

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

Minutes of Monthly Meeting Held on 13th November 2013

1. **Present:** Cllr. R. Davies (Chair), Cllr. T Roberts, Cllr. S. Bailey & Cllr. Mrs J Bold.
Members of Public Attending: Tom Bold & Dave Green.
Clerk: Karen Price
2. **Apologies:** Cllr. Mrs J. Morgan: Cllr. P. Matthews, Cllr. H. Bevan (Torfaen CBC) & PCSO Riccardo Oliver.
3. **Declarations of Interest:** Cllr. Roberts declared a personal interest in item 15b as a member of his family was in the band. Cllr. Bailey declared an interest in Item 14 as he had previously used this company. Neither councillor took part in the agenda item in which they had an interest.
4. **Matters Raised By Members of Public Present** - None
5. **Traffic issues in School Close and their implications in surrounding streets** – Council noted the contents of an e-mail from a resident concerning traffic issues in The Oaklands. Following advice received from TCBC, Highways Dept. and PCSO Oliver Clerk has advised the resident that if vehicles are speeding and/or causing an obstruction then the police should be contacted. PCSO Oliver will be monitoring this situation. Council noted traffic problems were a common issue for many schools and asked Clerk to look into this matter further.
(Action: Clerk to contact TCBC and Ponthir District Sports Club. Item to be discussed further at December’s meeting.)
6. **Police Report** – PCSO Oliver telephoned the Clerk with his report as he was holding a PACT meeting tonight and may not be able to make this meeting. There had been three incidents in Ponthir since the last Community Council meeting: A burglary in an unsecure garage in Hafod Road, a burglary in a house in Llwyn Onn with the resident’s car also stolen and an attempted postal scam in Caerleon Road. The scam involved an attempted delivery of a neighbour’s parcel and the resident receiving the parcel was asked to pay for delivery and claim the money back from their neighbour. However there is nothing in the parcel. Llwyn Onn and Hafod Road are now on the police patrol diary during the night and PCSO Oliver is regularly including these areas on his patrols. PCSO Oliver confirmed that following comments from residents concerning speeding vehicles there will shortly be speed checks in Ponthir and Llanfrechfa. Neighbourhood Officers will be at Ponthir Village Hall on the evening of the Christmas Tree Lighting. Clerk has spoken to both Insp. Hawke and PCSO Oliver concerning the police contributing an article for the next newsletter, which would include the date of the next PACT, and they are keen for an article to be included. **(Action: Clerk to let PCSO Oliver know deadline date for submission of an article)**
7. **Report from Cllr. Huw Bevan, Torfaen CBC** – Cllr. Bevan is holding his surgery at Ponthir Village Hall and may not be able to attend this meeting. No report given.

8. The minutes of the Meeting held on 9th October 2013 were approved as a true record subject to an amendment to Item 8c where the action was to be undertaken by Cllr. Davies and not Cllr. Roberts as stated. Proposed by Cllr. Roberts and seconded by Cllr. Bold. The Minutes were duly signed.

9. **Matters Arising from the Meeting held on 9th October 2013**

- a. **Improved Advertising of PACT Meetings** – Council agreed that the inclusion of the PACT dates in future newsletters should improve public awareness of these meetings.
- b. **Dog Control Orders** – Clerk has contacted Alison Ward, TCBC, and is waiting for further information on possible signage for the Sports Fields. (**Action: Clerk to follow up**)
- c. **Community Council Newsletter** – Cllr. Bold has forwarded the contact details of Ponthir Photography Club to Cllr. Davies. (**Action: Cllr. Davies to enquire whether Ponthir Photography Club would be able to provide a photograph of Ponthir for the next edition of the newsletter**) See Also Item 12
- d. **Community Council Noticeboard** – This has been repaired by Cllr. Matthews.
- e. **Ponthir Church in Wales School Grant** – Cllr. Davies attended a School Governors Meeting and explained why the Council had been unable to consider donating more than £1000.00 at the current time but that it would consider a further donation if additional information was received. Clerk has also written to the Clerk of the School Governors to explain the Council's decision.
- f. **Community Christmas Event** – Cllr. Bailey reported that there was a lengthy process involved to get a BBC celebrity to switch on the Christmas Lights. **See Also Item 15b**
- g. **Best Kept Village Competition** – Chair has received a photograph from the presentation evening which will be included in the next edition of the newsletter.
- h. **Community Council IT Requirements** – A new laptop has been delivered and the old IT equipment collected by TCBC for disposal. Council agreed that Ponthir School should be asked if they could make use of the remaining monitor and printer and if not they could be disposed of by the Clerk. (**Action: Clerk to contact School. Cllr. Bailey to store Computer Cupboard**)
- i. **Ponthir Gateway Proposals** – Cllr. Roberts reported that he hoped to receive proposals for this project from Torfaen CBC in time for next week's Finance Meeting.
- j. **Village Planters** - Clerk confirmed that the winter planting had been done in all the village planters with the exception of one in Llanfrechfa which is waterlogged.

