

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting 11th September 2017

1. **Present:** Cllr. S. Bailey (Chair), Cllr. P Matthews, Cllr. I. Glover, Cllr. M. Barrell, Cllr. P. Davies, Cllr. Mrs. L. Ryan-Scales & Cllr. I. Danaher.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** PCSO Peter Walker (Gwent Police)
3. **Declarations of Interest:** None.
4. Cllr. Paul Davies, Cllr. Ian Danaher and Cllr. Mrs. Louise Ryan Scales duly completed and signed the Declaration of Acceptance Forms. Clerk noted the new members Declarations of Interests. **(Action: Clerk to amend Register of Interests and to inform the Council's bankers of new community council members. Photographs to be taken of new councillors to be used on website. Clerk to add new councillors details to website)**
5. **Matters raised by the members of the public present** – None
6. **Re-consideration of a request from Mr. Mishra for the Community Council to pay for and install a new street sign for Brechfa Close** – Council reviewed all the correspondence received since Mr. Mishra's original request on 12th April 2017. It was noted that:
 - i. Mr. Mishra's preferred location is for a street sign directly behind the current sign post's location on land belonging to the residents of Springfield. An e-mail from the residents of Springfield has been received informing the Council that they were content to have a sign post as suggested by Mr. Mishra on their property.
 - ii. As Brechfa Close is a private road neither TCBC nor Ponthir Community Council have any legal obligation to provide this signage.
 - iii. The junction with the main road and the properties from Springfield to The Brambles are all classed as being on Caerleon Road.
 - iv. The Community Council had sought the advice of TCBC Highways to ensure a consistent approach to other road signage in the borough. TCBC's advice was that to avoid any confusion any sign considered should only be installed on the footpath between 13, Brechfa Close and Springfield.
 - v. A quote of £175.00 had been received to install a bilingual street sign with arrows indicating both Brechfa Close and Caerleon Road at the location as suggested by TCBC.Council discussed all the above points and agreed that the Community Council's previous decision to only consider installing a street sign at the point as advised by TCBC should be upheld. **(Action: Clerk to advise both Mr. Mishra and the residents of Springfield of Council's decision.)**
7. **Police Report** – None Received.

8. **Approval of Minutes** - Council approved the following minutes and they were duly signed:
- Annual Meeting held on 10th May 2017 – Proposed by Cllr. Glover and Seconded by Cllr. Matthews
 - Monthly Meeting held on 10th May 2017 – Proposed by Cllr. Glover and Seconded by Cllr. Matthews
 - Monthly Meeting held on 14th June 2017 – Approved by Cllr. Matthews and Seconded by Cllr. Bailey
 - Extra-Ordinary Meeting held on 14th August 2017 – Approved by Cllr. Matthews and Seconded by Cllr. Glover
9. **Matters Arising from the Monthly Meeting held on 14th June 2017**
- Testing of Ponthir Christmas Tree Lights** – (Action: Cllr. Bailey to collect lights from Colin Richardson and deliver to Cllr. Davies to test lights.)
 - Bus Shelter at The Star** – Clerk confirmed TCBC have included replacement of the perspex screening for this bus shelter on an order that they have prepared. (Action: Clerk to follow up with TCBC)
 - Community Clean Up Event** – Council noted that the Clean Up Event had taken place on 3rd July.
 - Play Area Swings** – It was noted that the junior swing previously reported as having been removed was replaced on 15th June 2017.
 - Llanfrechfa Village Association (LVA)** – Clerk has written to the LVA to advise that the telephone kiosk is the property of the Community Council. This letter was noted in the LVA minutes.
10. **Finance and Accounts**
- Balance of Direct Plus Account as at 31st August 2017 = £14,395.56
Council noted that this balance included the second installment of the precept with the next credit being due in December 2017.
 - To Approve the Following Cheques**
 - Ponthir District Sports Club (Rent January – August 2017) = £150.00
Council approved the above payment.
 - To Approve Cheques already Paid**
 - T Roberts (Internal Audit Fee) = £100.00
 - Zurich Municipal (Insurance) = £425.99
 - Torfaen CBC (Payroll Admin Fee 16/17) = £66.00 (£11.00 VAT to be reclaimed)
 - Wales Audit Office (External Audit Fee 2016/17) = £220.50
Council approved the above payments.
 - To Note Standing Order/Direct Debit Payments**
 - TCBC (Clerk's Salary) on 20th May, 20th June, 20th July & 20th August 2017
 - Barclaycard (Wildflower Seeds £15.98, Postage £1.30, paper £3.00) = £20.28
 - Barclaycard on 8th July 2017 (Community Clean Up Event Expenses £81.68, Postage £1.30, Stationery 80p, misposted transaction £285.00) = £368.78
(Transaction for £285.00 has subsequently been refunded)
 - Barclaycard (New Printer £124.70, Stationery £4.10, Stamps £6.72 & Mobile Phone Top Up £10.00) = £145.52
 - Data Protection Registration (Annual fee) on 14th August 2017 = £35.00
 - SWALEC (Tram Lane, Telephone Kiosk) = £5.97
Council noted the above payments.

