



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 2nd July 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)

26th June 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 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – *Forms to be completed.*

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

3 MINUTES OF THE LAST MEETING

- 3.1 To adopt the minutes of the Ordinary Meeting held 4th June 2025

4 FINANCE - GOVERNANCE

- 4.1 To approve the Bank Reconciliation as of 30th June 2025.
- 4.2 To approve payments made for June 2025 and due in July 2025
- 4.3 To note the position of the council's budget against its actual figures for the financial year 2025/2026 as at the close of business on the 30th June 2025.

5 CORRESPONDENCE

- 5.1 To note that miscellaneous correspondence has been forwarded to Members, as appropriate, for information purposes.
- 5.2 To note receipt of correspondence from Penhow Church seeking advice regarding the installation of a notice board within the Parc Seymour area, consider any options and agree any action to be taken.

6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))
 - a 24/0563 – Proposed two storey side and rear extensions and single storey front extension and raising the ridge height of the dwelling by 450mm - Silver Birches, Wentwood Road, NP26 3AE
- 6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)

7 GOVERNANCE & ACCOUNTABILITY

- 7.1 To note that all the paperwork for the External Audit is now ready for delivery by hand to the Wales Audit Office
- 7.2 To receive draft Annual Report, agree content, adopt and arrange publication and consider any other actions required.

8 ONE VOICE WALES

- 8.1 To confirm attendance at the OVW Extraordinary Meeting to adopt a change to their constitution
- 8.2 To consider whether council, as a member of OVW, approves the proposed changes to their constitution.

9 CASUAL VACANCY

- 9.1 To note the Cllr Rebecca Hughes has resigned as Community Councillor for Penhow Community Council and that Newport City Council Democracy Department have been advised accordingly.

10 VILLAGE MATTERS

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

11 COMMUNITY EVENTS

- 11.1 To receive an update and feedback on the cancelled Family Fun Day 7th June 2025 and agree any actions required.
- 11.2 To consider any other community events and agree any actions required.

12 CONSULTATIONS

- 12.1 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)*(deferred from OM 04/06/25 Min No. 36)*
- 12.2 South Wales Fire and Rescue Service – Strategic Plan 2025-2040 -Have Your Say [SWFRS-Strategic-plan-2025-2040-EN-2.pdf](#) closing date 04/07/25

13 COMMUNITY PLACE PLAN

- 13.1 To consider a date and venue for the first introductory workshop for residents, and agree how best to advertise and raise awareness of the event.

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:
 - c Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*) including:
 - i. Bench memorial plaque.
 - ii. RoSPA Safety Inspection Report – Annual Inspection of Play Area
 - iii. RoSPA Safety Inspection Report – Annual Inspection of Playing Field
 - 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 3rd September 2025 7.15pm at St John's Hall.