

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 4th June 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 Morgan, Cllr A Pedder, Cllr J Wagstaff (Chair),

In Attendance: Beverly Cawley (Clerk),

Apologies: City Cllr R Mogford

Members of the Public/Residents: City Cllr W Routley and two (2) residents

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 \(penhowcommunity.org\)](#)

The residents raised concerns regarding the proposed sale of the dwelling, shop and café on Market Road, and wished to know if there were any planning conditions attached to the development when planning was originally agreed that would prevent a new owner from changing the use of the shop/café in the future. City Cllr Routley advised the residents to email him their concern, and he would investigate the matter.

Cllr Bryn Harries advised that the Scouts would be looking to use the Parc Seymour Playing Fields to hold their Firework event in November, and they were conscious of the problems in 2024 with parking on Market Road. They would be looking at ways to prevent a reoccurrence.

22 CHAIR'S ANNOUNCEMENTS

22.1 To receive apologies for absence

City Cllr Mogford extended his apologies.

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

Cllr Wagstaff had been in conversation with residents regarding nuisance noise which had now been resolved and a leaning fence which had now had a temporary repair to make the area safe.

23 CASUAL VACANCY FOR POSITION OF COUNCILLOR

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

Resolved: To Co-opt Lewis Morgan as a Councillor for the Penhow Community. Cllr Morgan duly signed his Acceptance of Office witnessed by the Clerk.

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

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

None received.

25 MINUTES OF THE LAST MEETING

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

Resolved: To approve the minutes of the Annual and Ordinary Meeting held on 15th May 2025.

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

- 26.1 Cllr Wagstaff proposed to bring forward Agenda Item 14.1 – City Councillors Report.

Resolved: To bring forward Agenda Item 18.1 – City Councillor Report

27 REPORT

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

City Cllr Routley referred to the work he was undertaking in respect of the state of roads and lanes within the Community, particularly three lanes identified as requiring work. He advised that a Highway engineer had undertaken a structural survey which stated that there were no immediate concerns identified, however it noted that hedges needed cutting back and new white lines painting. City Cllr Routley would be challenging this report. Cllr Pedder advised City Cllr Routley that the yellow posts previously questioned at a car park in Wentwood now appeared to be a height restriction barrier. City Cllr Routley expressed his intention to attend the Community Council's Family Fun Day on the 7th June.

28 FINANCE - GOVERNANCE

28.1 To approve the Bank Reconciliation as of 31st May 2025.

Resolved: To approve the Bank Reconciliation as at 31st May 2025

28.2 To approve payments made for May 2025 and due in June 2025

In addition to the list of invoices provided to members, it was noted that there were several additional invoices to be paid in respect of the Fun Day. £5.65 for just for fun dog show dog treats, the deposit for Lucy Lost-It circus skills plus the balance on the day, the Bouncy Castle and Paintballing. A donation would also be required for the Chepstow Town Band.

Resolved: To donate £250 to the Chepstow Town Band.

Resolved: To make a gift of flowers to Linda Stephens for the loan of chairs (at no cost) for the band and choir. Payment to be taken from the Civic Allowance budget.

Resolved: To approve the payments for May/June 2025, and in addition, following consultation with the Chair and Vice Chair any invoices in connection with the Fun Day requiring payment prior to the next meeting - with members being advised of any payments at the next meeting (*refers Fin Regs 6.9.i & 6.9.iii & 6.10*).

29 CORRESPONDENCE

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

Noted.

30 PLANNING

30.1 View and consider applications at [Simple Search \(newport.gov.uk\)](https://www.newport.gov.uk)

No applications received at the time of publication

Noted there were no planning applications received.

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

Noted.

31 GOVERNANCE & ACCOUNTABILITY

31.1 To note that the Internal Audit is complete with no issues raised.

Noted.

31.2 To receive and adopt the Internal Audit for Year ended 31 March 2025 for submission to the Wales Audit Office.

Resolved: To adopt the Internal Audit for the Year ended 31 March 2025

31.3 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.

Members noted the draft Annual Accounts Report and Annual Governance Statement (AGAR). It was agreed to amend the disclosure (page 3 point 2) to read: ...Unitary Authority, with members currently undertaking 'Community Place Plan' training prior to calling on members of the community to ...

Resolved: To adopt the AGAR, subject to the above change, and for the Chair to sign the documentation.

32 TRAINING

32.1 To receive feedback on recent training

The clerk had undertaken 'Creating a Community Place Plan' training and suggested that it may be beneficial for some members to attend prior to Council embarking on its own Community Place Plan.

32.2 To consider new training needs

Resolved: That Cllr Morgan attend the following training: Code of Conduct Training 10/06/25 and New Councillor Training 12/06/25

Resolved: That Cllr Pedder attend the following training: The Council Meeting 05/06/25

Resolved: That Cllr Wagstaff attend the following training: Creating a Community Place Plan 25/06/25

33 COMMUNITY GRANT FUNDING

33.1 To consider an opening and closing date for 2025/2026 Community Grant Applications

Resolved: To open the window for Community Grant Funding at end of June, with a closing date of end of August 2025.

33.2 To consider whether the current grant application form is fit for purpose or whether it requires amendment.

Several amendments to the form had been suggested.

Resolved: To accept the proposed changes to the grant application form, and to also list items that we cannot fund as a Council.

34 VILLAGE MATTERS

34.1 Items of concern within the Village – for information only.

There were still potholes not repaired, and the hedge along the Market Roadside of the Playing Field needed cutting back.

