



Penhow Community Council

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Agreed Minutes of the **Ordinary Meeting** held on

Wednesday, 5th April 2023 at 7.15pm at St John's Hall.

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

Present:

Councillors

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

City Councillors

Ray Mogford
Will Routley

Members of the public:

F Butter
S Brook
H Nawaz-Khan
Mr Sheedy
L Stephens

Clerk:

Nicola Sutherland

The Chair opened the meeting at 19:15. Councillors and visitors were welcomed and thanked for their attendance. The Chair gave a brief overview of the public participation protocol to all present.

1. There were no apologies received for this meeting as all the Community Councillors were present.
2. **Declarations of Interest**
No declarations of interest were made at the start of the meeting.
3. **Previous Minutes**
 - The minutes of the ordinary meeting held on Wednesday, 1st March 2023 were agreed as a true and accurate record. This was proposed by Cllr Bartlett and seconded by Cllr Blandford.
4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:
 - The Clerk confirmed that the Playdeck refurbishment in the park is now due to take place W/B 17.04.23.
 - The Clerk confirmed that the NCC solicitor has asked for further detail before arranging a meeting with the Head of Highways with regards to PCC query about Arcade Road. The Clerk will confirm with councillors once the appointment date has been agreed.
 - Mr Dunford has confirmed that the defibrillator sited at the village shop has passed the monthly safety check and that the details of the defibrillator can be found on the national database, The Circuit.
 - The Clerk informed Councillors that two messages of thanks had been received from the public visitors who attended the March meeting.
5. **Public Participation** (limited to 15 minutes)
 - Council action log. It was suggested that an action log be published alongside the minutes. A template will be sent to the Clerk for consideration by F Butter. The current Clerk and Councillor actions list will be published with the April minutes. This will be an item at the May meeting.
 - S Brook and H Nawaz-Khan attended the meeting to discuss their support for St John's Hall. They explained that they would like to support the existing hall committee and to encourage them to be able to keep the hall open. The hall has been in Penhow for 110 years. It has a kitchen and good facilities, and they feel very strongly that the hall should be given a final



chance to stay open before it is lost as a community facility. They have lots of ideas that could be implemented to support the hall including film nights, talks and wine tasting. Although they still need to talk to the Chair of the hall committee, they requested a £500 grant from PCC to support the hall in this attempt at keeping the hall open. This grant would match £500.00 donations made by local residents.

This item was discussed by Councillors at length. It was made clear that Councillors did not want to lose this community asset and that this funding could be included as part of our 2023-24 grant funding round.

Cllr Jones read aloud the most recent hall committee report. The hall committee AGM will be held on 21st or 28th April 2023.

Proposal: In principle to give a grant of £500.00 to support the hall this year (if the hall continues to be open).

Cllr Blandford did not take part in this vote as she declared an interest as a user of the hall.

6 votes for and 1 vote abstained. Proposal carried.

- Concern has been raised about off-road bikers using Greenmeadow Lane. Councillors were informed that the police have been informed about this issue by a resident.

6. **Ward Councillor Matters**

Discussion and feedback from the NCC Councillors.

City Councillors Mogford and Routley updated Council about recent activities in the area:

- The pathway from Penhow to the Rock and Fountain has had some maintenance work carried out
- The large sinkhole/pothole in the layby has been filled
- Potholes on the A48 have been repaired again. These appear to be fairly temporary repairs and both City Councillors are pushing for this work to be completed professionally
- A new drain has been installed outside the doorway to the tattoo shop to hopefully improve drainage and prevent future flooding at this location
- Potholes on Market Road and Greenmeadow Drive have been repaired

It was noted that the streetlights at the Penyworlod Lane/A48 junction are not working. These have been reported to NCC.

The Chair attended the recent police surgery held in Langstone (arranged by the City Councillors). He was able to update the representative about concerns from across the ward.

Penhow CC informed the City Councillors about concerns regarding Greenmeadow Lane including speeding delivery vans and off-road bikes. Councillors were informed that Operation Harley is about to be re-started (focus on off road-bikes and anti-social behaviour).

