**Ponthir Community Council**

**Minutes of the Meeting**

**Held on 13th February 2023**

PSCC School Close, Ponthir

@ 7pm

1. **Present:**  Cllr I Danaher (Chair), Cllr L Morgan, Cllr S Bailey, Cllr P Matthews. Cllr M Leighton. **Also present:** Mr J Parfitt PSCC. **Clerk:** Mrs C Danaher.
2. **Apologies:**  Cllr L Ryan-Scales, Cllr M Barrell.
3. **Declarations of Interest:**  Cllr P Matthews and Cllr I Danaher.
4. **Matters raised by members of the public:** Presentation by J Parfitt on future vision for PSCC in 2023.
5. **To approve the minutes of the previous meeting** – 9th January 2023.

Proposed - Cllr Leighton.

Seconded - Cllr Matthews.

Minutes were signed and dated by Chair, as an accurate record of the meeting.

1. **Matters arising** 
   1. **Christmas Lights 2023 -** Will Seabourne has now left Enerveo. Clerk has now contacted Chris Wallis who will organize works in Llanfrechfa to be completed by the end of March hopefully, and raise an invoice for 2022 lights. **Action:** Clerk to consult with Chris and update council at the next meeting.
   2. **Village Hall –** Cllr Danaher gave an update, with further public meeting to be arranged when 2022 accounts are finalized. Councilors were unanimous in their support for all the activity at the hall, since new trustees and management took over.
   3. **Council Procedures –** Cllr Bailey has reviewed all procedures and passed to Clerk to update. No Risk Management and Health and Safety policy documents have been found. **Action: -** Clerk to agenda “Statement of Internal Control” for the next meeting. Procedure review will be ongoing, with no time limit set. It has also been noted on the council website.
   4. **Bus shelters, bus stops and timetables –** Cllr Mathews has had no contact from Newport Transport. Clerk has been informed by Cllr Gauden that three bus shelters in the village will be replaced**. Action:-** Clerk to establish which ones are to be replaced and whether they will include digital timetable information.
   5. **Marquee lettings –** Council formally adopted the Marquee Lettings Policy. Proposed Cllr Matthews, seconded Cllr Bailey.
   6. **Cost of Elections –** Details have been received from Torfaen Election Returning Officer and conveyed to Councilors. **Action: -** Clerk to obtain further details about what is the need for a midterm election.
   7. **Training 2023 –** Clerk confirmed she is attending a course in March. Clerk stressed the need for Councilors to review their own training needs.
2. **Progress on matters outstanding with TCBC**
   1. **Wellbeing –** Surveys out for delivery in the village on 22nd February. Councilors have offered to help with delivery.
   2. **Opening Doors Connection Torfaen –** Councilors agreed a raffle prize for their event on 1st March 2023.
   3. **School Close parking –** Consultation process still to commence.
3. **To consider and discuss items**
4. **Clerk’s Contract** – **Action: -** Cllr Morgan to review and consult with Clerk to complete. Clerk’s hours discussed, at this point Clerk and Chair left the meeting. Council agreed to raise the Clerks hours to 13 hours a week from March 2023 for 3 months. Review to take place at May Meeting. Clerk and Chair returned to meeting.
5. **HCI Data, laptop, printer, and website** - HCI Data are now only hosting our website with all emails and council records now stored in the cloud after a thorough review of our ICT equipment and processes. Cllr Danaher wished to place on record his thanks to Cllr Barrell for his ongoing support with our website.
6. **Community Council events –** Chair and Clerk to attend Cwmbran Community Councils Dinner in March. Council agreed to donate £100 to local foodbanks in Cwmbran, a charity chosen by Cwmbran Community Council. Donation proposed Cllr Mathews, seconded Cllr Leighton. Pontypool Community Council Dinner details passed to Cllr Morgan to consider attending this event on behalf of Ponthir CC.
7. **Grant Applications** – WI Singing Group, £200 awarded. Proposed Cllr Bailey, seconded Cllr Matthews. Llanfrechfa Walled Garden, £200 awarded. Proposed Cllr Danaher, seconded Cllr Leighton. Ponthir Table Tennis Club, Cllr Matthews declared his interest. £200 awarded. Proposed by Cllr Danaher, seconded Cllr Morgan.
8. **Walled Garden and Spring Planters-** £100 deposit paid with indicative budget of £500 agreed.
9. **Newsletter/Photographic Competition**- Council agreed a £50 Amazon voucher for the best landscape photograph of the village, taken by a resident. The photo will feature on the cover of the next newsletter.
10. **Finance and Accounts** Balances and all transactions noted.
11. **Planning Applications -** None
12. **Any other business**
    1. **Trolley and road sign in river**- **Action: -** Cllr Bailey to provide photos to Clerk who will contact TCBC.
    2. **Ponthir wooden park fence** - **Action: -** Cllr Leighton to gauge support from parents and residents for its replacement. Cllr Gauden already in discussions with TCBC. Cllr Bailey asked if any renewal of the children's play area fence could be considered to match that of the Village Hall.
13. **Correspondence -** Noted

1. **The date of the next Meeting is 13th March 2023 at 7pm. Venue PSCC School Close Ponthir.**
2. Meeting Closed at 9.05pm
3. This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk)
4. A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below.
5. Mae dogfen yma yn ar gael mewn gwefan ni [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk) Mae copi or ddogfen hon ar gael yn Gymraeg.
6. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.
7. Telephone/ Ffôn: 07454 988250 E-Mail/ E-bost: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)