

**QUICK NOTES OF A MULTI-LOCATION MEETING OF PONTYPOOL
COMMUNITY COUNCIL HELD ON WEDNESDAY 23 NOVEMBER 2022**

NB: Full minutes will be published in due course

In attendance:

Councillor: Matt Ford# (in the Chair)

and Councillors: Anne Gunter*, Lizzie Hunt*, Gaynor James#, Jon James#, John Killick#, Rose Matthews#, Jonathon Martin#, Nick Jones*, Richard Overton# Caroline Price*, Nathan Warren*

Officers: Lisa McMail (Clerk)#, Jane Wright# (Assistant Clerk)

Also in attendance:

Katie Jenkins, Engagement and Electoral Lead Officer (TCBC),
Olivia Williams, Youth Project Lead, Pontypool Community Council and Youth Council representatives
Ms Helen Cooling, Torfaen Youth Service

* 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
268.	<u>Questions from the public</u> There were no questions from the public.	
269.	<u>Apologies for absence</u> Apologies for absence were received from Councillors Nick Byrne, Lynda Clarkson and Nick Simons.	
270.	<u>Declarations of Interest</u> Councillors Gaynor James, Jon James, Rose Matthews and Caroline Price 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.	

271.	<p><u>Annual Residents County Survey 2022</u></p> <p>The Council welcomed Ms Katie Jenkins, Engagement and Electoral Participation Lead Officer from Torfaen County Borough Council who presented a power point presentation in relation to the survey (attached as an appendix to the minutes).</p> <p><u>RESOLVED:</u> that Ms Jenkins be thanked for attending the Council meeting explaining the purpose of the Annual Residents County Survey 2022.</p>	
272.	<p><u>Youth Festival/Conference</u></p> <p>The Council welcomed Ms Olivia Williams, Youth Project Lead and several Youth Council representatives to talk and give a presentation on the recent Youth Festival/Conference they had attended in Bretten in August/September. (Attached as an appendix to the minutes).</p> <p>It was agreed that two thank you letters be sent; one from the Council for the hospitality shown to the Youth in Bretten and one from the Youth Council.</p> <p>It was further agreed that a youth representative(s) be part of the Environmental & Biodiversity Working Group.</p> <p><u>RESOLVED:</u></p> <ul style="list-style-type: none"> (i) that the information be welcomed and that the young people and Youth Project Lead be thanked for attending the Council meeting to give an overview of their week in Bretten. (ii) that two letters be sent to Bretten as outlined above. (iii) A youth representative(s) to sit on the Environmental & Biodiversity Working Group. 	
273.	<p><u>Special Council – 26 October 2022 - Minutes</u></p> <p><u>RESOLVED:</u> that the minutes of the Special Council meeting held on 26 October 2022 be confirmed as a true record and signed by the Chair.</p>	
274.	<p><u>Council Meeting – 26 October 2022 - Minutes</u></p> <p><u>RESOLVED:</u> that the minutes of the Council meeting held on 26 October 2022 be confirmed as a true record and signed by the Chair.</p>	

275.	<p><u>Policy and Finance Committee – 2 November 2022 – Minutes</u></p> <p>Council received the minutes of the Policy & Finance Committee held on 2 November 2022. Moved by Chair.</p> <p><u>RESOLVED:</u> that the minutes of the Policy and Finance Committee held on 2 November 2022 be confirmed as a correct record and the recommendations of the committee be adopted.</p>	
276.	<p><u>Planning & Environment committee – 9 November 2022 - Minutes</u></p> <p>Council received the minutes of the Planning & Environment Committee held on 9 November 2022. Moved by Chair.</p> <p>It was agreed by members that in future the time of the Planning & Environment Committee be changed to 6.30 pm instead of 5.30 pm due to those members who had work commitments.</p> <p><u>RESOLVED:</u></p> <p>(i) that the minutes of the Planning and Environment Committee held on 9 November 2022 be confirmed as a correct record and the recommendations of the committee be adopted.</p> <p>(ii) Future Planning & Environment meetings to be held at 6.30 pm.</p>	
277.	<p><u>Biodiversity & Environmental Working Group</u></p> <p>The Council asked members who may have an interest in Biodiversity/Environmental matters to attend a bi-monthly working group at 5.30 pm (alternative months to Events). It was agreed that Councillor Nathan Warren would take the lead on this working group. The Clerk informed the meeting that the Council must produce a report by the end of December/beginning of January at the latest, therefore she proposed that a meeting of this group take place at 4.00 pm on Wednesday 7 December prior to the budget meeting of interested members. Councillor NW confirmed that the Council has a statutory obligation to produce this report to send within the timeline the Clerk had stated. The Chair and Councillors JM and RO stated that they would like to be part of the working group. The Chair stated that due to the importance of this subject as many members should attend with</p>	