Concern was also raised about the recycling bins in the layby on the A48. Some of the bins appear to have been emptied but it seems that people are presuming they are still full and fly tipping is still being left at the site. The monitoring camera is no longer in place and Councillors requested that this be reinstated. It was suggested that maybe the bins could be removed. However, it was noted that



this is a public facility that needed to be managed correctly by NCC. The Clerk was asked to write to NCC with regards to this issue.

Traffic **speed issues** are of increasing concern in the village. Although many parts of the village will become 20MPH zones in September, Greenmeadow Lane and Bowden's Lane (along with other lanes in the locality) will remain at 60MPH. The City Councillors were asked if they could put some pressure on to NCC to look at this issue for the safety of all users of lanes in the area.

The speed of the A48 is also a concern. Questions were asked about how this could be reduced. City Councillors will follow up on this query.

It was noted that EGO are trying to address the **parking concerns** raised around the junction with Bowden's Lane and the A48. Several 'no parking' cones have been put at strategic points and signs within the establishment too. Unfortunately, members of the public appear to be moving the cones to continue parking at these points.

The dropped kerb requested for the junction of Penyworlod Lane and the A48 is still an action for NCC. Parking at this junction is also making it very difficult for pedestrians to cross safely and for vehicles to exit the lane safely. A street sign has also been requested for this junction.

Signage for Greenmeadow Lane is needed to warn vehicles that pedestrians use the roadway. The City Councillors agreed to follow up on this for PCC.

The City Councillors also offered to attend the meeting, alongside PCC Councillors, with NCC regarding Arcade Road.

Cllrs Routley and Mogford left the meeting at 20:22

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

(i) Community Liaison – Cllr John Wagstaff

- Police liaison see item 6.
- Following their Annual General Meeting, the village shop now have a new Management Committee.

(ii) Green Spaces – Cllr Michael Weekes

- Some colour can already be seen in some of the wildflower areas. A change of management of the beds with strimming in the autumn (allowing seeds to be dropped) should mean that there is a wider variety of flowers seen this summer. The beds in the park and also on Greenmeadow Drive will need to be re-seeded. It was agreed to purchase seeds to allow this re-seeding to take place. Clerk to action.

Cllr Blandford showed some seed packs that she had received from the RHS and it was noted that these will also be used in the wildflower beds in the village.

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

- The regular inspections of the park have taken place. Although the ground is very wet, no problems have been identified in the park. The drain on the road at the Greenmeadow Drive entrance is a problem. Clerk to inform NCC.
- The drop-down bollards at the Greenmeadow Drive entrance need some attention.



- Walking path – This work is due to be started. Clerk to action.

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

- See item 4.

8. **Events for 2023 and beyond**

- One group has come forward to request items for a Coronation celebration party. Clerk to find out items required. Cllr Hughes to purchase items (Minutes January 2023, item 4).
- D-Day 2024. The Chair will send out a list of jobs required for the event with the expectation that all will help. So far, the following items have been booked:
 - Toilets
 - Military vehicles
 - Severn tunnel band

The re-enactment group have also been contacted. Other items to be considered include ice-cream van, burger van, bouncy castle, WI, scouts, beacon and fireworks.

This will be an item on the next agenda.

9. **Broadband in Penhow**

Cllr Harries will provide an update for the next meeting.

10. **Rockfield Glade Green Space**

The Council were asked to consider applying for adverse possession or registering the identified plot as a village green. However, it has now been confirmed that the Community Council do not manage this space, NCC take the responsibility for grass cutting and general maintenance. Councillors agreed that as the CC does not have 'historical possession' this is not something that can be actioned by the Community Council at this point.

Clerk to let the residents group know about this development.

A meeting is due to take place with NCC (12.04.23) regarding all of the green spaces in the community and the Rockfield Green space will be part of this agenda. Other items on this agenda will include security measures for each green space, permissions required and possible funding support for any actions needed.

11. **Village Matters**

Highways Issues

- See item 6.

Other village matters

- The following report from Castell Prin Woods was received with thanks:
We are starting to notice the woodland responding well to the work we've been doing to date and are looking forward to spring bursting out.
We've had a few trees giving up in the last lot of storms but all in all not too many. A few were across the pathway so needed immediate attention.
We've also been repairing fencing, PROW gate and removing some minor fly tipping and historical rubbish.
NCC and ourselves have agreed formalise the gate and access from Wentwood Road that was completed under permitted development.



