

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 April 2026 at 7.15pm in St John's Hall, Penhow.

Councillors: Cllr Jan Barlett, Cllr Paula Fouweather, Cllr Keith Jones, Cllr Lewis Morgan, Cllr A Pedder, Cllr John Wagstaff (Chair).

In Attendance: Beverly Cawley (Clerk).

Apologies: Cllr D Hayes, Cllr B Harries

Members of the Public: PCSO 231 Dan Sutherland, PCSO 359 Joseph Clark

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 \(penhowcommunity.org\)](#)

The PCSO advised members that there had been 161 calls for the Langstone Ward (which includes Penhow). The Police have been involved in a DVSA operation at the Coldra (vehicle defects) and have continued to be involved in Operation Harley (off-road bikes). The Neighbourhood Police are launching a new initiative called 'Neighbourhood Matters.' Details to be posted on the Council's website and Facebook pages, and PCSO's will undertake a house to house visit to introduce the new initiative.

Councillors had received several issues from residents, from no pavement on Arcade Road (referred to Newport City Council), a serious trip hazard adjacent to the Greenmeadow Drive Bus Stop (referred to Newport City Council) and the fact that some bins had not been emptied (enquiries would be made with Newport City Council).

177 CHAIR'S ANNOUNCEMENTS

177.1 To receive apologies for absence

Apologies for absence were received and accepted from Councillors Hayes & Harries.

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

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

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

179 MINUTES OF THE LAST MEETING

179.1 To adopt the minutes of the Ordinary Meeting held 4th March 2026

RESOLVED: To adopt the minutes of the Ordinary Meeting held on 4th March 2026

180 FINANCE

180.1 To approve the Bank Reconciliation as of 31st March 2026.

RESOLVED: To approve the Bank Reconciliation as of 31st March 2026.

180.2 To note payments made in March 2026 and approve those due in April 2026

Members noted that an invoice had been received in respect of the renewal of One Voice Wales Membership.

RESOLVED: To renew the membership of One Voice Wales for the year 2026/2027.

RESOLVED: To note the list of payments made in March, approving retrospectively those paid so that they be included in the financial year 2025/2026, and approve those due in April 2026.

180.3 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 (and End of Year) on the 31st March 2026.

Members noted that some budgets were overspent and some underspent, that the final VAT126 claim would be due shortly of approximately £1250. Overall, the budget was underspent by just over £6000; this included a budget for a new picnic bench.

RESOLVED: To earmarked/ringfence the picnic bench budget and carry it over to the new financial year 2026/2027 and record in the Annual Investment Strategy as such.

RESOLVED: To adopt the budget v actuals, report for 2025/2026.

181 CORRESPONDENCE

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

Noted.

182 PLANNING

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

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

Noted.

a 26/0197 – Penhow Film Studios, Old Turnpike Road, Llanvaches – Change of Use to Commercial Dog Walking Field and associated works.

Members noted that Planning Application 26/0197 was on the border of the Penhow Community Council boundary and they were entitled to comment should they wish. They considered the application but did not wish to comment on the information available to them.

183 NEWPORT CITY COUNCIL - WARD MATTERS

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

There were no City Councillors present to give a report.

184 INTERNAL & EXTERNAL AUDIT

184.1 To note that the external audit paperwork has been received with the return requiring Council approval by end of June 2026.

It was noted that for the year 2025/2026 a 'Basic' audit would be undertaken by Wales Audit Office.

184.2 To consider the appointment of an Internal Auditor for the financial year 2025/2026.

Members acknowledged the need for a specialist auditor to undertake an internal audit of not just the accounts, but of the Council's governance, procedures, and policies etc. A company called IAC currently audit Magor with Undy Town Council and Rogiet Community Council. The clerk had previously dealt with this company and confirmed their suitability. A quote had been received of £295+vat, with a discount of 5% if the Council sign up for a minimum of three years.

RESOLVED: To suspend Financial Regulation requiring three quotations, as this work was considered specialist, and the company came recommended by other local councils (*refers Fin Regs 10.3, 11.1, 18.2*)

RESOLVED: To appoint IAC as the Council's internal auditors and sign up for a minimum of 3 years to take advantage of the 5% discount.

185 INFORMATION TECHNOLOGY – lead Cllr Bryn Harries

185.1 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 4/3/26 Min No.170.1*)

This would be deferred to the May meeting due to Cllr Harries absence.

