

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 4th March 2026 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 John Wagstaff (Chair).

In Attendance: Beverly Cawley (Clerk).

Apologies: Cllr Lewis Morgan, Cllr Andy Pedder,

Members of the Public: -

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 \(penhowcommunity.org\)](#)

There were no members of the public in attendance.

161 CHAIR'S ANNOUNCEMENTS

161.1 To receive apologies for absence

The apologies for absence submitted by Councillors Pedder and Morgan were received and accepted.

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

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

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

163 MINUTES OF THE LAST MEETING

163.1 To adopt the minutes of the Ordinary Meeting held 4th February 2026

Cllr Harries corrected agenda item 154.1, which should read: "Cllr Harries confirmed that he had written to SRS but had not received a response to his enquiry...."

RESOLVED: To adopt the minutes of the Ordinary Meeting held on 4th February 2026 subject to the above amendment.

164 FINANCE

164.1 To approve the Bank Reconciliation as of 28th February 2026.

RESOLVED: To approve the Bank Reconciliation as of 28th February 2026.

164.2 To note payments made in February 2026 and approve those due in March 2026

Members noted that there were still several invoices to come in which should be paid before 31st March (end of the financial year), namely Llanvair Landscapes for works completed, wildflower seed - these were known expenditure *refers Min No 128.1.b & 154.2.b.ii (2024/25)*.

RESOLVED: To note the list of payments made in February and approve those due in March 2026.

RESOLVED: To pay any expected invoices arriving prior to the end of March and approve them retrospectively at the April meeting

165 CORRESPONDENCE

165.1 To note that miscellaneous correspondence had been sent to Members, as appropriate, for information purposes.

Noted.

- 165.2 **To note that the Annual Remuneration Report 2026/2027 (last version) had been received from the Democracy & Boundary Commission for Wales and will be considered for approval/adoption at the Annual Meeting in May 2026 and any resolutions made.**

Noted.

- 165.3 **To note notification from Aneurin Beavan University Health Board regarding changes to the Lliswerry Medical Centre with effect from 1st April 2026.**

Noted.

166 PLANNING

- 166.1 **View and consider applications at Simple Search (newport.gov.uk)**

a. No applications received.

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

Noted.

167 NEWPORT CITY COUNCIL - WARD MATTERS

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

There were no City Councillors in attendance.

168 MARKET ROAD

- 168.1 **To consider any options available in respect of traffic calming measures on Market Road and agree any actions.**

Residents had again raised the issue of speeding on Market Road, at the Northern end, and particularly at the entrance to the Playing Fields. Options suggested to mitigate the problems were: a dedicated road crossing, a mirror, painted sign on road, reinstatement of sleeping policeman, flashing slow down sign. Members were mindful that City Council funds may be limited, and that the Community Council may have to contribute towards the cost of any traffic calming measures.

RESOLVED: To write to Newport City Council's Highways dept and ask them what measures they would recommend, and what funding they have available to put such measures in place.

- 168.2 **To note that potholes on Market Road had been reported to Newport City Council, and to the Ward Councillor, and consider any further actions.**

Members noted the City Councillors had been proactive in trying to sort out the repair of potholes and noted that Newport City Council had been undertaking some work in the area over the last few days.

169 FLOODING

- 169.1 **To receive an update in respect of flooding on the Playing Field and agree any action.**

The tenant of the field against the A48 had been identified and would be contacted in respect of the issues arising from run-off water from his field. The water springing up in the field had been pin-pointed adjacent to a large stone.

RESOLVED: To speak to the tenant of the field adjacent to the A48 regarding the problem of run-off.

RESOLVED: To contact Will Morgan with a view to moving the stone to investigate what could be identified underneath.

- 169.2 **To receive any update in respect of flooding in a resident's field because of a burst pipe coming under the A48.**

Newport City Council Flood Risk Office had responded advising that he is consulting with relevant departments but meanwhile will monitor the area for flooding.