We've undertaken monitoring of our resident Ash trees, our aim is to remove infected and possibly dangerous trees that are of risk to the public using the one PROW through the woodland, trees that could fall on highways and trees that are of risk to us within higher use areas. My personal wish is to leave the majority of Ash trees as standing dead wood where they'll be recorded, left and monitored. This also reinforces the need to remind visitors to stay on the pathway through the woodland and not wander off. We've put nice reminders at the two gates.

Working continues well with NRW (Natural Resources Wales), PTES (People's trust for endangered species), a couple of Environmental Consultants and Trusts as to diversity and future climate challenges. We're super excited to have South East Wales Biodiversity records centre holding a BIO Blitz on the woodland. They are providing specialists in flora, fauna and fungi to record and catalogue the woodland and its inhabitants. We've asked them all to carpool when monitoring but I guess they'll all have electric vehicles or bikes.

Not only will these monitoring sessions, visits and records form a major part of our diversity drive to improve the health of the woodland but also aid our long-term strategy to encourage endangered species back into the woodland.

We've further plans for community engagement activities with the Women of Wentwood Walkers, Women's institute, Owl houses and Bat (conservation) listening nights.

- It was agreed that the shop could use the current noticeboards in the park and by the bus stop to advertise. Clerk to action.

12. Planning Applications

- 23/0175 West View – no concerns raised. Clerk to action.

Planning Application Updates (for information only)

- 22/1159 Badger's Bend Waiting for NCC decision
- 23/0119 Silver Birches Waiting for NCC decision

13. Accounts & Financial Matters

- Balances

Penhow CC Summary Report			
Bank balance - Current Account		£	-
Bank balance - Business Reserve Account as at: 03.03.23		£	14,428.70
Cash		£	-
Plus receipts not yet showing on statement		£	-
Less uncashed cheques	974	£	137.00
	975	£	951.60
	976	£	180.00
Total uncashed cheques		£	1,268.60
BALANCE at 03.03.23			£ 13,160.10

- The Clerk confirmed the following:
 - Online banking is now active
 - Cllr Bartlett has been added as a signatory (awaiting confirmation)
 - £4950.03 VAT claim 01.04.2021-31.01.2023 received
 - £1840.08 insurance payment received re the destroyed noticeboard on the A48. Cllrs agreed to the purchase of a new board to replace the damaged board. Clerk to action.
 - Balance of account at 05.04.23 is £19396.34.



- Clerk actions re bank account:
 - Cllr Bartlett is to have viewing access for online banking
 - Clerk to remove B Shepherd as a signatory
 - Other bank signatories (K Jones, J Wagstaff, V Blandford) will sign cheques as necessary
- The following payments, made since the last meeting, were confirmed:
 - Griffiths Signs - £288.00
 - Website Hosting - £244.00
- The following payments were agreed:
 - Portaloo deposit for June 2024 - £50.00
 - Maintenance invoices for Jan 23- March 23 - £128.00
 - Microsoft - £79.99
 - Clerk Salary
 - Grounds maintenance 01.01-31.03.23 - £410.54
- Grounds Maintenance:
 - The NCC contract for grounds maintenance 2023-24 was agreed. Clerk to action.

14. **Governance**

The Clerk confirmed that the annual audit report had now been received. It has been recommended that the financial regulations are updated, and that VAT is claimed more regularly. The Chair confirmed that a query has been raised with Welsh Audit about an issue regarding the process of claiming back purchases made for the Council.

Updated financial regulations have already been circulated to Councillors. Councillors were urged to ensure that they had familiarised themselves with this document before being asked to formally adopt these regulations at the Annual Meeting in May.

The training plan, biodiversity report and annual audit report will be part of the Annual Meeting agenda in May.

15. **Risk Assessment Document**

New banking details need to be included on the risk assessment document. Clerk to action.

16. **Items for Information**

There were no items for information.

17. **Date of next meeting**

The next meeting was agreed as Wednesday, 3rd May 2023 at 19:15. This will be the Annual Meeting followed by an Ordinary Meeting. The meeting closed at 21:15