

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 4th September 2024 at 7.15pm in St John's Hall, Penhow.

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

In Attendance: Beverly Cawley (Clerk)

Apologies: City Cllrs Mogford & Routley

Members of the Public/Residents: 1 Resident

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 arrived at 7.19pm and the meeting was suspended to allow the resident to address the Council.

The resident had concerns regarding the Planning Application: **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.

The resident had not been consulted despite this land being adjacent to land owned by her family. She detailed concerns regarding safety of farmers working in adjacent fields, nearby Rights of Way, and watercourses, noting the land had not been fenced, and was already being used for the proposed leisure use.

48 CHAIR'S ANNOUNCEMENTS

48.1 To receive apologies for absence

Apologies from the City Councillors were noted.

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

Cllr Wagstaff advised he had nothing to report

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

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

Cllr Jones declared a personal interest in agenda item 12 - land adjacent to Playing Field.

50 MINUTES OF THE LAST MEETING

50.1 To adopt the minutes of the last Ordinary Meeting held 3rd July 2024

Resolved: To adopt the minutes of the Ordinary Meeting held 3rd July 2024

CHAIR SUSPENDED THE MEETING AT 7.19PM TO ALLOW A RESIDENT TO ADDRESS COUNCIL

CHAIR RECONVENED THE MEETING AT 7.39PM

51 FINANCE - GOVERNANCE

51.1 To approve the Bank Reconciliation as of 31st August 2024.

Resolved: To approve the Bank Reconciliation as at 31ST August 2024

- 51.2 **To approve payments made for July/August/and due in September 2024**
Resolved: To approve the payments for July/August and due in September 2024
- 51.3 **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%)**
 Noted
- 52 CORRESPONDENCE**
- 52.1 **To note that miscellaneous correspondence had been emailed direct to Members as appropriate for information purposes.**
 Noted
- 52.2 **To receive and note monthly report from local Neighbourhood Policing Team.**
 Noted. Members also commented that the LNPT had been out with speed guns on Market Road, and fourteen people had been stopped for speeding.
- 53 PLANNING**
- 53.1 **View and consider applications at 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.**
Resolved: To ratify the response sent: That Council could not support the application since this was approved for agricultural occupancy and should be retained as such.
- 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.**
Resolved: To ratify the response sent: That Council support the application and have no comments, objections, or observations
- 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.**
Resolved: To ratify the response sent: That Council support the application and have no comments, objections, or observations
- 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.
Resolved: To ratify the response sent: That Council support the application and have no comments, objections, or observations
- e. **24/0676 - Site Land East of Telecommunications Mast Market Road Penhow Caldicot South Wales - Proposal resurfacing and extension of car park**
Resolved: To support planning application 24/0676, with no comments or observations.
- 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.**
 Members discussed this application in full, taking into considerations points raised by the resident during the Public Open Forum time, and comments received from other residents prior to the meeting. The first and main concern was that the land is high grade 2 land (good agricultural land). Other issues raised were the site's proximity to working farmland, livestock, wildlife and to Wentwood Forest (PAW site), to a watercourse and public Rights of Way. There were also concerns regarding the removal of an ancient native hedge. Members also noted the lack of detail contained within the application. Members were reminded that they have an individual right to respond to the Planning Application and may do so in their

capacity as a resident, and they should encourage residents to respond/make representation to Newport City Council Planning with any objections they may have.

Resolved: To object to planning application 24/0639 based on the issues raised during discussions.

- 53.2 **To note Newport City Council weekly new and decided planning lists. Weekly List (newport.gov.uk)**
Noted

54 GRANT FUNDING

- 54.1 **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.**

Resolved: That up to a maximum of £500 would be granted to any one cause, considering the criteria and benefit to the community.

- 54.2 **To receive and consider applications for 'Community Good Causes' grant funding:**

The clerk advised several grant funding opportunity details had been sent to all three community groups.

- a. **St John's Hall – folding Chairs with cart**

Members noted the hall had submitted two grant applications. Cllr Jones confirmed that the hall had already had the electrical works completed.

Resolved: To grant the sum of £500 towards the cost of folding chairs and cart. (*under LG (Misc. Prov.) Act 1976, s.19*)

- b. **St John's Hall – updating of electrical installation to comply with current regulations.**

Members noted that this work had been completed, using hall funds and a Welsh Churches Fund Grant. Council does not grant monies retrospectively and would write to advise.

- c. **1st Wentwood Scouts – additional outdoor tables/benches**

Resolved: To grant the sum of £500 towards the cost of additional outdoor tables/benches. (*under LGA 1972, s.137*)

- d. **1st Wentwood Scouts – donation towards firework display**

Resolved: To make a discretionary donation from the 'Community Services' budget to the sum of £500 towards the cost of fireworks. (*under LGA 1972, s.145*)

- f. **Penhow Village Shop –new POS till System**

Members noted that system had been purchased and installed as they could not wait for a decision by Council. Council does not grant monies retrospectively.

Resolved: To write and ask the Village Shop whether there is anything else we can assist with, as we cannot grant monies retrospectively, and we will extend the grant window to accommodate them.

55 POLICIES, PROCEDURES & STATEMENTS

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

- a. **Safeguarding Policy.**

The clerk confirmed that there were on-line courses available. Newport City Council would be asked if they plan to run any courses in safeguarding.

Resolved: To adopt the 'Safeguarding Policy,' and for at least two members to undergo some form of basic training.

