



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

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

Wednesday, 3rd May 2023

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

Present:

Councillors

Jan Bartlett
Rebecca Hughes
Keith Jones
Kyle Park
John Wagstaff
Michael Weekes

Members of the public

Mr F Weston
Mr R Fehler
Mr W Morse

Clerk – Nicola Sutherland

1. Apologies were received and accepted from Cllr Harries. City Councillor Will Routley also sent his apologies.

It was noted that there is now a Community Councillor vacancy. Clerk to inform NCC and action appointment process for a new Councillor.

2. **Declarations of Interest**

There were no declarations made. The Clerk was asked to confirm the parameters of declaring an interest. A briefing note will be circulated to all Councillors. Clerk to action.

3. **Previous Minutes**

- The minutes of the ordinary meeting held on Wednesday, 5th April 2023 were agreed as a true and accurate record. This was proposed by Cllr Jones and seconded by Cllr Weekes. The minutes were signed by the Chair.

4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:

- It was noted that the drain on Greenmeadow Drive, near to the park entrance has been inspected by NCC. No further updates are available at the moment.
- It was agreed that the current Action Log used by the Clerk would continue to be used to record activities by the Community Council.
- The playdeck refresh has been completed. The Council noted their thanks for this work which has been carried out to a very high standard. Clerk was asked to put a thank you on to the Nextdoor website. Clerk to action.

5. **Public Participation** (limited to 15 minutes)

- It was agreed to purchase an Oak tree to commemorate the Coronation of King Charles III. This will be planted in the park. This will be purchased and planted in the autumn. Clerk to action.
- The Rockfield Glade green space was discussed. It was confirmed that all want to keep this space in ornamental condition and not as a space that can be built on. The Community Council do not currently pay to have this green space mown, NCC manage the site. It was suggested that residents petition NCC via the City Councillors to have this area made into a village green. PCC will support residents with this action.



A question was raised about the sinking fund that was originally created to maintain this space. The Clerk was asked to find out if there is a record of the sinking fund. It was noted that the Community Council is not currently a member of the Open Spaces Society.

6. Ward Councillor Matters

No Ward Councillors were present.

- Recycling bins on the A48. There is an ongoing problem with fly tipping around the recycling bins on the A48. The Clerk was asked to contact NCC about the ongoing issue with the bins. Can monitoring take place of site? Can the CCTV camera be re-installed? How often are the bins emptied? Clerk to action.

7. Councillor Areas of Responsibility Matters Updates

(i) Community Liaison – Cllr John Wagstaff

Village Hall meeting was attended by two Community Councillors. See below.

(ii) Green Spaces – Cllr Michael Weekes

- The new wildflower signs are in place.
- The seeds that were harvested last season have now been sown the beds.

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

- It was noted that dogs are being taken into the play area.
- The playdeck refurbishment has been completed.
- Park security – the new bollards at the Greenmeadow Drive entrance require some remedial work. Clerk to action.
- Walking path – The updated quote for the walking path was accepted. It was agreed to start the work on the walking path in the park. Clerk to circulate the plan of the path to councillors for information and to confirm start date with the contractor. Clerk to action.

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

- Cllr Jones confirmed that the Village Hall AGM has taken place. The Committee are keen to raise some funding to keep the hall going for the year whilst new clients for the hall are sought.

8. Events for 2023 and beyond

- D-Day 2024. The list of tasks has been circulated to councillors. A tracking sheet has been set up by Cllr Hughes to aid with the organisation of this day. Cllr Hughes will share the spreadsheet with Councillors at the June meeting. Cllr Park will contact the scouts to ask for their support with this event.

9. Broadband in Penhow

As Cllr Harries was not available, this item has been moved to the June agenda.

10. Rockfield Glade Green Space

See item 5.

11. Village Matters

Highways Issues:



- The Clerk was asked to report the potholes and the raised drain cover on Greenmeadow drive to NCC. Clerk to action.

Other village matters:

- Arcade Road – subgroup to meet. Clerk circulate a date for us to meet next week.
- The streetlights at the A48 junction with Penyworlod Lane are still not working. Clerk to report to NCC.

12. **Planning Applications**

The following applications were discussed:

- 23/0272 Nutfield – no concerns
- 23/0298 20 Rockfield Glade – no concerns
- 23/0242 Land North of Rock Cottage – concerns were raised about potential increase in traffic, development in a rural area and ensuring that this build remains as a one-bedroom property and does not allow for further development on the site.

Clerk to action.

Planning Application Updates (for information only)

- 22/1159 Badger's Bend NCC Granted with conditions
- 23/0119 Silver Birches Waiting for NCC decision
- 23/0175 West View Waiting for NCC decision

13. **Accounts & Financial Matters**

- Balances. The balances were reviewed as part of the Annual Meeting.
- Community Grant Applications
 - It was agreed to open the grant application funding round in June. Applications will be accepted until the end of August 2023, and will be considered at the September meeting. Prior to this, local groups will be sent the new policy so that all are aware that the fund will open for applications. Clerk to action.
- The following payments were confirmed:
 - One Voice Wales training invoice - £17.50
 - Greenbarnes Ltd, noticeboard to replace the destroyed board by St John's Hall - £1840.80
 - Maygothling - £10.00
 - Agrovista - £102.00
- It was agreed to make the following payments:
 - Clerk Salary
 - Refund for Clerk for purchase of new locks, x4, for the park £88.75
 - ALS invoice for playdeck - £3180.00
 - Refund for Cllr Hughes – coronation items for a street party £39.50
 - NCC grounds maintenance invoice 269436345 - £410.54
 - JW bunting and flags for the village – £26.37

The Chair signed a copy of the payments for the record.

14. **Governance**

- No items were put forward for the OVW annual meeting.



- NCC Community Council Liaison meeting – this will be held on Thursday, 22nd June 2023 at 18:00. Item for submission re the Local Development Plan. Representative for this meeting will be decided at the June meeting.

15. **Risk Assessment Document**

The Emergency Contact List details were updated.

16. **Items for Information**

The church bells will be rung on the morning of the 6th May to celebrate the coronation of King Charles III.

17. **Date of next meeting**

The date of the next meeting was agreed as Wednesday, 7th June 2023 at 19:15.