186 VILLAGE MATTERS

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

There continues to be issues with potholes. Members were reminded to report these direct to Newport City Council via their website/Report It app and encourage residents to do so.

The coffee shop was considering an expansion to the front of the building.

The loose gravel on the A48 between Langstone and the Rock & Fountain had caused some damage to a vehicle, and a claim had been placed with Newport City Council highways. There was no further update/response from Newport City Council to Council's latest correspondence in respect of flooding due to a broken pipe under the A48.

187 COMMUNITY EVENTS

187.1 Summer Fun Day – Saturday 6th June 2026,

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

The Rock and Fountain had requested some information regarding the event to assist in their TENS application with Newport City Council. Cllr Wagstaff would respond. Monmouthshire Carriage Driving had agreed to give rides – there would be appropriate insurance in place. The Balloon Man would be secured for the afternoon at the cost of £230. Severn Tunnel Band would be given a donation of £250 for the afternoon, and they would be advised that they could put out a collection bucket when they played. Cllr Jones would make enquiries regarding Face Painting. Cllr Bartlett confirmed the Tug of War rope had been located. Cllr Pedder was making enquiries regarding the Newport based 104th Royal Artillery Regiment making an appearance. The Council gazebo would be required for St John's Ambulance. The Police would be asked to attend.

188 REPORTS

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

a. Community Liaison (lead Cllr Wagstaff)

Cllr Wagstaff attended the Village Shop AGM. It was noted that Cllr Pedder had now joined the Village Shop Committee. The committee is continuing with its plan to purchase the shop and continues to seek funding.

b. Green Spaces (lead Cllr Pedder)

The bonfire area still needs to be reseeded once the weather improved. A resident had removed the plastic protection sleeves and bamboo canes from the new hedge and left them bagged up. Cllr Wagstaff would look at removing the bags from the field. This action would leave some of the new hedging slips vulnerable to damage by rabbits, dogs etc.

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

Cllr Wagstaff continued to replace the dog waste bags in the dispenser in the playing fields. There was one box left, so Council would need to consider the purchase of additional boxes shortly.

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

There had been no meetings and nothing to report.

e. 1st Wentwood Scouts (lead Cllr Harries)

No report due to Cllr Harries' absence.

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

No feedback on other areas.

188.2 To receive a report from the Clerk

The Clerk had circulated a written report, it was noted that the Clerk had carried over 2 days holiday from the 2025/2026 allocation that would be taken over the Easter period.

189 DATE OF THE NEXT MEETING

189.1 To Confirm the date of the next Ordinary Meeting: Wednesday 6th May 2026 at 7.15pm at St John's Hall.

The next Council meeting would be the Ordinary Meeting followed by the Annual Meeting on Wednesday 6th May 2026 at 7.15pm in St John's Hall.

MEETING TERMINATED AT 9.01PM

APPENDIX 1

BANK RECONCILIATION

Current account Bank
statement balance as at

31/03/2026

0.00

less outstanding cheques

0.00

0.00

Current Account Balance

0.00

BANK BALANCES

Current Account

0.00

0.00

BPA1 - Gen Dep

35,013.15

35,013.15

0.00

0.00

0.00

0.00

TOTAL

35,013.15

CASH BOOK FIGURES

Total Receipts inc balances b/fwd

61,398.16

less total payments

26,385.01

35,013.15

APPENDIX 2

RECEIPTS AND PAYMENTS

	PAYMENTS							
	REF NO	APPROVED	PAID	PAYEE	DESCRIPTION	NET	VAT	GROSS
PAID IN MARCH	OLB	refer Min No. 128.1.b & 164.2 - Min No 180.2	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 & (2025/26)164.2 - Min No 180.2	17/03/2026	Pearce Seeds c/o PF Cawley	reimburse - wildflower seed (Mar 2025)	161.00	32.20	193.20
DUE IN APRIL	REF NO	APPROVED OM MAR/26	PAID-DUE	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	Min No 180.2	30/04/2026	B Cawley & HMRC	Salary & Statutory Payments - Mar 26	545.16		545.16
	OLB	Min No 180.2	13/04/2026	One Voice Wales	Annual Membership	158.00		158.00
	OLB	Min No 180.2	13/04/2026	Newport City Council	Ground Maintenance Jan-Mar 26	399.50	79.90	479.40
TOTAL EXPENDITURE								1,999.76
RECEIPTS								
				RECEIVED FROM	DESCRIPTION			
				Nat West Bank	credit interest paid Mar 25			27.87
TOTAL RECEIVED IN								£ 27.87