



# PENHOW COMMUNITY COUNCIL

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[www.penhowcommunity.org](http://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 4<sup>th</sup> September 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)

29<sup>th</sup> August 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 3<sup>rd</sup> July 2024

### 4 FINANCE - GOVERNANCE

- 4.1 To approve the Bank Reconciliation as of 31<sup>st</sup> August 2024.
- 4.2 To approve payments made for July/August/and due in September 2024
- 4.3 To note that the credit interest rate on the National Westminster Business Reserve Account will reduce from AER 1.46% down to AER 1.36% (Gross pa%: 1.45% down to 1.35%)

### 5 CORRESPONDENCE

- 5.1 To note that miscellaneous correspondence had been emailed direct to Members as appropriate for information purposes.
- 5.2 To receive and note monthly report from local Neighbourhood Policing Team.

### 6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))
  - a **24/0651** - Little Hunters Lodge, Chepstow Road Penhow NP26 3AD -S73 application to vary condition 3 (Development to be used as an annexe) of 1/15347 Conversion of barn to dwelling -

To ratify response sent to the Planning Authority, as due to time constraints this application was dealt with during Council recess in August.

- b **24/0566** - Land West Of Rock Cottage Market Road Penhow Caldicot South Wales – Installation of double gates and engineering works to allow for turning circle and off-road parking (retrospective) - To ratify response sent to the Planning Authority, as due to time constraints this application was dealt with during Council recess in August.
- c **24/0601** - Coed Cwrt, Arcade Road, Penhow, NP26 3AE -Proposed: construction of a single storey fully glazed contemporary glazed extension to the rear of an existing double storey single occupancy residential property - To ratify response sent to the Planning Authority, as due to time constraints this application was dealt with during Council recess in August.
- d **24/0563** - Silver Birches, Wentwood Road, Penhow NP26 3AE  
Proposed: Two storey side and rear extensions and single storey front extension and raising the ridge height of the dwelling by 450mm - To ratify response sent to the Planning Authority, as due to time constraints this application was dealt with during Council recess in August.
- e **24/0676** - Site Land East of Telecommunications Mast Market Road Penhow Caldicot South Wales - Proposal resurfacing and extension of car park
- f **24/0639** – Change of use from Agricultural Land to Leisure use including a shooting range and the construction of ancillary storage buildings and fencing - Land to Northeast of Greenacres Chepstow Road Penhow.

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

## **7 GRANT FUNDING**

7.1 To note that the budget for ‘Community Good Causes’ grants for the 2024/2025 financial year is £2000.00 and agree a maximum amount to be granted to any one cause.

7.2 To receive and consider applications for ‘Community Good Causes’ grant funding:

- a St John’s Hall – folding Chairs with cart
- b St John’s Hall – updating of electrical installation to comply with current regulations
- c 1<sup>st</sup> Wentwood Scouts – additional outdoor tables/benches
- d 1<sup>st</sup> Wentwood Scouts – donation towards firework display
- e Penhow Village Shop –new POS till System

## **8 POLICIES, PROCEDURES & STATEMENTS**

8.1 To consider new policies for the following (*refers OM 050624 Min No 29.2*):

- a. Safeguarding Policy.
- b. Unacceptable Behaviour by Individuals.

## **9 CASUAL VACANCY**

9.1 To note feedback from Newport City Council’s Democratic Services regarding the Casual Vacancy and agree any actions.

## **10 COMMUNITY EVENTS**

10.1 To consider any actions required in respect of Remembrance Sunday (10<sup>th</sup> November 2024)

10.2 To consider events for Christmas 2024 and Spring 2025 and agree any dates and/or actions (*lead Cllr Hughes*)

10.3 To note that in 2025 the country will be remembering the 80<sup>th</sup> anniversary of VE Day (8<sup>th</sup> May 2025) and VJ Day (15<sup>th</sup> August 2025) and consider whether Council will remember the anniversaries in any way.

## **11 ASSETS**

11.1 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. (*refers OM 5/6/24 Min No 31.1*)

**12 PUBLIC RIGHTS OF WAY & PUBLIC ACCESS**

- 12.1 To note that members of the public and organisations have until 2031 to register unofficial/unregistered footpaths on the Definitive Rights of Way Map and agree any actions.
- 12.2 To note that a member of the public has raised concerns about the gate at the bottom end of the Play Park which has barbed wire wrapped along its top bar and that whips planted by the Council had been pulled up, and to consider any actions.

**13 VILLAGE MATTERS**

- 13.1 To note the state of the pavements in respect of weeds and agree any actions (*lead Keith Jones*)
- 13.2 To note that visibility when exiting the Playing Fields onto Market Road was still of concern, and agree any actions (*lead Cllr Hayes*) (*refers OM 3/7/24 Min NO 39.2*)

**14 REPORTS**

- 14.1 To receive report/s from City Councillors and agree any actions
- 14.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
- a Community Liaison (*lead Cllr Wagstaff*)
  - b Green Spaces (*lead Cllr Weekes*) including:
    - i. Wildflower Areas
    - ii. Nomination for a 'Community Land Advisory Services (CLAS) Cymru Community Management Award 2025' in respect of the Parc Seymour Playing Fields.
    - iii. 'Expression of Interest' form submitted to Keep Wales Tidy for a free Top-Up package in respect of 'Local Places for Nature Garden'
  - c Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*) including:
    - i. To consider need to review the protocol for access to the Playing Fields for works, following two recent incidents relating to works for adjacent residents.
  - d St John's Hall (*lead Cllr Jones*)
  - e To receive feedback on any other areas of responsibility
- 14.3 To receive a report from the Clerk

**15 DATE OF THE NEXT MEETING**

- 15.1 To affirm the day, date, time, and venue of the next Ordinary Meeting  
Wednesday 2nd October 2024 7.15pm at St John's Hall.