



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

Agreed Minutes of the Penhow Community Council

Ordinary Meeting held on

Wednesday, 1st March 2023 at 7.15pm in St John's Hall, Penhow.

Clerk – Nicola Sutherland (01633 401106) email clerk@penhowcommunity.org

Councillors Present:

John Wagstaff – Chair
Kyle Park – Vice-Chair
Jan Bartlett
Viv Blandford
Bryn Harries
Rebecca Hughes
Keith Jones

Members of the public present:

F Butter
J Collins
B Newport

Nicola Sutherland – Clerk

19:15 start

The Chair opened the meeting and welcomed all. He outlined the procedure of the meeting to the members of the public present.

1. Apologies were received and accepted from Cllr Michael Weekes.
2. There were no declarations of interest made.
3. **Previous Minutes**
 - The minutes of the meeting held on Wednesday, 8th February 2023 were agreed as a true and accurate record. This was proposed by Cllr Jones and seconded by Cllr Hughes.
4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:
 - The clerk confirmed that the wildflower bed signage has been ordered (to include stakes for each sign).
5. **Public Participation** (limited to 15 minutes)
 - **Greenmeadow Lane**
The issue of pedestrian safety, speeding and other traffic issues was discussed in some detail. It was noted that delivery vans use this route. NCC have confirmed that Greenmeadow Lane will not be part of the 20MPH zones planned for later in the year as the speed on there is currently the National Speed Limit. Cllr Hughes suggested that we take a wider view of this issue as there are several roads in the district that we are equally concerned about including Greenmeadow Lane, Bowden's Lane and Penyworlod Road.
The Clerk was asked to:
 - contact the City Councillors so that they know about our concerns
 - contact NCC to request new safety signs for these roads (including pedestrians walking and no sat nav route)
 - confirm the boundaries of the 20MPH zone in Penhow.



- **Rockfield Glade Green Space**

A resident has suggested that Penhow Community Council consider an adverse possession application for this green space. It is also understood by Councillors that a group of residents are currently investigating purchasing this piece of land and then gifting it to the community. Concern has been raised about the security of this piece of land, in particular the accessibility of it for vehicles. Options for improving the security were discussed including the installation of planting or flower containers on the boundary at key points. A question was raised about whether we should consult residents who live near to green spaces to find out what, if anything, they would want to see installed there.

- The Clerk was asked to clarify the Community Council responsibilities for the green spaces in the district with NCC.
- It was agreed that the Rockfield Glade green space will be an item on the April agenda.

Another resident has contacted the Community Council by email to query the security of the green spaces within the district. He also raised a question about the geographical distribution of the current Community Councillors as there are currently no representatives from Rockfield Glade. It was confirmed that until recently, a long standing member of the council had lived on Rockfield Glade until his retirement. The Chair explained to all present the process of appointing new Councillors. It was noted that if it was not an election year, vacancies were advertised publicly and candidates were appointed from this group. If no candidates come forward, residents can be co-opted on to the Council.

6. **Ward Councillor Matters**

No Ward Councillors were present at the meeting.

The Clerk was asked to update the Ward Councillors about our concerns re the roads and lanes in the area (See item 5).

The recycling bins on the A48 have still not been emptied despite assurances that this work would be carried out. The Clerk was asked to update the Ward Councillors about this issue.

A question was raised by a member of the public about whether PCC have something similar to Langstone Ward Matters. It was confirmed that PCC use the website www.penhowcommunity.org to upload the agenda and minutes to for the public to access. These documents are also shared on Nextdoor.co.uk.

7. **Events for 2023 and beyond**

- Flyers have been delivered to all properties in Penhow. One person has spoken to the Chair about this.
- Question raised by a member of the public about Community Council grants. The Chair explained the history of grants given by Penhow CC. However, we now have a new grant policy and this can be found on our website. Grants will be available in the new financial year and this date will be confirmed on the website.
- D-Day 2024. It was confirmed that planning is underway for this event. Cllr Park will contact a local re-enactment group. Toilets have been booked. Risk assessments are being reviewed in preparation.



8. **Broadband in Penhow**

- There are no further updates regarding this item at this point. This will be an item on the April agenda.

9. **Councillor Areas of Responsibility Matters Updates**

(i) Community Liaison – Cllr John Wagstaff

- The village shop are actively looking for new volunteers to support their work.

(ii) Recreation Grounds and Street Furnishings – Cllrs John Wagstaff and Keith Jones

- Drop down bollards, hedging and new wooden posts have now been installed on the field.
- Dog mess is an ongoing issue in the park and an increasing issue on the pavements.
- The park is inspected weekly. The dog waste and other bins are emptied on a weekly basis.
- A new bench has been installed to celebrate the Platinum Jubilee of Queen Elizabeth II.
- Work has been carried out to repair some of the exercise equipment. Clerk to request further work to be carried out on the static bicycle.
- The football nets will be re-instated in the park asap.
- The play deck in the children's area will be renewed in March.

