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 2nd April 2025 at 7.15pm in St John's Hall, Penhow.

Councillors:	Cllr J Barlett, Cllr B Harries, Cllr D Hayes, Cllr K Jones, Cllr A Pedder, Cllr J Wagstaff (Chair),
In Attendance:	Beverly Cawley (Clerk),
Apologies:	Cllr R Hughes, City Cllr R Mogford
Members of the Public/Residents:	City Cllr W Routley

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)

Cllrs Wagstaff and Jones advised that they had been approached by several members of the community, wishing to raise several issues:

a. A complaint about the size of font on the minutes displayed on the notice boards.
b. A question as to why dogs are not kept on a lead in the park.
c. A thank you for displaying the 'No Drone Area' signs in the park.
d. A complaint about the Mud and potholes on Greenmeadow Lane
e. A complaint about the state of the garden within an empty property.

156 CHAIR'S ANNOUNCEMENTS

156.1 **To receive apologies for absence**
Apologies received and accepted from Cllr R Hughes and City Cllr R Mogford.

156.2 **To receive any update and feedback from Chair on meetings/events attended**
Cllr Wagstaff extended his congratulations to the Langstone School litter pickers for taking part in the Big British Spring Clean and making the National News.

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

157.1 **To receive any declarations of interest in items on the agenda**
None.

158 MINUTES OF THE LAST MEETING

158.1 **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.

159 FINANCE - GOVERNANCE

159.1 **To approve the Bank Reconciliation as of 31st March 2025.**
Resolved: To adopt the Bank Reconciliation as of 31st March 2025.

159.2 **To approve payments made for March 2025 and due in April 2025**
Resolved: To approve the payments made for March and due in April 2025

160 CORRESPONDENCE

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

Noted. Members also noted that ex-Councillor Viv Blandford congratulated the Council on receipt the CLAS Award and Ex-Councillor Michael Weekes had sent a note of thanks for the card and good wishes he had received on leaving the Council.

161 PLANNING

161.1 **View and consider applications at <u>Simple Search (newport.gov.uk)</u>**

a. **25/0173: First floor extension over existing double garage – White Haven, Chepstow Road NP26 3AD**

<u>Resolved:</u> To support Planning Application 25/0173, with no comment.

b. **25/0165: Construction of double garage with study above - Silver Birches Wentwood Road Penhow NP26 3AE**

Members noted that a significant building had recently been erected in the grounds of Silver Birches, set back between the main house and the neighbouring property Meadow View. The plan submitted with the Planning Application did not show this new property.

<u>Resolved:</u> To raise concerns in respect of Planning Application 25/0165 in that an up-to-date plan had not been included and could thus mislead during the consultation period.

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

Noted.

162 QUOTATION FOR GROUNDWORK MAINTENANCE

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

Members noted the quotation of £1598.00 an increase of £64.75 compared to 2024.

162.2 **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.**

Members considered the requirement to obtain three quotations for works of this value.

<u>Resolved:</u> To suspend Financial Regulation No 5.9 and accept the quotation of £1598.00 from Newport City Council, noting that Newport City Council were a preferred supplier for this ground maintenance work, that they have undertaken the work for several years to a high standard.

163 GOVERNANCE & ACCOUNTABILITY

163.1 **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.**

Noted. The clerk would attend a webinar with Wales Audit Office on the requirements of a Full Audit.

163.2 **To appoint an internal auditor for the financial year 2024/2025**

<u>Resolved:</u> To ask Brian Shepherd to undertake the internal audit for the year 2024/2025

163.3 **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.**

Members noted that there are numerous updates to be included in this report; laying of turf, planting of wildflower bulbs, a new native hedge.

164 INFORMATION TECHNOLOGY (lead Cllr B Harries)

164.1 **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).**

Cllr Harries advised that two suppliers were not interested due to size. A response was still awaited from Newport City Council.

Resolved: To defer this matter for a further month, bringing it back to the May meeting.

165 CREATING A COMMUNITY PLACE PLAN

165.1 **To note that the Wales Audit now includes a section relating to consultation with the community.**

Members noted that the format and questions in the Annual Governance statement have changed and now include: *"In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities."* This made it more important to work towards creating a Community Place Plan or hold Councillor Surgery events.

165.2 **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.**

Resolved: That the Clerk attend a One Voice Wales Module 12 training course – Creating a Community Plan.

166 VILLAGE MATTERS

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

The directional sign on the A48 had been knocked over some time ago and had not been replaced. A hole was appearing in the layby on the A48 between the entrance to Penyworlod Lane and the Quarry. A van, advertising, had appeared on the grass adjacent to the layby on the A48 (where the recycling bins had been), it was unknown if this had a licence to advertise. There appeared to be an increase in fly-tipping across the outlying community.

Action: Information to be passed on to Newport City Council where appropriate, and/or added to a future agenda.

167 COMMUNITY EVENTS

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

The Penhow Area Art Club wished to have a stand to display their work and promote the Club. Responses still awaited from the Caldicot and Chepstow Lions Club about having a stall and bringing their pig racing game and from the Young Farmers Club. The Rock and Fountain Inn will provide a bar but require a generator. The Circus Skills was booked as was the ice-cream van.