10. **Planning**

- a. Planning application 13/P/00473 Proposed attic conversion with dormer roof and two sky lights at Seren Fach Nursery, School Close, Ponthir, Cwmbran, Torfaen, NP18 1GA – **No Observations.**
- b. **Future arrangements for making planning observations and possibility of delegating powers to the Clerk** – Council have recently received a number of planning applications after its regular monthly meeting has been held. This has meant additional meetings have had to be called to enable a response to be sent to Torfaen CBC within the necessary timescales. On occasion, it has proved difficult to arrange such meetings and so, further to last month's meeting, Clerk had circulated details of the other Torfaen Community Council's planning arrangements. After discussion Council agreed that in future if it wasn't possible to include an application on the

agenda for the monthly meeting then Clerk would circulate any planning applications received to the Councillors by e-mail giving a 10 day deadline for observations to be made. If none of the Councillors had any observations to make then it was agreed that the Clerk would notify TCBC. If the Clerk does not receive a response from a Councillor then then it was agreed that it would be taken that there were no observations to make from that Councillor. The Clerk is to be contacted as soon as possible if a Councillor has any observations in order to arrange a planning meeting. Proposed by Cllr. Bailey and seconded by Cllr. Roberts.

11. Finance and Accounts

a. Balance of Accounts as at 31st October 2013

- i. Direct Plus Account = £16,679.74
- ii. Instant Access Account = £11,605.37

Council discussed the fact that due to low interest rates there was no longer any benefit holding funds in the Instant Access Account. Council agreed that the Instant Access Account should be closed and the balance transferred to the Direct Plus Account. Proposed by Cllr. Bailey and seconded by Cllr. Roberts.

b. Authorisation of Cheques

- i. Cllr. Davies (Travel Expenses) = £6.30
- ii. K Price (Replacement Noticeboard Screens £65.98, winter plants £15.98, Stationary Expenses £46.18 & Travel Expenses £5.85) = £133.99
- iii. Cllr. Bailey (Travel Expenses) – None Claimed

The cheques for Cllr. Davies and K Price were approved. Proposed by Cllr. Roberts and seconded by Cllr. Bold.

c. To Approve Invoices already Paid

- i. TRA Imports Ltd (The purchase of a set of Christmas Lights) = £1,512.00
- ii. One Voice Wales (Training Session 8/10/13) = £30.00
- iii. Cwmbran Community Council (Remembrance Day Wreath) = £17.00
- iv. ThatMediaGroup (Newsletter) = £298.31
- v. TRA Imports Ltd (Installation and maintenance of Christmas Lights) = £894.00

Council noted that the purchase of a set of Christmas Lights this year would mean that for a number of years Council will just pay for the tree and installation/ maintenance of the lights. It was also noted that the VAT of £401.00 would be reclaimed from the cost of the Christmas Lights. The above invoices were approved. Proposed by Cllr. Bold and seconded by Cllr. Roberts

d. To Note Standing Order Payments

- i. TCBC (Clerk's Sept Salary) on 20th September
- ii. TCBC (Clerk's October Salary) on 20th October

The above payments were noted and approved. Proposed by Cllr. Bold and seconded by Cllr. Roberts.

12. Update on the Community Council Newsletter – Council has been overwhelmed by the number of positive comments for the first edition of the newsletter. The newsletters are also available from Park Stores, The Gate, The Star and The Ponthir House. The next edition will be in February 2014 with 15th January 2014 being the deadline for submission of articles. Articles will include Gwent Best Kept Village Competition, Gwent Police and 1 or 2 articles

from local organisations. Council agreed that it was important to have groups that represented different sections of the community within each issue. It was agreed that the diary dates would be moved to the front cover. Council discussed if adverts should be included to offset printing costs but agreed not to do so at the present time. Cllr. Davies advised that for the next edition there would be a £75 cost to reset the design in addition to the printing costs. Cllr. Bailey and Cllr. Roberts congratulated Cllr. Davies, the design and editorial team and Julia Davies on the professional job undertaken to produce the newsletter. **(Action: Cllr. Davies to check if any newsletters needed to be replenished at the above businesses. ‘What’s on List’ to be added to future agendas.)**

