

MINUTES OF FULL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER
PONTYPOOL COMMUNITY COUNCIL OFFICES
WEDNESDAY 25TH APRIL 2018

In attendance:

Councillor: N. Byrne (In the Chair)

Councillors in attendance: Mrs E. Chilcott JP, Miss L. Clarkson, M. Ford, Mrs E. Hunt, D. K. James, N. Jones, J. Killick, Mrs R. Matthews, R. Mills, Mrs N. P. Parrish, B. Rapier, B. M. Taylor JP, Mrs J Taylor.

Officer: Mrs R V Tucker

The Chairman asked members to stand in memory of the late Councillor Bob Jones, Chairman of Cwmbran Community Council.

374. **Questions from the Public**

There were no questions from the Public.

375. **Apologies**

Apologies were received from Councillors Mrs G. E. James, Mrs J. E. Jones, A. Lang, N. Simons.

RESOLVED: that the apologies be noted.

376. **Declarations of Interest**

Councillors N. Jones, R. Mills, and Mrs N. P. Parrish declared an interest on any item on the agenda relating to Torfaen County Borough Council.

Councillor Mrs E. Hunt declared a prejudicial interest on Item 11, as a parent of a child attending Griffithstown Primary School.

Councillor Mrs N. Parrish declared a personal interest on Item 11 as a Governor of Griffithstown Primary School.

RESOLVED: that the declarations of interest be recorded.

JW/AA

377. **Chairman's Announcements**

RESOLVED: that the Chair and members be thanked for attending the various events.

378. **Full Council Meeting 28th March 2018**

With regard to Minute 345, concern was expressed that TVA has three representatives on the PSB and the Community Councils only one. There would be a reserve but for continuity this would be difficult. It was agreed that the Clerk would enquire again re. representation.

RESOLVED: (i) that the Minutes of the Full Council Meeting held on the 28th March 2018 be confirmed as a true record.

(ii) that further questions be asked regarding the Community Council representation on the PSB.

RT

379. **Policy & Finance Committee 4th April 2018**

The Minutes of the Policy & Finance Committee meeting held 4th April 2018 were approved.

Re. Minute 359, a member queried the requirement for BACs payments to be implemented. The Clerk clarified that this had been recommended by the Internal Auditor, although it had not yet been specifically recommended by the External Auditor. The Clerk assured members that the staff would collect the bank account information from organisations when this is implemented.

RESOLVED: (i) that the Minutes of the Policy & Finance Committee held on the 4th April 2018 be approved.

(ii) that when BACs payments are implemented, bank account information will be collected by officers.

HB/CC

380. **Planning & Environment Committee 11th April 2018**

The Minutes of the Planning & Environment Committee meeting 11th April 2018 were approved subject to Minute 365 (v) – that the new charge for the Task Force be £10 per hour not per man hour

RESOLVED: (i) that the Minutes of the Planning & Environment Committee held on the 11th April 2018 be approved.
(ii) that the new charge for the Task Force be £10 per hour.

RT/CP

381. **Events Committee 18th April 2018**

The Minutes of the Events Committee meeting held 11th April 2018 were approved.

With regard to Minute 368(ii) – the Clerk was asked to send the list of those in attendance at the Council Dinner to all the members.

Re. Minute 371 Poet of Pontypool – it was suggested that the event could coincide with World Book Day. It was agreed that this could be discussed with Pontypool Writers.

Re. Minute 373 Twinning – a question was asked about the money that was available for the Youth Council to go to the Youth Festival. The Clerk explained that the Youth Council had had its own bank account for many years which had been used when the Youth Council had been active. It had been a requirement for any funding that had been applied for. In addition the Council had continued to transfer money annually within the Community Council accounts for future use by the Youth Council when it became active again. She assured members that there was enough money to cover the costs of the Youth Festival.

RESOLVED: (i) that the Minutes of the Events Committee of 18th April 2018 be approved.
(ii) that a list of all attendees at the Dinner be circulated to all members.
(iii) that consideration be given to combining the Poet of Pontypool with World Book Day.
(iv) that the explanation re. the bank accounts of the Youth Council be noted.

CH

AA

382. **Planning Applications**

The Council received and considered planning applications.

RESOLVED: that observations on planning applications be noted.

383. **Local Development Plan Revision**

The Council received details of the revision to the Local Development Plan. Further, more intense consultation would be taking place later in the year.

RESOLVED: that the current information on the revised Local Development Plan be noted and that the Council awaits further consultation.

