

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 2nd October 2024 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr J Barlett, Cllr B Harries, Cllr D Hayes, Cllr K Jones,
Cllr J Wagstaff (Chair)

In Attendance: Beverly Cawley (Clerk)

Apologies: Cllr R Hughes, Cllr M Weekes

Members of the Public/Residents: City Cllr Routley

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 \(penhowcommunity.org\)](#)

None.

63 CHAIR'S ANNOUNCEMENTS

63.1 To receive apologies for absence

Apologies were received and accepted from Cllrs Hughes & Weekes.

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

None.

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

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

None.

65 MINUTES OF THE LAST MEETING

65.1 To adopt the minutes of the last Ordinary Meeting held 4th September 2024

Resolved: To adopt the minutes of the Ordinary Meeting held on 4th September 2024.

66 FINANCE - GOVERNANCE

66.1 To approve the Bank Reconciliation as of 30th September 2024.

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

66.2 To approve payments made for September and due in October 2024

Resolved: To approve the payments for September and due in October 2024

66.3 To note the half yearly position of the council's budget against its actual figures for the financial year 2024/2025 as at the close of business on the 30th September 2024.

Members noted the financial position of the Council in respect of its budget against the actual receipts and payments as at the end of the half year.

Resolved: To vire the sum of £500 from the 'Office Costs' budget to the 'Services & Subscriptions' budget.

67 CORRESPONDENCE

- 67.1 **To note that miscellaneous correspondence was forwarded to Members, as appropriate, for information purposes.**

Noted.

- 67.2 **To receive and note monthly report from local Neighbourhood Policing Team.**

The monthly report had not been received as expected.

68 PLANNING

- 68.1 **View and consider applications at [Simple Search \(newport.gov.uk\)](https://newport.gov.uk)**

None received

- 68.2 **To note the proposed Craig-y-Perthi Solar Farm and Power Station at Bishton and agree any actions required. [Home - Craig Y Perthi Solar Farm](#)**

Council had not been consulted on this proposal, and it was now too late to make any representation. It was noted however, that City Councillors had made detailed representation on the proposed development.

- 68.3 **To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)**

Noted.

69 GRANT FUNDING

- 69.1 **To consider grant application from the Village Shop (*refers OM 04/09/24 Min No. 54.2.f*)**

The Village Shop had been given the opportunity to submit a late grant application, but nothing had been received for consideration.

70 POLICIES, PROCEDURES & STATEMENTS

- 70.1 **To consider amendment to the 'Playing Field Policy and Key Protocol' and agree any action.**

Resolved: To add a paragraph within the existing protocol, to read:

"Emergency Work/Access for Properties adjacent to the Playing Field

When a situation arises where emergency work/access is required to the rear of a property that backs on to/is adjacent to the Playing Field, every consideration will be given to allowing access (without the standard 30 days' notice) subject to a Councillor/key holder being available to allow access/egress on the day and consideration to type of equipment to be used."

71 COMMUNITY EVENTS

- 71.1 **To consider requirements for Remembrance November 2024 and agree any actions required.**

Action: Cllr Jones is to check the number of lamp-post poppies he has, before a decision is made to order further stock of them or the Remembrance Tommy lamp-post signs.

Resolved: To order a "F" style Poppy wreath from the RBL to lay at Magor War Memorial on Remembrance Sunday at the cost of £25 (*under LGA 1972 s.137*)

Resolved: To order an Unknown Woman in War statue with a plinth 'A Time to Reflect' at the cost of £175 (*under LGA 1972 s.137*) Cllr Wagstaff to confirm if a left or right facing statue is required.

Resolved: To order an Unknown Tommy statue, with no plinth, at the cost of £175 (*under LGA 1972 s.137*) Cllr Wagstaff to confirm if a left or right facing statue is required.

- 71.2 **To consider events for Christmas 2024 and agree any actions.**

A response with available dates is still awaited from the Severn Tunnel Silver Band in respect of the Carol singing. It was hoped to consult with the Village Shop and hold it in the area outside. It was noted that it would not be feasible to close off the road, so some sort of barriers would need to be in place to cordon off the layby from the roadway.

Action: The clerk would source carol sheets.

Action: Cllr Hayes would investigate the possibility of a Christmas Tree Light trail around the village and put together a plan for consideration at the November meeting.