- e. Council approved the signing of the direct debit mandate for the NEST pension contributions.
- f. **Adjustments to the Clerk's wages paid via TCBC** – Clerk had previously reported to Council that since May 2017 the amount stated on the Clerk's pay slip was £1.45 per month more than the standing order set up from the Community Council to Torfaen CBC. This difference was found to be as a result of the Clerk's monthly pay being based on an hourly rate with three decimal places (as per the NALC published rates of pay). When calculating the standing order a rounding down to two decimal places of the figure had taken place but the automated TCBC payroll system rounds up the final calculation. Council agreed that Standing Order in place should be amended to be in line with the TCBC payroll figure. **(Action: Cheque to be issued payable to TCBC to cover the shortfall of £7.25 (May to September 2017). Standing order payment to TCBC to be increased as from October 2017)**
- g. **Quarterly Bank Reconciliation as at 30th June 2017** – (See Appendix 1) Council approved the quarterly bank reconciliation and it was duly signed by Cllr. Matthews.
- h. **Expenditure v Budget Report as at 31st August 2017** – (See Appendix 2) Council noted the contents of the Expenditure v Budget Report and approved the Clerk's recommendations as follows:
- i. **Insurance Budget** – To increase this budget by transferring £5.99 from the Contingency Budget.
 - ii. **External Audit Fee** – The External Audit Fee is an annual fee and as there are no more payments to be made this financial year the remaining balance of £9.50 can be transferred to the Contingency Budget.
 - iii. All other budgets to remain the same.
11. **Annual Return for the Year Ending 31st March 2017** - The audit opinion from the external auditors was noted and the Annual Return was duly approved and accepted by the Council.
12. **To approve a Social Media Policy** – (Action: Clerk to recirculate and include in October's agenda)
13. **One Voice Wales Model Local Resolution Protocol for Community and Town Councils** – Council noted the contents of this protocol and approved its adoption.
14. **Data Protection Legislation** – Council noted the reform of the Data Protection Legislation and approved a privacy notice to be included on future Grant Application Forms. **(Action: Clerk to amend Grant Application Forms)**
15. **Community Events**
- a. **Christmas Tree Lighting Event** – This event is to be held on Friday 9th December 6.30pm to 9pm at Ponthir Village Hall. Cllr. Ryan-Scales gave her apologies as she is unable to attend. Council discussed:
 - i. The possibility of hiring a Brass Band to play from 6.30pm to 7pm, Ponthir School singing from 7pm to 7.15pm (Mrs Armishaw, Ponthir School Headteacher, has confirmed she would like the school to attend) and asking whether The Gatecrashers were available to play from 8pm to 9pm.
 - ii. The possibility of serving burgers/hot dogs at this year's event.
 - iii. A raffle in aid of Community Improvements

- iv. Future Christmas Tree arrangements and whether the planting of a tree could be an option instead of purchasing one each year.

(Action: Cllr. Ryan-Scales to contact The Gatecrashers, Cllrs. Barrell and Matthews to look into catering costs and obtain quotes, Cllr. Danaher to look into availability of local Brass Bands, Clerk to diarise further discussions on options for future Christmas trees for January 2018)

- b. **Consideration of New Community Events** – Council discussed the possibility of arranging other community events. Ideas suggested included:
 - i. A festival/fete held around May Day, in the Spring, early Summer or could be tied in with any National Events taking place next year (coconut shy, children's fancy dress, wellie wangling. Tug of wars etc.)
 - ii. A self-funded dinner dance.

Council noted that we would need to liaise with local pubs to avoid any event clashes.

