



Penhow Community Council

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

Wednesday, 6th September 2023 at 7.15pm

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

Present:

Councillors

John Wagstaff – Chair

Kyle Park – Vice Chair

Jan Bartlett

Bryn Harries

Dayna Hayes

Rebecca Hughes

Keith Jones

Michael Weekes

Members of the public:

P James

G Pollard

Clerk – Nicola Sutherland

19:15 The Chair opened the meeting and thanked everyone for attending. The Chair welcomed Dayna Hayes, the new Community Councillor.

1. As all of the Community Councillors were present, there were no apologies for the meeting. City Councillor Will Routley sent his apologies.
2. **Declarations of Interest**
Councillor Bartlett made a declaration of interest for item 9, Arcade Road.
3. **Previous Minutes**
 - The minutes of the ordinary meeting held on Wednesday, 5th July 2023 were proposed as a true and accurate record by Cllr Weekes and seconded by Cllr Bartlett.
4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:
 - Cllr Jones informed all present that the recycling bins, in the layby on the A48, were full on the 8th August 2023. He noted that the bins were still full on Tuesday, 5th September. Concern was raised that there is still not a regular schedule for these bins to be emptied by NCC and that this leads to fly tipping.
It was also noted that the CCTV camera that is currently in place is only a temporary measure that appears to be helping with keeping fly tipping levels low.

Action- Clerk to contact NCC to:

 - request that the bins are emptied
 - request schedule information for the emptying of the recycling bins
5. **Public Participation** (limited to 15 minutes)
Mr Paul James attended the meeting to raise his concern about illegal drug use that appears to be happening in the area. Mr James has reported his concerns to NCC and to the police. The Chair confirmed that the Council are aware of the problem in the area and have created a leaflet informing residents how to report their concerns regarding drug use to the relevant authorities. The Chair also suggested that Mr James contact our Ward Councillors about this matter.
Action – Clerk to contact our police liaison officer, PCSO Morgan and the Ward Councillors about



this issue.

Flyers to be distributed to properties in the Arcade Road, Seymour Avenue and Seymour Rise area.

Mr Graham Pollard attended the meeting to request that the no parking opposite a junction sign on Market Road be replaced. It was agreed to purchase 2 new signs so that they can be installed facing the traffic on either side of the lamp-post. He also asked for permission to place a convex mirror, opposite his driveway for road safety.

The overgrown hedging along Market Road, by the park, was also raised as a safety issue.

Action – Clerk to order 2 new signs and arrange for them to be installed.

Clerk to contact NCC highways for permission to mount a convex mirror on the verge.

Clerk to contact NCC to request that the hedge is trimmed back.

Other issues raised by members of the public:

The junction of Greenmeadow Drive and Market Road near to the shop is very difficult to exit safely whilst driving, as the hedgerow there is overgrown and restricts vision.

Action- Clerk to give a note to the householder to request that the hedge is cut.

A resident enquired about an overgrown garden. The Chair agreed to make contact with the owner of the property and pass the detail on to the complainant.

Councillors were informed that a request for a disabled access bay for a property on Market Road is due to be submitted and support for this from the Community Council was requested. Without seeing the request in detail and once it has been submitted, Councillors cannot comment on the application. However, it is unlikely that they would see a need to raise to any objections about this application.

The scouts have submitted a request to hold a bonfire and firework event in the park on Saturday, 4th November 2023. This was agreed.

Action- Clerk to confirm with the scouts and also to let local farmers know that this event will be taking place.

Several residents have raised concern about the increase in dog mess on Market Road.

Action- Clerk to install some new signs in the area of concern.

6. **Ward Councillor Matters**

No Ward Councillors were present at the meeting.

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

(i) Community Liaison – Cllr John Wagstaff

Cllr Wagstaff informed the group that the shop are looking for more volunteers and are hoping to be able to extend their opening hours.



(ii) Green Spaces – Cllr Michael Weekes

- Wildflowers – Cllr Weekes reported that all of the wildflower areas, path edges and the cycle track have had their edges sprayed to keep the edges weed free and maintained.