13. Grant Requests

a. The following grant was approved using the appropriate powers:

The Local Government 1972 s137

Organisation	Amount	Proposed	Seconded
All Creatures Great & Small	£500.00	Cllr. Bold	Cllr. Roberts

b. The following grant was approved using the appropriate powers:

The Local Government (Wales) Measure 2011

Organisation	Amount	Proposed	Seconded
Caerleon Comprehensive School	£100.00 (£50 per Prize Evening)	Cllr. Bailey	Cllr. Roberts

c. The following grants were approved using the appropriate powers:

The Local Government Act 1972 Section 142

Organisation	Amount	Proposed	Seconded
Torfaen Citizens Advice Bureau	£100.00	Cllr. Davies	Cllr. Bailey

The Local Government & Rating Act 1997 Section 26-29

Organisation	Amount	Proposed	Seconded
Torfaen Community Transport	£200.00	Cllr. Davies	Cllr. Bold

The Local Government Act 1972 Section 145

Organisation	Amount	Proposed	Seconded
Torfaen Youngs Peoples Music & Arts Trust	£100.00	Cllr. Bailey	Cllr. Davies

Council noted that grant requests had also been received from Shelter, Bobath Childrens Therapy, Welsh Flanders Appeal and Urdd National Eisteddfod. It was agreed that no donations would be awarded to these groups as there was no indication that residents from this community used/benefitted from these organisations work and this would be the Council’s position with all future grant requests received.

14. Repainting Telephone Kiosk – Clerk advised Council that letters had been sent to four companies but only one quote had been received back. This was from John Price, Painting and Decorating Service. Council agreed to accept this quote and to ask that the work be carried out in the Spring. Proposed by Cllr Roberts and seconded by Cllr Davies. **(Action: Clerk to arrange)**

15. Reports and Updates

- a. **Report from the Chair** – Chair reported that he had attended a Governors Meeting at Ponthir School as well as a meeting of Llanfrechfa Village Association where he was informed that a Christmas Tree Lighting Event had been organised in Llanfrechfa for 8th December. Chair and Cllr. Bailey had attended a training course run by One Voice Wales.
- b. **Update on the Community Christmas Event.** – Clerk has ordered a tree from Torfaen CBC, a set of new lights and arranged for the installation of the lights. Chair has spoken to Mrs. Spooner, Headteacher of Ponthir School, to arrange for some of the pupils to sing Christmas songs and he has also booked a local band to perform. The band will charge £100 for the evening. Council discussed what numbers should be catered for and whether there would be a limit to the numbers allowed in the village hall. As far as Cllr. Davies was aware the hog roast would be served outside. It was agreed that cloakroom tickets should be issued on the night which would help gauge numbers for possible future events. For this year's event Council agreed that it should budget for up to 600 people to be catered for and that Cllr. Davies would speak to Mr Bubela to gauge his opinion on possible numbers. Chair had arranged for a draft design for a banner to advertise this event but after discussion Council agreed not to proceed with this purchase as it was felt that the newsletter was sufficient advertising. Council agreed that Cllr. Davies should proceed with the above arrangements. In view of the comments in Item 9f it was agreed that the Christmas Lights should be switched on by Cllr. Davies and the Chair of Ponthir Village Hall Committee. **(Action: Cllr. Davies to contact the Chair of Ponthir Village Hall Committee)**
Cllr. Huw Bevan entered the meeting at 8.30pm to apologise that he had been unable to attend. Council was informed that there had been a serious accident on Caerleon Road.
- c. **Update on the Community Foodie Project** – Cllr. Bold informed Council that Kate Blair, Torfaen Community Foodie Officer, had identified an area of land, owed by Torfaen CBC and adjacent to the children's playarea, that may be suitable for this project and is proceeding with this. Council noted that a Public Meeting will be held once full details have been received from Kate to gauge whether this project is something that residents would want to see go ahead.
- d. **Update on possible improvements to Ponthir & Llanfrechfa.** – Council noted that the installation of a new free standing bin at the bus stop by The Star to replace a nearby bin on a telegraph pole would cost £359.00. Council agreed for this work to be carried out. **(Action: Clerk to place this order)**
- e. **A report on the Local Council Partnership Committee meeting held on 22nd October 2013** - Clerk had attended this meeting and circulated a report to Council. It was noted that Torfaen CBC are looking into the future arrangements with regard to the freehold arrangements for all Torfaen CBC community centres, which includes Ponthir Village Hall. Council agreed that Ponthir Village Hall was a well-used community centre and that it would want to work with Ponthir Village Hall Committee when dealing with any future proposals from Torfaen CBC. **(Action: Clerk to contact One Voice Wales to seek advice. Cllr. Davies to contact Mick Bubela, Ponthir Village Hall.)**