(Action: Cllr. Ryan-Scales to look into Dinner Dances. Clerk to diarise future discussions when setting next year's budget)

- 16. **Request to contribute funding on an ongoing basis to Greenmeadow Community Farm** – Council noted the contents of e-mails received from TCBC and Greenmeadow Community Farm who have approached all the community councils in Cwmbran/Torfaen asking whether they are in a position to assist in providing operating grants to cover an estimated £50K shortfall. As the total annual precept for Ponthir Community Council was approximately £17K and the current total budget for grants set at £2.5K, Council agreed that it was not in a position to commit sufficient funding to assist with this shortfall either as a one of grant or as an ongoing commitment. **(Action: Clerk to advise TCBC and Greenmeadow Community Farm)**

17. **Review of Assets**

- a. Council noted the disposal of existing printer, which no longer worked, and the purchase of a replacement printer
- b. Council noted the disposal of a laminator and shredder.
- c. Maintenance of Village Benches and Planters – Council noted that the benches, with the exception of the new bench at Tram Lane, were last treated in 2014. Clerk noted that the summer bedding in the village planters was dying back. Council agreed that the Clerk could contact the gardening contractor who had planted the summer bedding to obtain an initial quote and to proceed to arrange for this work to be carried out in line with the Council's Financial Regulations. **(Action: Cllr. Davies to review benches and planters and volunteered to paint any that needed treating. Clerk to contact garden contractor)**
- d. Clerk reported that it appeared that the wall at Tram Lane, Llanfrechfa required further maintenance. Council agreed that any maintenance would be considered after the building work on the Old School site had been completed. **(Action: Cllr. Davies to take a look at the wall)**

18. Consultations

- a. **Review of the Electoral Arrangements for the County Borough of Torfaen** – Cllr. Bailey informed Council that he had attended a presentation on this consultation and reported that whilst the proposal was to reduce the number of TCBC councillors from 44 to 40 this is unlikely to affect our own ward of Llanyrafon East and Ponthir. It was noted that Community Council's are not included in this review. – No Observations
- b. **Consultation on the Welsh Revenue Authority having access to criminal powers** – No Observations
- c. **Revised School Organisation Code** – OVW – No Observations
- d. **Electoral Reform – Welsh Government** – No Observations
- e. **Draft Supplementary Planning Guidance (Development Management and Air Quality) – Newport City Council** - No Observations
- f. **Consultation on the proposed Autism (Wales) Bill** – No Observations

19. **Council Records** – Council approved the Clerk's amendments to the Retention Schedule to amend the wording of 'Cash Books' to Account Books with disposal being 'Transfer to County Record Office after administrative use concluded' and to add 'Audit Returns' with disposal 'Destroy 10 years after Audit but if general accounts do not survive transfer to County Record Office'. It was noted that the following records have been deposited with Gwent Archives:

- a. Account Books 1985 – 2013
- b. Llanfrechfa School - Press cutting and correspondence dated 1988/1989
- c. Twin Bin Recycling Scheme – Press cutting re pilot scheme in Ponthir and Llanfrechfa
- d. Results of Uncontested Elections – 1985, 1991 & 1995

20. **Community Council Diary Procedures for September/October 2017** – Clerk advised Council that all procedures had been undertaken.

21. **One Voice Wales Training Sessions September – December 2017** – (Action: Clerk to book Cllr. Davies and Cllr. Mrs Ryan-Scales on the New Councillor Induction and the module 'Understanding the Law' both held at Undy Community Hall. Clerk to recirculate to Cllr. Danaher)

22. Planning Applications

- a. SHEN/17/P/0602/HH Proposed: Single storey side extension at Laurel Cottage, Tram Lane, Llanfrechfa – No Observations

23. Correspondence Received

- a. Torfaen Funeral Service – TCBC
- b. Invitation for Chair to attend Poet of Pontypool Presentation Evening
- c. Invitation for Chair to attend Armed Forces Day Commemorations – Cwmbran CC
- d. Query concerning issuing of fines to dog walkers on Ponthir Playing Fields – Mrs J Tan
- e. Forces for Change – Hafal – TCBC
- f. Apply for the Great Place Scheme in Wales – OVW
- g. Grant Request – Sight Cymru
- h. Sustainable Management Scheme - OVW
- i. Cross Party Inquiry into the Impact of the Armed Forces Covenant in Wales – TCBC
- j. Invitation for Chair to attend Mayor of Torfaen's Civic Service - Sunday, 16 July 2017
- k. Prison Council Liaison Meeting Minutes 6th March - HMP Usk & HMP Prescoed
- l. Armed Forces Covenant – TCBC
- m. OVW Conference and AGM Saturday 30th September 2017
- n. One Voice Wales June, July and August 2017 News Bulletins
- o. Armed Forces Forum- Veterans Engagement Event

p.TVA's Summer TAFOD 2017

q.Notification of Works at Specialist Critical Care Centre Llanfrechfa – Cllr. Huw Bevan