Permission had been granted for contractors to access the rear of a property from the park. Resident Mr Pooley had assisted with the access by holding a key to the park on a temporary basis. A letter of thanks would be sent to Mr Pooley. Members discussed the policy regarding access.

Resolved: To amend the policy to read: 'That any damage to the field/grass by vehicles accessing the rear of properties is the responsibility of the person requesting access and any damage caused needs to be put right at their cost.'

35 COMMUNITY EVENTS

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

Members discussed issues that had arisen, including the fact that the Rock & Fountain had not obtained a TENS licence, and that Cllr Hughes had requested one, but it had been declined due to short notice. It was also noted that a band had now been secured, but the Hog-roast and Paintballing had pulled out. City Cllr Routley and his wife would be asked to judge the Just for Fun Dog Show. The event would be re-advertised on Facebook with residents reminded to take their litter home with them. Members were reminded that they need to wear Hi-Viz if stewarding. It was noted that Hi-Viz vests were short and that Council need to replenish a stock.

Resolved: To purchase a small stock of approximately 12 Hi-Viz vests in varying sizes and have the Council's name printed on the back of each.

35.2 To consider any events and needs for Christmas 2025.

A date for the Carol Singing was agreed, with finer details to be agreed at a nearer time.

Resolved: To hold the Carol Singing on Thursday 11th December 2025 and book the Severn Tunnel Silver Band to accompany the singing.

36 CONSULTATIONS

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)**

Members would look at the proposed guidance (SPG) and feedback any thoughts and observations to the Clerk prior to the July meeting, when Council would consider any formal feedback response to Newport City Council.

37 REPORTS

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

a. Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff had covered Community Liaison items under Min No 22.2

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.**

The balance of £199.85 had now been received from the BUPA Foundation Green Community Grant. There had been approximately an 85% take up of the hedge saplings. The wildflower turf from the Keep Wales Tidy grant was now in flower. Cllr Pedder advised that he had met with Michael Weekes to discuss what needed to be done throughout the year. He asked what type of weedkiller was going to be used on the cycle/footpath in the Playing Fields. The clerk advised that it would be a systemic weedkiller (probably Roundup) and confirmed that it consisted of two salts, which when in contact with growing plant material prevented photosynthesis. There was no harm to pollinators, animals etc. Cllr Pedder also advised that he would draft a 'Green Space' Policy for consideration by the Council.

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

- i. **Repairs to bike trail**

The clerk had identified some Health and Safety issues, and ALS had been asked to undertake repairs (*ref Fin Regs 5.18*)

- ii. **Repairs to Basketball net**

A new net had been sourced and just needed to be fitted. Cllr Harries volunteered to undertake the fit.

- iii. **Modification of celebration Beacon.**

ALS had been asked to undertake repairs (*ref Fin Regs 5.18*)

- iv. **To consider purchase of second dog waste bag dispenser.**

Resolved: To purchase a second dog waste bag dispenser from JRB Enterprises at the cost of £87, plus additional bag supplies.

Members considered the purchase of a plaque to put on the bench closest to the Beacon, to remember those who died, took part in various wars and conflicts. Cllr

Morgan would look at possible wording and members would consider further at the July meeting.

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

Cllr Jones reported that the hall had held a very successful plant sale raising more than £200 and were going to sell remaining plants at the Family Fun Day. There would be a Penhow War Exhibition at the hall on Sunday 8th June 10am til 4pm.

e. **To receive feedback on any other areas of responsibility.**

Cllr Hayes advised there was no feedback from Langstone Primary School.

Cllr Harries advised that the Scouts were shortly going on camp, and that a new Scout Fund-raising group had been set up. A BBQ would be held in June.

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

A written report had been circulated. Documentation for the Wales Audit was being pulled together, and once ready needed to be hand-delivered to the Wales Audit Office in Cardiff or forwarded by Courier. Cllr Harries volunteered to hand-deliver once ready.

38 DATE OF THE NEXT MEETING

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

Date of the next meeting confirmed.

MEETING CLOSED AT 9.10 PM

APPENDIX 1

BANK RECONCILIATION

Current account
statement balance as
at

31/05/2025

0.00

less outstanding
cheques

0.00

0.00

**Current Account
Balance**

0.00

Current Account
BPA1 - Gen Dep

0.00

0.00

40,485.26

40,485.26

TOTAL

40,485.26

Total Receipts inc balances b/fwd
less total payments

43,663.00

3,177.74

40,485.26

APPENDIX 2

Receipts and Payments

Receipts and Payments					
PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments - May 25	514.50		514.50
OLB	CAS Ltd	Ansvar Insurance Premium	605.08		605.08
OLB	Rebecca Hughes	Reimburse - Printing for Fun Day leaflets	98.00		
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - Jun 25	526.87		526.87
OLB	WM Garden Services Ltd	redress footpath and supply cradle seat	960.00	192.00	1,152.00
OLB	Rebecca Hughes	Reimburse - Temp Events Licence	21.00		21.00
OLB	One Voice Wales	Training Fee	22.00		22.00
OLB	HMRC	Outstanding NI payments Apr 25	12.37		12.37
OLB	HMRC	Outstanding NI payments May 25	12.37		12.37
OLB	Lucy Lost-It	Circus skills 50% deposit - fam fun day	137.50		137.50
OLB	Rebecca Hughes	Reimburse - dog treats re fam fun day	5.65		5.65
TOTAL EXPENDITURE					3,009.34
RECEIPTS					
REF	RECEIVED FROM	DESCRIPTION			
	Nat West Bank	Credit Interest May 25			33.94
	GroundWork UK	BUPA Grant balance			199.85
TOTAL RECEIVED IN					£ 233.79