

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting 10th June 2019

1. **Councillors Present:** Iain Glover (Chair), Paul Davies, Stuart Bailey, Peter Matthews, Louise Ryan-Scales & Ian Danaher
Members of Public Attending: Lynne Rogers
Other Attendees: PCSO Peter Walker (Gwent Police)
Clerk: Karen Price
2. **Apologies:** Cllr. Morgan Barrell
3. **Declarations of Interest:** None
4. **Matters Raised by Members of the Public Present** – Council noted that Lynne Rogers had forwarded an e-mail to the Clerk with information stating that TCBC were not running a Summer Playscheme in Ponthir this year. And the following points were discussed:
 - a. Mrs Rogers explained that she was one of the Founders and Treasurer of the Monday Children’s Play Club that operates in Ponthir Village Hall. The Play Club charges a nominal entry fee each week and is staffed by Torfaen Playscheme Workers. To assist with the costs of TCBC running the Ponthir Summer Playscheme the Play Club had, over many years, made contributions towards the Playscheme’s running costs.
 - b. Mrs Rodgers expressed her disappointment that, given the close working relationship that she had had with the Playscheme, she had not been informed directly by Mr Davenne that there would not be a Playscheme in Ponthir this year and had only found out third hand. Having e-mailed and received a response from Mr Davenne, Mrs Rogers disputed the low number of children quoted as attending last year and felt that this decision was being unfair to Ponthir families. By having such a scheme in Ponthir enabled the older children to gain independence by walking from their homes to the village hall and this would now be lost.
 - c. Council noted that last year a Community Council Grant had also been made to the Playscheme and that in January Mr Davenne had given a presentation to the Community Council on the Playscheme provision. No mention of the scheme ceasing in Ponthir this year was made at that presentation nor have the Community Council been informed since then that this was to be the case.
 - d. Council discussed the possibility of hiring a bus to enable children in Ponthir to travel to the sessions being run in Llanyrafon but the complexities of adult supervision during such journeys and DBS requirements would be a difficult obstacle to overcome in the weeks left before the Summer Holidays. Mrs Rogers also informed the Council of her intention in the near future to step down as Treasurer of the Play Club. Council agreed to write to TCBC. **(Action: Clerk to contact TCBC to express disappointment at the decision not to run a Ponthir Playscheme this Summer and the lack of communication to Mrs Rogers and Community Council, to ask for an explanation behind this decision and to ask if there a anything the Community Council could do to assist with re-establishing a group in the village.)**

7.23pm – Mrs Rogers left the meeting

5. **Police Report** – PCSO Walker apologized for the lack of reports provided in recent months. Since the May meeting the following incidents had been reported:
 - a. One domestic incident
 - b. Dangerous driving (involving two drivers)
 - c. A suspicious person hanging around and knocking on residents doors.
 - d. An unattended vehicle
 - e. An online extortion
 - f. One burglary
 PCSO Walker informed the Council that he had started undertaking safety talks with the children attending Seren Fach.
 Cllr. Ryan-Scales informed the Council that the Head Teacher of Ponthir School had recently reported an incident of unauthorized entry onto the school grounds with damage to property. Cllr. Ryan-Scales also noted the continued findings of empty drug packets on the drive up to the school. **(Action: PCSO Walker to include School Close on regular patrols. Cllr. Matthews to contact PCSO Walker re Police Cadets being able to assist with the Ponthir Music and Car Festival)**
7.32pm PCSO Walker left the meeting.

6. The minutes of the Annual Meeting held on 13th May 2019 were approved and duly signed. Proposed by Cllr. Davies and seconded by Cllr. Danaher.

7. **Matters Arising from the Annual Meeting held on 13th May 2019**
 - a. **LCPC Meeting Dates** - Clerk noted that the LCPC meeting dates were arranged as and when usually one meeting at a time. The next meeting was due to be held on 13th May.
 - b. **Gwent Valleys Partnership Committee** – Clerk informed Council that the next meeting was due to be held in July at which meeting dates for the forthcoming year would be agreed. **(Action: Clerk to forward Agenda to Cllr. Danaher)**

8. The minutes of the Monthly Meeting held on 13th May 2019 were approved and duly signed. Proposed by Cllr. Matthews and seconded by Cllr. Bailey.

