

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 5th February 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 Cllrs Routley & Mogford

Members of the Public/Residents: 1

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 \(penhowcommunity.org\)](#)

A resident complained about parking outside the NCH properties on Greenmeadow Drive, he asked that NCH be asked to re-introduce the 'Resident Parking Only' signage. He further highlighted the fact that drones were being flown in/over the park and nearby residential properties and that the signage regarding the prohibition of this, in the notice boards, was not clear. The signage relating to the prohibition of drones would be renewed, and Council would pass on the request to NCH asking for the re-introduction the 'Resident Parking Only' signage.

127 CHAIR'S ANNOUNCEMENTS

127.1 To receive apologies for absence

City Councillors Will Routley and Ray Mogford had extended their apologies.

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

The Chair advised that he had met with several residents regarding the complaints received in January and February regarding parking issues. He had also spoken with the Village Shop about several matters when he dropped off the caddy bags.

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

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

None.

129 MINUTES OF THE LAST MEETING

129.1 To adopt the minutes of the last Ordinary Meeting held 8th January 2025

Resolved: To adopt the minutes of the Ordinary Meeting held on 8th January 2025.

130 FINANCE - GOVERNANCE

130.1 To approve the Bank Reconciliation as of 31st January 2025

Resolved: To adopt the Bank Reconciliation as of 31st January 2025.

Resolved: To cancel future subscriptions to AVG in respect computer security.

130.2 To approve payments made for January 2025 and due in February 2025

Resolved: To approve the payments made for January and due in February 2025.

131 CORRESPONDENCE

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

132 PLANNING

- 132.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://newport.gov.uk)
No applications received from Newport City Council.
- 132.2 To note and consider a need to respond to a Planning Application relevant to Caerwent Community Council (within Monmouthshire County Council area), but with a possible impact on the communities of both Llanvaches and Penhow. *(highlighted by a member of the public)* [DM/2025/00014 | The provision of two traveller pitches incorporating one static caravan, one touring caravan and day/utility room per pitch, upgrade of existing access, installation of private treatment plant. Retention of boundary fencing and ecological enhancements \(partly retrospective\). | Land At Upper Shirefield Cottage Road from A48 To Dewstow Road Fives Lanes Caerwent Monmouthshire NP26 5PG](#)
Members noted the contents of the application and the concerns of those living near the development site.
- 132.3 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)
Noted

133 POLICIES, PROCEDURES & STATEMENTS

- 133.1 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)*
Cllr Harries advised that he was still working on the wording.
- 133.2 To note receipt of new/updated Model Financial Regulations and consider adoption. *(deferred from OM 6/11/24 Min No 801)*
The document would be amended to indicate that the Council did not have any committees. The Council would also need to re-visit its banking arrangements.
Resolved: That whilst the Council's banking arrangement need to be re-visited to meet the new updated Financial Regulations, and following the amendments being made as identified, it resolved to adopt the new document.

134 VILLAGE MATTERS

- 134.1 Items of concern within the Village – for information only.
It was noted that various complaints had been received regarding inconsiderate parking across the village, and the point of view of several residents had been expressed to the Chair and to the Clerk. A post had been uploaded onto the Council's Facebook page, and shared with the Penhow Matters Facebook page reminding residents to be courteous and considerate when parking.
Resolved: That a letter should be sent to complainants advising them that the Council does not tolerate harassment or abuse of staff and/or councillors. Noting that forceful and loud conversations can be interpreted as aggressive and are not tolerated.
It was also noted that there was an increase in dog fouling within the park. The dog waste bags were being used, but there was still dog waste not being picked up.
Resolved: To look at the cost of additional signage reminding dog walkers to pick up after their dog/s.

135 COMMUNITY EVENTS

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

Cllr Hughes confirmed that work had commenced. Many stall holders had been contacted, with some already being booked. The Village Shop would be contacted to see if they wanted to sell ice-creams.

Action: Cllr Wagstaff to speak with the Women's Institute regarding a stall.

Action: Cllr Hayes and the Clerk to investigate supply of one or more generators

Action: Cllr Hayes to look at Music for the day and see if Langstone School had a dance group who wanted to perform, as well as the two choirs.

Action: Cllr Wagstaff to ask the St John's Ambulance to be in attendance

Action: Clerk to contact Chepstow & Caldicot Lions about a charity stall.

136 INFORMATION TECHNOLOGY

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

Cllr Harries had looked at what Council's requirement were and would forward details to the Clerk to enable enquiries to be made with Newport City Council and Microshade VSM.

137 CONSULTATIONS & SURVEYS

137.1 To note the consultation to expand Ysgol Bryn Derw by 40 pupil places from September 2025, is complete. <https://www.newport.gov.uk/schools-and-learning/proposals-and-consultations> Noted.

137.2 To agree a response to the One Voice Wales Survey of Member Councils and engagement with Area Committees

Members agreed Council's response to the survey.

137.3 Newport City Council: to amalgamate Millbrook Primary School and Monnow Primary School with effect from September 2026 <https://www.newport.gov.uk/schools-and-learning/proposals-and-consultations> closing date: 19/02/25

Members noted the consultation and were in favour of the proposals.

138 ONE VOICE WALES – ANNUAL GENERAL MEETING

138.1 To note the on-line OVW Annual General Meeting will be held on Tuesday 11 March 2025 from 4:00pm to 6:00pm. Councils are expected to be represented and appoint a substitute.

Cllr Wagstaff would attend, with the Clerk in reserve.

