**Ponthir Community Council**

**Minutes of the Meeting**

**Held on 13th March 2023**

PSCC School Close, Ponthir

@ 7pm

1. **Present:**  Cllr I Danaher (Chair), Cllr S Bailey, Cllr P Matthews, Cllr L Ryan-Scales and Cllr M Barrell. **Also present:** C Andrews and T Boor (TVA), R Smith and E Davies Mackintosh (Aneurin Bevan Health Board) Clerk**:** Mrs C Danaher.
2. **Apologies:** Cllr L Morgan, Cllr M Leighton.
3. **Declarations of Interest:**  None.
4. **Matters raised by members of the public:** See item 7.
5. **To approve the minutes of the previous meeting** – 13th February 2023.

Proposed - Cllr Bailey.

Seconded - Cllr Matthews.

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

1. **Matters arising.**
	1. **Christmas Lights 2023 -** Clerk has spoken to Chris Wallis at Enerveo. They have priority work on now but will talk to us in April about Christmas lights 2023.
	2. **Council Procedures –** Councilnow have in place a draft Statement of Control Document and is reviewing its Bio Diversity Plan for the next three years. Other policies are also under review, with an update note placed on the Council Website. **Action: -** Clerk to update members on progress at the next meeting.
	3. **Bus shelters, bus stops and timetables –** Clerk has established which three shelters are to be replaced. Only timetable poles will be upgraded, and these will not accommodate visual display units.
	4. **Cost of Elections –** Further information has been received from Torfaen Returning Officer Caroline Genever-Jones. If Members have any further questions, Caroline will be at our April meeting.
	5. **Training 2023 –** Clerk and Chair confirmed both have both attended courses in March and that Council must also publish a training plan for 2023. Council agreed that all members who have not completed an induction session should do so. Council also agreed that all other members should undertake one session each on different topics before the end of 2023. **Action:-** Clerk to again circulate the One Voice Wales training template, with members forwarding their certificates of attendance to the clerk to record when completed.
	6. **Clerks Contract –** Completed
	7. **Community Council Events –** Chair and Clerk attended the Cwmbran Community Council Dinner recently. Their Chair Anthony acknowledging our donation to Torfaen Foodbanks. All Torfaen Clerks now intend to meet to share best practiced going forward.
	8. **Grant Applications -** All Saints Llanfrechfa, £200 towards the Coronation Flower Festival. Proposed Cllr Matthews, Seconded Cllr Ryan Scales. Ponthir Guides, £200 towards new camping equipment and a fire pit. Proposed Cllr Bailey, Seconded Cllr Barrell. Both grants agreed by Council.
	9. **Newsletter-** Articles have now been requested from various groups and individuals in the village for publication Spring/Summer 2023. Cllr Barrell agreed to provide a cricket article. **Action: -** Clerk to update at next meeting.
	10. **Debris in River –** Cllr Bailey has still to receive confirmation from TCBC that these items will be removed from the river. **Action: -** Clerk to chase TCBC.
	11. **Park Fence Update –** **Action: -** Clerk to defer to April meeting.
2. **Progress on matters outstanding with TCBC**
	1. **Wellbeing –** Rebecca and Emma gave an update on the Wellbeing Survey which had not generated a great response from the village (5 physical forms and 10 on-line forms). Further survey forms to be placed in various locations around the village by Rebecca to see if any more interest can be generated. However, the Community Connectors Day on March 1st attracted about 50 people who were keen to share their thoughts on the village. The provision of facilities for younger residents will see additional research carried out.
	2. **Opening Doors Connection Torfaen –** Tom and Caroline outlined to members their role in helping groups establish themselves in the area, from marketing to grants. Ponthir Village Hall has been assisted considerably by them in 2022.
3. **To consider and discuss items.**
4. **Christmas Fare – Action: -** Clerk to agenda for April Meeting.
5. **Old Laptop and Records.** With guidance from One Voice Wales,members were advised that some Council Records from 2019/20 have been lost due to a broken laptop. This matter was noted by members.
6. **Finance and Accounts** Balances and all transactions noted. Chair has been in discussion with Torfaen payroll about payments to TCBC since May 2020. There could be a refund due re overpayment. **Action:**  Chair to update at next meeting. With the Audit and VAT returns due at the end of the month, Cllr Ryan Scales offered her help.
7. **Planning Applications -** None
8. **Any other business** Planning Application - 7 Stokes Court, first floor extension, noted by Council (this was received after agenda had been published).
9. **Correspondence -** Noted
10. **The date of the next Meeting is Monday 3rd April 2023 at 7pm. Venue PSCC School Close Ponthir. Please note this meeting is one week earlier than normal, due to Easter.**
11. Meeting Closed at 8.35pm
12. This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk)
13. A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below.
14. 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.
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