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 6th May 2026 at 7.15pm in St John's Hall, Penhow.

Councillors:	Cllr Jan Barlett, Cllr D Hayes, Cllr Keith Jones, Cllr Lewis Morgan, Cllr A Pedder, Cllr John Wagstaff (Chair).
In Attendance:	Beverly Cawley (Clerk).
Apologies:	Cllr P Fouweather, City Cllr Will Routley
Members of the Public:	City Cllr Ray Mogford.

2026/ 2027

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.

ANNUAL MEETING

The clerk opened the meeting.

1 ANNOUNCEMENTS

1.1 **To receive apologies for absence**
Apologies for absence were received and accepted from Cllr Paula Fouweather, and City Councillor Will Routley.
Members also noted that the resignation of Cllr Bryn Harries had been accepted by the Chair and Clerk.

2 ELECTION OF CHAIR

2.1 **To elect a Chair for the year 2026/2027**
Cllr Bartlett nominated Cllr Wagstaff, seconded by Cllr Jones. There were no further nominations. A unanimous vote was taken.
Cllr Wagstaff was duly elected as Chair.

2.2 **Chair to sign Declaration of Acceptance of Office**
The Chair signed the 'Declaration of Acceptance of Office' witnessed by the Clerk.

3 ELECTION OF VICE-CHAIR

3.1 **To elect a Vice Chair for the year 2026/2027**
Cllr Pedder was nominated and seconded as Vice Chair for the year 2026/2027. There were no further nominations. A unanimous vote was taken.
Cllr Pedder was duly elected as Vice Chair.

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

4.1 **To receive any declarations of interest in items on the agenda**
None.

5 MINUTES OF THE LAST ANNUAL MEETING

5.1 **To note that the minutes of the last Annual Meeting held 15th May 2025 were adopted at the OM 4/6/25 Min No 25.1**
Noted.

6 REPORTS

6.1 **To receive a report from the Chair for term of office 2025/2026 Cllr John Wagstaff**.
Cllr Wagstaff had circulated his report, which would be uploaded to the website for members of the public to review.

6.1 **To note that the Council's Annual Report for 2025/2026 is currently being drafted and will be presented to Full Council at the earliest opportunity for adoption and publication by September 2026.**
Noted.

7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

7.1 **To consider the need for any Internal Committees or Working Groups:**

a. **To agree the terms of reference**
Members reviewed a Terms of Reference policy for a Working Group. This laid down general rules and terms but would be amended as and when the Working Group was set up.

RESOLVED: To accept the Terms of Reference and Discharge of Function policy as presented, with a view to updating it as and when working groups were set up. There was no requirement at present to consider points b, c, and d of this agenda item.

b. **To appoint members**
Not applicable at present.

c. **To appoint a chairperson *(if required*)**
Not applicable at present.

d. **To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions' (*in the case of a committee)***
Not applicable at present.

8 EXTERNAL BODIES, ORGANISATIONS AND AREAS OF RESPONSIBILITY

8.1 **To appoint or note representatives to external bodies and areas of responsibility:**

a. **Newport City Council Community Council Focus/Liaison Group**
Resolved: To appoint Cllr Wagstaff, with all Councillors attending at some point as part of their Councillor development/training.

b. **One Voice Wales Area Committee**
Resolved: To appoint Cllr Wagstaff, with all Councillors attending at some point as part of their Councillor development/training.

c. **St John's Village Hall**
Resolved: To appoint Cllr Jones.

d. **Community Liaison**
Resolved: To appoint Cllr Wagstaff.

e. **Green Spaces**
Resolved: To appoint Cllr Pedder

f. **Recreation Grounds and Street Furnishings**
Resolved: To appoint Cllrs Wagstaff & Jones.

g. **Penhow Village Shop**
Resolved: To appoint Cllr Pedder

h. **Local Access Forum**
This was an external appointment to which Cllr Pedder had already been appointed.

i. **1st Wentwood Scouts**
Resolved: To appoint Cllr Hayes.

j. **Langstone Primary School**

Resolved: To appoint Cllr Hayes.

k. Any other local groups

These would be appointed during the year if required.

8.2 **To agree arrangements for reporting back to Full Council.**

Resolved: To report back verbally at monthly Council meetings, unless the information to be cascaded was detailed/complicated, when a written report would be submitted for all to read.