9. **Matters Arising from the Monthly Meeting held on 13th May 2019**
 - a. **Recognition of Volunteers in the Community** – Council noted that no nominations had been received from residents. Four residents of the community were nominated by Council:
 - b. **Reduction in the Newport Transport bus service to Ponthir/Llanfrechfa** – Cllr. Davies stated that to date he had been unsuccessful in trying to contact Cllr. Hunt, TCBC. **(Action: Cllr. Davies to continue trying to contact Cllr. Hunt)**
 - c. **Village Planters** – Council noted that these had now been planted. Clerk had contacted the Llanfrechfa Village Association to enquire whether they would like to continue with maintaining the planters in Tram Lane from this Autumn. **(Action: Councillors to ask residents who live adjacent to planters whether they would be able to assist with watering these planters.)**
 - d. **Community Garden** – Cllr. Bailey informed Council that he and the Clerk had met with TCBC officers, Joanna Giatra and Andrew Gear, on 29th May and the officers were positive about this plan but suggested using half of the area identified. A second site meeting is to be held on 12th May with the TCBC Senior Environmental Projects Officer, Henrietta Lucas. Cllr. Danaher informed Council that residents in Oaklands had been informed that TCBC were now going to cut down some of the trees backing onto Oaklands as they were diseased and that a further review would be undertaken in July 2019. **(Action: Cllr. Bailey to update Council at the July Meeting. Cllr. Danaher to inform Oaklands residents of these initial proposals)**

- e. **Annual Return for the Year Ending 31st March 2019** – Clerk confirmed that the Annual Return had been submitted to the External Auditors and that the statutory notices had been placed in both Community Noticeboards and on the Community Council’s website. These notices must remain on display until 1st July 2019.
- f. **New Pay Scales for the Clerk** – Clerk informed Council that TCBC had requested a signed letter confirming the changes agreed in May. Cllrs. Glover and Bailey duly signed a letter which also notified TCBC that the Clerk would be finishing at the end of June.
- g. **Grant Application Forms** – Council approved the Clerk’s suggested amendments. **(Action: Clerk to post application forms onto website)**

10. **Finance and Accounts**

- a. Balance of Direct Plus Account as at 31st May 2019 = £20,971.15
- b. **To approve Cheques Already Paid**
 - i. Spotless (Cleaning of bus shelters and bench) = £137.00
Council approved the above cheque.
- c. **To Note Standing Order/Direct Debit Payments**
 - i. TCBC (Clerk’s Salary) on 20th May 2019
 - ii. Barclaycard (£3.49 Printer Paper, £32.57 Toner) = £36.06

Council noted the above payments.

11. **Planning Applications**

- a. 19/P/0230/HH Proposed: Single Storey Extension including attached garage, and reworking of ground floor plan at 3 Stokes Court, Ponthir – **No Observations**
- b. 9/P/0262/HH Proposed: Demolition of conservatory and construction of two storey rear extension at 9 Barnfield, Ponthir – **No Observations**
- c. 19/P/0284/HH Proposed: Rear part single storey part double storey extension at 11, The Orchard, Ponthir – **No Observations**
- d. 19/P/0206/HH Proposed Loft Conversion, including three additional bedrooms, dorma windows, and reconfiguration of ground floor at Beauville, 10 Brechfa Close, Ponthir – **No Observations**

12. **Inspection of Assets**

- a. Telephone Kiosk – **(Action: Cllr. Davies to Inspect)**
- b. Village Benches – **(Action: Cllr. Davies to Repaint)**
- c. Stone Wall, Tram Lane, Llanfrechfa **(Action; Cllr. Davies to Inspect)**

13. **Community Diary Procedures for July/August 2019**

- a. **Quarterly Bank Reconciliation and Budget Review – (Action: To be Included on July’s Agenda)**
- b. **Approval of Annual Return – See Minutes 13th May 2019**
- c. **Renew Data Protection Registration – (Action: To be included on July’s Agenda)**
- d. **Xmas Coach Trip – (Action: To be included on July’s Agenda)**
- e. **Review Storage Arrangements and Records to be Disposed Of – (Action: Clerk to undertake)**