	<p>an e-mail being sent to this effect.</p> <p><u>RESOLVED:</u></p> <p>(i) that a meeting of the Biodiversity & Environmental Working Group be held at 4.00 pm on Wednesday 7 December.</p> <p>(ii) that an e-mail be sent to members as outlined above.</p>	
278.	<p><u>Planning Applications</u></p> <p>Members received and considered details of planning applications submitted to TCBC, on which the Community Council was being consulted. No observations were raised on any of the applications.</p> <p><u>RESOLVED:</u> that the observations (or absence of observations, as the case may be) outlined in the appendix attached to these minutes be submitted to Torfaen County Borough Council.</p>	
279.	<p><u>Pontypool Community Council Vision Statement</u></p> <p>The Community Council agreed and approved the Council's vision statement that had been discussed at the Council's vision day. Councillor LH confirmed there had been one change since the vision day which was that the statement had been changed to read local people instead of residents to be more inclusive. She further added that the publication engagement survey could commence at the Cavalcade on Saturday, the Chair stated that this was a really good idea with all members in agreement.</p> <p><u>RESOLVED:</u></p> <p>(i) that the vision statement of Pontypool Community Council be approved.</p> <p>(ii) that the publication engagement survey commences on the day of the Christmas Cavalcade.</p>	
280.	<p><u>Resignation</u></p> <p>The Chair of Council informed the meeting that this item was no longer on the table.</p> <p><u>RESOLVED:</u> that the information be noted.</p>	
281.	<p><u>Co-option</u></p> <p>The Clerk informed the Council that as the Council does not have</p>	

	<p>a Co-option policy in place, she was requesting approval from members to advertise the vacancy for the New Inn Upper ward on the Council's website and notice board. Co-option will take place at the Council meeting on Wednesday 14th December 2022, with applications needing to be received by 12.00 noon on that day. The Clerk would place an item on the January Policy & Finance Committee for a co-option policy to be approved.</p> <p><u>RESOLVED:</u></p> <ul style="list-style-type: none"> (i) that letters of expression of interest in being co-opted as a member for New Inn Upper be sent to the Clerk by no later than 12.00 noon on Wednesday 14 December 2022. (ii) that an item be placed on the January Policy & Finance Committee to approve a co-option policy. 	
282.	<p><u>Torfaen Play service Annual Awards</u></p> <p>The Council received an invitation to Torfaen Play Service's Annual Volunteers Awards Ceremony on the evening of Monday 27th February 2023 at the Congress Theatre of which numbers are unlimited.</p> <p><u>RESOLVED:</u> that those members who wish to attend the Torfaen Play Service Annual Awards Ceremony inform the Clerk.</p>	
283.	<p><u>Local Voluntary Funding</u></p> <p>The Committee were asked to approve the following Local Voluntary Funding applications:</p> <p><u>Cllr J. Rogers</u> 1st Garndiffaith Scout Group - £250.00 To maintain the activities and equipment of the group <i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p> <p><u>Cllr B. Rogers</u> 1st Garndiffaith Scout Group - £250.00 To maintain the activities and equipment of the group <i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p> <p><u>Cllr J. James</u> Comrades of the Great War, Pontypool Branch - £200.00 Help with Christmas party for the community <i>s.137 LGA 1972 Power of Well Being</i></p> <p><u>Cllr J. James</u> Friends of Pontypool Town – £300.00</p>	

	<p>Helping with events for the town <i>s.137 LGA 1972 Power of Well Being</i></p> <p><u>Cllr R. Matthews</u> Comrades of the Great War Pontypool Branch - £200 Help with Community Christmas party. s.137 LGA</p> <p><u>RESOLVED:</u> that the Local Voluntary Funding as outlined above be approved.</p>	
284.	<p><u>Grounds Maintenance Grant</u></p> <p>The Council received an application for financial assistance towards Grounds Maintenance from West-Mon RFC.</p> <p><u>RESOLVED:</u> that the same amount of financial assistance be given to West-Mon RFC as per the previous Clubs who had been awarded it.</p>	
285.	<p><u>Policies</u></p> <p>Members received the following policies which had been presented to and approved at the Policy and Finance Committee on 2 November 2022:</p> <p>(a) Recruitment Policy (b) Social Media Policy (six monthly review) (c) Press Relations Policy (Yearly review)</p> <p><u>RESOLVED:</u></p> <p>(i) that the Recruitment Policy be adopted by Council (ii) that the Social Media Policy and Press Relations Policy be re-adopted by Council</p>	
286.	<p><u>Grants Criteria & Application Review</u></p> <p>The Council was asked to approve the Grants updated criteria and application forms as detailed below which were reviewed at the Policy and Finance Committee on 2 November 2022. It was agreed that all these forms be approved subject to a few inclusions being made as outlined by Councillor NW. The Chair of Policy & Finance Councillor LH thanked Councillor JK, the Vice-Chair of Policy & Finance for all the hard work he had undertaken in reviewing these forms.</p>	

	<p>(a) Junior Sports Group Sponsorship (b) Core Costs (c) Grant Aid (d) Grounds Maintenance Grants (e) School Environmental Grants (f) LVF Forms (g) LVF Projects</p> <p><u>RESOLVED:</u> that the Grants Criteria & Application forms in relation to all Grants awarded by Pontypool Community Council as outlined above be approved.</p>	
287.	<p><u>Pontypool Pacers Heart Support Group</u></p> <p>The Council received a thank you letter from Pontypool Pacers Heart Support Group for the Council’s financial donation of which the Council was very appreciative.</p> <p><u>RESOLVED:</u> that the Council welcome the thank you letter.</p>	
288.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p><u>RESOLVED:</u> By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public were 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.</p>	
289.	<p><u>Establishment – 2 November 2022 – Confidential minutes</u></p> <p><u>RESOLVED:</u> that the confidential minutes of the Establishment Committee held on 2 November 2022 be confirmed as a correct record and the recommendations of the Committee be adopted.</p>	

Signed by Chair

PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL
Declarations of Interest Declared

MEETING: Full Council

DATE: 23 November 2022

<u>Name of Member</u>	<u>Interest Declared</u>
Councillor Gaynor James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Jon James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Rose Matthews	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Caroline Price	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.