

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 6th November 2024 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr J Barlett, Cllr B Harries, Cllr R Hughes, Cllr K Jones,
Cllr A Pedder, Cllr J Wagstaff (Chair), Cllr M Weekes

In Attendance: Beverly Cawley (Clerk)

Apologies: Cllr D Hayes. City Cllrs Mogford & Routley

Members of the Public/Residents: -

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.

82 CHAIR'S ANNOUNCEMENTS

82.1 To receive apologies for absence

Apologies were received and accepted from Cllrs Hayes and the City Councillors.

82.2 To formally welcome and appoint a new Co-opted Councillor.

The Chair welcomed Cllr Andy Pedder who was co-opted to the Council following due process.

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

Cllr Wagstaff advised that he had attended the Scouts Firework display, he noted there were parking issues this year on Market Road and a need for more litter bins adjacent to the catering area.

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

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

Cllr J Bartlett – Planning Application 24/0524 – near the Councillors own property

84 MINUTES OF THE LAST MEETING

84.1 To adopt the minutes of the last Ordinary Meeting held 2nd October 2024

Resolved: To adopt the minutes of the Ordinary Meeting held on 2nd October 2024

85 FINANCE - GOVERNANCE

85.1 To approve the Bank Reconciliation as of 31st October 2024.

Resolved: To approve the Bank Reconciliation as of 31st October 2024

85.2 To approve payments made in October and those due in November 2024

Resolved: To approve the payments for October and November 2024

85.3 To note and accept the NJC pay increases for the financial year 2024/2025 as from 1st April 2024.

Resolved: To adopt the NJC Pay increase and back date payments to the 1st April 2024 (to be payable in the December 2024 pay).

86 CORRESPONDENCE

- 86.1 **To note that miscellaneous correspondence had been forwarded to Members, as appropriate, for information purposes.**
Noted.

87 PLANNING

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

- a. **24/0524 - Land North of Rock Cottage Arcade Road Penhow – 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 revisited the Planning application and considered written representation from a member of the public. Despite claims that this property is an existing dwelling, the application remains a development within open countryside and the visual aspect would change with the addition of an extension and ancillary outbuildings. Members continued to have concerns about new access on to the lane, including a required increased visual splay which would affect the ancient native hedge line, plus additional traffic on a single-track lane.

Resolved: That Council cannot support planning application 24/0524 at present on the grounds of development within the countryside affecting the visual aspect, ancient native hedge line and increase of traffic on a single-track lane which off-loads onto the A48 at what is already an unsuitable junction.

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

88 GRANT FUNDING

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

Members considered the grant application to purchase a wooden shelving unit for use outside the shop.

Resolved: To approve a grant of £319 to Penhow Village Shop to purchase a new shelving unit. (under LGA 1972 s.137)

89 POLICIES, PROCEDURES & STATEMENTS

- 89.1 **To note receipt of new/updated Model Financial Regulations and consider adoption.**

Members noted receipt.

Action: To consider for adoption at the December or January meeting.

- 89.2 **To consider need for a Social Media Policy following completion of the council's 'Digital Maturity of Community and Town Council's Self-Assessment'**

Members acknowledged the need for a Social Media Policy and believed that Council had one in place. Members discussed need to meet legislation and hold Hybrid meetings and the need for internet access and a platform to host the hybrid meetings eg. Zoom or Microsoft Teams.

Action: The clerk would look for the Social Media policy, and if necessary, draw up a new policy.

Action: The clerk to enquire whether the Community Council can be included in the Newport City Council's Microsoft Teams licence going forward.

90 VILLAGE MATTERS

- 90.1 **To confirm siting of two Christmas Trees and agree purchase and installation.**

Two quotes were received to supply, erect, remove and dispose of two trees and provide a sleeve to accommodate the trees' trunks.

Resolved: To accept the quotation from John Reece of Mathern at the cost of £180 plus vat. (under LGA 1972 s.137)

Resolved: To site the trees adjacent to the post box/notice board area on Greenmeadow Drive, and on Market Road.

