

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 1st October 2025 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr Jan Barlett, Cllr Paula Fouweather, Cllr Bryn Harries, Cllr Dayna Hayes (arrived 7.35pm), Cllr Keith Jones, Cllr Lewis Morgan, Cllr Andy Pedder, Cllr John Wagstaff (Chair),

In Attendance: Beverly Cawley (Clerk),

Apologies:

Members of the Public: 2

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 \(penhowcommunity.org\)](#)

Ian Russell extended thanks to the Council for the grant awarded to the 1st Wentwood Scouts for new fire doors, and to the Village Shop for new shelving.

Ian advised that the Village Shop financially is ticking over but is facing many challenges: Increasing costs and squeezed margins, loss of key local suppliers, lack of volunteers, low usage by villagers and the potential threat of loss of existing business to the new Hillcroft Spar Shop. The biggest threat is the sale of the commercial units (now split from the Bungalow) and potential increases in rent that the shop cannot afford. The Management Committee had considered but agreed not to pursue the purchase of the shop at this time. The shop is committed to trading for as long as it can, and there is no plan to close it. The shop has asked Council for their continued support by promoting its usage, encouraging volunteering and identification of any possible grant sources.

Ian also confirmed the 1st Wentwood Scouts would be holding a community firework display on the 1st November and were seeking a contribution to the cost of the event, the usage of the Council's no parking cones. Risk Assessments were underway and they had liaised with the local police regarding the event and asked that Council advise Newport City Council Highways' Department of the event.

74 CHAIR'S ANNOUNCEMENTS

74.1 To receive apologies for absence

Cllr Hayes had given apologies that she would be arriving late.

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

The Chair advised that he would be attending a Newport City Council liaison meeting on the 2nd October and a One Voice Wales area meeting on 9th October.

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

- 75.1 **To receive any declarations of interest in items on the agenda**
There were no declarations of interest in items on the agenda.
- 76 MINUTES OF THE LAST MEETING**
- 76.1 **To adopt the minutes of the Ordinary Meeting held 3rd September 2025**
RESOLVED: To adopt the minutes of the Ordinary Meeting held on 3rd September 2025
- 77 VACANCY FOR THE POSITION OF VICE-CHAIR**
- 77.1 **To appoint a replacement Vice-Chair to the Community Council (*deferred OM 03/09/25 Min No. 55.2*)**
Resolved: To appoint Cllr Andy Pedder as Vice-Chair to the Community Council.
- 78 FINANCE**
- 78.1 **To approve the Bank Reconciliation as of 30th September 2025.**
Resolved: To approve the Bank Reconciliation as of 30th September 2025.
- 78.2 **To approve payments made for September 2025 and due in October 2025**
Resolved: To approve the payments made in September and due in October 2025.
- CLLR DAYNA HAYES ENTERED THE MEETING.**
- 78.3 **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 September 2025.**
Members noted the position of the actual spend versus the budget. It was also noted that the budget is made up of £32,000 precept and £742 from Reserves or other income e.g. VAT refund or credit interest. It was noted that the 'training budget' had been exceeded, partly due to new councillor training, this would be reviewed again at the next quarter and any virements made at that time from budgets with an expected underspend.
Resolved: To vire £2,400 from 'Other Misc budget' to the 'Fence budget'.
Resolved: To create a new 'Notice Board budget'.
Resolved: To vire £2,450 from 'Build up Reserves budget' to the new 'Notice Board budget'.
Resolved: To vire £2,000 from 'Other Misc budget' to the 'Maintenance & Grounds budget'
- 79 CORRESPONDENCE**
- 79.1 **To note that miscellaneous correspondence had been forwarded to Members, as appropriate, for information purposes.**
Noted.
- 80 PLANNING**
- 80.1 **View and consider applications at Simple Search (newport.gov.uk)**
- a. **25/0732 – The Old Cowshed, Bowden's Lane, Penhow NP26 3AA – non-material amendment to vary condition 2 (approved plans) of 24/0180. Alterations to existing windows and introduction of Bi-fold doors to the rear. Soften landscaping of existing courtyard and introduce outdoor seating area. Amendments to include change of orientation of timber cladding from horizontal to vertical.**
Resolved: To support the amendments, with no comments.
- 80.2 **To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)**
Noted.
- 81 NEWPORT CITY COUNCIL - WARD MATTERS**
- 81.1 **To receive report/s from City Councillors and agree any actions.**
There was no report as the City Councillors were not in attendance.
- 82 GRANT FUNDING & DONATIONS**
- 82.1 **To receive and consider an update on the grant application from Coed Gwent Ladies Group. Under LG (Misc Prov) Act 1976 s.19 (d).**

It was noted that the group does not have a bank account at present.

