

**MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL  
COMMUNITY COUNCIL HELD ON WEDNESDAY 23<sup>rd</sup> OCTOBER 2024**

**In attendance:**

Councillor: Lisa Jones# (in the Chair)

Councillors: Nick Byrne\*, Lynda Clarkson\*, Matt Ford\*, Anne Gunter\*,  
Jon Horlor\*, Gaynor James#, Jon James#, Nick Jones\*,  
Rose Matthews#, Richard Overton\*, Allan Peploe#, Nathan  
Warren#

Officer(s): Lisa McMail# (Clerk), Kerrie Smith#, (Deputy Clerk, Minute  
Taker)

Also attending: Helen Cooling and representatives from the Youth  
Council#, Dave Leech (DL)#, Mark Thomas(MT)\*, Torfaen  
County Borough Council

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

The meeting was recorded for minute taking purposes as agreed by Members.

Min. no.	Subject and Decision	Action
272.	<b><u>Recording of meeting</u></b>  Members agreed that the meeting be recorded for minute taking purposes.	
273.	<b><u>Questions from the Public</u></b>  There were no questions from the public.	
274.	<b><u>Apologies for absence</u></b>  Apologies were received from Councillor(s) Lizzie Hunt, Sue Malson, Caroline Price and Nick Simons.	
275.	<b><u>Declarations of Interest</u></b>  Councillor(s) Nick Byrne, Lynda Clarkson, Jon Horlor, Gaynor James, Jon James and Rose Matthews declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.  <b><u>RESOLVED:</u></b> that the declarations of interest be recorded.	KS

276.	<p><b><u>Youth Council – Lonjumeau Twinning Presentation</u></b></p> <p>The Chair welcomed representatives from the Youth Council who attended the meeting to give a presentation on their visit to France in September. The Group enjoyed meeting representatives from other countries and visiting different landmarks as well as joining in various activities and they are looking forward to the twinning event in August 2025.</p> <p><b><u>RESOLVED:</u></b> Members thanked the Youth Council for attending the meeting and providing their presentation.</p>	
277.	<p><b><u>Torfaen County Borough Council - ‘Place’</u></b></p> <p>The Chair welcomed representatives from TCBC DL and MT.</p> <p>DL provided an overview of ‘Place’.</p> <p>MT informed the meeting that TCBC are keen to engage with the community and he is more than happy to attend future Council meetings to assess what Members feel are the priorities.</p> <p>DL asked members what would be their preference regarding engagement, would they like Officers to attend meetings, provide a list to TCBC or TCBC bring specific items to the Council?</p> <p>Cllr AP advised that it should cover all these things.</p> <p>Discussion took place and it was suggested that a meeting be arranged on the same day as the Regeneration Operational Working Group meetings (ie half an hour before) and invitations be sent to Members.</p> <p>DL advised that meetings that have worked effectively are those with a clear agenda which include specific items that have been provided in advance of the meetings.</p> <p>It was agreed that Members contact the Clerk with items they would like included on the agenda so that the Clerk can forward these through to DL/MT.</p> <p>It was agreed that the meetings would be held quarterly and the first meeting would be held in January 2025 and session(s) would be based around MT’s service area.</p> <p>MT informed the meeting that ‘Place’ covers highways maintenance, climate, nature and emergency strategic transportation planning, street scene, public lighting, waste and recycling. These are the frontline service areas that TCBC are</p>	LM