r.Torfaen Youth Service – Cllr. Huw Bevan

s.Understanding the characteristics of elected Councillors – Welsh Assembly

t.Invitation for Chair to attend Grants Presentation Evening – Pontypool CC

u.South East RET June Newsletter – OVW

v.TCALC Minutes for meeting held on 4 July 2017

w.Well-being of Future Generations Act Training Session – Cwmbran CC

x.Tenders - Armed Forces Projects: Training and Marketing – TCBC

y.Remembrance Sunday 2017 - Cwmbran Community Council Planning Meeting

z.TVA's Members Bulletins July & August 2017

aa.Bron Afon Fire safety/ latest update – Cllr. Huw Bevan, TCBC

bb.Environmental Enforcement Pilot Scheme – Dog Fouling & Exclusion Areas - TCBC

cc.Older Peoples Commissioner for Wales 2017 Summer Newsletter – OVW

dd.Measles outbreak in Cwmbran and Newport – Aneurin Bevan Public Health Team

ee.Summary of Responses - Consultation on proposals to ban the use of plastic microbeads in cosmetics and personal care products in the UK – OVW

ff.One Voice Wales Conference and AGM Saturday 30th September 2017

gg.LVA Minutes from meeting held on 3rd July 2017

hh.BS 5709 Gaps Gates & Stiles now open to public comment

ii.WCVA Newsletter – Torfean Voluntary Alliance (TVA)

jj.Torfaen Carers Centre EGM – TVA

kk.Wales Audit Office Good Practice Exchange - Seminars and Webinars – OVW

ll.Torfaen Residents and Public Services Board consultations

mm.One Voice Wales - Gwent Valleys Area Committee Minutes 4th July 2017

nn.Fly the Red Ensign – Cwmbran Community Council

oo.Latest news from the ICO

pp.New Chief Constable of Gwent Police Confirmed – TVA

qq.#Talk Valleys – OVW

rr.Cwmbran Community Council Annual Report 2017

ss.The Ombudsman's Casebook - Issue 29

tt.Read our latest Annual Review 2016/17 - Consumer Council for Water

uu.Armed forces children - best practice – TCBC

vv.Building a New Local Economy in Wales – OVW

ww.Carriageway resurfacing works (Caerleon Road & Candwr Road) – TCBC

xx.FCFCG Wales Newsletter August 2017 – OVW

yy.Cymraeg 2050 Grant scheme – OVW

zz.Environet Cymru E-Newsletter - August 2017 - OVW

aaa.Digital potential research – OVW

bbb.Heritage Impact Statements in Wales – OVW

ccc.Llanfrechfa Village Association Newsletter

ddd.Invitation for Chair to attend Blaenavon Town Council Civic Service

eee.Want to protect the planet and people? Check out our new resources for guidance – OVW

fff.Vice Chair - Cwm Taf University Health Board – Job Advert

ggg.National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence – Job Advert

hhh.Tree Charter Legacy Trees – OVW

iii.Invitation for Chair to attend Merchant Navy Day 2017 Ceremony – Cwmbran CC

jjj.National Development Framework for Wales - Newsletter - issue 003 – OVW

kkk.Invitation to 'Working Together for Safer Communities' Conference – Gwent Police

lll.Non-Executive Directors, Constitution Group, Elections and electoral registration change and resilience - OVW

mmm.Adjudication Panel for Wales and Special Educational Needs Tribunal for Wales –
 OVW
 nnn.Aneurin Bevan Community Health Council's Annual Report for 2016-17
 ooo.Clustering: funding support available in 2017-18 – Welsh Government
 Content Noted.

24. The next Meeting of the Council will be the **Monthly Meeting on Monday 9th October 2017 at 7.00pm at Ponthir District Sports Club.**

25. **Community Council Grants – (Action: Clerk to post reminders on Noticeboards and Facebook that the Annual Grant closing date is 31st October 2017. Clerk to circulate list of previous grant recipients to Councillors)**

Meeting Closed at 8.40pm

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 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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Appendix 1