Action: To ask Michael Weekes if he wished to bring along his vintage tractors for display.

Action: Cllr Hayes to enquire about advertising on the Langstone School radio show and approach a local dance group about putting on a display.

Resolved: To print flyers to advertise the event and deliver to residents.

167.2 **To receive an update on progress in respect of the 'lighting the beacon' event to commemorate VE Day 80**

The Scouts had confirmed that they would prepare and light the beacon. The bugler had confirmed attendance. The beacon would be lit at 7pm (to allow children to attend on a school night) instead of the proposed national time of 9.30pm. Members noted that Council were requested to read out a proclamation at the event.

168 REPORTS

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

Cllr Routley advised members that during the next month he would be undertaking inspections of highways within his ward areas, to look at outstanding and required works. He was already aware of several issues including erosion/collapse of highway, numerous potholes, missing directional signage. He asked that Councillors advise him direct of any issues so that he could look at the issues and work towards a resolution.

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

a **Community Liaison *(lead Cllr Wagstaff)***

Cllr Wagstaff had met with the Chair of the Village Shop, and it was noted that footfall numbers were up. Also, with Cllr Jones he had met with the new Wentwood Men's Walking Group at one of their events. He advised members that the Penhow Women's Institute had folded, and that a new 'Ladies Group' had been formed by previous WI members, with whom he would be meeting shortly. He would also be attending the next St John's Hall meeting to talk about grant funding.

b **Green Spaces including:**

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

The receipt of the Award had been advertised on Facebook and the Website, and a report sent into the South Wales Argus. A small paragraph had appeared in the SW Argus, but a larger report was available at their on-line news.

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.**

Members noted that the outstanding monies needed to be spent by the end of May. A lectern style information board would cost approximately £1844 (less the outstanding grant monies) with the bulk of the cost being for artwork/design. It was noted that information could not be changed once manufactured, and that an alternative should be sought, such as a lectern style notice board, where we could produce and change the information displayed. Members noted that an alternative plan could be to provide nesting boxes.

Action: The Clerk would clarify with Cllr Hughes the total amount of monies granted, and the actual financial commitment of the Council, and source and cost a lectern style notice board.

iii. Llanvair Landscapes have prepped the ground ready to sow the pollinator seed, which is due to be delivered.

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

It was noted that the notices within the playing fields had been cleaned. The dog waste bag dispenser was being used.

Action: To add the purchase of a second dog waste bag dispenser to the May agenda.

Resolved: To remove the 2011 Best Kept Village sign from its current position, and re-site it on the play park fence.

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

It was noted that a new cooker had been installed together with new upgraded wiring. The next meeting would be on 14th April.

e **To receive feedback on any other areas of responsibility, including:**

None.

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

A written report had been circulated to members. Cllr Wagstaff advised that he would shortly be undertaking the Clerk's Annual Employment review.

169 CASUAL VACANCY FOR COUNCILLOR

169.1 **To consider expression of interest received in respect of the Casual Vacancy and consider co-option to the Council.**

Cllr Wagstaff had met with Mike Ormston to chat about the role of a Community Councillor. Mr Ormston would be attending the May meeting.

Resolved: To defer the matter of co-option to the May meeting.

170 DATE OF THE NEXT MEETING

170.1 **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.**

It was noted that neither the Chair nor Vice Chair would be available to attend the meeting on the 7th May 2025

Resolved: To seek an alternative date of Thursday 15th May 2025 for the May Ordinary Meeting and Annual Meeting.

MEETING CLOSED AT 8.50PM

APPENDIX 1 **BANK RECONCILIATION**

Current account statement balance as at				
31/03/2025				**0.00**
less outstanding cheques				
		0.00		**0.00**
Current Account Balance				**0.00**
Current Account		0.00		0.00
BPA1 - Gen Dep		27,401.80		27,401.80
TOTAL				**27,401.80**
Cash Book Balance				
Total Receipts inc balances b/fwd				45,536.03
less total payments				18,134.23
				27,401.80

APPENDIX 2 **Receipts and Payments**

PAYMENTS					
REF NO	**PAYEE**	**DESCRIPTION**	**NET**	**VAT**	**GROSS**
OLB	B Cawley & HMRC	Salary & Statutory Payments - Mar 25	514.50		514.50
OLB	May Glothling	toilet hire June 2024	303.00	60.60	363.60
OLB	St Johns Hall	hall hire Feb/Mar 2025	58.25		58.25
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - Apr 25	514.50		514.50
OLB	One Voice Wales	Membership	151.00		151.00
OLB	One Voice Wales	training 04/02/25	20.00		20.00
TOTAL EXPENDITURE					**1,621.85**

RECEIPTS			
REF	**RECEIVED FROM**	**DESCRIPTION**	
	Nat West Bank	Credit Interest Mar 25	29.65
	HMRC VTR	vat refund	1,133.59
TOTAL RECEVIED IN			**£ 1,163.24**