9 GENERAL POWER OF COMPETENCE

9.1 **To note that Council does not meet the eligibility criteria for the use of the General Power of Competence.**

The clerk explained the criteria required. Members noted they did not meet the eligibility criteria.

10 POLICIES, PROCEDURES & STATEMENTS Policies | Penhow Community Council

10.1 **To review and adopt the following policies, procedures, and statements:**

Members reviewed the policies listed below and noted they may be amended at any time if required. No amendments were proposed at this time.

Resolved: To adopt the policies as presented, as listed below.

a **Code of Conduct**
b **Communications Policy (including Press and Media)**
c **Community Good Causes Donations and Grant Criteria & Application Form**
d **Complaints Policy**
e **Disciplinary & Grievance Policy**
f **Equality & Diversity Policy**
g **Environment (Wales) Act 2016 Part 1 – Section 6 – The Biodiversity and Resilience of Ecosystems Duty Report 2022**
h **Financial Regulations**
i **Freedom of Information Procedure**
j **General Privacy Statement**
k **Green Spaces Statement**
l **Health & Safety Policy**
m **Information & Data Protection Policy**
n **Playing Field Key Protocol & Information for residents and all who use the field**
o **Publication Scheme**
p **Safeguarding Policy *(Children & vulnerable adults)***
q **Standing Orders**
r **Training Plan**
s **Unacceptable Actions by Individuals**

10.2 **To consider and adopt New Policies, Procedures & Statements:**

i. Internal Control Policy and Statement of Internal Control

Resolved: To adopt the Internal Control Policy and Statement of Internal Control as presented.

ii. Annual Review of Effectiveness of Internal Control.

Resolved: To adopt the Annual Review of Effectiveness of Internal Control as presented.

iii. Terms of Reference & Scheme of Delegation

Resolved: To adopt the Terms of Reference & Scheme of Delegation as presented, noting that this document would require updating once the new Five Year Development Plan Working Group is set up.

10.3 **To review and adopt the 'General Risk Assessment & Risk Assessment Schedule.**

Resolved: To adopt the Risk Policy statement and consequential risk management arrangements.

11 FINANCE - GOVERNANCE

11.1 **To review of End of Year Accounts for 2025-2026, together with the review of Section 137 expenditure**

Members had reviewed the End of Year Spend versus Budget at the April meeting, so a summary of the Council's accounts and the Section 137 expenditure for 2025/2026 had been produced for this meeting and was noted.

11.2 **To consider and agree signing authority with regards to the Community Councils Banking requirements at National Westminster Bank plc**

Resolved: That National Westminster Bank remain the Council's bankers until further notice.

Resolved: That Cllr Bryn Harries be removed as a signatory following his resignation, and that Cllr Lewis Morgan replace him on the signing authority.

11.3 **To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically**

Resolved: That Cllr Bartlett continue in this role for the 2026/2027 year.

11.4 **To adopt the Annual Investment Strategy for the year 2026/2027**

Members noted that Ear-Marked Reserves stood at £2120.00 (the difference between the proposed budget and the Precept and the carried forward picnic bench project budget.

Resolved: To adopt the Annual Investment Strategy for the year 2026/2027 as presented.

11.5 **To note that the Annual Remuneration Report 2026/2027 (final version) had been received from the Democracy & Boundary Commission for Wales (OM 04/03/26 Min No 165.2).**

Noted.

i. **To note mandatory payments to Community Councillors, and the option for individual Councillors to opt out from receiving payment.**

Members noted the mandatory payments for 2026/2027 and the option for individual Councillors to opt out from receiving part, or all the mandatory payments. The clerk reminded members that if they received/claimed the remuneration payment, it was their responsibility to declare the monies to HMRC for tax purposes. Forms were available for members to sign in respect of claiming or opting out – but advised that members could change their mind in the future by notifying the clerk in writing.

ii. **To resolve whether to adopt (or not) non-mandatory determinations contained within the report affecting Community Councils.**

Resolved: Not to adopt non-mandatory determinations at present, but to revisit in the future, should circumstances dictate.

iii. **To agree when and how the payments are made, and at what intervals.**

Resolved: That any remunerations claimed should be paid quarterly in arrears. This would negate the need to recover any payments made to a member who leaves their role during the financial year.

iv. **How to recover any payments made to a member who leaves their role during the financial year.**

This issue is not applicable due to the decision (above iii) to pay remunerations quarterly in arrears.

