

PENHOW COMMUNITY COUNCIL



www.penhowcommunity.org Clerk: Mrs Beverly Cawley (07785 747 762) clerk@penhowcommunity.org

Minutes of the Ordinary Meeting of Penhow Community Council held on Wednesday 5th June 2024 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr J Barlett, Cllr B Harries, Cllr D Hayes, Cllr R Hughes,
Cllr K Jones, Cllr K Park, Cllr J Wagstaff (Chair), Cllr M Weekes.

In Attendance: Beverly Cawley (Clerk)

Apologies: City Cllr Routley,

Members of the Public/Residents: 1

2024/2025

Public Open Forum

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

A resident raised his concerns about the recycling bins on the A48 that had not been emptied for some time and were continually overflowing. The Chair advised that we were currently in correspondence with Newport City Council regarding the matter, and the item would be discussed later in the meeting.

19 CHAIR'S ANNOUNCEMENTS

19.1 To receive apologies for absence

None received. The Chair welcomed City Councillor Will Routley

19.2 To receive any update and feedback from Chair on meetings/events attended

The Chair and Cllr Weekes had attended the inauguration of City Cllr Ray Mogford as Rt Worshipful Mayor of Newport.

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

20.1 To receive any declarations of interest in items on the agenda

No declarations of interest.

21 MINUTES OF THE LAST MEETING

21.1 To adopt the minutes of the last Annual & Ordinary Meeting held 1st May 2024

Members noted that minute No 14.2 should read that 'Cllrs Wagstaff, Jones and Weekes would be happy to represent the Council and village.'

Resolved: To adopt the minutes of the Annual and Ordinary Meeting held 1st May 2024 with the amendment to Min No 14.2 – reading 'Cllrs Wagstaff, Jones and Weekes would be happy to represent the Council and village.'

22 ELECTION OF VICE CHAIR

22.1 To elect a Vice Chair for the year 2024/2025 (refers to AM 010524 Min No 2.1)

At the Annual meeting there had been two nominations for Vice Chair. One nominee was not present (and had since declined to stand) therefore the election had been deferred (refers AM 010524 Min No 2.1). Cllr R Hughes was nominated by Cllr Park and seconded by Cllr Jones. A unanimous vote was taken.

Cllr Hughes was duly elected as Vice-Chair.

23 FINANCE - GOVERNANCE

23.1 To approve the Bank Reconciliation as at 31st May 2024. (see appendix 1)

Resolved: To approve the Bank Reconciliation as at 31st May 2024

23.2 To approve payments due for May/June 2024 (see appendix 2)

Resolved: To approve the payments for May/June 2024

24 ANNUAL GOVERNANCE AND ACCOUNTS REPORT & INTERNAL AUDIT

24.1 To approve the Annual Accounts Report for the Year ended 31 March 2024 and consider and agree the Annual Governance Statement for submission to Wales Audit Office by 30/06/24.

Members reviewed the Annual Accounts Report and completed the governance statement.

Resolved: To approve the Annual Accounts Report and Governance Statement and authorise the Chair to sign the documentation for submission to Wales Audit Office by 30/06/24.

24.2 To receive and adopt the Internal Audit for Year ended 31 March 2024 for submission to the Wales Audit Office by 30/06/24.

The Internal Auditor had completed and returned the section for inclusion with the documentation to Wales Audit. There were no comments or recommendations.

Resolved: To adopt the Internal Auditor report for submission to Wales Audit Office by 30/06/24

25 GRANT FUNDING

25.1 To consider an opening and closing date for 2024/2025 Community Grant Application

Resolved: To update the application form with a closing date of 31/08/24 and upload and advertise on the Council's website: www.penhowcommunity.org

26 CORRESPONDENCE

26.1 To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes.

Noted.

27 PLANNING

27.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))

None received at time of agenda publication.

Noted.

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

Noted.

28 CONSULTATIONS

The clerk reminded Councillors that they can comment to consultations in their capacity as a resident in addition to any comments from Council as a Sovereign Body.

28.1 Newport City Council: Local Flood Risk Management Strategy - closing date: 05/07/24

[Open consultations | Newport City Council](#)

Members noted the consultation but did not wish to comment at present.

28.2 Newport City Council: Draft Air Quality Action Plan – closing date: 19/07/24

[Open consultations | Newport City Council](#)

Members noted the consultation but did not wish to comment at present.

29 POLICIES, PROCEDURES & STATEMENTS

29.1 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)

Resolved: To defer this item to the July 2024 meeting to allow for further feedback.

29.2 To consider new policies for the following:

- a. **Disciplinary & Grievance Policy**
- b. **Health & Safety Policy**
- c. **Equality & Diversity Policy**
- d. **Information & Data Protection Policy**

e. **Safeguarding Policy (*Children & Vulnerable Adults*)**

f. **Unacceptable Actions by Individuals**

Resolved: To defer review of policies a, b, c and d to the July meeting, and policies e and f to the September meeting.

30 D-DAY 80 COMMEMORATION

30.1 To receive feedback on the preparations and agree any actions required.

Members noted Ian Henson (Scouts) would load and light the Beacon. Steve Morgan had provided fencing/barrier. The bugler would be on hand to play the last post and reveille. The flags and 'Tommy' silhouettes had been put up. Stewards/Councillors were reminded to wear their Hi-Viz vests. The Risk Assessment had been completed and shared with Councillors. No-parking cones would be placed on Market Road and surrounding streets. The generator, PA system, gazebo, rosettes and refreshments for the Mayor had been sorted, and arrangements made for transporting chairs. Langstone School Choir would be in attendance and Severn Tunnel Band would play for two half hour slots. Members went through the programme and actions required by members.

Resolved: To donate the sum of £250 to the Severn Tunnel Band.

