



Penhow Community Council

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www.penhowcommunity.org

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

Wednesday, 4th October 2023 at 7.15pm

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

Community Councillors

John Wagstaff

Kyle Park -

Jan Bartlett

Bryn Harries

Dayna Hayes

Rebecca Hughes - arrived at 19:20

Keith Jones

Michael Weekes

Members of the Public:

T Crabb

B Hunt

N Pooley

L Winney

City Councillors

Ray Mogford

Will Routley

Nicola Sutherland – Clerk

Meeting started at 19:15.

The Chair welcomed all to the meeting and thanked them for their attendance.

1. As all the Community Councillors were present, no apologies were given.

2. Declarations of Interest

Cllr Bartlett declared an interest in item 9.

3. Previous Minutes

- The minutes of the ordinary meeting held on Wednesday, 5th September 2023 were agreed as a true and accurate record. Proposed by Cllr Jones and seconded by Cllr Weekes.

The Chair informed all that the order of the agenda items would be changed to allow the City Councillors items to be discussed at the start of the meeting. Item 6 was moved to this point. The remaining items would then be addressed in the order that they appear on the agenda.

3a Ward Councillor Matters

- City Cllr Routley updated all present about the flooding and drainage concerns on the A48 in the vicinity of the Penyworlod Lane junction that had been raised with NCC. The response from NCC indicated that they are not going to investigate the installation of any further drainage in this area. City Cllr Routley asked the Community Council how they would like to progress this issue. There have been three accidents at this site over this last year and although there are warning signs in place, these are not permanent (and warn of flooding and ice whatever the weather and state of the road).
- City Cllr Routley confirmed that he will be working with PCC Clerk to confirm required actions and workload after each meeting. The aim is to work smarter and improve outcomes for the Community Council.



- City Cllr Routley informed all present that the glass recycling bins in the layby on the A48 would be replaced with three new bins that will be emptied on a weekly basis. It is hoped that this will reduce the amount of fly-tipping at this location.
Concern was raised about anecdotal evidence of a member of the public being fined for moving some fly-tipped material to this location. Cllr Routley suggested that if residents see any fly tipping, they leave it where it is and report it to NCC for removal.
Cllr Harries noted that since the CCTV camera has been in place, there has been less fly tipping. However, there is a concern that once the camera is moved, then this will change, and fly tipping will increase.
It is hoped that with the new banks being emptied weekly, the banks will not be so full that people will not need to leave bags of glass (or other waste) in the area and therefore fly tipping should lessen. Cllr Jones confirmed that he would continue to monitor this area and keep PCC informed!

City Cllr Routley left at 19:49

- City Cllr Mogford confirmed that Penhow will shortly be included in the three weekly bin collections. A leaflet will be sent to all households. Black bins and orange bins will be collected on a three-weekly timetable. Other recycling bags/bins will continue to be collected weekly.
- City Cllr Mogford announced that the Ward Councillors are going to start holding Ward Meetings. These will be an opportunity for residents to meet with them and to raise any concerns that they have directly with the City Councillors.
- City Cllr Mogford confirmed that he had put a copy of the RLPD (Revised Local Development Plan) on to Facebook for residents to view. Details of the consultation period can also be found here. The Clerk queried why the Community Council had not been sent a copy of this important document and details of the consultation period directly (from NCC) so that it could be an agenda item of this meeting. Cllr Mogford will forward a copy. The RLPD will be an agenda item at the November meeting.

Action – Clerk to agenda RLDP on November meeting

- The proposed signage for Market Road 'No parking opposite a junction' was discussed. It was agreed that NCC be invited to a site visit to look at the safety problems on this stretch of road (near to the park entrance) and to find out what options are available as a solution. Local residents will also be canvassed for their opinions.
Residents are encouraged to use dash cam footage to report road safety issues via the website <https://www.gosafe.org/>

Actions – Clerk to invite NCC to site meeting and to request double yellow lines on Market Road by the park entrance.

-Clerk to publish website details on PCC website and in the noticeboards.

- Mr Pooley raised the issue of parking on Rockfield Close. He informed the group that there are currently not enough spaces for all the residents to park safely within the parking bay provided. Mr Pooley highlighted that there are several residents with ill health that need to park close to their home. He asked if it was possible for the parking bay to become designated parking for residents only. City Cllr Mogford agreed to investigate this possibility.

Action – Cllr Mogford to liaise with Mr Pooley, via the Clerk, re the parking bay.



4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:
- No parking opposite a junction – sign on Market Road. This action was discussed as part of the item above, Ward Councillor Matters.
 - Recycling bins. This action was discussed as part of item above, Ward Councillor Matters
 - Safety mirror on Market Road – The need for a safety mirror (for residents manoeuvring cars near to the Rockfield Glade junction) on Market Road was discussed.

5. **Public Participation** (limited to 15 minutes)
Mr Pooley left at 20:00

Lauren Winney, a local resident who is new to the area, would like to start a public boot camp in the park on a Saturday morning. This would be a charged for session that would be capped at a maximum of 20 people. The sessions would be fully insured. Lauren recognised that parking may be an issue and so would be able to give guidance to people bringing cars into the area. The Chair explained that current policy is not to allow organised groups to use the park for a paid activity. The park is kept for personal recreation use rather than for use by organised groups.

A variety of opinions were expressed about this proposal with some Councillors noting that this would be an activity that would support wellbeing and address some of the needs of local young people. It was agreed to discuss the park use policy at the November meeting.

Action – Clerk to include on the November agenda.

City Cllr Mogford and Mr Crabb left at 20:20

6. **Ward Councillor Matters**
Discussion and feedback from the NCC Councillors. See item 3a.

