



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

www.penhowcommunity.org

Dear Councillor

You are hereby **summoned** to attend an **Ordinary Meeting** of **Penhow Community Council** held in **St. John's Hall, Penhow** on **Wednesday 4th June at 7.15pm.**

Councillors attend this meeting under the provisions of the Community Council's Code of Conduct.

Beverly Cawley,
Clerk to the Council (07785 747 762)

29th May 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 CASUAL VACANCY FOR POSITION OF COUNCILLOR

- 2.1 To note that an expression of interest has been received, and to consider Co-option of the applicant.

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

- 3.1 To receive any declarations of interest in items on the agenda

4 MINUTES OF THE LAST MEETING

- 4.1 To adopt the minutes of the Annual and Ordinary Meeting held 15th May 2025

5 FINANCE - GOVERNANCE

- 5.1 To approve the Bank Reconciliation as of 31st May 2025.
- 5.2 To approve payments made for May 2025 and due in June 2025

6 CORRESPONDENCE

- 6.1 To note that miscellaneous correspondence has been forwarded to Members, as appropriate, for information purposes.

7 PLANNING

- 7.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))
No applications received at the time of publication
- 7.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)

8 GOVERNANCE & ACCOUNTABILITY

- 8.1 To note that the Internal Audit is complete with no issues raised.
- 8.2 To receive and adopt the Internal Audit for Year ended 31 March 2024 for submission to the Wales Audit Office.

- 8.3 To consider the 'Annual Accounts Report' and the 'Annual Governance Statement' for the Year ended 31 March 2025 and sign off ready for submission to Wales Audit Office.

9 TRAINING

- 9.1 To receive feedback on recent training
- 9.2 To consider new training needs

10 COMMUNITY GRANT FUNDING

- 10.1 To consider an opening and closing date for 2025/2026 Community Grant Applications
- 10.2 To consider whether the current grant application form is fit for purpose or whether it requires amendment.

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 consider any events and needs for Christmas 2025.

13 CONSULTATIONS

- 13.1 Newport City Council Local Development Plan 2011-2026 – Supplementary Planning Guidance (SPG) [Have your say | Newport City Council](#) closing date 08/07/25 :
 - i. Planning Obligations SPG (amended)
 - ii. Wildlife and Development SPG (amended)
 - iii. Waste Storage and Collection SPG (amended)
 - iv. Archaeologically Sensitive Areas SPG (amended)

14 REPORTS

- 14.1 To receive report/s from City Councillors and agree any actions
- 14.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
 - a Community Liaison (*lead Cllr Wagstaff*)
 - b Green Spaces (*lead Cllr Pedder*) including:
 - i. To note the feedback report in respect of the BUPA Foundation Green Community Grant has been returned for scrutiny, and the balance of the outstanding grant monies are pending.
 - c Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*) including:
 - i. Repairs to bike trail
 - ii. Repairs to Basketball net
 - iii. Modification of celebration Beacon.
 - iv. To consider purchase of second dog waste bag dispenser.
 - d St John's Hall (*lead Cllr Jones*)
 - e To receive feedback on any other areas of responsibility.
- 14.3 To receive a report from the Clerk

15 DATE OF THE NEXT MEETING

- 15.1 To Confirm the date of the next Ordinary Meeting: Wednesday 2nd July 2025 7.15pm at St John's Hall.