(iii) St John's Hall – Cllr Keith Jones

- The Hall Committee have not met since the last meeting. They are due to meet on 17th March 2023. The following report was submitted:

The hall is now fully open and available for rental.

Hourly rental has been increased to £7.50 for regular users plus electricity and £15.00 per hour for casual users inclusive of electricity.

The old storage heaters have been disconnected and a frost heater installed in the kitchen and both toilets to reduce our electricity costs.

The grounds have had a tidy up.

A fund-raising quiz night was held in November which was well supported by the community.

The fire extinguishers have been serviced.

10. **Village Matters**

- **Local Development Plan (LDP).**

Cllrs Wagstaff, Blandford and Jones attended a meeting about the LDP and Cllr Blandford gave feedback to Council. It was noted that this is about the Replacement Local Development Plan and that villages mentioned in the plan include Parc Seymour rather than Penhow. Penhow is shown as Urban 7 within the plans. Cllr Blandford explained that it is crucial that we have our say about this plan now as she is concerned that the final list of sites will come out at the same time as their preferred strategy and the candidate sites too.

Cllr Blandford also asked if Newport CC were considering the Monmouthshire CC LDP in relation to theirs as there are proposed developments that come right to the boundary of Penhow.

Although the consultations for this plan are being advertised, they appear to be poorly attended and concern was raised about whether the consultation was reaching a wide enough consultation group.

Cllr Blandford has responded to the consultation as a resident.



- The Clerk was asked to also send this response in to the Local Development Plan team on behalf of the Community Council.

11. Planning Applications

- Planning application 23/0119 Silver Birches was discussed. There were no concerns raised.
 - Clerk to submit a response of no concern to NCC planning.

Planning Application Updates (for information only)

- 22/1159 Badger's Bend Waiting for NCC decision.

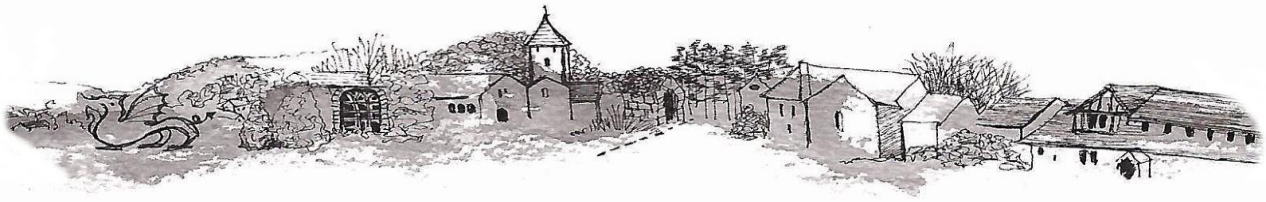
12. Accounts & Financial Matters

Balances

Penhow CC Summary Report			
Bank balance - Current Account		£	-
Bank balance - Business Reserve Account as at: 03.02.23		£	16,320.04
Cash		£	-
Plus receipts not yet showing on statement		£	-
Less uncashed cheques	964	£	77.55
	971	£	20.00
	972	£	454.80
	973	£	106.50
Total uncashed cheques		£	658.85
BALANCE at 03.02.23		£	15,661.19

Many thanks to Cllr Bartlett for reviewing the monthly figures.

- PCC bank account update.
The Clerk confirmed that the online banking request had been submitted and that access had been arranged for the Clerk and the Chair.
It was agreed for Cllr Bartlett to become a signatory on the account and also to have limited access to the online account for monthly checking of the accounts.
 - Clerk to action Cllr Bartlett as a signatory and arrange online access
- The following payment was confirmed:
 - New laptop £449.00. It was agreed to also purchase an annual subscription of Outlook. It was noted that this would need to be put onto the Clerk credit card and refunded by the Community Council.
- The following payments were unanimously agreed:
 - Clerk Salary (this will include backdated holiday payment)
 - OVW membership £137.00
 - ALS invoice for work in the park £951.60
 - Mole trapping invoice £180.00



13. **Governance**

- Membership of OVW. See item 12.
- OVW training survey. Councillors were asked to review the questions for this survey before the next meeting. This will be an item at the next meeting.
- Training plan. A training plan will be drafted by the Clerk and reviewed at the April meeting.
- The Cyber Protection training document circulated by OVW was received.
- Section 6 report. The Clerk was asked to complete the Section 6 report for review at the April meeting.
- The Independent Remuneration Panel report was noted and received.

14. **Risk Assessment Document**

It was noted that the finance section of this document will need to be updated once online banking is implemented.

15. **Items for Information**

Councillors were informed that sadly, Sally Hambleton Knight has now taken redundancy and will no longer be the postie for Penhow.

Paul Phillips has been awarded the Knights Bachelor, Honour of Knighthood for services to Further Education. The Clerk was asked to send a congratulatory letter on behalf of the Community Council.

17. **Date of next meeting**

The date of the next meeting was confirmed as Wednesday, 5th April 2023 at 19:15

Meeting concluded at 20:30

