**Ponthir Community Council**

**Minutes of the Meeting**

**Held on 10th July 2023**

PSCC School Close, Ponthir

@ 7pm

1. **Present:**  Cllr I Danaher (Chair), Cllr S Bailey, Cllr L Ryan-Scales. Cllr P Matthews, Cllr M Leighton, Cllr L Morgan.

**Also present: Clerk to the Council** Mrs C Danaher, residents, Mr M Bradley and Mr & Mrs PK Mishra, Mr D Leech, Ms J Harris, and Cllr K Gauden TCBC.

1. **Apologies:** None.
2. **Declarations of Interest:**  None.
3. **To consider matters raised by members of the Public:** Grass Area Candwr Park, Ponthir. In 2014, TCBC agreed to maintain the area of grass at the entrance to Candwr Park, but this has not been adhered to in 2023. Residents present and others have expressed their safety and aesthetic concerns about this matter and were upset that they had not been consulted by TCBC about this change. KG has been in contact with Veronika Brannovic (Local Nature Partnership Coordinator TCBC). KG and DL will review the matter and report back to the Clerk. KG, DL and Mr and Mrs M left the meeting at 8pm. MB also highlighted his displeasure about the condition of village roads, lack of bus timetables, internet signal and drains. Newport Council who are responsible for timetables, confirm that they are too difficult to keep updated, and most passengers us their app. Cllr Matthews outlined that four other alternative sites for the 5G mast in the village have been suggested, but nothing has been heard since from TCBC. Cllr Matthews also commented on the improvement of drain cleaning with “gulley suckers” now being used in the village. MB left the meeting at 8.30pm.
4. **To approve the minutes of the previous meeting** – 12th June 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. **Council Policies –** New Council Policies were circulated to Councilors prior to the meeting. The following were adopted by all Councilors present: - 1. Health and Safety, 2. Equality and Diversity, 3. Code of Conduct, 4. Absence Policy, 5. Biodiversity Report, 6. Record Management,7. Privacy Policy, 8. Freedom of Information, 9. Risk Assessment, 10. Financial Regulations Wales. A Statement of Internal Control will not be able to be signed for 2023, due to the absence of up-to-date policies. This will be noted on the Website, along with the publication of the policies. Cllr Ryan-Scales suggested we adopt version control on the policies for ease of audit purposes. **Proposed** Cllr Bailey, **Seconded** Cllr Ryan-Scales. **Action: -** Cllr Bailey offered to produce a Biodiversity Plan, to sit alongside the Report. Clerk to note version controls on all policies before they are published on the Website.
   2. **Training –** Cllr Morgan to send a training template to all Councilor’s before the September Meeting. It is each Councilors responsibility to keep this up-to-date and to let Cllr Morgan know which courses they have attended. Cllr Morgan will maintain records. Cllr Morgan to also obtain a Skills audit template and produce an induction pack for our new Councilor.
   3. **Newsletter -** The Clerk confirmed that the Newsletter is out for delivery in the Village. Several residents have already commented favorably on its content. Copies have been placed in the PSCC, VH, Doctors, Dentist and Pharmacy.
   4. **Christmas Fayre-** Cllr Leighton confirmed that she will contact stall holders over the summer to confirm their attendance. **Action: -** Cllr Leighton to obtain artwork for flyer distribution.
   5. **Memorial Stone Update –** Clerk confirmed that the stone is still with Herberts and would assume we will hear once additional work is completed. The Clerk has spoken to Major Harrison, and they cannot commit to anything until we have a specific date. **Action: -** Clerk to update on progress at next meeting.
   6. **Planters –** Excellent response from residents, need to keep the watering programme going. Cllr Bailey and Cllr Leighton will water planters in School Close and outside the noticeboard, during Clerks holiday. Cllr Ryan-Scales will oversee large planter at Barnfield due to resident not being able to carry on watering it.
   7. **Election –** This will take place on Thursday 13th July 2023.

1. **Zoom Account -** Councilor’s agreed to cancel the Zoom account in September and obtain Teams as and when required.

**7. To consider and discuss items.**

* 1. **Grant Applications-** Applications received from Friends of Ponthir CIW School, Ponthir Village Hall, Ponthir Tae Kwon Do Club and Chordis Caerllion. Due to the impending settlement of expenses linked to the Election, Council agreed to consider these applications at the September meeting when all Election costs should be known. **Action: –** Clerk to inform all organisations and agenda for September.
  2. **Candwr Park Grassland. –** Please see point 4 above for information.
  3. **Three Monthly Account Audit –** Cllr Bailey checked and signed off bank statements for April, May, and June 2023.
  4. **TCBC –** DL talked again about Community Strategy Data. Ponthir’s highest figures were loneliness/social isolation, access to facilities and community safety. DL wants the Council to take the lead on partnership activity. Re youth in the village, where are the gaps? It was suggested that the thriving Table Tennis Club at the VH might consider a taster session for young people. **Action** - Cllr Matthews to talk to CM before next meeting. The Council need to establish what activities are available in the village. DL to return with good practice information so that an action plan can be drawn up later. JH Community Engagement and Participation Officer spoke about CELT Plus and Multiply. These offer free training to people in employment and those who may be struggling with getting back permanently into the workplace. Information will be forthcoming for us to advertise.

**8. Finance and Accounts -** Balances and all transactions noted.

**9. Planning Applications –** 13 The Orchard Ponthir, noted by Council and no comments made.

**10. Correspondence -** Noted

**11. Committee Reports**

**a. Ponthir CIW Primary School**. - Cllr Ryan-Scales attended the governors meeting at the school on 6th July. School numbers are currently lower than desired, and work is continuing to promote the school by the diocese and the school themselves. At their AGM, the Chair and Vice Chair were re-elected.

**b. Torfaen County Association of Local Councils.** – No meeting.

**c. Gwent Valleys Partnership. -** Cllr Morgan was unable to attend the meeting in July.

**d. Ponthir Village Hall. -** Cllr Danaher reported that bookings are up, and Trustees are pleased.

**e. PSCC. -** Cllr Danaher outlined plans for the Annual Music Festival. PSCC were looking for Council to purchase fifteen banners at a cost of £400. These banners would acknowledge PCC as the purchaser. Council felt that this could not be supported, due to costs of forthcoming Election. Promotion of PCC at the Festival was declined by Councilors due to other commitments.

**The date of the next Meeting is Monday 11th September 2023 at 7pm. Venue PSCC.**

Meeting Closed at 9.10pm.

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