

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 3rd July 2024 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr J Barlett, Cllr D Hayes, Cllr K Jones, Cllr J Wagstaff (Chair),
Cllr M Weekes.

In Attendance: Beverly Cawley (Clerk)

Apologies: Cllr B Harries, Cllr R Hughes, Cllr K Park

Members of the Public/Residents: 2 Residents.
City Councillors Mogford & Routley,
Inspector Roland Giles (Gwent Police)

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 requested access to the playing fields to enable Newport Housing to undertake repairs/replacement of a fence. The resident also complained about a red car parked in the area – it had been reported to the DVLA for no tax and mot. This issue had been raised previously with the City Council and the Police. Inspector Giles advised he would follow up/ look into the matter. Cllr Wagstaff advised that he would speak with the resident later in the week regarding access to the Field.

A resident expressed concerns about children of approximate 8 – 10 yrs. old being dropped off at the park, with no supervision and potential damage that could be caused, and concerns for safeguarding. Inspector Giles advised the resident to call in any incidents on 101, or via the Police social media platform. The resident also complained about people not picking up after their dogs in the playing field. Cllr Wagstaff advised that the Council had ordered a dog waste bag dispenser for the park. The resident also had concerns regarding a property within the community – it was becoming unsightly and uncared for. This could be reported to the City Council Planning Enforcement department to look in to and act.

35 MOTION TO AMEND ORDER OF AGENDA ITEMS TO BE DISCUSSED

35.1 Cllr Wagstaff proposed that agenda items 10 (Village Matters) and item 11.1 (City Councillor Reports) be brought forward for discussion as they were related to potential Police Matters and would bring Inspector Giles into discussion.

Resolved: To bring agenda items 10 and 11.1 forward for discussion following the approval of the minutes (refers Standing Order No. 10.vi).

36 CHAIR'S ANNOUNCEMENTS

33.1 To receive apologies for absence

Apologies for absence received, as noted above.

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

Cllr Wagstaff advised he had nothing to report

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

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

Cllr Bartlett declared a personal interest in the late Planning Application 24/0524 – it was near her property.

38 MINUTES OF THE LAST MEETING

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

It was noted that City Councillor Routley had been recorded as absent in the opening section of the minutes, it should have been for City Councillor Mogford, and the apology should also have been recorded in Minute No 19.1.

Resolved: To adopt the minutes of the Ordinary Meeting held 5th June 2024 with the amendment to Min No 19.1 and the opening information – reading 'City Cllr Mogford'.

39 VILLAGE MATTERS

39.1 It was noted that Inspector Giles had initially been invited to the meeting to talk about issues with visibility and parking at the junction of Penyworld Lane with the A48. Inspector Giles introduced himself as an Inspector to Newport East, based at Alway. He has 3 Neighbourhood Police Officers and 15 Community Support Officers. The Inspector gave an insight into the crimes within the area during the last quarter and would arrange for the Council to be copied in with a monthly report which would quote the crime figures and details of any operations being run. He advised too that he had been working with Natural Resources Wales undertaking vehicle stops/checking for waste disposal notices, receipts, and vehicle conditions with a view to reducing fly tipping.

Cllr Weekes explained the issues with regards to visibility when exiting Penyworld Lane onto the A48 due to parking outside the Tattoo Shop and on the pavement. The photos sent to the Inspector showed a clear case of obstruction. He would ask his team to do some 'drive-byes' and speak with drivers/Tattoo Shop if necessary. The status of the old bus stop was uncertain as to whether it was a defunct bus pull-in off the Clearway, or if it had been re-designated as a layby.

Resolved: To ascertain from Highways the status of the old bus stop outside the Tattoo Shop.

Resolved: To write to City Councillors Routley and Mogford copying in the recent photos taken of a wheelchair user having to go out into the road to access the pavement, and requesting their support for a 'dropped kerb' which would need funding from the Welsh Government 'Active Travel Grant scheme'

Resolved: To write to the Tattoo Shop and ask them to request that their customers (when booking an appointment) are asked to park in the layby further along the Eastbound A48.

39.2 To note complaints regarding visibility when exiting the Playing Fields onto Market Road and agree any actions (lead Cllr Hayes)

There was bracken overgrowing along Market Road from the Playing Field hedge which prevented a clear view of traffic coming from the A48.

Resolved: That Cllr Weekes ask Andre Bullock to look at the matter and see if he was able to resolve the issue, or whether it needed referral to Newport CC Highways

39.3 To note complaints regarding speeding along Market Road (in front of the Village Shop) and agree any actions (lead Cllr Hughes)

There were both parking and speeding issues along Market Road. It was noted that although new 20mph signs were in place, there were no repeater signs along the stretch of road. Councillors asked Inspector Giles if it were possible to have a 'Police Action Day' on Market Road. Councillors also queried the Police stance on E-Scooters and young children. The Inspector advised that Off-Road riding was given a higher priority such as 'Operation Harley,' but they had been into schools and undertaken advice on e-scooters via social media.

