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 July 2025 at 7.15pm in St John's Hall, Penhow.

Councillors:	Cllr Dayna Hayes, Cllr Keith Jones, Cllr Lewis Morgan, Cllr Andy Pedder, Cllr John Wagstaff (Chair),
In Attendance:	Beverly Cawley (Clerk),
Apologies:	Cllr Jan Barlett, Cllr Bryn Harries, City Cllr Ray Mogford, City Cllr Will Routley
Members of the Public/Residents:	-

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)
No members of the public in attendance.

39 CHAIR'S ANNOUNCEMENTS

39.1 **To receive apologies for absence**
Apologies received from Cllrs Bartlett and Harries and City Cllrs Mogford and Routley.

39.2 **To receive any update and feedback from Chair on meetings/events attended**
Cllr Wagstaff confirmed that he had attended a OVW training course on Place Planning and had attended the Newport City Council liaison meeting.

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

40.1 **To receive any declarations of interest in items on the agenda**
There were no declarations of interest in items on the agenda.

41 MINUTES OF THE LAST MEETING

41.1 **To adopt the minutes of the Ordinary Meeting held 4th June 2025**
Resolved: To adopt the minutes of the Ordinary Meeting held on 4th June 2025

45 FINANCE - GOVERNANCE

42.1 **To approve the Bank Reconciliation as of 30th June 2025.**
Resolved: To approve the Bank Reconciliation as of 30th June 2025.

42.2 **To approve payments made for June 2025 and due in July 2025**
Resolved: To approve the payments made in June and due in July 2025
Resolved: That as Council would not be meeting in August, any payments due before the September 2025 Ordinary Meeting will be referred to the bank signatories for approval, paid and advised to members at the September 2025 meeting.

42.3 **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.**
Members noted the position of the council's budget against the actual amounts paid.

43 CORRESPONDENCE

43.1 **To note that miscellaneous correspondence had been forwarded to Members, as appropriate, for information purposes.**
Noted.

43.2 **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.**
Members noted the correspondence from Penhow Church and considered options on how Council could assist in the matter of installing a notice board, bearing in mind that they do not have the power to financially support the Church.

44 PLANNING

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

a **24/0563 – Proposed two storey side and rear extensions and single storey front extensions and raising the ridge height of the dwelling by 450mm - Silver Birches, Wentwood Road, NP26 3AE**
Members noted that they had recently responded to a planning application for this site. It was noted that again, the plans attached did not show all the buildings on the site.

Resolved: Not to support application 24/0563 at present, as the plans submitted did not truly reflect the development site and members were unable therefore to consider whether there is sufficient room on site for the proposed increase in size of the property.

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

45 GOVERNANCE & ACCOUNTABILITY

45.1 **To note that all the paperwork for the External Audit is now ready for delivery by hand to the Wales Audit Office**
Noted.

45.2 **To receive draft Annual Report, agree content, adopt and arrange publication and consider any other actions required.**

Resolved: To adopt the report, subject to a new photograph being included, and publish the report on the council's web site. The report would be advertised on the Council's notice board

46 ONE VOICE WALES

46.1 **To confirm attendance at the OVW Extraordinary Meeting to adopt a change to their constitution**

Resolved: That Cllr Wagstaff would attend the meeting on behalf of the Council.

46.2 **To consider whether council, as a member of OVW, approves the proposed changes to their constitution.**

Resolved: That Council were in support of the proposed changes to OVW constitution.

47 CASUAL VACANCY

47.1 **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.**
The notice of a Casual Vacancy has been displayed on the notice boards and uploaded onto the website and Facebook page.
Council property (bunting, poppies, keys) held be Rebecca Hughes had been collected and would be stored by Cllr Pedder.

48 VILLAGE MATTERS

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

Cllr Wagstaff advised members that a further email had been received about a barking dog. The resident had been advised that the Community Council have no jurisdiction over noise pollution, and that if the problem persisted the course of action should be to contact Newport City Council Environmental Health department for a resolution.

49 COMMUNITY EVENTS

49.1 **To receive an update and feedback on the cancelled Family Fun Day 7th June 2025 and agree any actions required.**

Members were happy with the way in which the notice of cancellation had been cascaded. The Council had spent £733.57 which was not recoverable. £41.42 of that however was for rosettes which could be used at a future event.

Resolved: To return the packets of sweets purchased for the children's choir back to the Village Shop.

49.2 **To consider any other community events and agree any actions required.**

Nothing at present.

