



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 December** 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)

27th November 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 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – *Forms to be completed.*

- 2.1 To receive any declarations of interest in items on the agenda

3 MINUTES OF THE LAST MEETING

- 3.1 To adopt the minutes of the Ordinary Meeting held 6th November 2025

4 FINANCE

- 4.1 To approve the Bank Reconciliation as of 30th November 2025.
- 4.2 To note payments made in November 2025 and approve those due in December 2025

5 CORRESPONDENCE

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

6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](#)

- a. **25/0966: Holly House, Wentwood Rd, Penhow NP26 3AE** – Proposed demolition of the existing single storey side extension and the erection of a two-storey side extension.

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

7 NEWPORT CITY COUNCIL - WARD MATTERS

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

8 BUDGET & PRECEPT FOR THE FINANCIAL YEAR 2026/2027

- 8.1 To consider and agree Council's Budget requirements for the financial year 2026/2027
- 8.2 To note Council's tax base for the financial year 2026/2027 is £466.64
- 8.3 To agree the amount of Precept to be claimed from Newport City Council for the financial year 2026/2027

9 INFORMATION COMMISSIONER'S OFFICE

- 9.1 To note that the Council should register a Data Protection Officer with the ICO and agree any actions and payment.

10 INFORMATION TECHNOLOGY

- 10.1 To receive an update from Cllr Harries on a meeting held 20th November with Newport City Council, and Shared Resource Services (SRS) Torfaen County Borough Council, in respect of Council's requirements to update/improve IT systems and provide Councillors with dedicated email addresses and agree any actions required.

11 VILLAGE MATTERS

- 11.1 To note that the coloured Christmas Tree lights have been mislaid and at present two sets of white lights are on loan. To consider purchasing two new sets of coloured lights.
- 11.2 To consider any actions required in respect of a resident's refused application to Newport City Council for a Disabled Parking Bay.
- 11.3 Items of concern within the Village – for information only.

12 TRAINING

- 12.1 To note that Welsh Government are funding several free places on identified OVW courses and agree any action.

13 CONSULTATIONS

- 13.1 One Voice Wales – request to complete a 'Social Impact Assessment Survey'

14 COMMUNITY PLACE PLAN/ACTION/PLACEMAKING PLAN

- 14.1 To agree a date in January/February 2026 to put together a questionnaire for residents with a view to drafting a 'Five Year Development Plan'.

15 COMMUNITY EVENTS

- 15.1 Christmas Carol Singing Event – Thursday 11th December 2025
 - a. To agree any actions required prior to the event.
- 15.2 Summer Fun Day – Saturday 6th June 2026,
 - a. To receive an update on preparations
 - b. To agree any additional needs and any further actions required.

16 REPORTS

- 16.1 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*)
 - c. Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*)
 - d. St John's Hall (*lead Cllr Jones*)
 - e. 1st Wentwood Scouts (*lead Cllr Harries*)
 - f. To receive feedback on any other areas of responsibility.
- 16.2 To receive a report from the Clerk

17 DATE OF THE NEXT MEETING

- 17.1 To Confirm the date of the next Ordinary Meeting: Wednesday 7th January 2026 at 7.15pm at St John's Hall.