40 FINANCE - GOVERNANCE

40.1 To approve the Bank Reconciliation as at 30th June 2024. (appendix 1)

Resolved: To approve the Bank Reconciliation as at 30th June 2024

40.2 To approve payments due for June/July 2024 (appendix 2)

The clerk had also provided a spreadsheet detailing the Council's Budget versus Actual figures as at 30th June 2024.

Resolved: To approve the payments for June/July 2024

41 CORRESPONDENCE

- 41.1 **To note that miscellaneous correspondence had been emailed direct to Members as appropriate for information purposes.**
Noted.
- 41.2 **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.**
Resolved: To approve use of the Playing Field for the Scout's Annual Firework Display subject to completion of the Council's standard form.
Resolved: To request the Scouts, complete the Council's Grant Funding application form in respect of the financial assistance. This could then be considered at the September meeting.
- 41.3 **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.**
Members noted the letter and did not wish to comment as a Sovereign body but would respond as individuals if they wished to comment.

42 PLANNING

- 42.1 **View and consider applications at Simple Search (newport.gov.uk)**
It was noted that at the time the agenda went to publication no applications had been received. However, a late arrival needed consideration, as the Council would not meet in August to discuss and respond within the timescales.
- a **24/0524 Land North of Rock Cottage, Arcade Road- Conversion of building into residential use to include a small side extension, construction of detached domestic stable block, standalone bat house and associated works including landscaping, formation of a small domestic garden, improvements to access and provision of two parking spaces.**
CLLR BARTLETT DECLARED A PERSONAL INTEREST
Members noted that this was almost identical to a previous application and remained a development within open countryside. Members continued to have concerns about new access on to the lane.
Resolved: That they were not in favour of supporting Planning Application 24/0524 and wished to submit the same objections as per the previous application.
- 42.2 **To note Newport City Council weekly new and decided planning lists. Weekly List (newport.gov.uk)**
Noted

43 POLICIES, PROCEDURES & STATEMENTS

- 43.1 **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)**
Cllr Wagstaff had updated the policy with members comments.
Resolved: To adopt the policy/protocol for individuals wishing to run activities on Penhow Playing Fields. Council however would continue to monitor this policy with a view to amending it at a future date should it not meet the needs of the Council and the Community.
- 43.2 **To consider new policies for the following (refers OM 050624 Min No 29.2):**
- a **Disciplinary & Grievance Policy**
Members noted that this referred to more than one member of staff and would wish to review and/or amend it further before adoption.
Resolved: To defer this policy to the September 2024 meeting when the remaining policies deferred at the June meeting would be reviewed/adopted.
- b **Health & Safety Policy**
Resolved: To adopt the Health & Safety Policy.
- c **Equality & Diversity Policy**
Resolved: To adopt the Equality & Diversity Policy
- d **Information & Data Protection Policy**
Resolved: To adopt the Information & Data Protection Policy.

44 COMMUNITY EVENTS

44.1 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.

Cllrs Wagstaff and Weekes had attended the Commemorative Service at Magor War Memorial on the 6th June. The lighting of the beacon had gone well. Cllr Wagstaff extended his thanks to both City Councillors for attending the event on 8th June, and to Cllr Mogford for judging the Dog Show. A special thanks to Cllr Hughes for organising the event.

Resolved: To send out various letters of thanks for participation and support at the event.

44.2 To consider any future events that the Council can run/organise within the community.

a Annual Fete/Picnic

The Severn Tunnel Band and Langstone School Choir had expressed their interest and support for a future event. Members felt it would be good to hold an event once a year going forward. Members noted that in 2025 the RBL would be remembering the end of the Second World War in Europe and East Asia. Council would revisit this in early 2025.

b Best Kept Garden

This had been successful in previous years, and members thought they could amalgamate a Best Kept Garden and Garden Wildlife Competition into one. This would be revisited in early 2025.

c Garden Wildlife Competition

(see above)

d Other

Members would consider other community events, for example Outdoor Carol Service.

45 ASSETS

45.1 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.

Resolved: To defer this item to the September meeting.

46 REPORTS

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

Councillors advised that Newport City Council Waste and Recycling were to shortly remove the recycling bins alongside the A48. They also congratulated the Council on the success of the D-Day event.

It was also brought to the attention of City Councillors that there was an issue with the 1metre cutback of vegetation on Gilfach Lane at Whitebrook, where the cut vegetation was 'collapsing' into the road.

