

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 8th January 2025 at 7.15pm in St John's Hall, Penhow.

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

In Attendance: Beverly Cawley (Clerk),

Apologies: City Cllr Routley

Members of the Public/Residents: City Cllr Mogford, CSO Dan Sutherland & CSO Joe Clark

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 \(penhowcommunity.org\)](#)

CSO Dan Sutherland had circulated a report for December, and went through it in more detail, highlighting some of the anomalies with regards to figures quoted such as the M4 & A449 and the fact that the area covered by the report extended beyond the community of Penhow. Members asked for advice with regards to parking obstructions on Market Road. The CSO confirmed that the Police can only get involved if a parked car causes an obstruction preventing the homeowner of a dwelling from leaving his driveway/property, it is not classed as an obstruction if the owner cannot access his driveway. Residents should be encouraged to report any such issues via the 101-phone number or via Direct Message on the Gwent Police Facebook page. The CSO will advise Council of future Police surgery dates and will attend future Council meetings if he is on duty and is available.

112 CHAIR'S ANNOUNCEMENTS

112.1 To receive apologies for absence

City Councillors Will Routley had extended his apologies.

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

Cllr Wagstaff advised that he had attended the Carol Singing event, but that would be discussed during a later agenda item. He also confirmed that following the resignation of Cllr Michael Weekes from the Council he had visited him at his home. Ex-Cllr Weekes would draw up a schedule/list of work that he regularly undertook for the Council and when, to assist in planning going forward.

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

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

None.

114 MINUTES OF THE LAST MEETING

114.1 To adopt the minutes of the last Ordinary Meeting held 4TH December 2024

It was noted that there was an error in the numbering of the minutes. Minute number 98.3 should read 98.2 Cllr Harries queried why the numbering did not correspond to the agenda. The clerk advised that at each Annual Meeting the numbering started at Minute No 001 and continued until the end of that term (the next Annual Meeting). The minutes would be updated accordingly.

Resolved: To adopt the minutes of the Ordinary Meeting held on 4th December 2024 subject to amending agenda number 98.3 to 98.2

115 FINANCE - GOVERNANCE

115.1 To approve the Bank Reconciliation as of 31st December 2024.

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

115.2 To approve payments made for December 2024 and due in January 2025

Resolved: To approve the payments for December 2024 and due in January 2025.

115.3 To note the position of the council's budget against its actual figures for the budget year 2024/2025 as at the close of business on the 31st December 2024.

Noted.

116 CORRESPONDENCE

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

Noted

117 PLANNING

117.1 View and consider applications at Simple Search (newport.gov.uk)

None received.

117.2 To note Newport City Council weekly new and decided planning lists. Weekly List (newport.gov.uk)

Noted. Members commented that there had been no feedback on the gateway created at Homelands on Penyworlod lane. It was also noted that the proposed development on land adjacent to Rose Cottage had been refused.

118 POLICIES, PROCEDURES & STATEMENTS

118.1 To review the Communication Policy to incorporate policy surrounding Social Media in more detail. (*refers to deferment from OM 06/11/24 Min No. 89.2*)

This was still work in progress and would be deferred to the February meeting.

119 VILLAGE MATTERS

119.1 Items of concern within the Village – for information only.

Cllr Wagstaff confirmed that he had cut back vegetation on the trellis planter on Greenmeadow Drive ready for prepping planter for spring planting.

119.2 Parking opposite the Village Shop and Coffee Shop (lead Cllr Wagstaff)

Cllr Wagstaff had been approached by and spoken with three residents about cars parking opposite the shop/coffee and blocking their driveways. This had been discussed to some level during the Public Open Forum. It was not recommended that residents paint white lines (as they had suggested) on the highway as this could contravene highway law, but that they should report any obstructions to the police as detailed in the Public Open Forum.

Action: Cllr Wagstaff would feedback to the residents on the options available to them.