11.6 **To review the inventory of land and other assets**

Members reviewed the asset register as presented. Several new assets had been added during the year.

Resolved: To remove the old Greenmeadow Drive notice board from the asset register, as it has been replaced and the new notice board has been added.

11.7 **To review Insurance cover arrangements in respect of all insured risks**

Members reviewed the insurance cover arrangements. Some new assets would be added to the insurance, and some removed. This could have an impact of the recent quotation.

Resolved: To add some of the new assets to the list e.g. new play park fencing and the new Greenmeadow Notice Board.

a. **To consider renewal of Ansvar Insurance for 2026/2027 at a cost of £679.76 (or £631.93 if taken out on a 3-year Long Term Undertaking.**

Members noted the need to add a few more assets and remove one. This may influence the quotation received.

Resolved: To contact the insurers to update the asset list, accept any increase and take out the insurance on a 3-year Long Term Undertaking, ensuring payment was made before the expiry of the current insurance, and if necessary reporting back the amount paid at the next meeting.

11.9 **To review and agree Council's and/or staff subscriptions to other bodies and other regular commitments.**

Resolved: To accept the list of Council and/or staff subscriptions to other bodies and other regular commitments, as provided

12 MEETINGS

12.1 **To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.**

Resolved: To continue to hold the Ordinary meetings in St John's Hall on the first Wednesday of each month, commencing at 7.15pm (except for August)

Resolved: To accept and confirm the meeting dates as supplied.

ORDINARY MEETING

13 MINUTES OF THE LAST ORDINARY MEETING

13.1 **To approve the minutes of the last Ordinary Meeting held on 1st April 2026.**

Resolved: To approve the minutes of the last Ordinary Meeting held on 1st April 2025

14 MOTION: TO CHANGE THE ORDER OF BUSINESS ON THE AGENDA.

14.1 **Resolved:** To bring forward agenda item 17.1 'Newport City Council – Ward Matters' *(refers SO 10.a.vi)*

15 NEWPORT CITY COUNCIL - WARD MATTERS

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

City Cllr Mogford suggested that if Council had no objections, he and Cllr Routley may take it in turn to attend the Community Council meetings as they often clashed with other meetings they were required to attend. He noted that City Councillors were currently governed by Purdah due to the up-and-coming Senedd elections. However, he advised that he had been dealing with several ward matters including ivy growth on trees at Roundwood Close, which was now in hand. Cllr Wagstaff highlighted an issue with birds nesting in trees adjacent to the post-box on Greenmeadow Drive. Cllr Mogford and Cllr Routley continued to report potholes and issues with roads including drainage, Cllr Hayes raised the issue of blocked drains on Arcade Road. Cllr Mogford would forward some information on the law regarding e-scooter 'dos and don'ts' with a view to educating parents for Council to share on its Facebook page, notice boards and website.

Cllr Mogford left the meeting.

16 FINANCE

16.1 **To approve the Bank Reconciliation as at 30th April 2026.**

RESOLVED: To approve the Bank Reconciliation as of 30th April 2026.

16.2 **To note payments made in April 2026 and approve those due in May 2026**

RESOLVED: To note the list of payments due in April 2026.

17 CORRESPONDENCE

17.1 **To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes.**
Noted.

18 PLANNING

18.1 **View and consider applications at [Simple Search (newport.gov.uk)]**

a ***No applications received at time of publication.***

18.2 **To note Newport City Council weekly new and decided planning lists. [Weekly List (newport.gov.uk)]**
Noted.

19 INFORMATION TECHNOLOGY – *lead Cllr Bryn Harries*

19.1 **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 March & April Ordinary Meetings)***
As the lead on this, Cllr Bryn Harries, had resigned from the Council the Council would need to investigate further. The issue of a new email addresses for Councillors and the Clerk would be investigated as a priority, thereafter, looking at the other IT security and back-up issues. The item would be deferred to the June 2026 meeting.

