



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

www.penhowcommunity.org

Dear Councillor

You are hereby **summoned** to attend an **Ordinary Meeting** of **Penhow Community Council** to be held in **St. John's Hall, Penhow** on **Wednesday 3rd July 2024 at 7.15pm.**

Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.

Beverly Cawley,
Clerk to the Council (07785 747 762)

27th June 2024

2024/
2025

AGENDA

Public Open Forum

(members of the public should be mindful of the Council's standing orders numbers 3.d - k)
[standing-orders-2024.pdf \(penhowcommunity.org\)](#)

1 CHAIR'S ANNOUNCEMENTS

- 1.1 To receive apologies for absence
- 1.2 To receive any update and feedback from Chair on meetings/events attended

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – Forms to be completed

- 2.1 To receive any declarations of interest in items on the agenda

3 MINUTES OF THE LAST MEETING

- 3.1 To adopt the minutes of the last Ordinary Meeting held 5th June 2024

4 FINANCE - GOVERNANCE

- 4.1 To approve the Bank Reconciliation as at 30th June 2024.
- 4.2 To approve payments due for June/July 2024

5 CORRESPONDENCE

- 5.1 To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes.
- 5.2 To receive correspondence from 1st Wentwood Scouts, requesting use of the Playing Field on Saturday 2nd November 2024 for their annual firework display, and seeking financial assistance.
- 5.3 To receive correspondence from Ken Skates, AM SM, Cabinet Secretary for North Wales and Transport, requesting feedback and interaction in respect of the 20mph limitations and agree any actions

6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](#)
None received at time of agenda publication.

- 6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](http://newport.gov.uk)

7 POLICIES, PROCEDURES & STATEMENTS

- 7.1 To consider proposed amendments to a new policy: 'Protocol for individuals wishing to run activities on Penhow Playing Fields' (*refers AM 010524 Min No 9.3 & OM 050624 Min No 29.1*)
- 7.2 To consider new policies for the following (*refers OM 050624 Min No 29.2*):
- Disciplinary & Grievance Policy
 - Health & Safety Policy
 - Equality & Diversity Policy
 - Information & Data Protection Policy

8 COMMUNITY EVENTS

- 8.1 D-Day 80 Commemoration: To analyse and consider feedback and lessons learnt from the events held on the 6th and 8th June, 2024 and agree any actions required.
- 8.2 To consider any future events that the Council can run/organise within the community.
- Annual Fete/Picnic
 - Best Kept Garden
 - Garden Wildlife Competition
 - Other

9 ASSETS

- 9.1 To receive any update on quotations for the replacement of the notice board on Greenmeadow Drive (adjacent to the bus shelter) and agree any actions.

10 VILLAGE MATTERS

- 10.1 To note complaints regarding speeding along Market Road (in front of the Village Shop) and agree any actions (*lead Cllr Hughes*)
- 10.2 To note complaints regarding visibility when exiting the Playing Fields onto Market Road and agree any actions (*lead Cllr Hayes*)

11 REPORTS

- 11.1 To receive report/s from City Councillors and agree any actions
- 11.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
- Community Liaison (*lead Cllr Wagstaff*)
 - Green Spaces (*lead Cllr Weekes*)
 - Wildflower Areas
 - BUPA Foundation grant to support and develop green spaces in the community
 - Keep Wales Tidy Local Places for Nature Top-up grants
 - Planters
 - Other
 - Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*)
 - Play Equipment and Play Park gate repairs
 - Market Road gate lock
 - St John's Hall (*lead Cllr Jones*)
 - To receive feedback on any other areas of responsibility
- 11.3 To receive a report from the Clerk

12 DATE OF THE NEXT MEETING

- 12.1 To affirm the day, date, time and venue of the next Ordinary Meeting
Wednesday 4th September 2024 7.15pm at St John's Hall.