwent Third Sector Volunteer Management Network – TVA
    - cc. Third Sector Relations /Link Officer Vacancy – TVA
    - dd. Code of Conduct Training – Usk 17<sup>th</sup> June – OVW
    - ee. Minutes from Meeting held on 17<sup>th</sup> April 2019 – LVA
- Content Noted

**13. The date of the next Monthly Meeting of the Council will be Monday 10<sup>th</sup> June 2019 at 7.00 pm at Ponthir Baptist Chapel.**

Meeting Closed at 7.55 pm

This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://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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