The flower beds have now been strimmed. All the strimmed pieces have been left in place. Once the strimmings have dried, the seeds will be collected and stored ready for use next year.

Flower seeds have been sown on the new bunds by the Market Road gates. These are starting to flower and should provide some colour during late summer and early autumn.

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

- It was noted that the Councillor keys for the bollards need to be checked.
- The spider swing appears to be loose.
- The walking piece of equipment needs to have the bearings checked.
- The newly installed bin will have some sand put in the bottom to help to keep the bin bag in place.

Action- Clerk to check that Councillors have correct keys for the bollards.

Clerk to contact ALS to arrange for the spider swing and walker to be safety checked and repaired as necessary.

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

Cllr Jones reported that the recent concert held at the hall was very successful and had made a profit of £300.00. Concert – profit of £300.00. A quiz evening is the next event planned. This will be held on Friday, 13th October 2023.

A local playgroup has now started to hold weekly sessions in the hall.

8. **D-Day Anniversary Event June 2024**

- Cllr Hughes gave an update regarding the planning of this event. It was noted that a catering truck has been booked, the scouts have confirmed their attendance and the W.I have agreed to have a stall.

Items to consider – electrical supply and staging of a checkpoint entry point.

Actions:

Cllr Park will contact a living history provider.

Cllr Bartlett will contact a local choir.

Clerk will confirm the booking of the inflatables.

Cllr Hayes will contact Castle Farm.

9. **Arcade Road**

- The Chair gave a brief synopsis of the issue to update the new Community Councillor. Opinion was expressed that we have gone as far as we can with this issue, however it was decided that Councillors would like to hear the City Councillor response to the letter received from NCC regarding this issue before making a final decision.

Action- Clerk to contact the Ward Councillors to ask for their response and also to ask them to attend the October meeting.



8. **Village Matters**

Highways Issues

- Road safety on the A48.

There have been several serious accidents on this stretch of road and PCC are looking to have the speed reduced along this section of the A48.

Action- Clerk to contact NCC Highways re the reduction of speed on the A48 in Penhow and to investigate any available data for this stretch of road.

- Cllr Weekes made the following comment about the junction of Penyworlod Road and the A48:

This junction has and remains a serious hazard for all highway users. There is a dangerous lack of visibility in both directions when motorists are entering the A48 from Penyworlod Lane. This is caused by overgrown vegetation on the Newport side and parked vehicles in the Chepstow direction. Large agricultural machinery frequently have difficulty in entering the Lane from the A48, often having to move into the centre of the road to gain access to the Lane. This manoeuvre is very dangerous with traffic moving, often at high speed, which could easily result in a major accident.

Cars parked outside the tattoo shop frequently park on top of the 2 highway drains. Their car tyres often covering the drain, preventing water from entering the drainage system.

- Cllr Weekes made the following comment about the A48 in Penhow:

During the past year there have been 3 major accidents, caused by excessive speed and water on the highway. A great deal of work has been completed to the historic drainage system in the area. Unfortunately this work will not prevent further accidents in the future. It has been identified by highway officials that there are not sufficient drains on the south side of the A48 between the entrance to ALS and the farm gate 110 metres away in the Chepstow direction. It has been suggested that 4 new drains are required. I completely agree with the comments, however, any new drains should link with existing drains at the ends of this new system. This will then prevent any overloading of the historic drainage system.

Action – Clerk to submit these comments to NCC Highways for comment along with the request for a speed reduction on the A48.

Other village matters

- Green spaces – It was proposed that as the risk to these spaces is considered low, no action will be taken at the present time with regards to implementing any further security measures (planters, shrubs, stones). This was unanimously agreed.
- Cllr Bartlett noted that the sandbags provided by NCC for flooding are not decomposing very quickly. The quality of the bags is poor and they are breaking down quickly. So, whilst the bags are very useful in an emergency, they are not lasting well and are not really re-usable, making them not good value for money.

Action – Clerk to let Cllrs Routley and Mogford know about this.

- Bench by bus stop – it is hoped that PCC will be able to replace the bench at the bus stop on the A48 with a recycled material (low maintenance) bench in the next financial year.
- Remembrance street poppies. It was agreed to purchase 20 new street lamp poppies and reusable cable ties.