	<p>able to assist with and the strategic side of things are planning and economic regeneration.</p> <p><b>RESOLVED:</b> (i)Members thanked DL and MT for attending the meeting. (ii) It was agreed that the ‘Place’ meetings would be held quarterly and the first meeting would be held in January 2025</p>	
278.	<p><b><u>Council Meeting – 25 September 2024 – Minutes</u></b></p> <p>Members were asked to approve the Full Council minutes held on the 25 September 2024.</p> <p><b>RESOLVED:</b> that the minutes of the Full Council meeting held on 25 September 2024 be confirmed as a true record.</p>	KS
279.	<p><b><u>Planning and Environment Committee – 9 October 2024 – Minutes</u></b></p> <p>Members were asked to approve the Planning and Environment Committee minutes held on the 9 October 2024.</p> <p><b>RESOLVED:</b> that the minutes of the Planning and Environment Committee held on 9 October 2024 be confirmed as a true record and the recommendation(s) of the Committee be adopted.</p>	KS
280.	<p><b><u>Schedule of Receipts and Payments</u></b></p> <p>Members were asked to approve the schedule of receipts and payments for August 2024. These payments had been authorised by the FGP committee Chair and Leader Cllr GJ and checked for accuracy by the Clerk.</p> <p><b>RESOLVED:</b> that the receipts and payments for August 2024, as shown in the report, be approved noting the information.</p>	CC
281.	<p><b><u>Use of Credit Card</u></b></p> <p>Members were asked to approve the credit card payments covering 9 July to 31 July 2024.</p> <p><b>RESOLVED:</b> that the payments made on the Council’s credit card, as shown in the report for the above periods, be approved.</p>	CC
282.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>Members were requested to consider the financial comparison report and revised budget for 2024/25 and earmarked reserves to 30 September 2024.</p>	

	<p><b><u>RESOLVED:</u></b> that the financial comparison and earmarked reserved be approved.</p>	CC
283.	<p><b><u>Local Voluntary Funding (LVF)</u></b></p> <p>Members were asked to approve the Local Voluntary Funding (LVF) applications in agenda item 12.</p> <p>All applications had been checked and vetted by the Finance Manager.</p> <p>Cllr GJ advised that the LVF table needed amending to state that Cllr N Byrne and Cllr J James were awarding £350.00 each from their LVF, totalling £700. Agreed by Council.</p> <p><b><u>RESOLVED:</u></b> that the LVF table be amended as detailed above and all LVF applications be approved (as detailed as an appendix to the minutes)</p>	KS/CP CC
284.	<p><b><u>Grant Funding Application</u></b></p> <p>Members were asked to approve a funding application for junior sponsorship and grounds maintenance from Garndiffaith RFC.</p> <p><b><u>RESOLVED:</u></b> that Council funding of £1,000 be awarded to Garndiffaith RFC for junior sponsorship and £450 for grounds maintenance, both these amounts to be funded from general reserves.</p>	CC
285.	<p><b><u>Requests for Financial Funding</u></b></p> <p>Members received requests for financial assistance and agreed that a grant of:</p> <ul style="list-style-type: none"> <li>(i) £300 be awarded to After the Bell</li> <li>(ii) £100 be awarded to George Street Primary</li> <li>(iii) £200 be awarded to Friends of Pontypool Town for their Halloween Event</li> <li>(iv) £200 be awarded to Piping Hot Bagpipe and Drum Band</li> </ul> <p><b><u>RESOLVED:</u></b> that the Clubs listed above receive the relevant donations.</p>	CC
286.	<p><b><u>Internal Audit</u></b></p> <p>Members were asked to approve the renewal of the internal audit contract and to note the contents of the Annual Internal Audit Review checklist.</p>	

	<p><b><u>RESOLVED:</u></b> that:</p> <p>(i) the renewal of the internal audit contract be approved</p> <p>(ii) the contents of the Annual Internal Audit Review checklist be noted.</p>	LM/CC
287.	<p><b><u>Live Christmas Trees Licence Agreement</u></b></p> <p>Members received a report to approve funding of a licence agreement for the planting of trees on TCBC land.</p> <p><b><u>RESOLVED:</u></b> that the funding of £250 for the licence agreement be approved.</p>	CC/CD
288.	<p><b><u>Gwent Wildlife Trust Proposal</u></b></p> <p>Cllr NW informed the meeting that he had met with Cllr RM and Gwent Wildlife Trust who attended the Biodiversity Sub-Committee meeting to discuss creating a Wildlife Youth Group based in Pontypool. Groups have already been set up in Newport and Ebbw Vale and the proposal is to take some green space within Pontypool and turn it into a sensory garden or pollinator garden.</p> <p>Members were asked to approve the agreement in principle as well as funding for year 1. The agreement would be for a 3 year project, the biodiversity budget is able to fund years 2 and 3 but there is no money in the biodiversity budget for year 1 and Cllr NW requested £5,000 to be taken from general reserves to set up the Group as Gwent Wildlife Trust will provide soil, seeds and tools and planters etc.</p> <p><b><u>RESOLVED:</u></b> that the:</p> <p>(i) agreement be approved in principle</p> <p>(ii) funding of £5,000 is approved from general reserves</p>	CC
289.	<p><b><u>Police &amp; Crime Commissioner</u></b></p> <p>Members were informed that the Police and Crime Commissioner is attending Full Council on 27 November 2024 and the Clerk requested that any Questions be sent to her by 15 November 2024.</p> <p>Cllr LC asked if the questions that were sent through last year could be circulated.</p>	