170 INFORMATION TECHNOLOGY – lead Cllr Bryn Harries

- 170.1 **To receive an update from Cllr Harries in respect of Council's requirements to update/improve IT systems and provide Councillors with dedicated email addresses and agree any actions required. (deferred OM 4/2/26 Min No. 154.1)**

Cllr Harries confirmed that he had emailed Newport City Council and their supplier SRS to no avail and proposed that Council look to contracting another outside company to provide the Council's IT

needs. He has contacted three companies and is awaiting a response regarding their services and ability to supply including the required .gov.wales email accounts.

171 CONSULTATIONS

171.1 Welsh Government: Strategic planning guidance for the Gwent Levels National Natural Resource Area (Future Wales Policy 9)

<https://www.gov.wales/strategic-planning-guidance-gwent-levels-national-natural-resource-area> closing date: 31/03/26

Members noted the importance of responding to this consultation to preserve the SSSI land, RAMSAR sites, Landscape of Outstanding Historic Interest, and the home of rare species of invertebrates.

RESOLVED: That the clerk would draft a response on behalf of the Community Council

171.2 Newport City Council: Community Boundaries and Electoral Arrangements Review

<https://www.newport.gov.uk/elections-and-voting/community-boundaries-review> closing date 22/03/26

The clerk had responded to the consultation in accordance with the comments made at the February meeting. Cllr Wagstaff had attended a Newport City Council liaison meeting when the proposed changes were discussed in full. Members were reminded that they could respond in their capacity of a resident or on this occasion as a Community Councillor as any actions taken in respect of this may have an impact on their ability to stand as a Community Councillor at the next elections. Newport City Council had not been able to give a definitive answer in respect of their reasonings behind their proposed decision to reduce the number of community councillor for Penhow.

172 COMMUNITY PLACE PLAN/ACTION/PLACEMAKING PLAN

172.1 To receive and consider the amended draft Penhow Community Five Year Plan (introductory document) prior to going out to consultation with the community/ residents. (deferred OM 4/2/26 Min No. 156.1)

Members would undertake to raise awareness at the Family Fun Day in June, prior to holding two drop-in sessions. The clerk would continue to work on a presentation to show at the drop-in sessions and would look at putting a new page on the website "The Future of Penhow."

173 VILLAGE MATTERS

173.1 Items of concern within the Village – For information only.

Issues raised included potholes and speeding on Market Road. These had been dealt with under Minute numbers 168.1 & 168.2

174 COMMUNITY EVENTS

174.1 Covid-19 National Day of Reflection - Sunday 8th March 2026

To confirm any arrangements to acknowledge the Covid-19 National Day of Reflection.

RESOLVED: To annotate the Council's Facebook page with information recognising the National Day of Reflection, and to put a bunch of daffodils on the commemorative bench adjacent to the bus stop on Greenmeadow Drive.

174.2 Summer Fun Day – Saturday 6th June 2026,

To receive an update on preparations and agree any additional needs and any further actions required.

Members went through and updated the 'to do list,' Preparations were well under way. The clerk would investigate the need for a music license for the day.

RESOLVED: To donate an amount of £250 to the Severn Tunnel Band for playing on the day. *Under LGA 1972 s.145*

RESOLVED: That if the balloon man was available, we would pay his costs for the day, so that there would be no cost to residents on the day. *Under LGA 1972 s.145*

RESOLVED: To enquire with a local carriage driving instructor as to whether she would be prepared to give rides, and what she would charge for her time on the day, so that there would be no cost to the residents on the day. *Under LGA 1972 s.145*

175 REPORTS

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

a. Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff had liaised with the Village Shop, who confirmed they were still looking for grants to purchase, and that he had attended the liaison meeting with Newport City Council.

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

In Cllr Pedder's absence the clerk reported that the wildflower risings had been removed, and the bonfire burn would be re-seeded when the weather improved. A resident had sown wildflower seed on an area on Greenmeadow Drive but noted that residents were continuing to walk across the area, where the wildflower bulbs were trying to come up. The hedge planted a 12 month ago would be checked in March/April to ascertain how many slips had been lost, so that they could be replaced in autumn. The border has broken on the shrubbery on Market Road just before Rockfield Glade. The CLAS award plaque would not fit suitably on the play park fence.