- 71.3 **To consider Family Fun Day 7th June 2024 and agree any actions required.**

Cllr Hughes is the lead on this, so due to her absence it will be deferred to the November meeting. It was noted however that Key Stage 1 & 2 Langstone School Choir are interested in attending.

72 CONSULTATIONS

- 72.1 **Newport City Council: Ysgol Bryn Derw increase of 40 pupil places with effect from September 2025**
<http://www.newport.gov.uk/en/Schools-Education/School-reorganisation closing date 16/10/24>

Council did not wish to comment, but members could comment in their capacity as a resident.

- 72.2 **Welsh Government: Shaping the Future of Transport in the Cardiff Capital Region.**
<https://regionaltransportplanccr.wales/> closing date 04/10/24

Council did not wish to comment, but members could comment in their capacity as a resident

- 72.3 **Welsh Government: [Implementing the Infrastructure \(Wales\) Act 2024](#) | [GOV.WALES](#) closing date 13/12/24**

Council did not wish to comment, but members could comment in their capacity as a resident

73 ASSETS

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)

The door to the board had been adjusted to make it more accessible.

Resolved: To review the situation in late spring 2025

74 ROSPA PLAY PARK RISK ASSESSMENT REPORT

- 74.1 **To consider the ROSPA Risk Assessment Report on the Playing Field and Play Park and agree any actions required.**

The clerk apologised that the incorrect documents had been forwarded to Councillors.

Resolved: To review the correct documents at the November meeting.

75 VILLAGE MATTERS

- 75.1 **To receive an update on the state of the pavements/roadside kerbs in respect of weeds and agree any actions (refers OM 04/09/24 Min No 61.1)**

Newport City Council had been asked for details of any scheduled works to clear the pavements and/or kerbs. A response was still awaited. A site visit with NCC would be beneficial.

Action: Clerk to forward email to City Cllr Routley.

- 75.2 **To receive and update in respect of visibility issues when leaving the Playing Field onto Market Road, and agree any actions required. (refers OM 04/09/24 Min No 61.2)**

Newport City Council had been asked for any options that may be available, and whether suitable road markings would be acceptable to highways, and if a budget was available.

Action: Clerk to forward email to City Cllr Routley.

- 75.3 **Other Village Matters**

Trees overhanging between 31 and 33 Greenmeadow Drive were cause for concern, with the possibility of buses hitting them, and people walking beneath them. The trees were a matter for NCC Tree Officer.

Action: Photographs to be taken and forwarded to City Cllr Routley.

76 REPORTS

- 76.1 **To receive report/s from City Councillors and agree any actions.**

City Cllr Routley thanked the clerk for assisting with locum clerk duties at a neighbouring Council.

He advised that he had been working on issues relating to several constituents to resolve both long standing and new issues. He had noted that the glass recycling bins had now been removed in total, but that broken glass had been left in situ.

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

- a. **Community Liaison (lead Cllr Wagstaff)**

Cllr Wagstaff had spoken with the Village Shop regarding their grant application, and intimated that Council was looking to hold a carol singing event near the shop which may give them the opportunity to sell mulled wine or hot chocolate to the carol singers.

- b. **Green Spaces (lead Cllr Weekes) including:**

Feedback on meeting with Keep Wales Tidy for a free Top-Up package in respect of 'Local Places for Nature Garden.'

The clerk confirmed that Keep Wales Tidy had approved a grant totalling £600 which included the supply of twenty Square Metres of wildflower impregnated turf for the playing field, and the remainder of the money would buy wildflower bulbs to plant where the wildflower bed had been on Greenmeadow Drive. Members acknowledged that going forward they would need to employ a contractor to undertake some of the work that until now Cllr Weekes had undertaken.

Action: The Clerk would consult with Cllr Weekes to see exactly what work was required across the village before going out to get quotes for the works.

Council discussed sites for Christmas trees for the village with an area close to Parc Seymour House and the notice board on Greenmeadow Drive being the optimum sites.

Resolved: To purchase and erect two Christmas Trees, with the sites to be confirmed. The Clerk would obtain costs of Christmas Trees of 6 – 7 feet high, and how they can be installed and secured.