139 REPORTS

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

There was no report due to the absence of the City Councillors.

139.2 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 residents and the Village Shop regarding parking issues in the area. He would also attend the next meeting of the St John's Hall committee to explain and clarify grant funding from the Community Council.

b. Green Spaces including:

i. Update on the Community Land Advisory Service (CLAS) Community Management Award 2025.

The Community Land Advisory Service (CLAS) are holding a recorded online awards ceremony in March where the Community Council's film will be showcased in respect of the Community Management Award 2025. CLAS will shortly present Council, with its plaque and certificate, on site. Council now have to complete a site resilience plan which provides a seal of approval for future funders and demonstrates wellbeing credentials to decision makers in line with the Wellbeing of Future Generations (Wales) Act 2015.

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

The turf was delivered, and Llanvair Landscapes with the assistance of the KWT rep laid the turf. The wildflower bulbs supplied by KWT are starting to come up, but people have been walking across the area.

Action: Cllr Wagstaff would put one of the redundant 'Wildflower Area' signs in place to discourage people from walking across the area.

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

The hedging slips, tree guards and canes have been received. The Clerk's husband would attend the planting event to show volunteers how to plant the slips, and he would mark out the spacing/where the slips need to be planted with chalk paint (this is harmless and washes away).

Resolved: To purchase two or three cans of white chalk paint.

Resolved: To plant the hedging slips on Sunday 16th February 2025 at 10am. And again, if necessary, on Sunday 2nd March 2025 at 10am. A call for volunteers would be made via Facebook.

iv. **To consider works required on green spaces during 2025 and purchase of wildflower seed and agree any action.**

Michael Weekes had provided a programme of works required throughout the year in respect of the wildflower areas and maintenance in the Playing Field. Firstly, Council needs to purchase wildflower seed, so that it can be sown in April.

Resolved: Members resolved, that to save time and ensure the seed mix Council require is available, the clerk would obtain some quotes and circulate via email, with Councillors voting for their preference, so the seed can be purchased prior to the March 2025 meeting.

Resolved: That the clerk would put together a specification and seek estimates for the prep work required to sow the wildflower seed, and for spraying the edge of the path around the playing fields.

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

i. **To note that the toddler's bucket swing had been replaced.**

Noted.

ii. **Waste Bins:** Although the waste bins were being emptied twice a week, they were not being emptied fully, with rubbish clinging to the bottom of the bins.

Action: Cllrs Wagstaff & Jones would look to clear the bins fully when the weather improves.

iii. **Notice Boards:**

Action: The Clerk would clear the notice boards at either end of the playing field of old documents, and new posters inserted, including a new sign regarding the prohibition surrounding the flying of drones in the area.

iv. **Play Park Fence:** It had been noted that several of the upright posts on the play park fence had rotted off at ground level and several of the rails had started to rot.

Action: The Clerk would speak with ALS to see if the posts and rails could be replaced, or if the area need to be completely renewed, and seek a quote for the work.

- v. Beacon: Members noted that the recent Health & Safety inspection of the Playing Fields had indicated that the beacon needed to be monitored for degradation, and that it was loose at the base.

Action: The Clerk would speak with ALS for them to look at stabilising the pole.

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

Cllr Jones reported that a meeting had been held the previous evening, and that the bank balance stood at £4870. A quiz night had been planned, and other events were being organised. A new 'cooker' circuit was required, and the committee were looking at a firm quotation for the installation of Wi-Fi. The clerk confirmed that several grant funding opportunities had been emailed to the committee which may cover the cost of the new 'cooker' circuit and installation of Wi-Fi.

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

None.

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

A written report had been given to all Councillors. The clerk confirmed verbally that no requests had been received by Newport City Council to trigger an election for the vacancy of Community Councillor. Permission had therefore been given for Council to Co-opt a new member.

Resolved: That the Clerk advertise the vacancy for a Coopted Councillor.

140 DATE OF THE NEXT MEETING

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

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

The date of the next meeting would be Wednesday 5th March 2025 at 7.15pm in St John's Hall. Cllr Pedder extended his apologies for the meeting.

MEETING CLOSED AT 21.05PM

Appendix 1

Bank Reconciliation:

Current account
statement balance as at

31/01/2025

0.00

less outstanding cheques

0.00

0.00

**Current Account
Balance**

0.00

Current Account

0.00

0.00

BPA1 - Gen Dep

31,606.43

31,606.43

TOTAL

31,606.43

Total Receipts inc. balances b/fwd.

44,344.48

less total payments

12,738.05

31,606.43

Appendix 2

Receipts and Payments

PENHOW COMMUNITY COUNCIL

Payments and Receipts for February Ordinary Meeting

Paid in January and due in February

PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments (Jan 25)	514.50		514.50
OLB	John Wagstaff	drinks carol service, batteries lights	25.62	1.13	26.75
OLB	Audit Wales	audit fee 23/24	200.00		200.00
OLB	Nicola Sutherland	reimbursement: AVG security	58.32	11.67	69.99
OLB	Kingsdown	hedging slips	1288.8	257.76	1546.56
OLB	John Reece	Xmas trees and sleeve/caps	180.00	36.00	216.00
OLB	Llanvair Landscapes	prep ground and laying turf	500.00	100.00	600.00
EST	B Cawley & HMRC	Salary and Statutory Payments (Feb 25)	514.50		514.50
TOTAL PAYMENTS					£3,688.30

RECEIPTS			
REF	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	Credit Interest Nov	36.20
TOTAL RECEIPTS			£36.20