

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 3rd September 2025 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr Jan Barlett, Cllr Paula Fouweather, Cllr Bryn Harries,
Cllr Dayna Hayes, Cllr Keith Jones, Cllr Lewis Morgan,
Cllr Andy Pedder, Cllr John Wagstaff (Chair),
In Attendance: Beverly Cawley (Clerk),
Apologies: City Cllr Ray Mogford,

Members of the Public/Residents: City Cllr Will Routley

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 \(penhowcommunity.org\)](#)

Cllr Wagstaff welcomed Paula Fouweather to the meeting. No other members of the public were in attendance.

54 CHAIR'S ANNOUNCEMENTS

54.1 To receive apologies for absence

City Cllr Mogford had extended his apologies.

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

Cllr Wagstaff advised that the One Voice Wales meeting scheduled for earlier in the day had been cancelled and the business would be re-arranged for OVW's AGM. He also advised that with Cllr Jones he had met with City Councillors during the August recess to discuss highway issues and had attended the VJ Day 80 service at Magor War Memorial on behalf of the community.

55 CASUAL VACANCY FOR POSITION OF COUNCILLOR & APPOINTMENT OF VICE CHAIR

55.1 To note that an expression of interest has been received for a Co-opted Councillor, and to consider Co-option of the applicant.

An expression of interest was received from Paula Fouweather.

RESOLVED: To duly co-opt Paula Fouweather as a co-opted community councillor to Penhow Community Council.

Cllr Fouweather duly signed the 'Acceptance of Office' witnessed by the clerk.

55.2 To appoint a replacement Vice-Chair to the Community Council.

As no-one was willing to accept the position of Vice-Chair, the item would be deferred to the October meeting to allow people to re-consider the position.

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

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

Cllr Jones: agenda item 16.1 – Shared notice board with St John's Church - member

Cllr Bryn Harries: agenda item 10.2.a – grant application from 1st Wentwood Scouts – Trustee.

Cllr Andy Pedder: agenda item 10.2.c – grant application from Village Shop - volunteer

57 MINUTES OF THE LAST MEETING

57.1 To adopt the minutes of the Ordinary Meeting held 2nd July 2025

RESOLVED: To adopt the minutes of the Ordinary Meeting held on 2nd July 2025

58 FINANCE

58.1 To approve the Bank Reconciliation as of 31st August 2025.

Resolved: To approve the Bank Reconciliation as of 31st August 2025.

58.2 To approve payments made for July/August 2025 and due in September 2025

Resolved: To approve the payments made in July, August and due in September 2025.

59 GOVERNANCE & ACCOUNTABILITY

59.1 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”

This document would be up-dated as and when required, the contents of which would assist in populating the Council’s triennial Biodiversity and Resilience of Ecosystems Duty Report. *(next due end of December 2025)*

Resolved: To adopt the document in its current form and review and update, as necessary.

60 CORRESPONDENCE

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

Noted.

61 PLANNING

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

Members noted the partial discharge of condition 3 in respect of landscaping and did not wish to comment.

61.2 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.

Noted.

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

Noted.

62 NEWPORT CITY COUNCIL - WARD MATTERS

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

Cllr Will Routley, welcomed Paula Fouweather as a new Councillor. He advised that the Boundary Change ‘draft’ report had been signed off and would be presented to a Full Newport City Council meeting prior to going out for consultation. He had looked at highway issues on Greenmeadow Drive and had asked that Highways Department to revisit and inspect every three months. He noted that resurfacing works to the A48 were well under way. He had noted that gullies were not being cleaned out and would be raising the question as to why ‘rural’ areas are being ignored. He was aware of issues with Duckpool Lane and would encourage members and residents to write in to him. He

stated that he would like a consistent and regular programme/schedule for clearing roads and gullies.

63 GRANT FUNDING

- 63.1 **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.**

Members considered the budget and possible donations to be made as well as grants.

Resolved: To reaffirm a decision made at the budget meeting to grant a maximum of £500 per organisation, with the option not to grant, or to grant a lesser amount should Council deem so.

- 63.2 **To receive and consider applications for ‘Community Good Causes’ grants and ‘donations.’**

- a. **1st Wentwood Scouts Group – grant towards new fire doors.**

CLLR BRYN HARRIES DECLARED AN INTEREST

Resolved: To grant the sum of £500 towards new fire doors. Under LG (Misc Prov.) Act 1976 s. 19

- b. **St John’s Hall – grant towards blinds, roof repairs, cable covers and sewing machine.**

Resolved: To grant the sum of £500 towards purchase/payment of several items as listed on the application form. Under LG (Misc Prov.) Act 1976 s. 19

- c. **Penhow Village Shop – grant towards replacement shelving for counter area.**

CLLR ANDY PEDDER DECLARED AN INTEREST

Resolved: To grant the sum of £390 towards replacement shelving for counter area. Under LGA 1972 s. 137

- d. **To consider any other grants or donation requests/requirements.**

Another grant application was received, (*within timescales*) from the new ladies group Coed Gwent. The new group had not stated an amount they wanted, but requested monies towards starting the group up, hall hire, materials, speakers etc. Members noted that this new group had started up following the closure of the Penhow Women’s Institute and it was probable that the GFWI’s or NFWI’s had received any monies held by Penhow WI. Members could not grant monies for general expenditure, but for specific items only.