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

Some repairs had been done within the playing fields and park area. It was noted that some play equipment may need updating or replacing soon. The supply and installation of a picnic table would be added to the November agenda for consideration.

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

A meeting had not been held recently, but Cllr Jones advised that there was a new user booking the hall for 4-week slots. The clerk confirmed that she had recently sent details of the 'warm spaces grants' to hall committee members.

e. To receive feedback on any other areas of responsibility

Cllr Hayes advised that she had plans to clear the planter and trellis on Greenmeadow Drive and plant it up with herbs.

76.3 To receive a report from the Clerk

A written report had been circulated to members.

77 TRAINING & CONFERENCES

77.1 To note the One Voice Wales training schedules for September to December and note the availability of several free training courses, and the bursary from Welsh Government for 50% reduction of course costs up to a value of £100.

Members noted the bursary and free courses available.

77.2 To consider and approve courses required and available for the new Co-opted member.

The new member would be required to attend the free Code of Conduct training as soon as possible. The clerk suggested that the new member attend three other modules: The Council, The Councillor, The Council Meeting – these would be at a reduced cost of 50%.

77.3 To approve attendance by Councillor/s and Clerk on any courses

Members to consider any courses they wished to undertake.

Resolved: That the clerk attend the free course: Module 24 – Finance and Governance Toolkit

77.4 To consider attendance at the joint OVW/SLCC conference November 2024

Members noted the conference.

78 EXCLUSION OF PRESS AND PUBLIC

78.1 To consider the Exclusion of Press and Public [by virtue of The Public Bodies (Admission to Meetings) Act 1960] from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. (refers to agenda items 17 & 18)

Resolved: To exclude the Press and Public from the following agenda items 17 and 18 on the basis that disclosure could be prejudicial to the public interest by reason of the confidential nature of the business.

79 UNAUTHORISED ACCESS ONTO THE PLAYING FIELD

- 79.1 **To note unauthorised access onto the playing field by a property/properties backing on to the Playing Field, and to consider Council's options and agree any actions required.**
 Members discussed the issues relating to unauthorised access onto the playing field following several comments and complaints from residents and playing field users. Members noted that they could only deal with factual details, and not hearsay. It was noted that the property under question had cut through Newport City Homes boundary and the Council's hedge and left the debris in situ.
Resolved: To write to Newport City Homes and make them aware of the facts, and that Council are not happy that the hedge-line boundary has been removed/cut away and the debris left in situ, asking that they take the matter in hand and arrange for re-instatement of the hedge.
- 80 **CASUAL VACANCY**
- 80.1 **To note that the Casual Vacancy was advertised on the website, Facebook and in the notice boards, with a closing date of the 30th September 2024.**
 Noted.
To consider the Expressions of Interest and CVs submitted in respect of the Casual Vacancy, and consider any actions required.
 Two Expressions of Interest and CVs had been received from residents.
Resolved: To check availability of St John's Hall for interviews with the candidates to take place and write and advise them accordingly.
- 81 **DATE OF THE NEXT MEETING**
- 81.1 **To affirm the day, date, time, and venue of the next Ordinary Meeting:**
 Wednesday 6th November 2024 7.15pm at St John's Hall.

MEETING CLOSED 9.17PM

Appendix 1

BANK RECONCILIATION

Current account statement balance as at		
30/09/2024		0.00
less outstanding cheques	0.00	0.00
Current Account Balance		0.00
Current Account	0.00	0.00
BPA1 - Gen Dep	33,843.06	33,843.06
TOTAL		33,843.06
Total Receipts inc balances b/fwd		42,200.17
less total payments		8,357.11
		33,843.06

Appendix 2

Payments and Receipts for September/October

PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments (Sept24)	495.60		495.60
OLB	1st Wentwood Scouts	Donation - Fireworks	500.00		500.00
OLB	1st Wentwood Scouts	Grant - table benches	500.00		500.00
OLB	St John's Hall	Grant - chairs & trolley	500.00		500.00
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments (Oct 24)	495.60		495.60
					-
					-

TOTAL EXPENDITURE

£2,491.20

RECEIPTS			
REF	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	Credit Interest Sept	40.87
	Newport City Council	Precept #2	13,725.50

TOTAL RECEIVED IN

£13,766.37