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

a Community Liaison (lead Cllr Wagstaff)

Nothing to report.

b Green Spaces (lead Cllr Weekes)

i. Wildflower Areas

Areas are growing well, with fewer ox-eye daisies this year, which will allow other plants to thrive.

ii. BUPA Foundation grant to support and develop green spaces in the community.

An application had been submitted for funding to purchase hedging whips, canes, and protective covers to plant a hedge to the south of the playing field, and to go towards an information board associated with the hedge and wildflower areas.

iii. Keep Wales Tidy Local Places for Nature Top-up grants.

Members wished to submit a bid for monies to purchase a picnic table for the playing field/play area.

iv. Planters

These had been taken over by Cllr Hayes and several families. The containers had been painted and would be decorated.

v. Other

Cllr Weekes had pulled up Ragwort on the section between St John's Hall and the Groes Wen. He had noted a broken seat by the bus-stop and would ask Adam Sheedy (ALS) to repair. The verges had been cut back and Japanese Knotweed had been cleared/treated except for one area, which would be dealt with.

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

i. **Play Equipment and Play Park gate repairs.**

The problem with the drop bollards had been resolved. ALS had ordered the necessary materials to repair one of the pieces of play equipment. The bin still needed to be re-sited, and the repairs to the Greenmeadow entrance path were still to be completed, and the gate catch into the play park still needed to be repaired/replaced. Cllr Wagstaff suggested that Council may wish to consider new goal posts, of an alternative design in the future.

ii. **Market Road gate lock**

The Clerk had managed to release the lock and oil it.

iii. **Other**

RoSPA had been in to inspect the play park.

Members discussed the access required by Newport Housing to enable them to replace/repair the fence-line at the rear of a resident's home. (*refers to Public Open Forum*)

Resolved: To allow the Chair dispensation to open the bollards/gate to enable Newport Housing access a resident's property as and when required – as a form was not completed and a date/time was not yet set/known.

d **St John's Hall (lead Cllr Jones)**

There would be a Quiz on the 19th July at 7.30pm. There was an issue with the electric oven not working. The Red Oak Tree was trimmed in line with recommendations at the cost of £600. The Hall had received a grant of £946 from the Welsh Church Fund. The balance at the bank stood at approximately £3500.

e **To receive feedback on any other areas of responsibility**

Cllr Hayes confirmed she was dealing with the herb garden, and she was in the process of obtaining quotes for recycling bins to go in the park. Newport City Council would be contacted to see if there would be a cost for them to be emptied.

The potholes on Market Road were worsening. A report would be made to Highways.

f **To receive a report from the Clerk**

The clerk had produced a written report detailing issues dealt with since the last meeting.

47 DATE OF THE NEXT MEETING

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

Members noted there would be no meeting in August 2024.

MEETING CLOSED AT 21.32PM

APPENDIX 1 - BANK RECONCILIATION

Current account statement balance as at 30/06/2024		0.00
Less outstanding cheques 000997	-96.20	
Plus expected transfer in from General Deposit	96.20	
		0.00
Bank Balances		
Current Account	0.00	0.00
Gen Dep	25,060.91	25,060.91
TOTAL		25,060.91
Cash Book Balances		
Total Receipts inc balances b/fwd from 2022/2023		28,374.61
less total payments		3,313.70
TOTAL		25,060.91

APPENDIX 2 - Payments and Receipts for June/July 2024

PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
000999	Penhow Village Shop	Sweets for choir singing on d-day	70.00		70.00
001000	Severn Tunnel Band	donation for playing on d-day	250.00		250.00
001001	R & N Inflatable Hire Ltd	Bouncy castle hire d-day	500.00		500.00
001002&3	B Cawley & HMRC	Salary & Statutory Payments	495.60		495.60
001004	Michael Weekes	reimbursement - plants	24.00		24.00
001005	B Cawley	reimbursement - Insurance shortfall	3.10		3.10
001006	Rebecca Hughes	reimbursement - D-Day expenses	68.50		68.50
001007	John Wagstaff	reimbursement - D-Day expenses	16.00		16.00
001008	Dayna Hayes	reimbursement - D-Day expenses	6.55	1.31	7.86
001009	Dayna Hayes	reimbursement - planters	20.46	4.09	24.55
001010	B Cawley	reimbursement - dog waste bag dispenser & bags	161.55	32.31	193.86
OLB	Penhow Village Hall	hall hire	25.38		25.38

TOTAL EXPENDITURE

1,678.85

RECEIPTS			
REF	RECEIVED FROM	DESCRIPTION	

TOTAL RECEIVED IN

£