PONTHIR COMMUNITY COUNCIL RECEIPTS PAYMENTS
 1ST APRIL 2017 TO 30TH JUNE 2017

BALANCE BROUGHT FORWARD AS AT 1/4/2017		£ 6,869.83	
ADD INCOME			
Payment for hire of Village Hall received in error from TCBC	£ 24.00		
Precept	£ 5,921.72		
VAT Refund	£ 418.05		
Co-Op Bank - Ex-gratia Payment	£ 10.00		
TOTAL INCOME		£ 6,373.77	
SUB TOTAL			£ 13,243.60
LESS PAYMENTS			
Barclaycard	£ 266.45		
SWALEC	£ 5.97		
Ponthir Village Hall (Correction for payment received in error from TCBC)	£ 24.00		
J Palmer (Reimbursement for the printing of Afon Lwyd Greenway maps)	£ 31.50		
TCBC (Clerk's Salary)	£ 1,649.76		
Acorn Garden Services (Planters and Wildflower Bed)	£ 520.00		
T Roberts (Internal Audit)	£ 100.00		
Zurich Municipal (Insurance)	£ 425.99		
TCBC (Payroll Admin Costs 2016/17)	£ 66.00		
TOTAL PAYMENTS		£ 3,089.67	
TOTAL BALANCE AS AT 30/6/2017			£ 10,153.93
BANK BALANCE AS AT 30/6/2017			
DIRECT PLUS ACCOUNT	£ 10,219.93		
SUB TOTAL		£ 10,219.93	
LESS UNPRESENTED CHEQUES			
Chq 400973 - Torfaen CBC	£ 66.00		
TOTAL UNPRESENTED CHEQUES		£ 66.00	
			£ 10,153.93
Prepared By: Karen Price			
Date: 5th July 2017			
Approved By:			
Date:			

Appendix 2 – Actual Spend v Budget as at 31st August 2017

ACTUAL SPEND AGAINST BUDGET 2017/2018				
ROOM RENTAL				
Date	Month	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 360.00	£ 360.00
STATIONERY & POSTAGE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
10/04/2017	Paper	£ 2.50		
09/05/2017	Stationery	£ 64.16		
08/06/2017	Postage & Paper	£ 3.80		
08/07/2017	Stationery & Postage	£ 1.97		
		£ 72.43	£ 200.00	£ 127.57
TELEPHONE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 40.00	£ 40.00
SUBSCRIPTIONS				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
14/08/2017	Data Protection Registration	£ 35.00		
		£ 35.00	£ 225.00	£ 190.00
INSURANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
17/05/2017	Zurich Municipal	£ 425.99		
		£ 425.99	£ 420.00	£ -5.99

STAFF COSTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
20/04/2017	April Salary	£ 549.92		
22/05/2017	May Salary	£ 549.92		
20/06/2017	June Salary	£ 549.92		
29/06/2017	Payroll Costs	£ 55.00		
20/07/2017	July Salary	£ 549.92		
20/08/2017	August Salary	£ 549.92		
		£ 2,804.60	£ 6,740.00	£ 3,935.40
INTERNAL AUDIT FEES				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
10/05/2017	T Roberts	£ 100.00		
		£ 100.00	£ 100.00	£ -
EXTERNAL AUDIT FEES				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
26/07/2017	Wales Audit Office	£ 220.50		
		£ 220.50	£ 230.00	£ 9.50
PUBLICITY (INCLUDING NEWSLETTER)				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
12/04/2017	Afon Lwyd Maps	£ 26.25		
		£ 26.25	£ 650.00	£ 623.75
REIMBURSEMENT OF TRAVELLING EXPENSES				
Date	Councillor/Clerk	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 150.00	£ 150.00
COMMUNITY EVENTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 2,300.00	£ 2,300.00

TRAINING (MEMBERS & CLERK)				
Date	Course	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 330.00	£ 330.00
GRANTS AND DONATIONS TO LOCAL ORGANISATIONS				
Date	Organisation	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 2,500.00	£ 2,500.00
COMMUNITY IMPROVEMENTS				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
10/04/2017	Planters & Wildflower Seeds	£ 162.18		
18/04/2017	SWALEC	£ 5.69		
10/05/2017	Acorn Garden Services	£ 520.00		
08/06/2017	Wildflower Seeds	£ 13.32		
08/07/2017	Community Tidy Up	£ 78.24		
16/07/2017	SWALEC	£ 5.69		
		£ 785.12	£ 1,800.00	£ 1,014.88
PLAY AREA MAINTENANCE				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -	£ 1,000.00	£ 1,000.00
ELECTION CONTINGENCY				
Date	Item	Actual Amount Spent	Budget	Remaining Budget
		£ -		£ -

CONTINGENCY				
Date	Item	Actual Amount Spent	Original Budget	Remaining Budget
		£ -	£ 2,000.00	£ 2,000.00
TOTAL		£ 4,469.89	£ 19,045.00	£ 14,575.11
UNALLOCATED BUDGET				
Date	Item	Actual Amount Spent	Original Budget	Remaining Budget
Apr-17	Election Contingency not used	-£ 2,500.00		
		-£ 2,500.00	£ 3,508.03	£ 6,008.03