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

(i) Community Liaison – Cllr John Wagstaff

- The police surgery was held on Sunday, 24th September 2023. Contact details for local officers are:
Telephone: **01633 838 111**
Email: Rebecca.morgan2@gwent.police.uk

(ii) Green Spaces – Cllr Michael Weekes

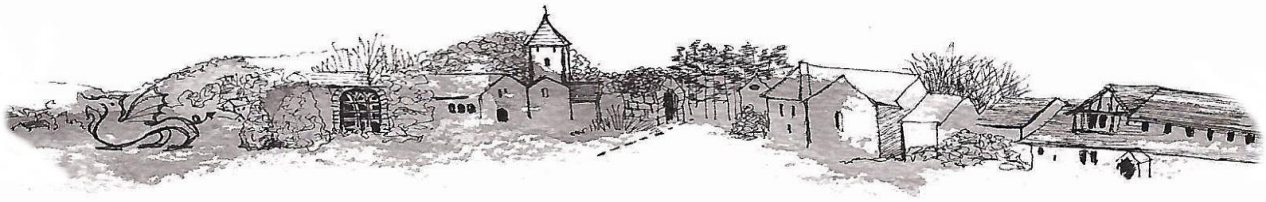
- Most of the wildflower beds have now been trimmed back. The remaining flowers are gradually going over and these will be cleared when appropriate.
- Halse Nursery have agreed to source a suitable sized oak tree for planting in the park to recognise the Coronation of King Charles III. Unanimous agreement for this purchase to be made.
- The hawthorn hedging planted at the bottom of the park, next to the gateway, has not survived. The access point is secured by wooden posts so, it was agreed not to replace this piece of hedging at this point.

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

- The bins in the park have now been emptied by NCC.
- The no parking sign at the Greenmeadow entrance needs to be reinstated.

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

- Cllr Jones gave an update following the Hall Committee meeting of the 26th of September 2023. The Hall Committee thanked PCC for the recent grant provided.



Planned events include a Quiz Night on 13th October, a craft fair in November and a Christmas wreath making workshop in December.

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

- Planning is continuing for this event. Risk assessments are currently being written by Cllr Hughes.

9. **Arcade Road**

Cllr Bartlett had declared an interest in the item and took no part in this discussion or the final decision.

- Following the response received from NCC, and on hearing opinion from our City Councillors, it was proposed that PCC do not proceed any further with the action regarding NCC and the passing place on Arcade Road. Proposed by Cllr Weekes and seconded by Cllr Jones. This was unanimously agreed.

10. **Village Matters**

Highways Issues

- Flooding on the A48 – see item 3a.
- Junction of Penyworlod Road and the A48. Cllr Weekes noted that the City Cllrs are still trying to arrange a meeting on site with NCC Highways staff.

Other village matters

- It was agreed to purchase a new nameplate for Bowden's Lane.

Action – Clerk to order a new nameplate.

- It was agreed to put the lamp-post poppies on the main bus route and on as many other streets in Penhow as possible. The mannequins will be placed in the park, after the fireworks display has taken place.

11. **Planning Applications**

Planning application 23/0765 Bowden's Lane. No concerns to raise.

Planning application 23/0852 Ty Garwen. No concerns to raise.

Action - The clerk was asked to find out if when looking at traffic issues or bat roosts whether planning looked at these cumulatively rather than just for each individual planning application.

Planning Application Updates (for information only)

No updates

12. **Accounts & Financial Matters**

- The balances were received.
- The following payments were agreed:
 - Clerk Salary
 - Hall Invoice Sept meeting - £15.50
 - Maintenance Invoice -£113.75
 - Refund to Cllr Jones for purchase of sand to be placed in the park bin - £6.00
 - Grounds Maintenance 01.07.23-30.09.23 - £410.54

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

Action – Clerk to make agreed payments.



- **Community Grant Applications**

The Clerk confirmed that the grant monies had been paid (with the exception of the Chapel who requested payment by cheque. The cheque was signed at the Sept meeting and has now been passed to the Chapel). Thanks have been received and confirmation of purchases made have been submitted.

- Scouts – purchase of a large cool box and cool packs
- Penhow Village Shop – purchase of a noticeboard

- **Maintenance Contract**

- The maintenance contract was considered. It was agreed that as volunteers have been found to maintain the planters, there was no need to continue with sourcing a contract to carry out this work.

The current maintainer paid to a local handy person will be terminated.

Actions – Clerk to liaise with contract holder.

-Clerk and Cllr Hayes to confirm arrangements for the volunteer groups to look after planters.

13. **Governance**

- The One Voice Wales newsletter was received.

14. **Risk Assessment Document**

- The bonfire night risk assessment completed by the Scouts will be added to the PCC risk assessment document.

Action – Cllr Harries to pass this document to the Clerk.

15. **Items for Information**

Cllr Hayes was given a copy of the key for the park. All Councillors have a key to be able to access the park.

The next NCC liaison meeting is due to be held in December. Councillors were asked if they would like to submit any items for the agenda.

Cllr Harries shared the eco flex scheme, a scheme for free insulation for eligible residents. Details will be put on the website and also in the noticeboards. Clerk to **action**.

Cllr Park confirmed that due to work commitments he would not be at the November meeting.

Cllr Weekes asked if a festive gathering was planned. A date will be agreed for this gathering.

The annual carol singing evening is currently being planned.

The use of social media by Penhow CC will be an item for the November agenda. Clerk to **action**.

The Clerk asked Councillors to consider items for the next financial year and to submit them in time for the November agenda.

Meeting ended at 21:25

15. **Date of next meeting**

The date of the next meeting was agreed as Weds, 1st November 2023 at 19:15.

