

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 March 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 J Wagstaff (Chair),

In Attendance: Beverly Cawley (Clerk),

Apologies: Cllr A Pedder, City Cllrs Routley & Mogford

Members of the Public/Residents: 0

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 \(penhowcommunity.org\)](#)

No members of the public in attendance.

140 CHAIR'S ANNOUNCEMENTS

140.1 To receive apologies for absence

Cllr Andy Pedder and City Councillors Will Routley and Ray Mogford had extended their apologies. Cllr Hayes advised that she would need to leave early due to childcare requirements.

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

The Chair advised that he had met with City Cllr Mogford in connection with parking on Market Road. He had also met with a representative from Social Farms and Gardens (agenda 15.3.c).

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

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

None.

142 MINUTES OF THE LAST MEETING

142.1 To adopt the minutes of the last Ordinary Meeting held 5th March 2025

Resolved: To adopt the minutes of the Ordinary Meeting held on 5th March 2025.

143 FINANCE - GOVERNANCE

143.1 To approve the Bank Reconciliation as of 28th February 2025.

Resolved: To adopt the Bank Reconciliation as of 28th February 2025.

143.2 To approve payments made for February 2025 and due in March 2025

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

144 CORRESPONDENCE

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

Noted. Members also noted that the One Voice Wales AGM had been postponed.

145 PLANNING

145.1 View and consider applications at [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**

Members noted that an old Ash tree and part of a native hedge had been removed, and a track had been laid across the ground to include access to a permanent stable, it was not evident that a licence had been obtained from NRW to undertake this. It was noted that access from the development would be on to a single-track lane already blighted by traffic. This was a 'pony paddock' being improved.

Resolved: That Council could not support this application, as there were too many questions unanswered. The purpose of the development was still unknown, and Council wished that the property remain as a 'pony paddock', that the excessive trackway be lifted, the native hedge be reinstated, allowing only for a field gateway, and that a substantial size replacement tree such as an oak be planted to replace the felled Ash Tree.

- b **2025/0092: Erection of a new detached dwelling – Tan-y-derw, Market Road, Penhow NP26 3AB**

Members had concerns about the access on to Market Road and the potential increased traffic and noted that no traffic plan had been submitted in respect of proposed construction vehicles/works. If the access from Market Road is widened, then potentially this would require a tree to be taken out/felled, the roots of which may have an impact on Market Road itself. There appeared to be no reference to SUDs, with no plans for dispersal of foul and surface water. Members also had concerns as to whether there was sufficient space within the boundary for the new build.

Resolved: That Council could not support this application. On the grounds of concerns regarding drainage, size, access and egress to the development, and lack of a traffic management plan for construction work.

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

146 POLICIES, PROCEDURES & STATEMENTS

- 146.1 **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)**

Cllr Harries submitted a draft of proposed changes in respect of usage of Social Media within the Communications Policy. Members noted that once changes had been made to the Council's IT systems etc, that the Policy would need to be reviewed again.

Resolved: To adopt the changes to the Policy as submitted to Council, and to review the policy as and when required.

147 ONE VOICE WALES

- 147.1 **To receive an invitation to renew membership of One Voice Wales for the year 2025/2026 at the cost of £151**

Resolved: To renew the membership of One Voice Wales for the year 2025/2026 at the cost of £151.

148 INFORMATION TECHNOLOGY

- 148.1 **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)**

Microshade VSM had submitted some information on their services and given some options and relative quotes. Newport City Council had not replied yet.

Resolved: To make enquiries with some more companies before deciding the future of IT within the Council and defer the item to the April meeting.

149 CONSULTATIONS & SURVEYS

- 149.1 **DBCC - Electoral Review Programme 2025 (ERP 2025): closing date: 24/03/25**
[2025 ERP: Draft Policy and Practice | DBCC](#)

Members noted the Electoral Review Draft Policy, but did not wish to comment at this stage.

150 INDEPENDENT REMUNERATION PANEL FOR WALES

- 150.1 **To receive the Independent Remuneration Panel For Wales Annual Report 2025/2026** [Independent Remuneration Panel for Wales: annual report 2025 to 2026 | GOV.WALES](#)

Members had been issued with details of the Annual Report

- 150.2 **To note mandatory payments to Community Councillors, and the option for individual Councillors to opt out from receiving payment.**

Members noted the mandatory payments and the option for them to opt out from receipt.

- 150.3 **To resolve whether to adopt (or not) non-mandatory determinations contained within the report affecting Community Councils.**

Resolved: That Council do not adopt the non-mandatory determinations (except for mileage for authorised meetings outside of the Community)

- 150.4 **To consider Item 9.27 of the Report (page 24) and agree:**

- a **When and how the payments are made, and at what intervals.**

Resolved: That mandatory payments would be made quarterly (June, September, December and March) by direct Bank transfer, and for the purposes of HMRC tax, Councillors will be responsible for declaring any monies they receive.

- b **How to recover any payments made to a member who leaves their role during the financial year.**

Resolved: That as mandatory payments will be made quarterly, in arrears (see Min 150.4.a) there should be no requirement to recover payments.

151 CREATING A COMMUNITY PLACE PLAN

- 151.1 **To consider the creation of a Community Place Plan for the Community of Penhow, and agree any action required.**

Members agreed that it would be good to create a Community Place Plan, and to advertise the fact at the Family Fun Day, looking for residents who would be interested in joining a working group in September 2025.

- 151.2 **To note that One Voice Wales run a virtual training course: 'Creating a Community Place Plan – Module 12' and consider Councillor/Clerk attendance.**

Noted. Members would wait to see if Welsh Government would be awarding bursaries for training from April and look to undertake some training prior to the September working Group meeting.