Action – Clerk to arrange purchase of poppies and reusable cable ties.



- Oak tree. A position has been identified for the oak tree to commemorate the Coronation of King Charles III. Cllr Weekes will source the tree to be used. This will be planted during the Autumn of 2023.

Action – Cllr Weekes to source the tree and circulate the detail to Councillors for agreement.

9. Planning Applications

No new planning applications have been received.

Planning Application Updates (for information only)

No updates

10. Accounts & Financial Matters

- Account Overview – the balances were received.

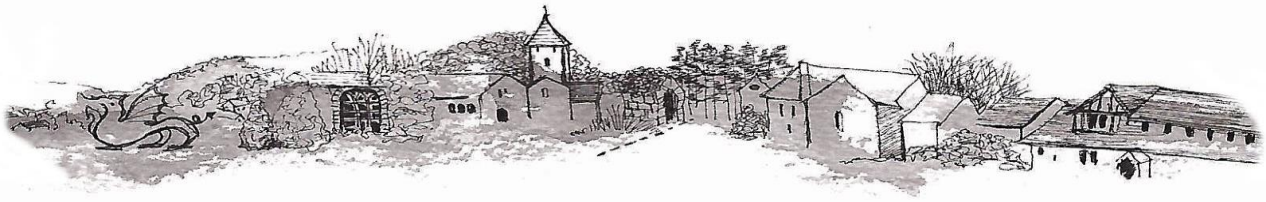
Penhow CC Summary Report				
Bank balance - Current Account				£ -
Bank balance - Business Reserve Account as at: 04.08.23				£ 5,035.34
Cash				£ -
Plus receipts not yet showing on statement				£ 4,086.75
Payments not yet showing on statement				
				£ 17.99
				£ 75.00
Total payments not yet showing				£ 92.99
BALANCE at 18.08.23				£ 9,029.10

- The following payments, made during August, were confirmed and accepted:
 - EE £17.99
 - Clerk Salary
 - Payroll £60.00
 - Domain renewal £19.19
 - Hall fee £7.50
 - Planters £75.00
- The following payment was agreed:
 - Clerk Salary

For the record, the Chair signed a copy of the payments to be made.

Action – Clerk to make agreed payments.

- Budget Review:
 - The budget review submitted by the Clerk was received. It was noted that there are some small adjustments to be made but that the expected end of year figure is as planned.
- Community Grant Applications
 - Five community grant applications were received. These were discussed in detail. The following grants were agreed:
 1. £250.00 towards the lighting of the Christmas tree on the A48
 2. £500.00 to support the Hall Committee with running costs (in the short term whilst a programme of events can be arranged) of St John's Hall
 3. £500.00 towards the fireworks display due to be held in November 2023 in Parc Seymour park (organised by the Scouts)
 4. £400.00 to purchase some equipment for use whilst camping 1st Wentwood Scouts



5. £198.00 to purchase a noticeboard for Penhow Village Shop

A total of £1848.00 of the £2000.00 grant fund was agreed at this session.

Action – Clerk to confirm with the applicants, make payments and request that all expenditure has receipts submitted. Any unspent funding will be returned to PCC.

- Maintenance Contract
 - The ongoing maintenance contract for small jobs in the area is under review. A change in this contract is being considered to include the planting and maintenance of the flower planters. Traditionally, these planters have been planted and maintained by volunteers from the community. The Clerk was asked to investigate the possibility of recruiting new volunteers to carry out this role.

Action – clerk to action above.

11. **Governance**

- The Annual Report was agreed. This will be published on the website and laminated copies will be placed on the noticeboards and in the village shops.
- A representative for the OVW Mon/Newport area committee was not appointed. Council agreed to wait until the next agenda was published before deciding if to send a representative.

12. **Risk Assessment Document**

Clerk to update the document with decision about the defence of green spaces.

13. **Items for Information**

The monthly defibrillator check has been carried out.

Consultation re Audit Office Fees – email with this information has been circulated to all Councillors.

15. **Date of next meeting**

The date of the next meeting was confirmed as Weds, 4th October 2023 at 19:15.

Meeting ended at 21:20