Resolved: To make a donation to the Penhow Baptist Chapel towards the cost of the Christmas Tree lights/electricity of £250 (under LGA 1972 s.137)

90.2 Other items of concern within the Village – for information only.

None raised.

91 COMMUNITY EVENTS

91.1 To consider requirements for Remembrance November 2024 and agree any actions required.

The Unknown Soldier silhouettes had been put in place, as had the poppies on lampposts. Penhow WI had done a display of poppies on Greenmeadow Drive. Cllr Wagstaff would be laying a wreath at Magor War Memorial on Remembrance Sunday on behalf of the community of Penhow. The new silhouettes had been added to the Council's asset list.

91.2 To consider events for Christmas 2024 and agree any actions.

The carol singing would be held outside the Village Shop on Thursday 12th December at 6.30pm. The Severn Tunnel Band had agreed to play. An area outside the shop would need to be cordoned off, for safety reasons - Cllr Weekes and the Clerk had some cones/chains that could be used. It was hoped that 'Father Christmas' would be in attendance and give out sweets to the children.

Action: The clerk to provide carol sheets

Action: A working group comprising Cllrs Hughes, Jones, Wagstaff and Weekes would consult with the Village Shop regarding refreshments and source barriers etc.

Resolved: To give the Severn Tunnel Silver Band a donation of £100 for playing at the Carol Singing event on Thursday 12th December 2024

91.3 To consider Family Fun Day 7th June 2025 and agree any actions required.

Cllr Hughes confirmed she would be contacting stall holders shortly including the bouncy castle providers. It was hoped three choirs from Langstone Primary School would sing at the event. Suggestions included a Lego Building competition, and that Newport County AFC be asked to organise a penalty shoot-out on the day.

92 INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT 2025/2026

92.1 To receive and note the IRPW's draft annual report for 2025/2026.

Noted. The IRPW's final report for 2025/2026 would need to be discussed in February/March 2025.

93 ANNUAL REPORT 2023/2024

93.1 To receive and adopt the draft Annual Report for the year 2023/2024.

Resolved: To adopt and publicise the Annual Report of 2023/2024.

94 ROSPA PLAY PARK RISK ASSESSMENT REPORT

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

Members had considered the contents of the reports, and noted there were no high risks identified. There were a few medium risks identified, or varying levels. Council would work through the items identified to mitigate the risks. A Councillor also identified that there was 'give' in part of the fence line of the play park that had not been identified in the Risk Assessment.

Resolved: To contact ALS (*as a preferred supplier*) to look at the risk associated with the gate into the play park, and to look at the posts in the fence line with a view to making the necessary repairs/adjustments.

Resolved: To obtain quotes for replacing the broken toddler seat.

95 REPORTS

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

There was no report due to absence of City Councillors.

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

a. Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff had consulted with the Village Shop regarding the Carol Singing, as well as the Scouts regarding their Firework Display.

b. Green Spaces (lead Cllr Weekes) including:

i. **Feedback on the Keep Wales Tidy Top-Up package in respect of 'Local Places for Nature Garden.'**

Contractors had removed the risings from the wildflower areas within the Playing Fields and Cllr Weekes had sprayed the area in readiness for the laying of the wildflower turf, which had been postponed.

Resolved: To reschedule delivery of the turf for the end of November and advise Llanfair Landscapes of the new date for laying the turf.

ii. **Feedback on the BUPA Foundation Green Community Grant and agree any actions required.**

Final paperwork had been submitted for the grant to plant a hedge between the Playing Field and the adjacent field, and the monies were now awaited. The area where the hedging slips are to be planted had been sprayed in readiness. The Scouts and residents would be encouraged to participate in planting the hedge.