	<p><b><u>RESOLVED:</u></b> that:</p> <p>(i) questions for the Police and Crime Commissioner are sent to the Clerk by 15 November 2024</p> <p>(ii) a copy of last year's questions is sent to Members</p>	<p>Members</p> <p>LM</p>
290.	<p><b><u>SLCC &amp; OVW Joint Conference – 20 November 2024</u></b></p> <p>Members received a copy of the draft agenda for the SLCC &amp; OVW Joint Conference on 20 November 2024.</p> <p><b><u>RESOLVED:</u></b> that Members contact the Clerk if they wish to attend.</p>	<p>Members</p>
291.	<p><b><u>Welsh Government Consultation into the role of Governance and Accountability of the Community and Town Council Sector</u></b></p> <p>The Clerk advised that Members have received the consultation documents and that the consultation period had closed on 18 October. The Clerk attended a feedback session on 23 October 2024 and feedback report from Welsh Government will be received in December 2024.</p> <p><b><u>RESOLVED:</u></b> that the information be noted.</p>	
292.	<p><b><u>Independent Remuneration Panel for Wales – Draft Annual Report 2025 - 2026</u></b></p> <p>Members received a copy of the Independent Remuneration Panel for Wales Draft Annual Report 2025-2026.</p> <p><b><u>RESOLVED:</u></b> that the information be noted.</p>	
293.	<p><b><u>Infrastructure (Wales) Act 2024 – Publication of Consultation Paper</u></b></p> <p>Members received a copy of the Infrastructure (Wales) Act 2024 consultation paper.</p> <p><b><u>RESOLVED:</u></b> that the information be noted.</p>	
294.	<p><b><u>Community Council Review – Survey Results</u></b></p> <p>Members received a copy of the Community Council Review survey results.</p> <p><b><u>RESOLVED:</u></b> that the information be noted.</p>	