384. **General Data Protection Regulations**

The Council received information regarding the G.D.P.R. which is to take effect from 25th May 2018.

The Clerk explained the responsibilities of the Council under the new legislation as the Data Controller, she also explained the role of the Data Protection Officer. The Information Commissioner has so far not given clear guidance on how this position should be filled within Local Councils.

The Council, as part of the process, was asked to adopt the following policies:

- i) Retention and Disposal Policy
- ii) The Management of Transferable Data Policy
- iii) Information & Data Protection Policy
- iv) Social Media & Electronic Conversation Policy

RESOLVED: (i) that the Council be aware of its responsibilities under the new G.D.P.R.

(ii) that the policies listed above be adopted.

(iii) that the Council receives regular reports on progress.

(iv) that the arrangements for appointing a Data Protection Officer be put in place when more guidance has been provided.

**ALL
MEMBERS
ALL
STAFF**

RT

RT

(v) that two Councillors be appointed at the Annual Meeting to monitor how this is being implemented.

RT

385. **Motions**

- i) The motion with regard to representation by the Council at Twinning events was withdrawn.
- ii) Cllr Ford brought a motion to Council with regard to antisocial behaviour at the town centre car parks. He informed members that a trolley had been pushed off the Civic car park and there were regularly many youths in the area. It was agreed that a letter be sent to the Police, with copies to the Chief Executive Officer and the Leader of Torfaen County Borough Council, to ask what specific action is being taken to deal with the problems. In addition, the Youth Service be asked if any detailed work is being undertaken.

RESOLVED: (i) that the Police be asked what direct action is being taken to deal with the anti-social behaviour.

(ii) that the Chief Executive Officer and the Leader of Torfaen County Borough Council be asked what intervention work is being undertaken by the Youth Service to provide more productive activities for the youth.

RT

386. **Financial Assistance**

Correspondence was received by Griffithstown Primary School requesting a grant to cover travel costs to London to participate in the 'City of Tomorrow' competition at the Emirates Stadium on 30th April 2018. Griffithstown is the only school in Wales participating this year.

RESOLVED: that the school be congratulated on its achievements and be awarded a grant of £500 towards travel costs.

RT/CC

[Clerk's note: The school received an offer of free travel. Unfortunately they did not reach the finals]].

387. **Reports**

- i) Public Services Board Meeting 22nd March 2018
The minutes of the Public Services Board meeting 22nd March 2018 were received.
- ii) Pontypool Community Youth Council Meetings held 24th January 2018 and 21st March 2018
Members were pleased to note that the Youth Council was now active again.

The Clerk highlighted the achievements of two of the Youth Councillors in becoming Youth Inspectors. They also planned to design a new logo and then purchase some 'hoodies'.

A Councillor proposed that letters of congratulations be sent to the two Youth Councillors who had become Youth Inspectors and the Clerk be congratulated on her perseverance in getting the Youth Council re-established.

- iii) Review of the Community & Town Council Sector – responses by One Voice Wales.
- iv) Statement by Mr Alun Davies AM at a recent One Voice Wales Gwent Valleys meeting regarding the future of the Local Council sector.

The Leader asked members to note the comments of Mr Davies with regard to the future of local councils.

- RESOLVED:** (i) that the reports be received.
(ii) that letters of congratulations be sent to the Youth Councillors.
(iii) that the comments of Mr Davies be noted with interest.

RT/CH

**ALL
MEMBERS**

388. **EXCLUSION OF PRESS AND PUBLIC**

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.

389. **Minutes of the Establishment Committee 4th April 2018**

The Council received the minutes of the Establishment Committee held on the 4th April 2018.

BT reported that the Welfare Rights Officer (WRO) has been seen personally by the Clerk, as this is the only method of making contact with him, who informed him that his contract had been terminated. A question was asked as to whether his work could continue through employing somebody else but it was reported that this was unnecessary as all the work of the WRO is covered by Torfaen Citizens Advice Bureau. However a decision would be made formally at the next Council meeting.

RESOLVED: (i) that the minutes of the Establishment Committee held on the 4th April 2018 be approved.

(ii) that the membership of the Establishment Committee would be cross-party as from the Annual Meeting.

iii) that a decision on the future of WRAP be made at the next Council meeting.

390. **Establishment Matters**

Members discussed the Staffing Structure review and the process.

Recommended:

- i) That no further action be taken until the report from MP is received.
- ii) That EH be mandated to contact MP to obtain the report as soon as possible.

Chairman