31 ASSETS

31.1 To consider replacement of the notice board on Greenmeadow Drive (adjacent to the bus shelter).

Some prices had been provided for Greenbarnes notice boards.

Resolved: That Cllr Harries would look at the cost to have a notice board made locally.

31.2 To note the ownership and responsibility for the bus shelters on the A48 and consider removal of two bus shelters from the Council's asset list. (*refers AM 010524 Min No 10.6*)

Newport City Council had confirmed ownership and responsibility for all the bus shelters along the A48 at Penhow.

Resolved: To remove the two bus shelters from the Community Council's asset list with immediate effect.

32 VILLAGE MATTERS

32.1 To consider dog waste bag dispensers in the Park/Playing Fields and agree any actions

Members considered the costings of dog waste bag dispensers from three companies. One bin would be trialled before committing to purchasing a second.

Resolved: To purchase one dog waste bag dispenser (in green) from JRB Enterprises (Mutts Butts) at the cost of £79 plus cost of post fixings and delivery, and a box of 800 bio-degradable waste bags at the cost of £41.34 (*under Litter Act 1983 ss. 5&6*)

32.2 To receive an update on, and consider the Bottle Bank

The Council had written to Newport City Council in May querying why the recycling bins on the A48 had not been emptied properly since prior to August 2023 and asking that they be emptied regularly or removed altogether. A service reference number had been issued. Cllr Routley confirmed that the assorted reasons why the bin had not been emptied were not acceptable.

Resolved: To chase the service reference number and write to the Chief Executive Officer for Newport City Council asking that action be taken to remove the bins immediately.

33 REPORTS

33.1 To receive report/s from City Councillors and agree any actions.

C.Cllr Routley advised that he was dealing with various constituent matters and that he had challenged NCC regarding the emptying of waste bins within the Playing Fields. The bins should be emptied twice a week on a Monday and Thursday, and he had asked that they be emptied and sanitised for the D-Day 80 event.

Resolved: To move one of the waste bins nearer to the entrance so to facilitate easy emptying for NCC operatives in future.

C.Cllr Routley noted the problem with illegal parking on the Clearway at the junction of Penyworlod Lane with the A48, which hampers visibility. It was also noted that a 'drop kerb' was required at the junction. It was also noted that there are no road name signs for Penyworlod Lane.

Resolved: To write to the local police and ask for a site meeting with a view to them enforcing the no-parking on the Clearway.

33.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.

a Community Liaison (Cllr Wagstaff)

Cllr Wagstaff confirmed that the NCC liaison meeting date had been changed due to election restrictions, as had the One Voice Wales area meeting due on the 4th of July. He advised that the Village Shop had a new system for taking in monies and would be looking for a grant towards the cost.

b Green Spaces (Cllr Weekes)

Cllr Weekes confirmed that the bee friendly seeds had germinated with the exception of an area by the entrance that he had now re-sown. He will be weeding the areas shortly. He had also undertaken controlled spraying of the path edges within the Playing Fields.

c Recreation Grounds and Street Furnishings (Cllrs Wagstaff & Jones)

The grass had been cut on the playing fields, and Adam Sheedy was due to undertake some remedial work on the Play deck rope within the Play Park. The large access gate into the Play Park had been chained. Cllr Hayes had been looking at the cost of recycling bins from Glasdon Ltd for the park. The clerk suggested a company called Wybone for bins. NCC may also be able to quote to supply and install. It was noted that any bins installed would need bases and the cost of that should be factored in.

d St John's Hall (Cllr Jones)

The hall had held a few events. The talks had been well received. The plant sale had been a huge success raising over £200. The balance of the hall stood at £4100. The clerk confirmed that she had received a grant application from the hall, and that she would forward details of additional funding opportunities.

e To receive feedback on any other areas of responsibility

Cllr Harries advised that the 1st Wentwood Scouts would be fundraising in earnest to cover the cost of maintenance on the Scout premises.

Cllr Hayes advise that she was liaising with locals to clear and prepare the community herb garden, and arranging to paint the planters, with local children decorating them with their handprints.

Cllr Wagstaff advised that there was a cross-over of items between this year and last year's annual report. He would summarise the cross-over items and complete the Annual Report as soon as possible.

34 DATE OF THE NEXT MEETING

34.1 To affirm the day, date, time and venue of the next Ordinary Meeting

Wednesday 3rd July 2024 7.15pm at St John's Hall.

Members confirmed the date of the next meeting as Wednesday 3rd July 2024 at 7.15pm in St John's Hall. Cllr Jones extended his apologies for the July meeting.

MEETING CLOSED AT 9.08pm

APPENDIX 1

PENHOW COMMUNITY COUNCIL
Bank Reconciliation

Current account statement balance as at		
31/05/2024		0.00
less outstanding cheques		
	0.00	0.00
Current Account Balance		0.00
Current Account	0.00	0.00
BPA1 - Gen Dep	26,372.85	26,372.85
	0.00	0.00
	0.00	0.00
TOTAL		26,372.85
Total Receipts ink balances b/fwd.	28,345.95	
less total payments	1,973.10	
	26,372.85	

APPENDIX 2

PENHOW COMMUNITY COUNCIL

Payments and Receipts for May/June 2024 Ordinary Meeting

PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
000995	Newport City Council	Ground Maintenance Q1	342.12	68.42	410.54
000996 & 7	B Cawley & HMRC	Salary & Statutory Payments	495.60		495.60
000998	B Cawley	RBL Poppy Wreath re D-Day	25.00		25.00
					-
TOTAL EXPENDITURE					£931.14

RECEIPTS			
REF	RECEIVED FROM	DESCRIPTION	
	Newport City Council	Precept #1	13,725.50
TOTAL RECEIVED IN			£ 13,725.50