RESOLVED: That Llanvair Landscapes be asked to repair the shrubbery border on Market Road. *Under OSA 1906 ss,9 & 10 HA 1980 s.96*

RESOLVED: To ask ALS to provide a 150x150mm sawn timber fence post, treated and install adjacent to the lectern notice board, to enable the CLAS award plaque to be attached. *Under OSA 1906 ss,9 & 10*

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

Cllr Wagstaff continued to replenish the dog waste bag dispensers. The Newport City Council ground maintenance contract and schedule for 2026/2027 was received at a cost of £1661.90.

RESOLVED: To suspend Financial Regulations and accept the ground maintenance contract and schedule from Newport City Council for 2026/2027 at a cost of £1661.90, as the Council's preferred supplier for this work (*Fin Regs. 5.13*) *Under OSA 1906 ss,9 & 10 LGA (misc) 1976 s.19.*

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

The hall held a meeting on 16th February, with the bank balance standing at £2800.50 It was noted that a new fire door was required. The clerk had forwarded details of a grant opportunity.

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

The Scouts would be attending the Family Fun Day but in a lesser capacity than previous years. The potential date for the fireworks display was 7th November.

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

Cllr Hayes advised that she was now a Governor at Langstone Primary School.

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

A written report had been accepted from the clerk, who further advised that she would be taking the remainder of her annual leave during March.

176 DATE OF THE NEXT MEETING

176.1 **To Confirm the date of the next Ordinary Meeting: Wednesday 1st April 2026 at 7.15pm at St John's Hall.**

The date of the April Ordinary meeting would be Wednesday 1st April 2026 at 7.15pm in St John's Hall.

MEETING TERMINATED AT 8.45PM

APPENDIX 1

BANK RECONCILIATION

Current account statement balance as at 28/02/2026		0.00
less outstanding cheques plus outstanding credits not yet received into account	0.00	0.00
Current Account Balance		0.00
Current Account BPA1 - Gen Dep	0.00 36,908.73	0.00 36,908.73
TOTAL		36,908.73
Total Receipts inc balances b/fwd less total payments		61,370.29 24,461.56 36,908.73

APPENDIX 2

RECEIPTS AND PAYMENTS

NB. As the end of the financial year is 31st March 2026 the below also shows the expected income and expected expenditure before that date (shown in red as estimates).

PAID IN FEBRUARY	PAYMENTS							
	REF NO	APPROVED	PAID	PAYEE	DESCRIPTION	NET	VAT	GROSS
DUE IN MARCH	REF NO	APPROVED OM MAR/26	PAID-DUE	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	Min No. 164.2	31/03/2026	B Cawley & HMRC	Salary & Statutory Payments - Mar 26	545.16		545.16
	OLB	Min No. 164.2	10/03/2026	St John's Hall	hire fee: Dec, Jan, Feb & Electricity	93.00		93.00
	OLB	Min No. 164.2	10/03/2026	ISCA PMS Ltd	Annual Web hosting & maintenance	273.00	54.60	327.60
	OLB	Min No. 164.2	10/03/2026	B Cawley	Expenses: Print & Postage	48.70	9.09	57.79
	OLB	Min No. 164.2	10/03/2026	Clr Lewis Morgan	Remuneration Q4	13.00		13.00
	OLB	Min No. 164.2	10/03/2026	Clr Dayna Hayes	reimburse - plant for planters	50.00		50.00
	OLB	Min No. 164.2	10/03/2026	B Cawley	Expenses: hot chocolate/milk re carol singing	19.70		19.70
	OLB	refer Min No. 128.1.b	10/03/2026	Llanvair Landscapes	Clear wildflower areas and reseed bonfire area	520.00	104.00	624.00
	OLB	refer Min No. (2024/25) 154.2.b.iii	Estimated	Pearce Seeds c/o PF Cawley	reimburse - wildflower seed (Mar 2025) confirmation of correct Carriage price awaited	170.99	35.20	206.19
TOTAL EXPENDITURE								1,936.44
RECEIPTS								
				RECEIVED FROM	DESCRIPTION			
				Nat West Bank	credit interest paid Feb 25			27.31
				Nat West Bank	Estimated credit interest paid Mar 25			25.00
TOTAL RECEIVED IN								£ 52.31