295.	<p><b><u>Live Trees</u></b></p> <p>Members were informed that the planting of the 'live trees' is taking place on 24 and 25 October 2024. If Members would like to have their photographs taken could they contact the Projects Officer to advise of their availability on 24/10/24.</p> <p>The Clerk advised that the Council received 3 quotations for the fencing and are awaiting one more prior to Council making a final decision.</p> <p>Discussion took place relating to community engagement for the planting and lighting of live trees. It was agreed to use PCC website and facebook page to update the community.</p> <p>In relation to decorating the trees, the Clerk advised that the Projects Officer has received costs for solar lights and the Clerk asked if Members would like to allocate a budget line for this. All members were in agreement to go ahead and purchase solar lights, the Clerk would advise members of the associated costs at the next Council meeting which were expected to be around £500, which would need to be funded from general reserves.</p> <p>Cllr LC informed the meeting that Garndiffaith Millennium Hall have had a live tree for 15 years but they have not been able to decorate it and asked if the Community Council could adopt this tree?</p> <p>Members agreed to this, and to decorate this tree in addition to the purchased live trees and the Clerk would provide an update report for the next Council meeting.</p> <p>The Clerk advised that a cherry picker would be needed to decorate the Millennium Hall tree. Cllr LC advised that she has made enquiries and a cherry picker van would cost £65.00 per hour and officers would look into this.</p> <p>Discussion took place regarding storage of the lights. It was an unknown as to how long the solar lights would last and if stored whether the batteries would continue to be useful for the next year. Members all agreed that storage of lights would be considered at November Full Council.</p> <p>Discussion took place regarding installation of the solar lights and where the chargers should be located and who would add the lights, members looked at one person to be responsible for ensuring all lights were added to the trees this year and in future years members agreed that there should be community involvement in adding the solar lights.</p>	<p>Members</p> <p>LM</p> <p>LM</p>
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	<p><b><u>RESOLVED:</u></b> that:</p> <ul style="list-style-type: none"> <li>(i) an additional fencing quotation be sought</li> <li>(ii) the Community Council's social media is kept updated on the project</li> <li>(iii) the tree in the Garndiffaith Millennium Hall be adopted and lit by PCC</li> <li>(iv) the solar lights be purchased at a cost of approx £500 and funds taken from general reserves</li> </ul>	<p>CD MW/CD MW/CD CC/MW/ CD</p>
296.	<p><b><u>Torfaen Play Priority Conference</u></b></p> <p>The Clerk asked if anyone would like to attend the above Conference which is being held in Victory Church, Cwmbran on 15 November 2024.</p> <p><b><u>RESOLVED:</u></b> that Cllr AP would attend.</p>	
297.	<p><b><u>Outside Bodies</u></b></p> <p>Members were asked to note the contents of the minutes of the:</p> <ul style="list-style-type: none"> <li>(i) One Voice Wales Larger Councils meeting held on 17 April 2024</li> <li>(ii) One voice Wales Gwent Valleys Area Committee meeting held on 9 July 2024</li> <li>(iii) Mic Morris Memorial Sporting Trust meeting held on 11 September 2024</li> <li>(iv) One Voice Wales National Executive Committee meeting held on 13 September 2024</li> </ul> <p><b><u>RESOLVED:</u></b> that the information be noted.</p>	
298.	<p><b><u>POLICY ITEMS</u></b></p> <p>Members were asked to approve and adopt the following policies:</p> <ul style="list-style-type: none"> <li>(a) Data Breach Notification</li> <li>(b) Flexible Working</li> <li>(c) Twinning</li> <li>(d) Overview of Personal and Prejudicial Interests Guidance</li> </ul> <p>Discussion took place regarding the Twinning policy. Cllr GJ advised that the policy currently states Members pay for the flight of anyone accompanying them and suggested that the policy be amended to read that two persons flights would be paid for by the Council for each visit.</p>	

	<p>It was also requested by Cllr GJ that the invitation should be sent to the Chair in the first instance and if they are unable to attend then the invitation goes to the Vice Chair. If neither are available to attend then other Members are given the opportunity to attend.</p> <p>If no Members are able to attend then two members of staff be offered the opportunity to attend and the flights paid for.</p> <p>Councillor JJ informed the meeting that he agrees with this suggestion. No members disagreed.</p> <p><b><u>RESOLVED:</u></b> that the:</p> <ul style="list-style-type: none"> <li>(a) Data breach Notification be approved;</li> <li>(b) Flexible working be approved</li> <li>(c) Twinning policy be amended</li> <li>(d) Overview of Personal and Prejudicial Interests Guidance be approved</li> </ul>	LM/KS
299.	<p><b><u>To review the following policies/criteria</u></b></p> <ul style="list-style-type: none"> <li>(a) Adoption Leave</li> <li>(b) Alcohol and Drugs</li> <li>(c) Bullying and Harassment</li> <li>(d) Capability</li> <li>(e) Criteria for sponsorship of Junior Sports Teams</li> <li>(f) Disciplinary and Grievance</li> <li>(g) Equality and Diversity</li> <li>(h) Maternity Leave</li> <li>(i) Shared Parental Leave</li> <li>(j) Stress Management</li> <li>(k) Training</li> <li>(l) Wellbeing</li> <li>(m) Whistleblowing</li> </ul> <p><b><u>RESOLVED:</u></b> that the above policies be approved.</p>	KS
	<p><b>The recording of the Council meeting was stopped at this point.</b></p>	
300.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>By virtue of The Public bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</b></p>	

Signed by the Chair of Council .....