

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

Councillors: Cllr Jan Barlett, Cllr Bryn Harries, Cllr Keith Jones,
Cllr Lewis Morgan, Cllr John Wagstaff (Chair).

In Attendance: Beverly Cawley (Clerk).

Apologies: City Cllr Will Routley & CSO Dan Sutherland.
& Cllrs Paula Fouweather, Dayna Hayes, Andy Pedder.

Members of the Public: City Cllr Ray Mogford.

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 residents in attendance. The Chair advised that he had received representation from two members of the public in respect of the lack of a Christmas tree on Rockfield Glade, and an issue in respect of a disabled bay (see agenda). It was confirmed that as the open space on Rockfield Glade is not owned by the Community Council or the City Council and therefore permission cannot be granted to site a tree on the open space.

113 CHAIR'S ANNOUNCEMENTS

113.1 To receive apologies for absence

Apologies for absence received and accepted from Cllrs Fouweather, Hayes and Pedder, Apologies also received from City Cllr Routley and CSO Dan Sutherland.

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

The Chair confirmed that he had met/liased with several residents and the Village shop.

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

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

There were no declarations of interest in items on the agenda.

115 MINUTES OF THE LAST MEETING

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

RESOLVED: To adopt the minutes of the Ordinary Meeting held on 6th November 2025.

116 FINANCE

116.1 To approve the Bank Reconciliation as of 30th November 2025.

RESOLVED: To adopt the Bank Reconciliation as at 30th November 2025.

116.2 To note payments made in November 2025 and approve those due in December 2025

RESOLVED: To note the list of payments made in November and approve those due in December 2025, including a late invoice for £64.91 for small xmas lights and batteries.

117 CORRESPONDENCE

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

Noted.

118 PLANNING

- 118.1 **View and consider applications at [Simple Search \(newport.gov.uk\)](https://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.**
Members had no concerns regarding the proposed development but had concerns about increased traffic (deliveries) on a single-track lane.

RESOLVED: To support Planning application 25/0966 but suggest that prior to approval the Planning Authority ask for and consider a traffic management plan from the developer with the view to mitigating/reducing any issues arising from construction traffic deliveries on the single-track lane.

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

Noted.

119 NEWPORT CITY COUNCIL - WARD MATTERS

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

City Cllr Mogford advised that City Cllr Routley had asked for a copy of the Newport City Council report on the status of all lanes within the ward. Potholes remain an issue in many places. The highways asset plan states that the A48 should be inspected monthly. Cllr Mogford advised that there was a weekly road works report that Council may find beneficial. There would be no change to the Polling stations for Penhow in forthcoming elections. There had been a spate of vandalism of bus-shelters along the A48. Works on the A48 were now complete. The ward Councillors were hoping to hold a Ward meeting, open to all, in the New Year.

120 BUDGET & PRECEPT FOR THE FINANCIAL YEAR 2026/2027

- 120.1 **To consider and agree Council's Budget requirements for the financial year 2026/2027**

Members went through the draft budget line by line, with several suggestions being made, and considering the potential increase for the financial year 2026/2027. Members were conscious that three members were not present and the decision was an important one.

RESOLVED: To defer the final decision to the January meeting, to allow those councillors not present to ask any questions they may have on the amended draft budget.

- 120.2 **To note Council's tax base for the financial year 2026/2027 is £466.64.**

Noted. The clerk explained that the tax base is used with the Precept figure to work out the council tax rate for a Band D property.

- 120.3 **To agree the amount of Precept to be claimed from Newport City Council for the financial year 2026/2027**

Members noted this must be received by Newport City Council by the 9th January 2026

RESOLVED: To defer the final decision to the January meeting, to allow those councillors not present to ask any questions they may have on the draft budget in relation to the proposed Precept.

121 INFORMATION COMMISSIONER'S OFFICE

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

Council should have registered with the Information Commissioners Office about 12 years ago, either the registration was not completed, or at some point it had not been renewed.

RESOLVED: To register with the ICO and make any necessary payment due. (under LGA 1972 s.111)

122 INFORMATION TECHNOLOGY

- 122.1 **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.**

Cllr Harries had met again with SRS who were putting a case together, albeit exploratory at present, so members should be mindful that completion may be some time away.

123 VILLAGE MATTERS

- 123.1 **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.**

The clerk had privately purchased two sets of coloured lights.

RESOLVED: To reimburse the clerk and purchase the two new set of coloured lights. (under LGA 1972 s.144)

- 123.2 **To consider any actions required in respect of a resident's refused application to Newport City Council for a Disabled Parking Bay.**

Members noted the resident's refused application and felt the reason given by Newport City Council was unsubstantiated.

RESOLVED: To write to Newport City Council and request a site meeting with the relevant department, the resident, and the Ward Councillors.

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

No items.

124 TRAINING

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

Members noted the free training.

RESOLVED: To approve Cllr Bartlett's attendance on one of the free training courses: Biodiversity Part 1 in the New Year.

125 CONSULTATIONS

- 125.1 **One Voice Wales – request to complete a 'Social Impact Assessment Survey.'**

This had been completed by the clerk on behalf of the council and submitted to One Voice Wales.