16. Community Council's diary procedures for November/December 2013. – Finance Meeting arranged for 20th November 2013.

- 17. Community Council Christmas Cards** – Council agreed to send Christmas Cards to the other Torfaen Community Councils and One Voice Wales.
- 18. New Community Council Logo** – Concern had been previously raised that the existing community council logo was very similar to that of another organisation. Council agreed that it would like to run a competition in Ponthir School for the pupils to design a new logo. Dave Green, Ponthir resident, also offered to look at designing a new logo. **(Action: Clerk to contact Ponthir School and send a copy of the current logo to Dave Green)**
- 19. Community Council involving younger residents in its work** – After discussion Council agreed that, at the present time, the appointment of Two Youth Representatives would meet the aims of involving younger residents in the Council's work rather than a Youth Council. It was agreed that this would initially be a 1 year appointment open to 15-26 year olds. **(Action: Clerk to place notices in Noticeboards and to contact Comprehensive Schools in Caerleon, Croesyceiliog and Monmouth as well as Rougemont School.)**

Tom Bold left the meeting at 9.20pm

20. Consultations

- a. Fire Cover Review – No Comment
- b. Regional technical statement on aggregates – No Comment

21. Correspondence Received

- a. Torfaen's new Local Biodiversity Action Plan (E-Mail)
- b. Badger Vaccination Grant – One Voice Wales (E-Mail)
- c. Community Engagement Workshop – Gwent Police (E-Mail)
- d. Mobile Infrastructure Project - Information for Planning Services - One Voice Wales (E-Mail)
- e. Invitation for Nominations - St David's Awards - One Voice Wales (E-Mail)
- f. Appointment of Chemist / Pharmacologist and Criminologist Members to the Advisory Panel on Substance Misuse – One Voice Wales (E-Mail)
- g. Bobath Children's Therapy – Donation Request
- h. Advanced notification of Committee Consultation - One Voice Wales (E-Mail)
- i. Consultation on the introduction of a table valuation system for TB compensation – One Voice Wales (E-Mail)
- j. Isolated Communities – One Voice Wales
- k. Longbridge Thursday Coffee Club – Thank You Letter for grant received.
- l. Urdd National Eisteddfod 2014 – Donation Request
- m. Caerleon Comprehensive – Invitation to performance of Grease
- n. The 5th report by the Intergovernmental Panel on Climate Change and its implications for Wales - One Voice Wales (E-Mail)
- o. Natural Resource Management E-Bulletin 4 – One Voice Wales (E-Mail)
- p. The Ombudsman's Casebook - Issue 14 - (E-Mail)
- q. Torfaen CBC Boundary Changes – E-mail
- r. Wales Remembers 1914-1918 - One Voice Wales (E-Mail)
- s. Welsh Government Nature Funding - One Voice Wales (E-Mail)
- t. Wales Audit Office – Guidance on Auditing Requirements – One Voice Wales (E-Mail)

- u. WW1 Centenary Working Group - Torfaen CBC (E-Mail)
 - v. South Wales Fire & Rescue Service - Improvement Plan (E-Mail)
 - w. Introductory Letter from Shannon Robinson – One Voice Wales South Wales Development Officer (E-Mail)
 - x. Torfaen Local Development Plan - Inspectors Report (E-Mail)
 - y. Ponthir Church in Wales School – Letter of Thanks for Donation
 - z. Aneurin Bevan Community Health Council – November Meeting
 - aa. Blaenavon Town Council – Invitation to attend Tree Lighting Ceremony
- The content of the above correspondence was noted.

22. Date of the Next Meeting

To confirm that a **Finance Meeting will be held on Wednesday 20th November 2013 at 7.00pm at Ponthir District Sports Club** and then the next Meeting of the Council will be held on **Wednesday 11th December 2013 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 9.28pm

A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below/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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