Action: The clerk to order the hedging slips from the supplier Kingsdown Nurseries upon receipt of the grant monies.

iii. **Other.**

Three of the wildflower areas around the village had been cleared and seeded with grass as previously agreed. The two areas on the main road had also been cleared.

Councillors thanked Cllr Weekes and his wife for their work in preparing the various areas for planting.

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

i. **Broken cradle swing seat**

(refer to minute number 93.1)

ii. **Gate at bottom end of Playing Field (refers OM 04/09/24 Min No 59.2)**

The cost to place a fence across this section was expensive.

Resolved: To order an extra one hundred assorted hedging slips from Kingsdown Nurseries when ordering for the Playing Field hedge line (refers minute number 94.2.b.ii)

iii. **Access to Playing Field from adjacent properties.**

Newport City Homes had spoken to a tenant about recent events relating to one of their properties. The tenant had since made other changes which impact on the Community Council's land.

Action: The clerk to make further contact with Newport City Homes to ascertain what their final agreement had been with their tenant and what their plans were in relation to the new changes.

iv. **Other**

Stone dust was currently being put down to repair part of the pathway in the Playing Field.

The contractor had also sown grass seed where the Bonfire had been.

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

Cllr Jones advised that the recent Quiz night had been well attended, and that the property adjacent to the hall had been seen cutting branches off the Oak tree, which is covered by a Tree Preservation Order. The actions had been reported to the relevant tree officer.

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

None

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

Written report and update received and noted.

96 **BUDGET FOR THE FINANCIAL YEAR 2025/2026**

96.1 **To consider Council's Budget requirements for the financial year 2025/2026**

The clerk had provided a draft budget for Councillor's consideration, giving them a starting point to finalise a Budget and Precept for the financial year 2025/2026. Members noted that £5k was factored in to cover small un-planned projects and repairs, as well as £6k to build up reserves. The clerk confirmed that it was always advisable to be as precise as possible when setting a budget, and to increase the Precept each year, if only by a small amount, so that there is a reasonable Reserve in case of the need for unexpected expenditure.

Action: The clerk to add a budget of £200 for a second dog waste bag dispenser.

Action: Councillors to consider any other projects required in 2025/2026, and review the draft budget, so that the budget and Precept can be finalised at the December meeting.

97 DATE OF THE NEXT MEETING

97.1 **To affirm the day, date, time, and venue of the next Ordinary Meeting:**

Wednesday 4th December 2024 7.15pm at St John's Hall.

The date of the next meeting would be Wednesday 4th December 2024 at 7.15pm in St John's Hall.

MEETING CLOSED AT 9.10PM

Appendix 1

Bank Reconciliation

Current account statement balance as at		
31/10/2024		0.00
less outstanding cheques		
	0.00	0.00
Current Account Balance		0.00
Current Account	0.00	0.00
BPA1 - Gen Dep	32,942.66	32,942.66
TOTAL		32,942.66
Total Receipts inc balances b/fwd		42,433.85
less total payments		9,491.19
		32,942.66

Appendix 2

Payments and Receipts for November Ordinary Meeting					
Paid in October and due in November					
PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments (Oct 24)	495.60		495.60
OLB	St John's Hall	Hire Sept & Oct + electrics	31.50		31.50
OLB	B Cawley	reimbursement for Unknown Soldier Silhouettes	489.15	97.84	586.99
OLB	B Cawley	reimbursement for Remebrance poppy wreath	19.99		19.99
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments (Nov 24)	495.60		495.60
OLB	T Crabb	Planter maintenance	50.00		50.00
OLB	Newport CC	Q3 Grounds Maintenance	383.31	76.66	459.97
OLB	Dayna Hayes	reimbursement for plants	36.08	6.32	42.40
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TOTAL EXPENDITURE					2,182.05
RECEIPTS					
REF	RECEIVED FROM	DESCRIPTION			
	Nat West Bank	Credit Interest Oct			40.01
	HMRC VTR	Vat Refund			193.67
TOTAL RECEIVED IN					£ 233.68