PENHOW COMMUNITY COUNCIL

www.penhowcommunity.org Clerk: Mrs Beverly Cawley (07785 747 762) clerk@penhowcommunity.org

Minutes of the Annual and Ordinary Meetings of Penhow Community Council held on Thursday 15th May 2025 at 7.15pm in St John's Hall, Penhow.

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

2025/ 2026

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)]

PCSO Dan Sutherland advised that there had been 119 calls during April in the Langstone area, with some of those relating to the M4. He had undertaken school patrols at Langstone Primary School. He confirmed that 'Force' priorities change depending on circumstances at varying levels, Force, Ward, Neighbourhood Team levels. In answer to a question, he confirmed the electric scooters must be insured to go on the highway. He also confirmed that a gas like cannister found in Wentwood was possibly used by teenagers for inhaling gas. He and his colleague would also attend the Community Council's Family Fun Day on the 7th June.

ANNUAL MEETING

The clerk opened the meeting, noted the apologies for absence, and called for nominations for Chair for the year 2025/2026.

1 ANNOUNCEMENTS

1.1 **To receive apologies for absence**

Apologies were received and accepted from Cllrs R Hughes and K Jones and City Cllr W Routley.

2 ELECTION OF CHAIR

2.1 **To elect a Chair for the year 2025/2026**

Cllr Harries nominated Cllr Wagstaff, seconded by Cllr Hayes. There were no further nominations. A unanimous vote was taken.

Cllr Wagstaff was duly elected as Chair.

2.2 **Chair to sign Declaration of Acceptance of Office**

The Chair signed the 'Declaration of Acceptance of Office' witnessed by the Clerk.

CLLR WAGSTAFF TOOK THE CHAIR

3 ELECTION OF VICE-CHAIR

3.1 **To elect a Vice Chair for the year 2025/2026**

Cllr Wagstaff nominated Cllr Hughes, seconded by Cllr Bartlett. There were no further nominations. A unanimous vote was taken. It was noted the Cllr Hughes was absent, but the clerk confirmed that Cllr Hughes had indicated she was prepared to stand as Vice Chair for a further term of office.

Cllr Hughes was duly elected as Vice Chair.

4 Declarations of interest in items on the agenda – Forms to be completed

4.1 **To receive any declarations of interest in items on the agenda**

None

5 MINUTES OF THE LAST ANNUAL MEETING

5.1 **To note that the minutes of the last Annual Meeting held 1st May 2023 were adopted at the OM 5/6/24 Min No 21.1**

Noted.

6 REPORTS

6.1 **To receive a report from the Chair for term of office 2024/2025 Cllr John Wagstaff**

Cllr Wagstaff had circulated his report, which would be uploaded to the website for members of the public to review.

6.1 **To note that the Council's Annual Report for 2024/2025 is currently being drafted and will be presented to Full Council at the earliest opportunity for adoption and publication by September 2025.**

Noted.

7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

7.1 **To consider the need for any Internal Committees or Working Groups:**

- **a. To agree the terms of reference**
- **b. To appoint members**
- **c. To appoint a Chairperson *(if required*)**

To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions' (*in the case of a committee)*

It was noted that Council may need to set up a working Group later in the year to deal with the Community Place Plan. Details would be agreed at the appropriate time.

8 EXTERNAL BODIES, ORGANISATIONS AND AREAS OF RESPONSIBILITY

8.1 **To appoint representatives to external bodies and areas of responsibility:**

- **a. Newport City Council Community Council Focus/Liaison Group**
  Resolved: To appoint Cllr Wagstaff, with all Councillors attending at some point as part of their Councillor development/training.
- **b. One Voice Wales Area Committee**
  Resolved: To appoint Cllr Wagstaff, with all Councillors attending at some point as part of their Councillor development/training.
- **c. St John's Village Hall**
  Resolved: To appoint Cllr Jones.
- **d. Community Liaison**
  Resolved: To appoint Cllr Wagstaff.
- **e. Green Spaces**
  Resolved: To appoint Cllr Pedder.
- **f. Recreation Grounds and Street Furnishings**
  Resolved: To appoint Cllrs Jones and Wagstaff.
- **g. Any other local groups**
  Resolved: To appoint Cllr Harries as liaison with the 1st Wentwood Scouts.
  Resolved: To appoint Cllr Hayes as liaison with Langstone Primary School.

