



Penhow Community Council

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www.penhowcommunity.org

AGREED Minutes of the Ordinary Meeting held on

Wednesday, 6th December 2023 at 7.15pm in St John's Hall, Penhow.

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

Present:

Community Councillors

John Wagstaff - Chair
Jan Bartlett
Bryn Harries
Dayna Hayes
Rebecca Hughes
Keith Jones
Michael Weekes

Members of the public:

S Brook
G Pollard
M Thompson
J Walsh

Clerk – Nicola Sutherland

City Councillor Will Routley

19:15 The Chair opened the meeting and thanked all for attending.

1. Apologies were received and accepted from Cllr Kyle Park. City Councillor Ray Mogford also sent his apologies.
2. **Declarations of Interest**
No declarations of interest were made.
3. **Previous Minutes**
 - The minutes of the ordinary meeting held on Wednesday, 1st November 2023 were agreed as a true and accurate record. Cllr Bartlett proposed and Cllr Hughes seconded.
4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:
 - Cllr Huges confirmed that the new street nameplate for Bowden's Lane has been received. Arrangements are in place for the nameplate to be fitted into the empty sign frame.
 - City Cllr Ray Mogford, CC Cllr John Wagstaff and some residents met to discuss the parking bay at Rockfield Close. Newport City Council and Newport City Homes are going to liaise with residents and the ward councillor regarding this issue.
 - It was unanimously agreed not to request that Parc Seymour park is added to the public spaces protection order that is currently in place for NCC controlled parks.
 - Litter picking equipment in the community. Unfortunately, due to lack of storage space, the equipment can not be stored in the village shop. It was agreed to look at this item again in the new year.



- Siting of the polling booth in Parc Seymour. Electoral Services will be meeting with the Chair, in the new year, to discuss options regarding the siting of the polling booth in Parc Seymour.

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

- Request for a gate/stile to be created from the park to allow residents to access the public footpath on to the A48 directly from the park.
The owners of the field adjacent to the park will not allow an access to be created between the park and the field.
- Request for a Christmas Tree to be placed on the green space at the top of Market Road, opposite Arcade Road.
Due to the tight timescale, it was recommended that residents can erect and decorate a tree on the green space at the top of Market Road this year (Rockfield Glade erect their own tree each year). Going forwards, it was agreed to investigate the planting of permanent trees at a few sites in the village. These could be planted now, in preparation for next Christmas. This would be a 'green' option. It was also noted that PCC have given a grant to the Chapel on the A48 to help with the costs of the lighting of the large Christmas tree which can be enjoyed by residents and visitors to the area.

Action – Cllr Weekes to liaise with NCC

- Request for a grant to support repairs to St John the Baptist Church (decoration of the East gable wall of the Chancel and Nave and repairs to the porch doors).
The clerk confirmed that the new grant policy has been explained to the applicant. This means that there are currently no grants available. The clerk will confirm this with the applicant and also let them know when the grant application window opens in the new financial year.

Action – Clerk to action

- How does the Community Council ensure that they represent resident's views – how are comments collected, collated, and communicated? How are they used to inform decisions made at the meetings?
A communications audit example was passed to all Cllrs for review. It was agreed that all would review this document and that this will be an item on the January 2024 agenda.

Action – All Cllrs to review the communications audit example.

- Clerk to include as an item on the January 2024 agenda

6. **Ward Councillor Matters**

Discussion and feedback from the NCC Councillors.

- Penyworld Lane and the A48 junction. City Councillor Routley has circulated the report from NCC re this junction to all PCC Councillors. Sadly, it says that NCC do not have the budget to make the proposed improvements (as recent accidents at this location have been due to water rather than the reduced visibility of the junction, it does not meet the threshold for immediate improvement).
Penhow CC and the City Councillors will continue to work to secure the improvements needed at this dangerous junction.



- The City Councillors have circulated their response to the Revised Local Development Plan (RLDP) via Langstone Ward Matters.
- The City Councillors will be setting up a small working group to look at the harmonisation of traffic speed across the ward. It was agreed that Cllrs Wagstaff, Hughes and Weeks will join this group.
- It was noted that the drain by the park entrance on Greenmeadow Drive has been fixed. Some of the other drains on this stretch of road are blocked.

Action - Clerk to report to NCC.

19:43 City Cllr Routley, M Thompson and J Walsh left the meeting.

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

(i) Community Liaison – Cllr John Wagstaff

The Scouts have some Christmas cards that will be distributed to the community. Cllr Wagstaff to liaise with the Scouts.

(ii) Green Spaces – Cllr Michael Weekes

- Coronation Oak. A red oak (same species as the oak at St John's Hall) has been planted in the park. A commemorative plaque will be purchased and installed to recognise the coronation of King Charles III.

Action – Clerk to action

- Wildflower areas. Two of the wildflower areas still need to be trimmed back. They will be strimmed in the coming weeks, ready for next year. Cllr Weekes was thanked for his hard work and expertise in creating the beautiful wildflower (and bee friendly) beds across the ward.

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

- The bins in the park are being regularly emptied by NCC. When the bags have been changed the wind sometimes blows the bags inside out or unhooks the bags from their fastenings. This can leave a gap between the bag and the bin. Unfortunately, some dog waste bags are then put into the bins, missing the bin bag and going underneath. This means that there is some waste that is not removed when the bags are changed.
Dog walkers are asked to ensure that their dog waste bags are put into the main litter bag and not underneath.
- Broken bar on the seat near to the beacon.

Action - Clerk to arrange fixing of the seat.

- The football nets will be reinstated in the Spring.

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

No update was given at this meeting.

