



# Penhow Community Council

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[www.penhowcommunity.org](http://www.penhowcommunity.org)

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

Wednesday, 7<sup>th</sup> February 2024 at 7.15pm, St John's Hall, Penhow

Clerk – Nicola Sutherland (01633 401106) email [clerk@penhowcommunity.org](mailto:clerk@penhowcommunity.org)

## **Present:**

### **Councillors**

John Wagstaff – Chair

Kyle Park – Vice Chair

Jan Bartlett

Bryn Harries

Rebecca Hughes

Keith Jones

Michael Weekes

## **Members of the public:**

Mr Pooley – left at 19:15

## **City Councillors**

Will Routley

Clerk – Nicola Sutherland

Mr Pooley asked if anything further could be done by the Community Council with regards to the car that is currently parked in the parking bay on Rockfield Close. The Clerk confirmed that the car has been reported to the police for being parked in a public space with no MOT. The Clerk was asked to pass contact details on to Cllr Routley.

19:15

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

1. Apologies were received and accepted from Cllr Hayes. City Cllr Ray Mogford gave his apologies.

## **2. Declarations of Interest**

No declarations were made.

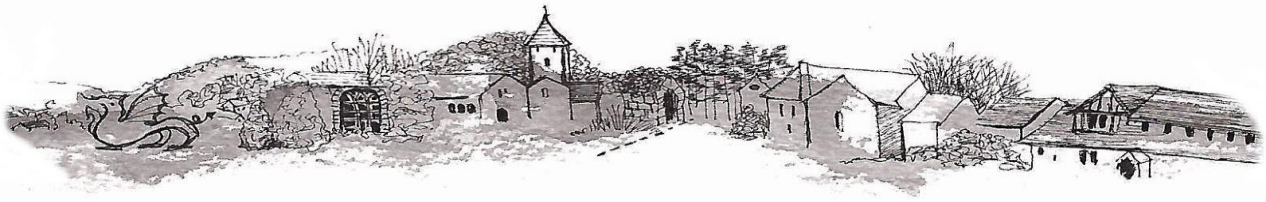
## **3. Previous Minutes**

- The minutes of the ordinary meeting held on Wednesday, 10<sup>th</sup> January 2024 were approved as a true and accurate record. Proposed by Cllr Weekes and seconded by Cllr Jones.

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

- Cllr Harries confirmed that WhatsApp can be used for mass messaging by the Community Council. It was agreed that this could be set up by Cllr Harries.
- The Clerk confirmed that the plaque for the Coronation Oak had been received and is in place, in front of the oak, in the park.
- The necessary parts to repair the damaged bench in the park have been ordered and received. ALS will carry out this repair.

ALS sorted out the damaged tree, in the park, that had fallen in the recent storms very quickly. The Clerk was asked to contact NCC trees dept to carry out a safety assessment of all the trees in the park.



Action – Clerk

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

- No members of the public were present and no issues had been submitted prior to the meeting.

6. **Ward Councillor Matters**

Discussion and feedback with the NCC Councillors. To include:

- Recycling bins

It was proposed that all the recycling bins in the layby on the A48 are removed. Proposed by Cllr Weekes and seconded by Cllr Bartlett.

Concern was expressed that if this facility was totally removed then we would lose the opportunity to put new facilities there in the future.

Amendment proposed: The three large recycling bins are removed from the site but the smaller glass recycling bins, the rubbish bin and the clothes bin remain. Proposed by Cllr Harries and seconded by Cllr Hughes.

The amendment was agreed by a majority of Councillors.

Action – Clerk to write to Cllr Routley to request that the three large recycling bins are removed from the site.

- Junction of Penyworlod Road and A48

Cllr Routley stated that he thinks that NCC will not carry out the proposed improvement of this junction.

Penhow CC are very concerned that there will be a serious accident at this junction if the proposed works are not carried out.