126 COMMUNITY PLACE PLAN/ACTION/PLACEMAKING PLAN

- 126.1 **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'.**

Members accepted that Council now needed to move forward on this. A date would be finalised at the January meeting.

ACTION: Members should look at other council websites to see what they do and take another look at the Five-Year Plan submitted to members in November and agree at date for the first workshop at the January meeting.

127 COMMUNITY EVENTS

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

To agree any actions required prior to the event.

Final arrangements were made in respect of lighting, hot drinks, food, sweets etc.

Residents would be reminded to bring a torch with them. Members to meet at 5.45pm to set up

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

a. To receive an update on preparations

Several bookings had been confirmed, but there were still bookings to be finalised. It was agreed to ask 'Doggy Day Care' if they would like to judge the Dog Show. Members had small jobs allocated to them.

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

The tug of war rope needed to be tracked down, and borrowed, and Brian Stephens asked if he would supply the tractor for pulling.

128 REPORTS

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

a. Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff continued to liaise with residents and the Village Shop (*items of concern had been raised under other agenda headings*)

b. Green Spaces (lead Cllr Pedder)

The Clerk confirmed the Council's Section 6 Biodiversity and Resilience report had been submitted and uploaded to the website as required.

Llanfair Landscapes had provided to quote to clear and remove the risings from the wildflower areas, as well as clear, prep and re-seed the site of the Scouts bonfire at a cost of £520 plus vat. Ideally a further two quotes should be sought.

Resolved: To suspend Financial Regulation 5.9 requiring three quotations and accept the quote from the Council's preferred supplier Llanfair Landscapes, for the works to be completed after Christmas in line with the contents of the quotation. (under HA 1980 S.130 & OSA 1906 S.10)

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

The bins were now being emptied on a regular basis. The play park fence was scheduled to be replaced on 15th December, and notice had been placed on the local Facebook pages. There was still a requirement to replace the football goals. Quotes would be sought from local fabricators.

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

There had been no meeting, but the hall was being used regularly. The repairs to the roof had been completed.

e. 1st Wentwood Scouts (lead Cllr Harries)

A de-brief of the Community Firework Display had been held. It had not been as well attended previously, but was due to the adverse weather, but a profit has still been made.

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

No other feedback

128.2 To receive a report from the Clerk

The clerk had submitted a written report to Councillors and asked that due to the Christmas and New Year holidays that members submit any requests for items on the agenda no later than 30th December 2025.

129 DATE OF THE NEXT MEETING

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

RESOLVED: To hold the next Ordinary Meeting on Wednesday 7th January 2026 at 7.15pm at St John's Hall

THE MEETING TERMINATED AT 9.10PM

Current account
statement balance as at

30/11/2025

0.00

Less unrepresented items

0.00

0.00

**Current Account
Balance**

0.00

Current Account
BPA1 - Gen Dep

0.00

0.00

45,971.53

45,971.53

TOTAL

45,971.53

Cashbook Balances

Total Receipts inc balances b/fwd
less total payments

59,882.32

13,910.79

45,971.53

APPENDIX 2

RECEIPTS AND PAYMENTS

PAID IN NOVEMBER	PAYMENTS							
	REF NO	APPROVED OM 06/11/25	PAID	PAYEE	DESCRIPTION	NET	VAT	GROSS
		Min No. 96.2	28/11/2025	B Cawley & HMRC	Salary & Statutory Payments - Nov 25	545.16		545.16
								-
								-
								-
DUE IN DECEMBER	REF NO	APPROVED OM NOV/25	PAID-DUE	PAYEE	DESCRIPTION	NET	VAT	GROSS
	Estimated	Min No. 116.2	31/12/2025	B Cawley & HMRC	Salary & Statutory Payments - Dec 25	545.16		545.16
	OLB	Min No. 116.2	09/12/2025	St John's Hall	Rent/electricity: Oct & Nov	30.50		30.50
	OLB	Min No. 116.2	09/12/2025	B Cawley	Reimbursement re: Christmas Lights x2 40m	30.99	3.95	34.94
	OLB	Min No. 116.2	09/12/2025	B Cawley	Reimbursement re: stationery	88.28	17.67	105.95
	OLB	Min No. 116.2	09/12/2025	B Cawley	Reimbursement re: batteries for xmas Lights	15.45	1.33	16.78
	OLB	Min No. 116.2	09/12/2025	Lewis Morgan	IRPW remuneration Jun - Dec 2025	30.33		30.33
	OLB	Min No. 116.2	09/12/2025	DM Payroll Services	Salary admin fee	60.00	12.00	72.00
	OLB	Min No. 116.2	09/12/2025	Greenbarnes Ltd	Notice board for Greenmeadow Drive	1,707.21	341.11	2,048.32
	OLB	Min No. 116.2	09/12/2025	John Wagstaff	Reimbursement re: small xmas lights & batteries	61.58	3.33	64.91
TOTAL EXPENDITURE								3,494.05
RECEIPTS								
				RECEIVED FROM	DESCRIPTION			
				Nat West Bank	credit Interest Nov 25			33.95
TOTAL RECEIVED IN								£ 33.95