Resolved: To write to the new group advising them that we need to grant monies towards specific expenditure e.g. new stationery, or a block of hall hire and extend the grant window to enable Council to re-consider at the October meeting.

Resolved: That when considering the budget for the financial year 2026/2027 council consider adding a small amount for a ‘Start Up Grant’ budget – to assist new organisations in setting up.

Resolved: To donate £250 towards the electricity cost of the Chapel’s Christmas Tree on the A48. Under LGA 1972 s. 144.

Resolved: To donate £500 to the Scouts Firework display if required. Under LGA 1972 s. 144 & LGA 1972 s. 145.

Resolved: To purchase a wreath at the approximate cost of £25 for Remembrance Sunday event at Magor War Memorial. Under LGA 1972 s. 137.

64 TRAINING & DEVELOPMENT

- 64.1 **To note training undertaken during the August recess**

Noted that Cllr Pedder and the Clerk had undertaken Module 25 Biodiversity Part 1, and the clerk had also undertaken Module 26 Biodiversity Part 2.

- 64.2 **To note and approve training for the new Co-opted Councillor.**

Resolved: To approve Code of Conduct and New Councillor Induction training with One Voice Wales.

64.3 **To note and approve any other requests for training.**

Resolved: To approve One Voice Wales Module 27 Nature Project Management training for the clerk.

65 VILLAGE MATTERS

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

A resident raised an issue regarding ‘sunken’ tarmac on Market Road, where in previous years Welsh Water had dug up the road. This was a Health & Safety issue especially for cyclists. A query had been raised about two signs (*Penhow & Bowdens Lane*). These issues had been reported to Newport City Council highways.

65.2 **Consider the responsibility for Hedge cutting on Market Road and agree any actions required.**

Members noted that as of the 1st September, the hedge could be cut back legally.

Action: Newport City Council would be asked about cutting back the hedge.

Action: Cllr Wagstaff would seek a meeting with City Councillors to see about placing a mirror opposite the entrance to the Playing Field on Market Road.

65.3 **Consider the clearance of Kerbside weeds throughout the village and agree any actions required.**

Members noted that some work had been done that day and noted City Cllr Routley’s comments (*see Min No 62.1*).

Resolved: To write to City Cllr Will Routley reminding him of the issues within the community regarding blocked drains/gullies throughout Penhow.

66 CONSULTATIONS

66.1 **Newport City Council – Review of Polling Stations – closing date 1/09/24**

Members noted the closing date had gone, but members had been consulted by email during the August recess. There were no comments arising.

66.2 **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](#)

Members noted this consultation regarding recycling but did not wish to comment.

66.3 **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](#) –

Members noted this consultation regarding the broadcasting of meetings but did not wish to comment.

67 COMMUNITY PLACE PLAN/ACTION/PLACEMAKING PLAN

67.1 **To consider the next steps in respect of putting together a Community Plan.**

Members noted the information sent out by the clerk, and that Newport City Council had been approached asking for their lead on their ‘Placing-making Plan’ to make contact with a view to arranging a meeting/talk. Item to be deferred.

68 COMMUNITY EVENTS

68.1 **Consider Christmas 2025 (Carol Service, Christmas Trees) and agree any actions.**

Members noted that for Health & Safety reasons the venue outside the Village Shop was not ideal.

Action: Members would look at alternative sites and defer a decision on the site until the October meeting.

Resolved: To hold the Carol Service on Thursday 11th December 2025. The Severn Tunnel Band would be asked to accompany the singing.

Resolved: To purchase two Christmas Trees (*Greenmeadow Drive and Market Road*) costing approximately £150 and ask the contractor John Reece to put the lights on the trees at the same time. Under LGA 1972 s. 144.

68.2 Consider a Summer Fun Day 2026, agree the date and any actions.

Members went through a list of groups/organisations/requirements for the Fun Day and agreed responsibility for making contact. Depending on the date of the annual Scouts event as to whether the Fun Day would be held on the 6th or 13th June 2026.

Action: Cllrs Harries & Hayes to check the date of the Annual Scouts event and advise members accordingly so the Fun Day event date could be finalised.

69 NOTICE BOARD – GREENMEADOW DRIVE

CLLR KEITH JONES DECLARED AN INTEREST

69.1 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.

Resolved: To suspend Financial Regulations 5.9 requiring three quotations, and noting that three suppliers had been approached, and that only one had responded.

69.2 To receive feedback from St John’s Church, as to whether they wish to proceed with sharing the notice board.

Members noted that the Church was undecided yet, (*relating the price*), but would get back to us after their congregational meeting.

69.3 To consider the options provided by the supplier ‘Greenbarnes’ and agree a way forward.

Members considered the options supplied and the fact that the Church were undecided at present.