8.2 **To agree arrangements for reporting back to Full Council.**

Resolved: To report back verbally at monthly Council meetings, unless the information to be cascaded was detailed/complicated, when a written report would be submitted for all to read.

9 GENERAL POWER OF COMPETENCE

9.1 **To note that Council does not meet the eligibility criteria for the use of the General Power of Competence.**

The clerk explained the criteria required. Members noted they did not meet the eligibility criteria.

10 POLICIES, PROCEDURES & STATEMENTS [Policies | Penhow Community Council]

10.1 **To review and adopt the following policies, procedures, and statements:**

a **Code of Conduct**

b **Communications Policy (including Press and Media)**

c **Financial Regulations**

d **Environment (Wales) Act 2016 Part 1 – Section 6 – The Biodiversity and Resilience of Ecosystems Duty Report 2022**

e **Freedom of Information Procedure**

f **General Privacy Statement**

g **Playing Field Key Protocol & Information for residents and all who use the field**

h **Publication Scheme**

i **Standing Orders**

J **Safeguarding Policy *(Children & vulnerable adults)***

k **Training Plan**

l **Unacceptable Actions by Individuals**

<u>Resolved:</u> To adopt the policies as presented and listed above

10.2 **To review and consider draft policies**

a **Complaint Policy**

b **Disciplinary & Grievance Policy**

c **Equality & Diversity Policy**

d **Health & Safety Policy**

e **Information & Data Protection Policy**

<u>Resolved:</u> To adopt the draft policies as presented and listed above

10.3 **To adopt risk policy statements and consequential risk management arrangements**

<u>Resolved:</u> To adopt the Risk Policy statement and consequential risk management arrangements, and to review the Fidelity Insurance Cover.

11 FINANCE - GOVERNANCE

11.1 **To review of End of Year Accounts for 2024-2025, together with the review of Section 137 expenditure**

Members noted the summary of budget versus actual spend for 2024-2025 and noted the Section 137 expenditure totalled £534.14.

<u>Resolved:</u> To adopt the End of Year Accounts for 2024-2025

11.2 **To consider and agree signing authority with regards to the Community Councils Banking requirements at National Westminster Bank plc**

Following a review of the Financial Regulations the on-line banking arrangements would change shortly, and it was considered prudent to add a third signatory to the bank signing authority.

<u>Resolved:</u> To add Cllr Bryn Harries as a third signatory for National Westminster Bank.

11.3 **To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically**

<u>Resolved:</u> That Cllr Bartlett continue in this role for the 2025/2026 year.

11.4 **To adopt the Annual Investment Strategy for the year 2025/2026**

Members noted that Ear-Marked Reserves stood at £742 (the difference between the proposed budget and the Precept.

<u>Resolved:</u> To adopt the Annual Investment Strategy for the year 2025/2026 as presented.

11.5 **To note that the Independent Remuneration Panel For Wales Annual Report in respect of Community Councils was adopted (OM 05/03/25 Min No 1550) and agreement made in respect of allowances.**

Noted.

11.6 **To consider a sub budget 'Civic Allowance' of £500 be created from the existing 'Other Miscellaneous' budget of £5000, in respect of miscellaneous expenditure on the production of a vat receipt.**

<u>Resolved:</u> To create a new budget heading 'Civic Allowance' and vire the sum of £500 to it from the 'Other Miscellaneous' budget.

11.7 **To review the inventory of land and other assets**

The column heading 'Value' would be changed to 'Cost.'

<u>Resolved:</u> To adopt the inventory of land and other assets.