120 COMMUNITY EVENTS

120.1 To review the 2024 Carol Singing Event.

Feedback on the event had been good; some people had felt the event was too short. The layout of refreshments and the number of carols would be looked at later in the year, to see if the event could be improved. Aimme Watts would not take payment to cover the cost of the hot chocolate.

Resolved: That the Severn Tunnel Silver Band be booked for the Christmas 2025 Carol Singing event on either the 4th or 11th December 2025.

Action: To send a letter of thanks to Aimme Watts for her assistance and donation of hot chocolate.

120.2 To consider Family Fun Day 7th June 2024 and agree any actions required.

Cllr Hughes would be starting to organise the event and book attractions etc. Cllr Hayes would arrange the choir and a bar. It was noted that one of the fast-food providers would not be available this year.

Alternatives would be sought. Monmouthshire Hog Roast could be an option. The Severn Tunnel Band had already been notified of the date.

121 TRAINING

121.1 To note recently completed One Voice Wales training.

Cllr Pedder had completed Code of Conduct Training, and the Clerk had completed module: The Finance & Governance Toolkit

121.2 To consider and agree any further training requirements.

Resolved: That Cllr Pedder attend the One Voice Wales New Councillor Induction training on 4th February 2025

122 BUDGET & PRECEPT FOR THE FINANCIAL YEAR 2025/2026

122.1 To note that the 2025/2026 Budget and Precept request had been sent to and acknowledged by Newport City Council.

Noted. The final version of the budget had been sent out to all Councillors for their future reference.

123 INFORMATION TECHNOLOGY

123.1 To note any feedback from enquiries with Newport City Council, Microshade VSM and agree any actions required.

This action was still outstanding.

Action: Cllr Harries to forward the clerk a list of the Council's IT needs, and questions to ask Newport City Council and Microshade VSM when making enquiries.

124 CONSULTATIONS

124.1 Newport City Council: [School admissions policy consultation 2026-27.pdf](#) closing date 21/2/25

Members noted this consultation and had no specific issues/comments.

124.2 Ministry of Housing, Communities & Local Government: [Compulsory Purchase Process and Compensation Reforms - GOV.UK](#) closing date: 13/2/25

A member raised concerns that reforms to the Compulsory Purchase process may make it easier for development in the area in the future. There were no specific objections, so no decision was made to respond to the consultation, but members were reminded that they can respond in their capacity as a resident.

124.3 Democracy and Boundary Commission: [2026 Review: Revised Proposals | DBCC](#) closing date: 13/1/25

It was noted that 'Newport East' will be joined by 'Newport West and Islwyn,' and the area name will change to 'Casnewydd Islwyn.' All areas names will be in Welsh.

125 REPORTS

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

City Cllr Mogford noted that Council had a casual vacancy and asked for details of the process to fill the vacancy, as he knew someone who may be interested. He asked if Council had received an update on the roadside sign at the Three Elephants — the clerk would chase as none had been received. The leader of Newport City Council would be meeting with all City Councillors for feedback on any issues within the constituencies. Members had issues about the lack of transparency, delays, and feedback in relation to the Local Development Plan, also that highways department seemed unwilling to take ownership of problems relating to roadside verges, despite confirmation from two public agencies that NCC were the landowners. Cllr Mogford advised members that Langstone CC were looking to produce a 'Place Plan' and suggested that Penhow CC might wish to look at putting one together – this was already scheduled for the February agenda.

A member questioned what the new tall post was for, sited near Langstone Wall – the reason was not known, but it was speculated that it may be for a new speed camera. A member noted that a new electric car charging point had been installed at the car park adjacent to Wentwood Reservoir and queried if the City Councillor knew what the two yellow posts (that had also been installed) were for and questioned whether they were for the introduction of car parking charges machines. Cllr Mogford would make enquiries relating to these issues.

125.2 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 Chair of the Village shop in relation to the parking issues opposite the shop.