- 151.3 **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.**

Members noted that someone from Newport City Council had spoken to Langstone Community Council about their Community Place Plan. Members noted that there were also two ex-Monmouthshire County Council employees who were experienced in Community Place Plans, and who may well assist Council going forward.

152 VILLAGE MATTERS

- 152.1 **Items of concern within the Village – for information only.**

There was concern regarding numerous potholes in the community. The clerk advised that she could report these direct to Newport City Council Highways, but specific details about location, size, depth etc. would be required.

Members noted that Newport City Council were dealing with the replacement of a litter bin adjacent to the A48 and the repair of lighting following the recent RTA in the area.

153 COMMUNITY EVENTS

- 153.1 **To receive and update on progress of planning the Family Fun Day 7th June 2025 and agree any actions required.**

The toilets had been booked. The Scouts would not be available on the day as they were on camp. It was agreed to ask the Wentwood Young Farmers if they wanted to do anything on the day. A booking had been made for 3 hours' worth of Circus skills/magic show/balloon twisting at £275. Penylan Lodge had been asked if they would like to run the dog show and have a stand. The Rock and Fountain had

been asked to supply a bar, as response was awaited. The WI was disbanding and being replaced by a Ladies Group, they would be asked if they wanted a stand to promote their new group. The Chepstow and Caldicot Lions would be asked if they wanted a stand, to fundraise, and run their 'pig racing' event on their stand. If the Village Shop did not want to sell ice-creams, then Council would look at approaching Castle Farm, or Brookes Ice-Cream. A request had been sent to the St John's Ambulance for First Aid cover on the day. Michael Weekes would be asked to put on a vintage tractor display. Members also considered VE Day commemorations.

Resolved: To ask the Scouts about lighting the beacon at 6.30pm on VE Day. The bugler would also be asked to attend and play Reveille and the Last Post.

154 REPORTS

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

No City Councillors in attendance.

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

a Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff had spoken with numerous residents regarding issues within the village including parking and potholes.

b Green Spaces including:

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

Cllr Wagstaff and the Clerk had met with a representative from Social Farms and Gardens and received a certificate and plaque in respect of the CLAS award. The short film made about the park would be available shortly. Once the go ahead had been received regarding advertisement of the award, the plaque would need to be sited within the park.

Resolved: To purchase a 3m x 150mm x 150mm treated post (£41.20) and a bag of post-create (£6) from ALS and arrange for the plaque to be displayed on the post.

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

Three lines of hedging slips had been planted over two Sundays. The spare slips would be heeled in and used if necessary to replace any failed slips within the new hedge line. A total of forty-one volunteers had planted the hedge. Certificates had been issued to each of the children in attendance, acknowledging their involvement.

iii. Update on works required on Green spaces during 2025 and purchase of wildflower seed and agree any action.

Several quotes had been received for pollinator friendly flower seed, together with a quote for undertaking the preparatory work. Llanvair Landscapes would be asked to quote for spraying x1 the weeds on the footpath around the playing fields.

Resolved: To purchase 1KG of Biodiversity flower mix (£120) and 400g of Aurora flower mix (£41) from Limagrains Colour Splash Amenity mixtures.

Resolved: To appoint Llanvair Landscapes to undertake the ground preparation and sowing as per their quote of £350 plus vat.

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

ALS have been asked to look at the play park fence line and give their opinion/recommendation and a cost for works and materials.

Two 'No Drone' signs had been produced and laminated to go in the Play Park notice boards. Metal signs would not be purchased at present but would be reviewed later when Council considers other signage for the Playing Fields.

It was noted that one bench within the Play Park area would need painting/repairing.

d St John's Hall (lead Cllr Jones)

The quiz had been successful. Information regarding grant possibilities had been forwarded to the committee.

e To receive feedback on any other areas of responsibility, including: Storage of Community Council assets

Cllr Wagstaff and the Clerk agreed to store the assets currently held by Michael Weekes. Collection would be arranged.

154.3 To receive a report from the Clerk

A written report had been circulated to all members. Since issuing the report, the closing date for the Expression of Interest for Co-option had passed. One applicant had been received. Cllr Wagstaff would contact the applicant and meet up.

155 DATE OF THE NEXT MEETING

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

Wednesday 2nd April 2025 7.15pm at St John's Hall.

The date of the next meeting was confirmed as Wednesday 2nd April 2025 at 7.15pm at St John's Hall.

THE MEETING CLOSED AT 9.10PM

APPENDIX 1

BANK RECONCILIATION

Current account statement balance as at 28/02/2025	0.00
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Current Account Balance	0.00
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Current Account	0.00	0.00
BPA1 - Gen Dep	28,460.94	28,460.94
TOTAL		28,460.94

Total Receipts inc balances b/fwd	44,372.79
less total payments	15,911.85
	28,460.94

APPENDIX 2

Receipts and Payments

		Paid in February and/or due in March			
PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments - Feb 25	514.50		514.50
OLB	ISCA PMS Ltd	Web Maintenance & Hosting	225.00	45.00	270.00
OLB	Portable Toilets Ltd	hire for Family Fun Day June 25	310.00	62.00	372.00
OLB	Newport City Council	Grounds Maintenance Q4	383.31	76.66	459.97
OLB	B Cawley	Reimburse Post/print/stationery Apr24-Mar25	157.86	26.20	184.06
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - Mar 25	514.50		514.50
TOTAL EXPENDITURE					2,315.03
RECEIPTS					
REF	RECEIVED FROM	DESCRIPTION			
	Nat West Bank	Credit Interest Feb 25			28.31
TOTAL RECEIVED IN					£ 28.31