11.8 **To review Insurance cover arrangements in respect of all insured risks**

Members noted that Fidelity Insurance was stated at £5k and it should be a minimum of £70k. A copy of the updated asset list had been supplied to the Insurance Company.

a. **To consider renewal of Ansvar Insurance for 2025/2026 at a cost of £598.37**
Ansvar Insurance had supplied a revised quote £605.08 to accommodate an increase in the Fidelity cover to £100k.
Resolved: To accept the Insurance quotation of £605.08

11.9 **To review and agree Council's and/or staff subscriptions to other bodies and other regular commitments.**
Resolved: To accept the list of Council and/or staff subscriptions to other bodies and other regular commitments, as provided

12 MEETINGS

12.1 **To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.**
Resolved: To continue to hold the Ordinary meetings in St John's Hall on the first Wednesday of each month, commencing at 7.15pm (except for August)

12.2 **To confirm the dates of the Ordinary Meetings and next Annual Meeting**
Resolved: To accept and confirm a list of meetings dates supplied.

ORDINARY MEETING

MEETING SUSPENDED AT 8.06PM TO ALLOW A FURTHER PUBLIC OPEN FORUM TIME. *(under Standing Order 10.a.xiv)*

Several concerns had been raised by residents who had asked Councillors to bring them forward to the Open Forum.
Concerns over a dog barking continuously on Market Road. This is a matter for Newport City Council's Environmental Health Team. It was understood that the Shop and Café were up a part of a property sale, Council were unaware how this would affect any leases that the café and shop have in place. A fence was falling/leaning over onto the pavement on Greenmeadow Drive – The Chair would speak to the resident as this could be a health and safety issue. Agricultural land on Market Road appeared to be having work done, it was understood that the land was going to be an allotment, the council would monitor.

MEETING RE-CONVENED AT 8.27PM

13 MINUTES OF THE LAST ORDINARY MEETING

13.1 **To approve the minutes of the last Ordinary Meeting held on 2nd April 2025.**
Resolved: To approve the minutes of the last Ordinary Meeting held on 2nd April 2025

14 MOTION NOT REQUIRING WRITTEN NOTICE *(under Standing Order 10.a.vi)*

14.1 Cllr Wagstaff proposed to bring forward Agenda Item 18.1
Resolved: To bring forward Agenda Item 18.1 – City Councillor Report

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

15.1 Cllr Ray Mogford advised that he had completed his term of office as Mayor for Newport City Council, and that Cllr Kate Thomas had been inaugurated as the 393rd Mayor of Newport. He had raised £17k for his charities during his term as Mayor.
Newport City Council had put aside a budget for road improvement and/or repairs. Some repairs to potholes on the A48 had already been done – he would continue to monitor the impact on and improvements to the Penhow Community. He advised that there was a review of Community Boundaries pending, and consultations of any proposed changes would take place.

16 FINANCE

16.1 **To approve the Bank Reconciliation as at 30th April 2025.**
Resolved: To approve the Bank Reconciliation as at 30th April 2025

16.2 **To approve payments due for April/May 2025**
Resolved: To approve the payments for April/May 2025

17 CORRESPONDENCE

17.1 **To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes.**
Noted.

18 PLANNING

18.1 **View and consider applications at Simple Search (newport.gov.uk)**

a **25/0273: Construction of outdoor manege – New Holding, Chapel Lane, Llandevaud NP18 2AF**

Resolved: To support Planning Application 25/0273, with no comment

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

19 PLAYING FIELD & PLAY AREA

19.1 **To note that the Annual Inspection of the playing field and play area, by RoSPA is scheduled for June 2025 at the cost of £80 per area.**
Noted.

20 REPORTS

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

a **Community Liaison (Cllr Wagstaff)**
Cllr Wagstaff had spoken with the Village Shop about the pending property sale and any potential comeback on the Community facility – there was nothing further to report on this at present.

b **Green Spaces – including:**

i. to receive and consider quotations for Lectern style Notice Board for erection within the Playing Field in respect of the BUPA Grant monies.
Three quotes had been sought and two received. It was noted that there would be a cost to install the board.
Resolved: To accept the quotation from Parish Notice Boards for £435 plus £65 delivery.
Resolved: ALS Penhow to be asked to quote for installation.

ii. to receive and consider quotation for spraying weeds along paths and entrance ways to Playing Field.
Resolved: To accept a quotation from Llanvair Landscapes for the sum of £400 per application for 2025, and to seek a quote from Newport City Council for 2026.

iii. to consider an offer of a two-year-old 'Walnut' sapling for planting in the Playing Field.
Resolved: To accept the offer of the Walnut sapling to be planted at the Market Road end of the Playing Field late Autumn 2025.

iv. Other
The beacon requires the pole shortening, and a metal plate installing between the basket and the pole to prevent charring/burning.
Resolved: To request a quote for the work from ALS, Penhow.