50 CONSULTATIONS

50.1 **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)

Members had reviewed and considered the SPG amendments and were happy with the content and wording.

50.2 **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**

Members had reviewed and considered the proposed Strategic Plan and were happy with the content and had no comments or observations.

51 COMMUNITY PLACE PLAN

51.1 **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.**

Members felt they needed a workshop (September) to discuss the way forward prior to arranging a public workshop. A poster had been drafted in readiness for the public workshop with just the date and venue to be added.

52 REPORTS

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

There were no City Councillor in attendance.

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

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

At the recent NCC liaison meeting there had been a presentation on the review or Ward/community boundaries, as well as one on fly-tipping. The date of the next liaison meeting would be 2nd October. Cllr Wagstaff had also taken delivery of a supply of the 'caddy bags' which he supplies in turn to the Village Shop.

b **Green Spaces *(lead Cllr Pedder)* including:**

Cllr Pedder had drafted a 'Green Space Policy.' It would be added to the September agenda for discussion. Cllr Hayes had been given several shallow planters which would be sited adjacent to the trellis on Greenmeadow Drive and filled with herbs. It was noted that the planter adjacent to the Notice board outside St John's Hall and not been planted up.

Resolved: That a budget of £130 be allowed to purchase sufficient plants and two bags of compost for the new planters and the St John's Hall planter with an extra £10 available if additional compost required.

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

i. Bench memorial plaque.

Cllr Morgan provided several suggestions for the inscription. The clerk would seek costs of a plaque.

Resolved: That the preferred engraving for the plaque include the Tri-service crest, inscribed with "In honour of the Armed Forces – Past, Present and Future. With gratitude from the community of Penhow."

ii. RoSPA Safety Inspection Report – Annual Inspection of Play Area

iii. RoSPA Safety Inspection Report – Annual Inspection of Playing Field

Members noted the two inspection reports from RoSPA. Cllr Morgan would undertake an inspection of the brazier/beacon pole and try to estimate its lifetime expectancy. The cost of replacing the fitness bike unit would be looked at. The reports would be considered in more depth during September, when remedial repairs would be agreed.

Resolved: To remove the two goal posts (removing them from the asset list) and seek the cost of replacements.

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

Cllr Jones advised that the proposed Quiz night on 4th July had been cancelled due to lack of ticket sales. He would enquire as to progress on installing Wi-Fi.

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

Cllr Hayes advised she had no feedback regarding Langstone School

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

A written report had been circulated to members.

DATE OF THE NEXT MEETING

To Confirm the date of the next Ordinary Meeting: Wednesday 3rd September 2025 7.15pm at St John's Hall.

Members noted the date of the next meeting. The clerk advised that only in an emergency would an Extraordinary Zoom meeting be called during August.

MEETING CLOSED AT 09.04PM

APPENDIX 1 **BANK RECONCILIATION**

Current account statement balance as at 30/06/2025		**0.00**
less outstanding cheques		
	0.00	**0.00**
Current Account Balance		**0.00**
Current Account	0.00	0.00
BPA1 - Gen Dep	38,344.72	38,344.72
TOTAL		**38,344.72**
Total Receipts inc balances b/fwd		43,699.68
less total payments		5,354.96
		38,344.72

APPENDIX 2

Payments and Receipts for July Ordinary Meeting

Paid in June and due in July

PAYMENTS

REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
OLB	B Cawley & HMRC	Salary & Statutory Payments - June 25	514.50		514.50
OLB	B Cawley	reimburse - dog waste bags/bin	239.55	47.91	287.46
OLB	Rebbeca Hughes	reimurse- dog treats fun day	5.65		5.65
OLB	Lucy Lost-It	50% deposit fun-day	137.50		137.50
ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - July 25	526.87		526.87
OLB	St John's Hall	hire May & Jun	30.50		30.50
OLB	One Voice Wales	training fee - Cllr Pedder	42.00		42.00
OLB	One Voice Wales	training fee - Cllr Morgan	42.00		42.00
OLB	One Voice Wales	training fee - Cllr Wagstaff	42.00		42.00
OLB	Playsafety Ltd	RoSPA Playing Field/Park Inspections	172.00	34.40	206.40
OLB	John Wagstaff	reimburse - gazebo	58.32	11.67	69.99
OLB					-
TOTAL EXPENDITURE					**1,904.87**

RECEIPTS

REF	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	Credit Interest Jun 25	36.68
TOTAL RECEVIED IN			**£ 36.68**