It was noted again that the footpath is part of a national cycle routes and that the high (or even missing) kerbs are a dangerous element of this network. The parking in the layby is on a stretch of road that is a national 'clearway'.

Cllr Routley stated that NCC know about these concerns yet there is nothing that they are willing to do about them at this stage. He also confirmed that NCC are legally liable if any accidents occur because of the issues raised.

Action -Cllr Routley will draft a letter to NCC about the legal liability, outlining that they are acting in a manner that is not acceptable. This draft will be circulated to all Community Councillors for comment before being submitted.

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

- (i) Community Liaison – Cllr John Wagstaff

No new issues to raise.

- (ii) Green Spaces – Cllr Michael Weekes

- Wildflower areas. As soon as weather conditions permit, some spraying will take place to prepare beds, paths and the cycle path.



Wildflower seeds have been received, ready for spring sowing.

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

- Beacon pole. The Clerk was asked to secure a safety check for this item.

Action – Clerk to ask ALS to carry out a safety check of the beacon.

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

- Cllr Jones confirmed that a meeting of the Hall Committee had taken place. An electrical inspection has been carried out and several necessary repairs have been identified. Various organisations have been approached for a grant to help with this item of spending.
- Cllr Park will work with Simon Brook to create a display for the planned D-Day event in June 2024.
- A variety of events are planned for the coming months and these include a quiz night and a plant/produce swap.
- Current regular bookings include Cheeky Monkeys, the Community Council, the sewing club and twice weekly Pilates sessions.
- The large, Coronation Oak tree (TPO) has been surveyed and work is planned to ensure that this tree is safe and healthy.

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

- It was agreed that this event would run from 12:00 – 17:00 for residents with set up from 09:30.
- The event will be called 'D-Day Remembered'
- The military vehicles will be sited near to the wildflower beds on the day as they are extremely heavy and may cause damage to the field if they have to travel across the playing field space.

Action – Clerk to check that the event is covered as part of the insurance policy.

#### 9. **Village Matters**

- Highways Issues – no issues to report.
- Other village matters – no issues to report.

#### 10. **Clerk Vacancy**

The following was confirmed:

- Banking address would be changed to Cllr Bartlett
- NCC would be informed of change of clerk and asked to send all invoices by email
- The current Clerk will continue to oversee payments of invoices

Action – Clerk to contact bank and NCC

- Cllr Harries will oversee the website and emails
- Cllr Hughes will take the minutes of the next meeting
- Cllr Wagstaff will take responsibility for the noticeboards

The vacancy will continue to be advertised. The storage of Community Council documents and Council address is still to be decided.



#### 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 figures were received and accepted.
- Agreement was given for the following payments to be made:
  - Clerk Salary
  - Payroll invoice - £60.00
  - Website invoice - £66.50
  - Clerk expenses - £131.61
  - Glasdon invoice - £56.70
  - Website hosting - £270
  - Cllr Wagstaff (pegs for the football nets) - £7.99

Agreement to make the payments unanimous.

For the record, the Chair signed a paper copy of the agreed payments.

- The Clerk confirmed that the VAT claim for August – December 2023 has been received. £180.90

#### 13. **Governance**

- The Chair introduced the draft protocol for activities on Penhow Playing Field. This now needs to be expanded to include events that are not being charged for. This will be further edited to include more specific detail. This will be included on the agenda for the Annual Meeting in May.
- A detailed discussion about the terms of the current lease was undertaken.

Actions - City Cllr Routley will write to the Head of Law and Standards in NCC to request their input in to this matter.

Cllr Wagstaff will continue to draft the protocol for consideration at the next meeting.

#### 14. **Risk Assessment Document**

- No items for updating identified.

#### 15. **Items for Information**

The Clerk was presented with a beautiful leaving gift at the end of the meeting.

#### 16. **Date of next meeting**

The usual date of the next meeting was agreed as Weds, 6<sup>th</sup> March 2024 at 19:15

Meeting ended 20:42.

