



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 2nd April 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 March 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 March 2025

4 FINANCE - GOVERNANCE

- 4.1 To approve the Bank Reconciliation as of 31st March 2025.
- 4.2 To approve payments made for March 2025 and due in April 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 \(newport.gov.uk\)](#)
 - a. **25/0173:** First floor extension over existing double garage – White Haven, Chepstow Road NP26 3AD
 - b. **25/0165:** Construction of double garage with study above - Silver Birches Wentwood Road Penhow NP26 3AE
- 6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)

7 QUOTATION FOR GROUNDWORK MAINTENANCE

- 7.1 To receive a quotation from Newport City Council to undertake groundwork maintenance for the financial year 2025/2026

- 7.2 To consider whether to suspend Financial Regulation No 5.9 and accept the quotation from Newport City Council (noting Fin Reg No 5.13), or whether to seek quotations from an additional two sources.
- 8 GOVERNANCE & ACCOUNTABILITY**
- 8.1 To note that the Council is required to complete a 'full' external audit with Wales Audit for the financial year 2024/2025 and that the relevant paperwork has been received.
- 8.2 To appoint an internal auditor for the financial year 2024/2025
- 8.3 To note that Council is required to complete/update its Environment (Wales) Act 2016 Part 1 Section 6 – The Biodiversity and Resilience of Ecosystems Duty Report during 2025.
- 9 INFORMATION TECHNOLOGY** (lead Cllr B Harries)
- 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 OM 5/3/25 Min No 148.1).
- 10 CREATING A COMMUNITY PLACE PLAN**
- 10.1 To note that the Wales Audit now includes a section relating to consultation with the community.
- 10.2 To receive a request from the Clerk to attend the One Voice Wales Module 12 Training – *Creating a Community Plan (To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting)*. Cost is £40. This will enable preparation towards the proposed consultation regarding the Community Place Plan with the public at the Family Fun day in June 2025.
- 11 VILLAGE MATTERS**
- 11.1 Items of concern within the Village – for information only.
- 12 COMMUNITY EVENTS**
- 12.1 To receive an update on progress of planning the Family Fun Day 7th June 2025 and agree any actions required.
- 12.2 To receive an update on progress in respect of the 'lighting the beacon' event to commemorate VE Day 80
- 13 REPORTS**
- 13.1 To receive report/s from City Councillors and agree any actions
- 13.2 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. To note there are monies left from the £1798.65 BUPA Foundation Green Community Grant to spend by mid April on the hedge project, plus Council's committed contribution of a minimum of 10% towards the project cost as a condition of the grant. To consider Council's options and various costs.
- 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:
- 13.3 To receive a report from the Clerk
- 14 CASUAL VACANCY FOR COUNCILLOR**
- 14.1 To consider expression of interest received in respect of the Casual Vacancy and consider co-option to the Council
- 15 DATE OF THE NEXT MEETING**
- 15.1 To affirm the day, date, time, and venue of the Annual Meeting, followed by the Ordinary Meeting: Wednesday 7th May 2025 7.15pm at St John's Hall.