Resolved: To grant an amount of £150 towards the cost of hall hire at Penhow Baptist Chapel and make the payment direct to the Penhow Baptist Chapel.

- 82.2 **To confirm the request from Penhow Baptist Chapel for a contribution towards the cost of electricity for the Christmas lighting on the A48 Christmas tree. Under LGA 1972 s. 144.**

Resolved: To grant the Penhow Baptist Chapel £250 towards the cost of electricity for the Christmas tree lighting.

- 82.3 **To confirm the request from 1st Wentwood Scouts for a contribution of £500 towards the cost of running the Community Firework display and approve use of the Penhow Playing Field for the event. Under LGA 1972 s. 144 & LGA 1972 s. 145 1 & 2 (a).**

Resolved: To grant the 1st Wentwood Scouts permission to hold the community Firework display on the Penhow Playing Field, and to make a donation of £500 towards the cost of fireworks. The Council would also lend the scout the cones as part of their traffic management for the event. A police presence would be requested.

83 REMEMBRANCE SUNDAY

- 83.1 **To confirm Council attendance at the Remembrance Service at Magor War Memorial on Sunday 9th November 2025 commencing at 10.40am.**

It was noted that anyone was entitled to attend the open Remembrance Service at Magor War Memorial.

Resolved: That Cllrs Wagstaff and Morgan would attend and represent Penhow Community Council.

- 83.2 **To consider the laying of a wreath on behalf of the Community and agree the purchase. Under LGA 12 s.137**

Resolved: Council would lay a wreath on behalf of the Community at a cost of £20. under LGA 1972 s.137

84 INFORMATION TECHNOLOGY

- 84.1 **To receive an update on the Council's requirements to update/improve IT systems and provide Councillors with dedicated email addresses, and agree any actions required.**

Cllr Harries confirmed that a meeting was arranged with Newport City Council's digital manager to discuss the Community Council's needs. He would feedback to members the outcome of the meeting.

85 VILLAGE MATTERS (Information only)

- 85.1 **Items of concern within the Village – for information only. Including:**

- a. **To note that overhanging vegetation on Market Road had been reported to Highways Dept at Newport City Council.**

It was noted that this had been cut back, but that consideration still needs to be given to a mirror. (*refers to action from OM 03/09/25 Min No. 65.2*)

- b. **An outstanding action with Newport City Council in respect of street light NK303.**

A resident had reported a faulty light to Newport City Council on 4th and 18th September. The City Council advised, 30th September, that it had been repaired, but it is still not working.

ACTION: The Clerk will take up the issue on behalf of the resident with Newport City Council.

86 SIGNAGE

- 86.1 **To note that several signage issues (on the A48) had been reported to Newport City Council Highways Department for resolution and/or repair.**

Noted.

- 86.2 **To note other issues with signage across the community and agree any action required to remedy the situations.**

The clerk advised that responsibility for highway/road signage initially lay with the Unitary Authority Highways' department, who bear any cost incurred for repairs and/or replacements of road signs. Albeit the Community Council has the power to provide and erect a sign bearing the name of the community, or of any place within it subject to permission of the Unitary Authority Highways' department, and that of the owner of the land the sign is to be erected on. (*refers Road Traffic Regulations Act 1984 s. 72.a*)

ACTION: Members to undertake a survey of road signs within the community boundary and report on each, with a photograph, so that a table of issues can be collated with a view to meeting with Newport City Council' highways department to discuss remedial action.

87 CONSULTATIONS

- 87.1 **To note that the full statutory consultation process has now concluded on the proposal by Newport City Council to amalgamate Millbrook Primary School and Monnow Primary School into a single three-form entry school with effect from September 2026.**

[Amalgamation of Millbrook and Monnow Primary Schools | Newport City Council](#)

Noted.

- 87.2 **Democracy & Boundary Commission: - Draft Annual Remuneration Report 2026–27 closing date 18/11/25. [Draft Annual Remuneration Report 2026-2027 | DBCC](#)**

Members noted the report.

ACTION: That should any Councillors wish to make representation on any aspects of the report they should advise the Clerk no later than end of October, so they can be shared at the November meeting and a response collated and sent.

88 COMMUNITY PLACE PLAN/ACTION/PLACEMAKING PLAN

- 88.1 **To note that to date, the Newport City Council lead on Placemaking had not responded to correspondence sent, and to consider the next steps in respect of putting together a Community Plan.**

Members agreed that the most important factors of the proposed plan should be the future of the 1st Wentwood Scouts, the Village Shop, the Playing Fields/park and the various church/chapel halls.

ACTION: The clerk would make contact with someone who drew up Place Plans with Monmouthshire County Council, to come and talk about how to get started and about the first engagement with residents/groups.

