



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

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 5th March 2025 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)

27th February 2025

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 5th February 2025

4 FINANCE - GOVERNANCE

- 4.1 To approve the Bank Reconciliation as of 28th February 2025.
- 4.2 To approve payments made for February 2025 and due in March 2025

5 CORRESPONDENCE

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

6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))
 - a. **25/0061:** Retrospective Application for retention of new access, creation of track and installation of gates and fences affecting Public Right of Way 402/4/1 – Land North West of and adjacent to Homelands, Pen-y-worlod Road, NP26 3AJ
 - b. **2025/0092:** Erection of a new detached dwelling – Tan-y-derw, Market Road, Penhow NP26 3AB

- 6.3 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](https://newport.gov.uk)
- 7 POLICIES, PROCEDURES & STATEMENTS**
- 7.1 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 & OM 04/12/24 Min No 104.1 & OM 8/01/25 Min No 118.1 & OM 5/2/25 Min No 133.1)*
- 8 ONE VOICE WALES**
- 8.1 To receive an invitation to renew membership of One Voice Wales for the year 2025/2026 at the cost of £151
- 9 INFORMATION TECHNOLOGY**
- 9.1 To note any feedback from enquiries with Newport City Council, Microshade VSM and agree any actions required (deferred OM 05/02/25 Min No 136.1)
- 10 CONSULTATIONS & SURVEYS**
- 10.1 **DBCC - Electoral Review Programme 2025 (ERP 2025): closing date: 24/03/25**
[2025 ERP: Draft Policy and Practice | DBCC](#)
- 11 INDEPENDENT REMUNERATION PANEL FOR WALES**
- 11.1 To receive the Independent Remuneration Panel For Wales Annual Report 2025/2026
[Independent Remuneration Panel for Wales: annual report 2025 to 2026 | GOV.WALES](#)
- 11.2 To note mandatory payments to Community Councillors, and the option for individual Councillors to opt out from receiving payment.
- 11.3 To resolve whether to adopt (or not) non-mandatory determinations contained within the report affecting Community Councils.
- 11.4 To consider Item 9.27 of the Report (page 24) and agree:
- a. When and how the payments are made, and at what intervals.
 - b. How to recover any payments made to a member who leaves their role during the financial year.
- 12 CREATING A COMMUNITY PLACE PLAN**
- 12.1 To consider the creation of a Community Place Plan for the Community of Penhow, and agree any action required
- 12.2 To note that One Voice Wales run a virtual training course: 'Creating a Community Place Plan – Module 12' and consider Councillor/Clerk attendance
- 12.3 To consider requesting an officer from Newport City Council to attend a future meeting to talk about the process of creating a Community Place Plan.
- 13 VILLAGE MATTERS**
- 13.1 Items of concern within the Village – for information only.
- 14 COMMUNITY EVENTS**
- 14.1 To receive and update on progress of planning the Family Fun Day 7th June 2025 and agree any actions required.
- 15 REPORTS**
- 15.1 To receive report/s from City Councillors and agree any actions
- 15.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
- a Community Liaison (*lead Cllr Wagstaff*)
 - b Green Spaces including:
 - i. Update on the Community Land Advisory Service (CLAS) Community Management Award 2025.

- ii. Feedback on the BUPA Foundation Green Community Grant and agree any actions required. (Hedge planting)
 - iii. Update on works required on Green spaces during 2025 and purchase of wildflower seed and agree any action
 - c Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*) including:
 - d St John's Hall (*lead Cllr Jones*)
 - e To receive feedback on any other areas of responsibility, including:
 - i. Storage of Community Council assets
- 15.3 To receive a report from the Clerk

16 DATE OF THE NEXT MEETING

- 16.1 To affirm the day, date, time, and venue of the next Ordinary Meeting:
Wednesday 2nd April 2025 7.15pm at St John's Hall.