20 VILLAGE MATTERS

20.1 **Items of concern within the Village – For information only. Including:**

i. **Potholes**
Potholes continue to be an issue across the community. Members should continue to report these to Newport City Council via their on-line 'Report It' platform and to Cllr Will Routley.

ii. Litter Bins
Two litter bins were required: Greenmeadow Drive bus-stop and the layby nearest the Rock & Fountain Inn. Newport City Council had been asked about availability. The Clerk will send a follow-up email.

iii. Repeater Speed Signs on the A48
It was noted that many of the signs (including the repeater speed signs) on the A48 were unreadable, either dirty, faded/worn and/or covered by vegetation. Newport City Council Highways would be contacted for details of their work schedule to clean/replace faulty/damaged signage.

iv. Summer Funday – 6th June 2026
The school choir had asked for one slot, instead of two – they would be allocated the earlier slot. The Rock & Fountain bar licence had been agreed. The Burger van wanted to know times for setting up. A plan of the site would be prepared and sent out to all.

21 REPORTS

21.1 **To receive report/s from City Councillors and agree any actions.**
THIS IS A DUPLICATE ITEM – DISREGARD.

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

a **Community Liaison (Cllr Wagstaff)**
Cllr Wagstaff had consulted with the Village Shop and several residents.

b **Green Spaces (Cllr Pedder):**
The wildflower areas adjacent to the A48 were starting to show some colour. Some of the planters needed to be tidied up. It was noted the grass-cutting schedule was in place, and enquiries would be made to see if the playing field could be cut a few days before the Fun Day on the 6th June.

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

Cllr Wagstaff reported that the poo bags continued to be used. Members briefly discussed the flooding issue on the field and agreed to investigate it following the Fun Day in June. Extra black bags would be provided in the playing field on the Fun Day.

Resolved: To ask WM Garden Services to order and install a new basketball net, ss the missing net could not be located.

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

Cllr Jones had nothing to report as the hall had not held a meeting.

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

Following Cllr Harries resignation from the Council, Cllr Hayes agreed to report where possible going forward. She advised that plans were underway for the Scouts Fun Day away.

f **Penhow Village Shop (Cllr Pedder)**

Cllr Pedder advised that the AGM had been held, and there was a change of Chair.

g **Other**

Cllr Hayes reported that Langstone School had received an interim ESTYN visit, which had been favourable and reported in the South Wales Argus. Langstone School would be added to the agenda for reports going forward.

21.3 **To receive report from the Clerk and agree any actions required.**

A written report had been circulated, but the clerk also confirmed that the process relating to the appointment of a new Councillor had been set in motion with Newport City Council.

22 DATE OF THE NEXT MEETING

22.1 **To affirm the day, date, time, and venue of the next Ordinary Meeting**

The date of the next meeting was confirmed as Wednesday 3rd June 2026 at 7.15pm in St John's Hall.

MEETING TERMINATED AT 8.40pm

APPENDIX 1 - BANK RECONCILIATION

Current account statement balance as at				
30/04/2026				**0.00**
outstanding cheques				0
Current Account Balance				**0.00**
Current Account		0.00		0.00
BPA1 - Gen Dep		50,470.92		50,470.92
TOTAL				**50,470.92**
Total Receipts inc balances b/fwd				51,653.48
less total payments				1,182.56
CASHBOOK BALANCE				**50,470.92**

APPENDIX 2 - RECEIPTS AND PAYMENTS

	PAYMENTS							
DUE IN MAY	REF NO	APPROVED OM MAY/26	PAID-DUE	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	Min No 16.2	29/05/2026	B Cawley & HMRC	Salary & Statutory Payments - May 26	545.16		545.16
	OLB	Min No 16.2	07/05/2026	Microsoft Corp	MS 365 renewal	87.49	17.50	104.99
	OLB	Min No 16.2	07/05/2026	Portable Toilets	Toilet Hire for Family Fun Day	310.00	62.00	372.00
	OLB	Min No 16.2	07/05/2026	Nicola Sutherland	reimburse re: AVG subscription	35.42	7.08	42.50
	OLB	Min No 16.2	07/05/2026	Audit Wales	Audit Fee - 2019/2020	200.00		200.00
	TOTAL EXPENDITURE							1,264.65

RECEIPTS			
	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	credit Interest paid Apr 25	32.33
	Newport City Council	Precept #1	16608.00
TOTAL RECEVIED IN			£ 16,640.33