- 14. **Request to install a memorial plaque on a village bench** – Council considered this request and agreed that if a family wished to purchase a new bench, which the Community Council would then maintain, then a plaque could be installed on that bench. **(Action: Clerk to inform enquirer of the Council’s decision)**

15. Correspondence Received

- d. News Bulletin – OVW
 - e. Volunteer Drop-in at Cwmbran Library – TVA
 - f. Minutes and Copy of Presentation - One Voice Wales Gwent Valleys Area Committee
 - g. Grant Request – Bobath Children’s Therapy Centre Wales
 - h. Family Play Sessions – TCBC
 - i. Weekly play club flyer – TCBC
 - j. Planning appeal decision for 18/P/0652/FUL 12 Hafod Close, Ponthir – TCBC
 - k. Appointment of new Chairman and Vice-Chairman – Pontypool CC
 - l. Business Savings Account Information – Co-Op Bank
 - m. Appointment of Chair and Vice Chair 2019/20 – Croesyceiliog & Llanyrafon CC
 - n. Next Meeting - Torfaen Armed Forces Covenant Network
 - o. Afternoon Tea Celebration - TVA Volunteers' Week
 - p. Appointment of Chair and Vice Chair 2019/20 – Blaenavon TC
 - q. Thank you letter re Community Grant – Extend Class Ponthir
 - r. Search for local volunteers - RAF Association
 - s. Invitation to attend Volunteers' Week Afternoon Tea – TVA
 - t. Health Board Newsletter
 - u. Spring 2019 Newsletter – Play For Wales
 - v. June Training Dates – OVW
 - w. Cwmbran Big Event – Cwmbran CC
 - x. Papers for Torfaen Public Services Board Meeting 22nd May 2019
 - y. Agenda and Minutes for Meeting due to be held on 12th June 2019 – LVA
 - z. Closure of Ponthir Village Hall Car Park – Gwyn Jones
 - aa. Response to Closure of Ponthir Village Hall Car Park – Cllr. Huw Bevan, TCBC
 - bb. Proposed meeting re shared green infrastructure strategy for the Torfaen PSB
 - cc. Chairman & Vice Chairman 2019 to 2020 – Cwmbran CC
 - dd. Basic On-Line Learning Modules – OVW
 - ee. Do you regularly work with Young People? 'Free' Workshop – TVA
 - ff. Project 360° Spring Newsletter – TCBC
- Content Noted

16. Resignation of the Clerk – Council accepted the resignation of the Clerk who had recently been offered a full time job with another organization. Council noted that the Clerk had been in post from 2009 – 2012 and from 2013 – to date. Cllr. Glover thanked the Clerk for her work during this time.

17. Job advert details for Clerk’s vacancy and interim measures between the current Clerk’s finishing date and an appointment being made – Council noted that the Clerk would be finishing on 28th June. Cllr. Glover had contacted One Voice Wales who would make enquiries about the possibility of obtaining the services of a locum clerk. Clerk had been in touch with the other Torfaen Community Council’s to see if any of their staff would be interested in covering this post. Cllr. Bailey agreed to take the minutes until a replacement Clerk was appointed. Council approved a job advert for 10 hours of work per week at £10.54 per hour with a closing date of 30th June 2019.

(Action:

- a. **Clerk to post the job advert on the Council’s noticeboard, website and Facebook page and to forward to One Voice Wales and TCBC to advertise on their respective websites.**
- b. **Clerk to circulate a draft job description via e-mail for agreement.**
- c. **Cllrs Glover and Bailey to meet with the Clerk on 26th June for a handover meeting.**
- d. **Council to meet on 3rd July to review CV’s received)**

18. The date of the next Monthly Meeting of the Council will be Monday 8th July 2019 at 7.00 pm at Ponthir Baptist Chapel.

Meeting Closed at 8.24 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.

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