- b. **Unacceptable Behaviour by Individuals.**

Resolved: To adopt the 'Unacceptable Behaviour by Individuals' Policy.

56 CASUAL VACANCY

- 56 **To note feedback from Newport City Council's Democratic Services regarding the Casual Vacancy and agree any actions.**

There had been no request by residents to call an election for the Casual Vacancy, and Newport City Council Democratic Services (Electoral Manager) had confirmed that the Casual Vacancy can be advertised as a Co-option. A letter of thanks would be sent to Kyle Park thanking him for his time and work whilst on the Community Council.

Resolved: To advertise the Co-option vacancy on the notice boards, Facebook and Website asking residents to submit an expression of interest and CV to the Council, by email, within a 14-day time limit.

57 COMMUNITY EVENTS

57.1 To consider any actions required in respect of Remembrance Sunday (10th November 2024)

Resolved: Lay a wreath on Remembrance Sunday at Magor War Memorial. The clerk to purchase a wreath from Royal British Legion (*under LGA 1972, s.137*).

Resolved: To research the cost, from the Royal British Legion of purchasing a further supply of the large plastic poppies, to price the cost of the WWI Tommy Silhouette. (*under LGA 1972, s.137*).

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

Resolved: To contact the Severn Tunnel Silver Band to ascertain their availability for Carol Singing/Service at the shop during December.

Resolved: To contact Sue Kent and advise her that Council are organising Carol Singing outside the shop and ask if she will be arranging a carol service this year.

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

Members discussed the two dates and may consider lighting a beacon on either one or both dates.

Resolved: To hold a Family Fun Day on 7th June 2025 on the Playing Fields. Cllr Hughes to put a plan together.

58 ASSETS

58.1 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)

Resolved: To defer this item to the next meeting

59 PUBLIC RIGHTS OF WAY & PUBLIC ACCESS

59.1 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.

Noted.

59.2 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.

CLLR K JONES DECLARED AN INTEREST

It was noted that there were bollards immediately in front of the gate put there to prevent 'traveller access.' The owners of the field had purchased new signs stating that the land was Private and there is no access.

Resolved: To contact WM Morgan and price the cost of putting a 2m high fence in front of the gate and bollard on the Playing Field.

60 VILLAGE MATTERS

61.1 To note the state of the pavements in respect of weeds and agree any actions (lead Keith Jones)

It was noted the Newport City Council had undertaken some work on pavement and road kerbside in May 2024.

Resolved: To contact Newport City Council Waste and Cleansing department to ask if they have work programmed in to clear the pavements.

61.2 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)

Cllr Hayes acknowledged that this would be an on-going issue and wondered if it would be permissible to install a mirror on/adjacent to the highway to assist those leaving the Playing Field site onto Market Road, or to install stand-alone signage like those used by primary schools.

Resolved: To contact Newport City Council Highways and make enquiries with regards to options available/permissible at this site, and if necessary, arrange a site meeting.

61 REPORTS

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

No report received.

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

a. Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff confirmed that he had taken delivery of 'green' bags for the brown caddies, which the shop will distribute.

b. Green Spaces (lead Cllr Weekes) including:

i. Wildflower Areas

Some areas had been a 'disaster,' with the Greenmeadow Drive which was too dry having been mown. At the top of Market Road, the area struggled with the ground being very stoney and drying out, similarly at Rockfield Glade.

Resolved: To close the three areas, arranging for them to be cleared and grass reinstated.

ii. Nomination for a 'Community Land Advisory Services (CLAS) Cymru Community Management Award 2025' in respect of the Parc Seymour Playing Fields.

Penhow Community Council had been nominated for a CLAS award for their management of Penhow Playing Field and Park.

Resolved: To write to the CEO at Newport City Council to thank and congratulate the grass cutting team for the excellent job they do on the playing field, park, and other areas

iii. 'Expression of Interest' form submitted to Keep Wales Tidy (KWT) for a free Top-Up package in respect of 'Local Places for Nature Garden.'

Council had completed an expression of interest form for a Keep Wales Tidy 'Local Places for Nature' grant. A site meeting was arranged with KWT for the 6th September 2024 to discuss Council's requirements.

iv. Members consider other ways to involve the community in nature and growing.

Resolved: To reintroduce the garden competition for residents. Details to be agreed.

v. Consideration would need to be given to the siting of Christmas trees.

Resolved: To run a poll on Facebook asking residents where they would like them placed.

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.

Resolved: To add a codicil to the existing policy, for minor works to be allowed at short notice at the discretion of Council. Wording to be agreed.

ii. It was noted the ALS had completed the repairs to the Play Park gate and to Play Equipment.

iii. It was noted that four circuits of the pathway around the playing field equated to a mile.

Resolved: To look at the cost of a sign to promote Health & Well-being within the Playing Fields.

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

There had been no meeting since the last report.

e. To receive feedback on any other areas of responsibility

None

f. To receive a report from the Clerk

A written report had been received. Members noted the reference to the removal of the large bottle banks but confirmed that the small bins left in their place were now overflowing with bags dumped at the base.

Resolved: To write to Newport City Council Waste & Cleansing with an update on the bottle bins and ask for their total removal.

62 DATE OF THE NEXT MEETING

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

Wednesday 2nd October 2024 7.15pm at St John's Hall.

Date and time confirmed.

MEETING CLOSED AT 9.03PM