



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 June at 7.15pm.**

Councillors attend this meeting under the provisions of the Community Council's Code of Conduct.

Any Resident or Councillor requiring access to the meeting remotely should contact the clerk no later than close of business on Monday 1st June 2026 to request a link to the meeting.

Beverly Cawley,
Clerk to the Council
(07785 747 762)

28th May 2026

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

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 Annual & Ordinary Meetings held 6th May 2026

4 FINANCE

- 4.1 To approve the Bank Reconciliation as of 31st May 2026.
- 4.2 To note payments made in May 2026 and approve those due in June 2026

5 CORRESPONDENCE

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

6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](#)
26/0348: Little Hunters Lodge, Chepstow Road, NP26 3AD – Proposed replacement dwelling
- 6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](#)

7 NEWPORT CITY COUNCIL - WARD MATTERS

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

8 GOVERNANCE: INTERNAL & EXTERNAL AUDIT

- 8.1 To Receive, consider and adopt the Internal Auditors Report, and agree a response and any actions required in respect of the observations and recommendations.
- 8.2 To consider the 'Annual Accounts Report' and the 'Annual Governance Statement' for the Year ended 31 March 2026 and sign off ready for submission to Wales Audit Office.

- 8.3 To agree the date for the publication of the “Notice of Appointment of the date for the exercise of electors’ rights”.

9 CIVILITY & RESPECT PLEDGE

- 9.1 To consider the adoption of the ‘Civility & Respect Pledge’ advocated by One Voice Wales, National Association of Local Councils and Society of Local Council Clerks.

10 COUNCILLOR VACANCY

- 10.1 To note the results of the advertisement of a Casual Vacancy, and agree any actions required.

11 VILLAGE MATTERS

- 11.1 Items of concern within the Village – For information only.
i. Defibrillator

12 COMMUNITY EVENTS

- 12.1 Summer Fun Day – Saturday 6th June 2026,
To receive an update on preparations, allocate jobs on the lead up to and on the day, and agree any additional needs and any further actions required.

13 REPORTS

- 13.1 To receive reports from Councillors on areas of responsibilities and agree any actions required.
i. Community Liaison (*lead Cllr Wagstaff*)
ii. Green Spaces (*lead Cllr Pedder*)
iii. Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*) including:
a. Damage to children’s play equipment and need for appropriate signage.
iv. St John’s Hall (*lead Cllr Jones*)
v. 1st Wentwood Scouts (*lead Cllr Hayes*)
vi. Langstone Primary School (*lead Cllr Hayes*)
vii. Penhow Village Shope (*lead Cllr Pedder*)
viii. To receive feedback on any other areas of responsibility.

- 13.2 To receive a report from the Clerk

14 DATE OF THE NEXT MEETING

- 14.1 To Confirm the date of the next Ordinary Meeting: Wednesday 1st July 2026 at 7.15pm at St John’s Hall.