City Cllr Mogford left the meeting

b. Green Spaces (lead Cllr Weekes) including:

As Cllr Weekes had now resigned the Clerk updated members:

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

The wildflower impregnated turf would be delivered to ALS, Penhow on 9th January, and Llanvair Landscapes would lay the turf, with the Keep Wales Tidy rep on 10th January 2025.

ii. Feedback on the BUPA Foundation Green Community Grant and agree any actions required. (Hedge planting)

The hedging slips had been ordered from Kingsdown Nurseries at the cost of £1288.80 plus vat. This would be covered by the grant received and allow for replacement of any failed slips in 12 months' time. Lead time for delivery would be 2 – 3 weeks' time. Once the exact delivery date was known Cllr Hughes would arrange dates for various local groups to plant the hedge. Photographs would be required (to be supplied to the grant funders) and the various groups would be advised to allow for any children (where their photos are not permitted) to be withdrawn from the photo shoot.

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

To receive an update on the replacement toddler's bucket swing.

W M Garden Services had a toddler's bucket swing seat in stock and had been asked to install it at their earliest convenience.

Resolved: That the expenditure on the replacement toddler's bucket swing be retrospectively approved at the cost of £160 (*under Local Gov (MP) Act 1976 s.19 and Financial Regulations 4.1 & 4.5*).

The dog waste bag dispensers continued to be used and filled, and members agreed they should look to provide the second dispenser within the new budget year.

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

Cllr Jones confirm a new cooker had been installed, and the hall were looking to see if a new light could be installed outside, that would switch off automatically. A Quiz was planned for the 7th of February, a Plant Sale for the 31st May. Some talks would also be organised. The insurance had just been paid at a cost of £701 leaving a bank balance of £4737. Most of the old tables had been removed and replaced. The date of the next meeting would be 3rd February at 7.30pm. The hall committee had obtained a cost of £300pa to install Wi-Fi. Members considered ways in which the Council could assist with the cost, especially as Wi-Fi was a legal requirement for Council to provide Hybrid meetings to members and the public.

e. To receive feedback on any other areas of responsibility

Cllr Hayes advised that the lack of gritting on Arcade Road was still a problem, with a fire engine recently encountered problems due to ice at 4am in the morning.

Action: Cllr Hayes would forward the clerk some photos, and the Clerk would chase the matter of gritting with Newport City Council.

125.3 To receive a report from the Clerk

A written report had been circulated to members.

126 DATE OF THE NEXT MEETING

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

Wednesday 5th February 2025 7.15pm at St John's Hall.

The date of the next meeting was confirmed as 5th February 2025 7.15pm.

THE MEETING CLOSED AT 9.10PM

Appendix 1

Bank Reconciliation:

PENHOW COMMUNITY COUNCIL Bank Reconciliation

Current account statement balance as at		
31/12/2024		0.00
less outstanding cheques		
Current Account Balance		0.00
Current Account	0.00	0.00
BPA1 - Gen Dep	32,195.47	32,195.47
TOTAL		32,195.47
Total Receipts inc balances b/fwd		44,308.28
less total payments		12,112.81
		32,195.47

Appendix 2 Receipts and Payments

Payments and Receipts for December Ordinary Meeting

Paid in December and due in January

PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	salary/back pay & Statutory Payments (Dec 24)	665.70		665.70
001011	St Johns Hall	rent Oct, Nov, Dec	49.00		49.00
OLB	Severn tunnel Band	Donation for Carol Singing	100.00		100.00
OLB	Phil Mason	reimbursement paper cups/sweets	38.26	5.24	43.50
ESTIMATE	B Cawley & HMRC	salary/back pay & Statutory Payments (Jan 25)	514.50		514.50
OLB	Brian Dunford	reimbursement for Defib batteries	58.95	11.79	70.74
OLB	One Voice Wales	training fee	40.00		40.00
TOTAL PAYMENTS					1,483.44

RECEIPTS			
REF	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	Credit Interest Nov	39.06
TOTAL RECEIPTS			39.06