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

i. To consider request to access rear of private property from Playing Field
Resolved: To approve access, for deliveries only, contractors are unable to park on site during the day.

ii. To receive and consider quote from ALS Penhow for repairs or replacement of Play Park fence.
Members were uncertain about the quotation, and whether they related to the whole of the fence, or just two sections.
Action: Clerk to clarify the position of the quote with ALS, and request, if necessary, a quote for replacement of the entire fence-line

iii. Other.
The basketball chain-net was broken. A replacement was £18 - £20.
Resolved: That the clerk purchase and arrange installation as soon as possible.

d **St John's Hall (Cllr Jones)**
No report available.

18.2 **To receive feedback on preparations for the Family Fun Day event and agree any actions.**
Leaflets and posters were ready for distribution. Several organisations were unable to attend, as were the Severn Tunnel Band. An alternative band was sought. The choir would be required for 1.30 & 2pm. Cllr Bartlett would enquire about and transport the chairs from St John's Hall. No parking bollards would be put out on the morning of the event. Two generators and a gazebo had been organised, and St John's Ambulance would be on site. An invitation would be sent to the new Mayor of Newport.
Resolved: To enquire about a paint-balling organisation attending site.

19 EXCLUSION OF PRESS AND PUBLIC

19.1 **To consider the Exclusion of Press and Public [by virtue of The Public Bodies (Admission to Meetings) Act 1960] from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

Resolved: To exclude the Press and Public from the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

20 PERSONNEL RELATED ISSUES

20.1 **To approve and issue the clerk with an employment contract in line with legislation.**

A draft employment contract had been circulated.

Resolved: To approve the draft employment contract and issue to the clerk.

20.2 **To note that an Annual Staff Appraisal had been completed.**

Noted.

21 DATE OF THE NEXT MEETING

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

The next Ordinary Meeting would be held in St John's Hall on Wednesday 4th June 2025 commencing at 7.15pm

THE MEETING CLOSED AT 9.27PM

APPENDIX 1 **BANK RECONCILIATION**

Current account statement balance as at		
30/04/2025		**0.00**
less outstanding cheques		
	0.00	**0.00**
Current Account Balance		**0.00**
Current Account	0.00	0.00
BPA1 - Gen Dep	26,263.74	26,263.74
TOTAL		**26,263.74**
Total Receipts inc balances b/fwd		27,429.21
less total payments		1,165.47
		26,263.74

APPENDIX 2 **Receipts and Payments**

Payments and Receipts for May Ordinary Meeting

Paid in April and due in May

PAYMENTS

REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments - Apr 25	514.50		514.50
OLB	Newport City Council	Ground Maintenance Q4	383.31	76.66	459.97
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - May 25	514.50		514.50
OLB	Llanvair Landscapes	Rotavate and prep and sow wildflower seeds	350.00	70.00	420.00
OLB	Penhow Village Shop	Sweets for choir at Family Fun Day	120.00		120.00
OLB	St John's Hall	rent - April 2025	15.00		15.00
OLB	Nicola Sutherland	reimburse - AVG Internet Security	84.99		84.99
OLB	Nicola Sutherland	reimburse - Microsoft 365	87.49	17.50	104.99
OLB	B Cawley	reimburse - rosettes for Family Fun Day	41.42	8.29	49.71
TOTAL EXPENDITURE					**2,283.66**

RECEIPTS

REF	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	Credit Interest Apr 25	27.41
	Newport City Council	Precept #1 - May 25	16,000.00
TOTAL RECEVIED IN			**£ 16,027.41**