



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 3rd September 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)

28th August 2025

2025/
2026

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 & APPOINTMENT OF VICE CHAIR

- 2.1 To note that an expression of interest has been received for a Co-opted Councillor, and to consider Co-option of the applicant.
- 2.2 To appoint a replacement Vice-Chair to the Community Council.

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 Ordinary Meeting held 2nd July 2025

5 FINANCE

- 5.1 To approve the Bank Reconciliation as of 31st August 2025.
- 5.2 To approve payments made for July/August 2025 and due in September 2025

6 GOVERNANCE & ACCOUNTABILITY

- 6.1 To consider a 'Green Spaces Statement'. A supplementary document to the Council's "Environment (Wales) Act 2016 Part 1 - Section 6 -The Biodiversity and Resilience of Ecosystems Duty Report"

7 CORRESPONDENCE

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

8 PLANNING

- 8.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))

- a. 25/0653: Partial discharge - Silver Birches, Wentwood Road, NP26 3AE
Partial discharge of condition 3 (Landscaping) of 24/0563 Proposed two storey side and rear extensions and single storey front extension, and raising the ridge height of the dwelling by 450 mm.
- 8.2 To note that a planning appeal for Silver Birches, Wentwood Road, and been submitted to the Planning Inspectorate (Welsh Ministers) – Appeal ref: CAS-04462-VOP2H4.
- 8.3 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](https://newport.gov.uk)
- 9 NEWPORT CITY COUNCIL - WARD MATTERS**
 - 9.1 To receive report/s from City Councillors and agree any actions
- 10 GRANT FUNDING**
 - 10.1 To note that the budget for ‘Community Good Causes’ grants and ‘donations’ for the 2025/2026 financial year is £2570.00 (*Includes Remembrance Day wreath*) and agree a maximum amount to be granted to any one cause.
 - 10.2 To receive and consider applications for ‘Community Good Causes’ grants and ‘donations’.
 - a. 1st Wentwood Scouts Group – grant towards new fire doors.
 - b. St John’s Hall – grant towards blinds, roof repairs, cable covers and sewing machine,
 - c. Penhow Village Shop – grant towards replacement shelving for counter area.
 - d. To consider any other grants or donation requests/requirements.
- 11 TRAINING & DEVELOPMENT**
 - 11.1 To note training undertaken during the August recess
 - 11.2 To note and approve training for the new Co-opted Councillor.
 - 11.3 To note and approve any other requests for training.
- 12 VILLAGE MATTERS**
 - 12.1 Items of concern within the Village – for information only.
 - 12.2 Consider the responsibility for Hedge cutting on Market Road and agree any actions required.
 - 12.3 Consider the clearance of Kerbside weeds throughout the village and agree any actions required.
- 13 CONSULTATIONS**
 - 13.1 Newport City Council – Review of Polling Stations – *closing date 1/09/24*
 - 13.2 Welsh Government Consultation on Revisions to the Separate Collection of Waste Materials for Recycling: A Code of Practice for Wales – *closing date 08/10/25*
[Consultation on the Separate Collection of Waste Materials for Recycling – A Code of Practice for Wales \(Revised\) \[HTML\] | GOV.WALES](#)
 - 13.3 Welsh Government Consultation on extending the duty on local authorities to broadcast meetings - *closing date: 28/11/25*
[Extending the duty on local authorities to broadcast meetings | GOV.WALES](#) -
- 14 COMMUNITY PLACE PLAN/ACTION/PLACEMAKING PLAN**
 - 14.1 To consider the next steps in respect of putting together a Community Plan.
- 15 COMMUNITY EVENTS**
 - 15.1 Consider Christmas 2025 (Carol Service, Christmas Trees) and agree any actions
 - 15.2 Consider a Summer Fun Day 2026, agree the date and any actions.
- 16 NOTICE BOARD – GREENMEADOW DRIVE**
 - 16.1 To note that three suppliers had been asked to quote for a double-sided notice board, and that only one supplier had quoted, with two options.
 - 16.2 To receive feedback from St John’s Church, as to whether they wish to proceed with sharing the notice board.
 - 16.3 To consider the options provided by the supplier ‘Greenbarnes’ and agree a way forward.
- 17 REPORTS**

- 17.1 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. Quote for the replacement of the Play Park fencing
 - ii. Bench memorial plaque & installation of the CLAS Award plaque.
 - iii. RoSPA Safety Inspection Annual Reports
 - iv. New Lectern Style Notice Board
 - d. St John's Hall (*lead Cllr Jones*)
 - e. To receive feedback on any other areas of responsibility.

16.2 To receive a report from the Clerk

18 EXCLUSION OF PRESS AND PUBLIC

- 18.1 To consider the Exclusion of Press and Public [by virtue of The Public Bodies (Admission to Meetings) Act 1960] from discussions on the following items 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. (*refers to agenda items 19*)

19 NATIONAL RATES OF PAY INCREASE FOR LOCAL GOVERNMENT SERVICES

- 19.1 To note and accept the National Joint Council for Local Government Services (NJC) agreement on rates of pay applicable from 1 April 2025 to 31 March 2026.
- 19.2 To approve new salary rate of pay as from October pay and make back-payments from 1st April 2025 to 30th September 2025.

20 DATE OF THE NEXT MEETING

- 20.1 To Confirm the date of the next Ordinary Meeting: Wednesday 1st October 2025 7.15pm at St John's Hall.