

**Ponthir Community Council  
Minutes of the Meeting  
Held on 14<sup>th</sup> October 2024**

Ponthir Village Hall  
@ 7pm

**Present:** Cllr I Danaher (Chair), Cllr A Lang, Cllr M Leighton, Cllr L Ryan-Scales, Cllr R Morgan and Cllr P Buffery.

**Also present: Clerk to the Council** - Mrs C Danaher, Cllr C Gauden TCBC.

1. **Apologies:** Cllr P Matthews. Apologies accepted, proposed Cllr Danaher, seconded Cllr Ryan-Scales.
2. **Declarations of Interest:** Cllr Leighton 7a.
3. **To consider matters raised by members of the public:** None
4. **Cllr K Gauden TCBC:** Cllr Gauden was keen to acknowledge the work undertaken by the Community Council on behalf of the village since he became the Elected Member. He also put on record his thanks to Clerk Clare for all the work she does filtering out and dealing with issues on behalf of residents. Cllr Gauden is a Village Hall Trustee and will be attending the AGM of the PSCC on Wednesday 16<sup>th</sup> October. Residents have contacted him regarding the 20MPH through the village, this is ongoing with TCBC, as is the 5G phone mast. Cllr Gauden is happy to receive emails and telephone calls from residents. **Cllr Gauden left the meeting at 7.20pm. Cllr P Buffery joined the meeting at 7.20pm.**
5. **To approve the minutes of the previous meeting:** 9<sup>th</sup> September 2024.  
**Proposed – Cllr Ryan-Scales.**  
**Seconded – Cllr Morgan.**  
Minutes were signed and dated by Chair as an accurate record of the meeting.
6. **Matters arising:**
  - a. **Audit and Bank forms:** Clerk is still awaiting the outcome of full audit 23/24. Cllr Leighton is still in the process of updating the bank account with her as an additional signatory. Cllr Buffery suggested that we consider adding an additional person as well as Cllr Leighton. **Action:** - Cllr Leighton to provide an update at the next meeting.
  - b. **Charter between TCBC and the Town and Community Councils of Torfaen:** Clerk attended the meeting with Dave Leech and Clerks from three other Councils. The Charter is being amended in line with queries raised and it will be brought formally to the Local Councils Partnership Committee meeting on October 31<sup>st</sup>. Our representative Cllr Morgan will attend. **Action:** - Cllr Morgan to report back at our November meeting.
  - c. **Marquees and PSCC:** Council were concerned at the lack of response from the PSCC. Chair will attend the PSCC AGM on Wednesday 16<sup>th</sup> October. **Action:** - Chair to update Council at the November meeting.
  - d. **Village Hall sign and bookings issue:** Sign has put up on the wall of the hall noting our meeting times. With a change on our website, booking enquiries should now go straight to the hall.
  - e. **Our Responsibilities:** Clerk confirmed this has now been published, with copies on the two noticeboards and on the website.
  - f. **Planters:** Clerk gave out bulbs to be planted by Councillors.
  - g. **Ponthir School Anniversary Celebrations.** Cllr Ryan-Scales confirmed that the first Governors meeting is this week. **Action:** - Cllr Ryan-Scales to provide an update at our next meeting.
  - h. **Poppies:** Caerleon British Legion have confirmed that the poppies will be put up as in previous years.
  - i. **Christmas Trees/Lights:** Chris Mellon has quoted the same price as 2023, £950 for a tree at the hall and a small tree at All Saints Llanfrechfa. Enervo have quoted £2765 plus VAT for them to put up, take down, and maintain the Christmas lights in both Ponthir and Lower Llanfrechfa.
  - j. **Biodiversity:** Council have received information from TCBC and Ponthir School for the plan. Ponthir VH will be providing up to date information shortly. Council again noted and were disappointed that we have received no reply about the biodiversity plan from the PSCC. **Action:** - Cllr Buffery to provide VH information by the next meeting. Clerk to note for the next newsletter we publish information re Biodiversity for people to use in gardens.

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

- a. **Leaflets for the PSCC Christmas Fayre:** Council agreed £48 to cover the cost of 1000 leaflets to be distributed locally to advertise the fayre. The proceeds will be split between Friends of Ponthir School and another charity which has yet to be decided. The leaflets will have "Supported by Ponthir Community Council" noted on them. **Proposed Cllr Ryan-Scales, seconded Cllr Lang.**
- b. **Gwent Archives: Action:** - Clerk to contact Gwent Archives regarding Councils legal obligation to keep records and the process involved.
- c. **Communication:** Clerk requested all Councillors read and respond to "for action" emails promptly, and that they check emails at least twice a week. **Action:** - All Councillors to action.
- d. **Adoption of Protocol on Member and Officer Relations:** This document had been circulated by email prior to the meeting. All Councillors agreed to adoption. **Proposed Cllr Buffery, seconded Cllr Ryan-Scales. Action:** - Clerk to publish on the website.
- e. **Quarterly Figures July to September 2024:** Quarterly Bank reconciliation signed by Cllr Ryan-Scales. Clerk also circulated the 6-month budget/spend figures to Council.

8. **Finance and Accounts:** Balance and all transactions noted.

9. **Planning:**

**CAS/03687/B704H8** Notice received 17<sup>th</sup> September for appeal regarding refusal of planning permission for Buckshorn Cottage, Caerleon Road, Ponthir – **Appeal noted.**

**CPULLE/24/P/0604/HH Proposed** ground floor orangery/rear extension and internal alterations to Lamb House, Caerleon Road, Ponthir – **No comments.**

**MMCA/24/P/0558/HH Proposed** two storey rear extension to Laurel Cottage, Tram Lane, Llanfrechfa – **No comments.**

**CPULLE/24/P/0630/HH Proposed** two-story side extension 30 Stokes Court, Ponthir – **No comments.**

**TCBC Traffic Order** dated 2<sup>nd</sup> October 2024 - Proposed parking restrictions at School Close, Ponthir – support in principle. **Action:** - Clerk to email TCBC to ascertain the analysis and consequential impact on surrounding areas, and whether some parking could be allowed at the bottom of School Close.

10. **Correspondence received:** Noted.

11. **Committee Reports:**

**Ponthir CIW Primary School:** See point 6g.

**Torfaen County Association of Local Councils:** No meetings seem to be taking place. **Action:** - Clerk to email Dave Leech to establish if this panel is still in existence.

**Gwent Valleys Partnership:** Cllr Matthews attending meeting 15<sup>th</sup> October. **Action:** - Cllr Matthews to update at November meeting.

**Ponthir Village Hall: Action:** - Clerk to email Chair with measurements of Council Memorabilia that we wish to have on the walls in the VH.

**PSCC:** See item 6c. Cllr Danaher met with a representative of TCBC to discuss drains in School Close. **Action:** - Cllr Danaher to update Council on progress at the next meeting in November.

**Mick Morris Memorial Sporting Trust:** No meeting.

**Local Council Partnerships Committee:** Next meeting 31<sup>st</sup> October. **Action:** - Cllr Morgan asked Clerk to email Chris Slade to ask why no minutes from the last meeting in July have been received.

**AOB** The unveiling of the "gold bench" in the Village will take place on Saturday 19<sup>th</sup> October at 12 noon.

**The date of the next Meeting is Monday 11<sup>th</sup> November 2024 at Ponthir Village Hall at 7pm.**

Meeting Closed at 20:30

**This document is available on our website.**

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

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