



Penhow Community Council

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Agreed Minutes of the Ordinary Meeting held on

Wednesday, 10th 2024 January at 7.15pm in St John's Hall, Penhow

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

Present:

Community Councillors

Nicola Sutherland – Clerk

John Wagstaff – Chair

Kyle Park – Vice Chair

Jan Bartlett

Dayna Hayes

Bryn Harries

Rebecca Hughes

Keith Jones

Michael Weekes

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

1. **Apologies**

As all the Community Councillors were present, there were no apologies given. City Councillor Routley was unable to make this meeting.

2. **Declarations of Interest**

No declarations of interest were made.

3. **Previous Minutes**

- The minutes of the ordinary meeting held on Wednesday, 6th December 2023 were approved as a true and accurate record. This was proposed by Cllr Weekes and seconded by Cllr Bartlett.

4. **Matters Arising:**

- Replacement Local Development Plan (RLDP) – Cllr Harries confirmed that the Penhow CC response to the RLDP had been submitted to Newport City Council. He noted that the proposed railway station at Llanwern is still included in the RLDP.
- Coronation Oak plaque – agreement to purchase a plaque for the memorial oak was unanimously agreed.

Action- Clerk to purchase plaque

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

- Football nets. It was confirmed that the football nets in the park will be re-instated asap.

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6. **Ward Councillor Matters**

No Ward Councillors were present at this meeting. However, the following items were discussed at this point:

- Recycling bins – it was noted that the new, smaller glass recycling bins in the layby on the A48 are being regularly emptied by NCC. The larger recycling bins are still full



and are not currently able to be emptied by NCC. It was resolved to request that the larger recycling bins are removed from the site.

Action – Clerk to action

- Junction of Penyworlod Road and A48. It was noted that none of the proposed work has yet been carried out by NCC. This stretch of road is also on the cycle route and the kerbs at this point are very high with no dropped sections. The hedge at the junction requires cutting back.

Action - Cllr Weekes agreed to speak to City Cllr Mogford about these issues.

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

(i) Community Liaison – Cllr John Wagstaff

No updates given.

(ii) Green Spaces – Cllr Michael Weekes

- The wildflower areas have all been trimmed and prepared for the Spring. The paths in the park now need to be sprayed to stop the grass growing on there. Approval given for the purchase of 5x400g posts of bee friendly wildflower seeds and appropriate chemical for spraying the paths. Cllr Hayes offered to help Cllr Weekes with the seeding and maintenance of the wildflower beds going forwards.

Action – Clerk to liaise with Cllr Weekes re the purchase of the seed etc

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

- It was noted that following the recent heavy rain, the path was flooded in places. This has now drained away.
- The area between the two swings needs to be checked. The ground appears uneven at this point.

Action - Cllr Weekes to inspect this area and update Council.

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

No update given. The Hall Committee are due to meet later in January.

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

- Cllr Hughes gave an update of the plans for this event. A draft event map was shared and it was confirmed that the running total of costs is £1183.00 to date.
- The risk assessment will be started by Cllr Hughes.
- It was proposed that communication about this event will start in early May with information in the noticeboards, on the website and by leaflet. Communication via the CC Facebook page will begin earlier than this.

Action – Cllr Hayes to coordinate Facebook information re D-Day

- It was confirmed that the Dog Charity for the day will be the Greyhound Trust.

Other Actions – Cllr Hayes will liaise with Langstone School and Caerwent football team, Cllr Harries will liaise with the Scouts.

9. **Communication Review**

- The communication audit list was reviewed. Two actions agreed:



- Investigate use of WhatsApp
- Suggestions/Questions box

Action – Cllr Harries ~ WhatsApp

- Clerk ~ Suggestions/Questions box

10. **Village Matters**

- Highways Issues
 - The Clerk confirmed that there is a Community Speed Watch training event due to be held on 08.02.24. This event is open to members of the public. Anyone interested in taking part are asked to contact the Clerk for more details.
- Other village matters
 - Cllr Hughes confirmed that the new Bowden's Lane nameplate will be installed asap.
 - Newport City Council are reviewing the placement of the polling station in Parc Seymour. An update will be given once details have been confirmed.
 - Gritting route. Concern was raised about how dangerous the junction of Arcade Road and Market Road is when it is icy.

Action – Clerk to report to NCC and request that this section is gritted as part of the gritting route (as this area is on the school bus route). The Clerk was also asked to report the blocked drains at the bottom of Arcade Road.

11. **Planning Applications**

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

Planning Application Updates (for information only)

There are no current application updates.

12. **Accounts & Financial Matters**

- The monthly balances were received.
- The following payments were unanimously agreed:
 - Clerk Salary
 - Christmas light batteries and new lights - £44.98
 - Grounds maintenance - £410.54
 - St John's Hall invoice - £24.00

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

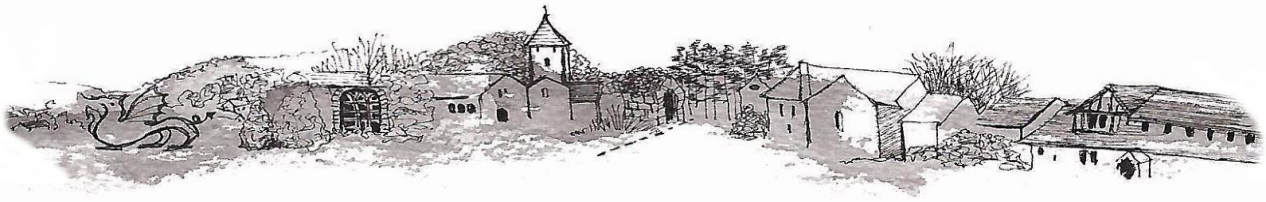
It was suggested that PCC purchase some Christmas trees for the village in December 2024. This was agreed.

- Annual Budget for 2024-25
 - The Clerk confirmed that the agreed Precept Request of £27451.00 was submitted to NCC on 18.12.2023.

13. **Governance**

- The General Privacy Statement was adopted.
- Updates to the Communication Policy were agreed.

Action – Clerk to upload amended policies to the website



- It was agreed that the Chair will draft an update re organised groups for the Park Policy.

Action – Chair to draft update.

- Clerk to include as an item for the February agenda.

- It was unanimously agreed to update the Keyholder Protocol to include all Councillors as keyholder and to add ALS to the list of authorised users of the playing field.

Action – Clerk to action.

14. Risk Assessment Document

- No updates

15. Items for Information

Cllr Weekes informed all present that wild boar are now present in Wentwood. A future action may need to be considered to put a gate at the Greenmeadow entrance to protect the park from possible damage.

The Chair wished to recognise the excellent service that the Clerk has given to the village of Penhow and its Community Council during her time with us. Nicola is leaving the area and will be greatly missed by all.

16. Date of next meeting

The date of the next meeting was confirmed as Wednesday, 7th February 2024 at 19:15.

Meeting closed at 20:20