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

- There was no update at this meeting. A detailed update will be given at the January 2024 meeting.



9. **The Replacement Local Development Plan (RLDP)**

- Cllr Harries reviewed the draft written response with all present. Two public meetings about the RLDP have been attended by Community Councillors.

Many items for consideration were raised. These included:

- Number of empty properties across the region already (2500 empty with 1000 of these being empty long term)
- Concerns were raised about the impact on:
 - road infrastructure
 - school places
 - GP surgeries
 - A&E departments
 - Drainage
 - Public transport
 - local SSSIs (Sites of Special Scientific Interest)
 - environmental factors such as the destruction of hedgerows and other habitats
- Questions were also raised about the sustainability and eco-credentials of the buildings and how this will be monitored
- It was noted that a positive outcome could be the inclusion within the plan of a railway station/link at Llanwern
- Section 106 monies – how could these be used to ensure that the area had facilities that would be needed by the enlarged, wider community?

It was agreed that Cllr Harries would complete the draft response to the RLDP. The draft will be circulated and agreed by Councillors before submission to NCC.

Action – Cllr Harries to complete the draft response and circulate to all Councillors

- Clerk to put notices in public noticeboards and on to the website outlining the RLDP and informing residents how to submit their own responses

10. **Parc Seymour Park – use of the park by groups charging for activities**

- The Chair gave feedback to all present to confirm that the lease does not prohibit PCC from allowing groups to charge for activities on the park. There is another clause in the lease that gives residents who live adjacent to the field the right to object to any activities that are carried out on the field.
- To following proposal was considered:
 - on an exception basis only, and only by agreement of PCC, PCC allow people who are residents of Penhow Community to run and charge for activities, solely for the benefit of residents of Penhow Community, ideally at times when the park is otherwise underutilised, and subject to the activity leader providing appropriate risk assessments and insurance cover.

The proposal will not be adopted at this point but the policy for how PCC use and manage the park will be re-drafted and this proposal could be included as part of this.



Action – to revise the park policy. To include on the January 2024 meeting agenda.

11. **Social Media Policy**

- Cllr Hayes updated all present re the use of social media and how this could be used to support the work of the Community Council. Feedback in general from local residents and also from two Welsh Government documents suggests that PCC are missing out on a way of getting our messages out to residents.
- As a Community Council we recognise that we need to continue what is already being done to communicate with residents (noticeboards and website) but that we need to do more to engage across the whole community.
The Community Council recognises that there is a difference between communication and engagement, with communication generally being one way and engagement allows two way communication.

It was agreed that the way forward would be for a PCC Facebook page to be created for PCC to communicate with residents (in the first instance).

This was agreed by the majority, with one councillor abstaining from the vote.

Action – Clerk and Cllr Hayes to create a Facebook page with the Clerk and Cllrs Hayes and Hughes as administrators.

12. **Village Matters**

Highways Issues

- Junction of Penywrold Road and the A48 – see item 6.
- It was noted that the hedge on the A48 next to the park entrance has been cut back, making visibility along this stretch of Market Road much clearer.
- There is a large amount of fly tipping in Wentwood.

Action - Clerk to report fly tipping to Woodland Trust.

Other village matters

- Village planters – update by Cllr Hayes.
There are seven local families engaged in this project. As well as looking after the planters, it is hoped to that a community herb garden will be planted near to the bus stop of Greenmeadow Drive.

13. **Planning Applications**

There have been no new planning applications submitted since the last meeting.

Planning Application Updates (for information only)

Planning application 23/0765 Bowden's Lane – NCC refused

Planning application 23/0852 Ty Garwen – NCC accepted with conditions



14. **Accounts & Financial Matters**

- The monthly figures were received and accepted.
- The payment for hall rental Oct/Nov 2023, £39.50, was confirmed and agreed.
- The following payments were agreed:
 - Clerk Salary
 - Coronation Oak tree - £60.00
 - Griffiths Signs (Bowden's Lane) - £36.00
 - St John's Hall planter, spring bulbs and winter plants - £23.90
 - Batteries for the Christmas Lights – Cllr Wagstaff
- Unanimous agreement was given to implement the Local Government pay agreement for clerks salary 2023-24. It was also noted that the annual appraisal meeting for the Clerk needed to be carried out.

Action – Clerk to inform payroll to implement pay agreement.

- Appraisal meeting with Cllrs Wagstaff and Bartlett to be arranged

- Annual Budget for 2024-25
 - The annual budget was agreed with a total predicted budget requirement of £35,740.00. A Precept Request for 2024-25 was agreed for £27451.00. Councillors are very aware of the current cost of living crisis and this request is at the same level as 2023-4 request, with no increase. This will equate to an average charge of £59.06 for a Band D property in Penhow.

Action – Clerk to submit the Precept Request to NCC

15. **Governance**

The Clerk confirmed that the agreed standing orders (September 2023) have been uploaded to the website. A draft copy of the General Privacy Statement has been prepared and will be included as an item on the January 2024 agenda.

Some small changes will need to be made to the website to allow policy documents to be easily accessed. It was agreed that the website provider could be tasked with this action.

Action – Clerk to arrange for necessary work on the website to be carried out.

16. **Risk Assessment Document**

- No updates required.

17. **Items for Information**

- The 11th January 2024 was the agreed as the date for Councillors to meet for a seasonal meal.
- Cllr Hayes requested that Arcade Road is gritted during the cold weather. This is a route used by school buses.

Action – Clerk to contact NCC to request gritting for Arcade Road.

15. **Date of next meeting**

The date of the next meeting was confirmed as Wednesday, 10th January 2024 at 19:15.

Meeting ended 21:10