Resolved: To go ahead and purchase a double-sided notice board in aluminium ref: AF30MC/DA2, in green from Greenbarnes Ltd, at the cost of £1680.27 plus vat, under LGA 1972 S. 142.

Resolved: To approach ALS for a quotation to remove the old board and install a new one.

70 REPORTS

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

a. Community Liaison (*lead Cllr Wagstaff*)

Cllr Wagstaff had met with City Cllrs to consider state of roads/lanes, and consulted with the Village Shop, which were still supplying the green bags provided via the Community Council.

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

Cllr Pedder reported that the lozenge shaped green area on the right-hand side of Market Road had been trimmed back and the surround repaired.

Action: To obtain a quote to remove risings and weed kill the wildflower areas.

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

i. Quote for the replacement of the Play Park fencing.

ALS had quoted £4400 plus vat to replace the fencing (like with like) and re-use the existing gates.

Resolved: To suspend Financial Regulation 5.9 requiring three quotations and accept the quote from the Council’s preferred supplier ALS, for the works to be undertaken at their earliest convenience. Under LG (MISC Prov.) Act 1976 s.19.

ii. Bench memorial plaque & installation of the CLAS Award plaque.

It was noted that the MOD would not allow the ‘tri-service’ logo to be used on a memorial. Enquiries had been made via the internet to purchase a brass plaque with an

engraved poppy – this had proved difficult, so a local company had been approached who were looking into arranging a poppy template for use with engraving. The CLAS award plaque would need to be sited on a post like an Oak sleeper 200x100mm minimum. The clerk would see if this could be incorporated into the replacement Play Park fencing.

iii. **RoSPA Safety Inspection Annual Reports**

Newport City Council Park's department had been contacted for information as to who they used for repairs. Will Morgan and Jerry Widdas would also be approached to see what works they would be able to undertake.

iv. **New Lectern Style Notice Board**

Members believed the contents should be changeable. Suggestions for content were 'What you can see/find in the park,' local flora/fauna, details of local walks. Members to consider content and consider further at a future meeting.

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

The next meeting would be held on 29th September and a Quiz on 3rd October.

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

Cllr Harries confirmed that the 1st Wentwood Scouts were experiencing leadership challenges and were looking for help across the various packs. The 1st Wentwood Scouts would be added to future agenda as a permanent report/item.

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

A written report had been circulated.

71 EXCLUSION OF PRESS AND PUBLIC

71.1 **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)**

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

72 NATIONAL RATES OF PAY INCREASE FOR LOCAL GOVERNMENT SERVICES

72.1 **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.**

A copy of the new rates of pay had been provided.

Resolved: To accept the new rates of pay supplied by the National Joint Council for Local Government Services effective from 1st April 2025.

72.2 **To approve new salary rate of pay as from October pay and make back-payments from 1st April 2025 to 30th September 2025.**

Resolved: To approve the new salary rate (for LC2 SCP 21) with effect from October pay and arrange the necessary back payments for April to September 2025.

73 DATE OF THE NEXT MEETING

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

Members noted the date of the next meeting.

MEETING CLOSED AT 9.25PM

APPENDIX 1
BANK RECONCILIATION

Current account statement balance as at		
31/08/2025		0.00
less outstanding cheques		
	0.00	0.00
Current Account Balance		0.00
Current Account	0.00	0.00
BPA1 - Gen Dep	35,695.32	35,695.32
		0.00
		0.00
TOTAL		35,695.32
Total Receipts inc balances b/fwd		43,765.00
less total payments		8,069.68
		35,695.32

APPENDIX 2
Payments and Receipts for September Ordinary Meeting
Paid in July/August and due in September

		PAYMENTS						
PAID IN JULY/AUGUST (TO BE RATIFIED- RETROSPECTIVELY)		REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS	
		OLB	B Cawley & HMRC	Salary & Statutory Payments - July 25	526.87		526.87	
		OLB	B Cawley & HMRC	Salary & Statutory Payments - August 25	526.87		526.87	
		OLB	Newport City Council	Ground Maintenance Apr - Jun 25	399.50	79.90	479.40	
		OLB	Nicola Sutherland	reimburse - Fasthosts (domain name)	15.99	3.20	19.19	
		OLB	DM Payroll Services Ltd	Salary admin fee	60.00	12.00	72.00	
		OLB	St John's Hall	Hall hire fee & Electric- July 25	15.50		15.50	
		OLB	Signs of Cheshire Ltd	Lectern Style (Parish) Notice Board	500.00	100.00	600.00	
		OLB	One Voice Wales	Training fee	42.00		42.00	
		ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - Sept 25	526.87		526.87	
		OLB	Llanvair Landscapes	Maintenance work Park & Market Rd	450.00	90.00	540.00	
		OLB					-	
		OLB					-	
		OLB					-	
		OLB					-	
		OLB					-	
		OLB					-	
		OLB					-	
		TOTAL EXPENDITURE						3,348.70
RECEIPTS								
		REF	RECEIVED FROM	DESCRIPTION				
			Nat West Bank	Credit Interest July 25	34.73			
			Nat West Bank	credit Interest August 25	30.59			
		TOTAL RECEIVED IN						£ 65.32