89 COMMUNITY EVENTS

- 89.1 **Christmas Carol Singing Event – Thursday 11th December 2025**

- a. **To agree a site for the event, and any actions required.**

The cul-de-sac entrance to the Playing Field off Greenmeadow Drive was a preferred site, with one street light. Further lighting could be made available (within the playing field) via a generator and inspection light. Mulled wine could also be kept heated by the generator.

ACTION: The residents at numbers 72 and 74 Greenmeadow Drive would be contacted for their comments.

- b. **To note that the band had been booked and agree a donation.**

Although the booking had been sent to the Severn Tunnel Silver Band, they had not yet confirmed attendance. If confirmation was not received the Chepstow Town Band would be approached.

- 89.2 **Summer Fun Day – Saturday 6th June 2026,**

- a. **To receive an update on preparations**

Councillors confirmed their actions and bookings to date. The clerk requested that email trails in respect of bookings/enquiries be shared.

ACTION: The clerk would update the working spreadsheet and share with members.

- b. **To agree any additional needs and any further actions required.**

ACTION: Cllr Bartlett to contact Brian Stephens and enquire about the use of his tractor for the Tug of War. Other members would continue to pursue the bookings they are responsible for. The clerk would finalise the purchase of Hi-Viz waistcoats for the event.

90 NOTICE BOARD – GREENMEADOW DRIVE

- 90.1 **To consider the quotation of £330 +VAT from ALS to install the new board and remove and dispose of the old board.**

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 upon receipt of the notice board. under LGA 1972 S. 142.

91 REPORTS

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

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

Cllr Wagstaff had continued to liaise with the Village Shop and had spoken with the new Coed Gwent Ladies group regarding grant funding, and chatted with the Newport City Council grounds maintenance team.

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

Costs were being sought to undertake removal of the risings on the wildflower beds. Cllr Hayes advised that she would be arranging a meeting to look at the clearance and planting of the planters and trellis area. Cllr Pedder had been in discussions with Newport City Council PROW department regarding several issues.

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

The rubbish bins were being emptied regularly by Newport City Council. ALS had completed the repairs to the bike trail. At present nothing had been put in the new Lectern style notice board, and several suggestions put forward for consideration.

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

Cllr Jones advised that the meeting scheduled for the 29th September had been postponed. The hall had now installed new blinds with the grant from the Community Council, and the clerk to the Council had secured a framed photograph of King Charles III which would be hung in the hall. There was a Quiz night being held on 3rd October.

- e. **1st Wentwood Scouts (lead Cllr Harries)**

Cllr Harries reiterated the date for the proposed Firework display on the Playing Fields as Saturday 1st November 2025.

- f. **To receive feedback on any other areas of responsibility.**

No feedback from other areas.

- 91.2 **To receive a report from the Clerk**

The written report had been circulated.

92 DATE OF THE NEXT MEETING

- 92.1 **To Confirm the date of the next Ordinary Meeting: Wednesday 5th November 2025 7.15pm at St John's Hall.**

It was noted that this date clashed with 'bonfire night' and several members would wish to spend the evening with their families.

Resolved: That the clerk would attempt to book an alternative date. Thursday 6th November was the preferred date.

MEETING TERMINATED AT 8.50PM

APPENDIX 1

BANK RECONCILIATION

Current account statement balance as at		
30/09/2025		0.00
less outstanding cheques		
Current Account Balance		0.00
Current Account	0.00	0.00
BPA1 - Gen Dep	49,022.13	49,022.13
TOTAL		49,022.13
Total Receipts inc balances b/fwd		59,806.68
less total payments		10,784.55
		49,022.13

APPENDIX 2

Payments and Receipts for October Ordinary Meeting						
			<i>Paid in September and due in October</i>			
	PAYMENTS					
	REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
PAID IN SEPTEMBER	OLB	B Cawley & HMRC	Salary & Statutory Payments - Sept 25	526.87		526.87
	OLB	1st Wentwood Scouts	Community Grant	500.00		500.00
	OLB	St John's Hall	Community Grant	500.00		500.00
	OLB	Penhow Village Shop	Community Grant	390.00		390.00
	OLB					-
DUE IN OCTOBER	ESTIMATE	B Cawley & HMRC	Salary & Statutory Payments - Oct 25	654.87		654.87
	OLB	ALS	repairs to Play Park equipment	341.67	68.33	410.00
	OLB	One Voice Wales	Training Fee - New Cllr Induction	21.00		21.00
	OLB					-
	TOTAL EXPENDITURE					3,002.74
	RECEIPTS					
	REF	RECEIVED FROM	DESCRIPTION			
		Newport City Council	Precept #2			16,000.00
		Nat West Bank	credit Interest Sept 25			41.68
	TOTAL RECEIVED IN					£ 16,041.68