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

Councillors: Cllr Jan Barlett, Cllr Paula Fouweather, Cllr Dayna Hayes, Cllr Keith Jones, Cllr Andy Pedder, Cllr John Wagstaff (Chair).

In Attendance: Beverly Cawley (Clerk).

Apologies: Cllr Lewis Morgan,

Members of the Public: City Cllr Will Routley

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)
A resident spoke in respect of Planning Application 26/0359 (min no 28.3) giving a potted history of the application, and why it is partially 'retrospective' offering to answer any questions Councillors may have before they consider the application.

23 CHAIR'S ANNOUNCEMENTS

23.1 **To receive apologies for absence**
Apologies for absence were received and accepted from Cllr Lewis Morgan.

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

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

25 MINUTES OF THE LAST MEETING

25.1 **To adopt the minutes of the Annual & Ordinary Meetings held 6th May 2026**
Cllr Andy Pedder requested that in future, all Councillor Christian names be included in the minutes ensuring the minutes are consistent. He further requested that Councillors be copied in with the draft minutes when completed, albeit they are available on the Council's website as soon as they are drafted, and that the phrase 'Meeting Terminated' be replaced by an alternative. He felt that the minutes were too formal. Most Councillors were happy with the way in which the minutes were recorded.

Resolved: To use Councillor Christian names going forward, to copy Councillors with draft minutes once completed, and change the phrase 'Meeting Terminated', but to continue to record the minutes in their current style.

Resolved: To adopt the minutes of the Annual & Ordinary Meetings held on 6th May 2026.

26 FINANCE

26.1 **To approve the Bank Reconciliation as of 31st May 2026.**

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

26.2 **To note payments made in May 2026 and approve those due in June 2026**
The clerk referred to AM: Min No 11.7.a in respect of insurance. An amount of £649.74 had been paid. Members noted a late invoice of £20.00 for Family Fun Day stationery.

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

27 CORRESPONDENCE

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

Noted.

28 PLANNING

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

28.1 **26/0348: Little Hunters Lodge, Chepstow Road, NP26 3AD – Proposed replacement dwelling**

RESOLVED: To respond to PA 26/0348 stating that Council had no objections to the proposal.

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

Noted.

28.3 **Late Planning Application: 26/0359 The Grove, Bowdens Lane, Penhow NP26 3AA Replacement of an existing outbuilding with a single unit for tourist accommodation and associated works including improvements to access along Bowdens Lane by relocating the existing gateway and garage (part retrospective)**

RESOLVED: To respond to PA 26/0359 stating that Council had no objections to the proposal.

29 NEWPORT CITY COUNCIL - WARD MATTERS

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

Cllr Will Routley advised that he would be attending a meeting of the Boundary Review and would reiterate Council's objection to the loss of one councillor should the NCC proposals go ahead. The road sweeper had been out to clear away the chippings at the centre of the A48. He noted that there were still road signs to be picked up. Potholes had been reported and he encouraged Councillors to continue to copy him in with details and to report direct to NCC. He apologised that he would be unable to attend the Council's Family Fun Day on the 6th June.

C.CLLR WILL ROUTLEY LEFT THE MEETING AT 7.50PM

30 GOVERNANCE: INTERNAL & EXTERNAL AUDIT

30.1 **To Receive, consider and adopt the Internal Auditors Report, and agree a response and any actions required in respect of the observations and recommendations.**

Members went through the Internal Audit report and considered each of the observations. Members noted that the acquisition of a Finance Package would remedy many of the observations. The clerk had previously used Rialtus Business Solutions (RBS) that was specifically designed for Town & Community Councils. The cost was estimated at £252 per annum, with a one off set up fee, members were in agreement with the purchase subject to receiving details of the actual cost. Members agreed on a response to the internal auditor on each observation.

RESOLVED: That Council did not require the clerk to undertake CiLCA training at present.

RESOLVED: That the Clerk obtain the actual costs of purchasing and setting up the RBS finance package and email details to members who would confirm back by email their agreement to move forward at the earliest opportunity.

30.2 **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.**

RESOLVED: To adopt and sign off the 'Annual Account Report' and 'Annual Governance Statement' for the year ended 31st March 2026 and forward to Wales Audit Office with the requested documentation/evidence.

30.3 **To agree the date for the publication of the "Notice of Appointment of the date for the exercise of electors' rights".**

RESOLVED: To publish the 'Notice of Appointment of the date for the exercise of electors' rights' on 4th June 2026 quoting the WAO recommended dates for the exercise of electors' rights.

31 CIVILITY & RESPECT PLEDGE

31.1 **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.**

RESOLVED: To adopt the 'Civility & Respect Pledge' advocated by One Voice Wales.

32 COUNCILLOR VACANCY

32.1 **To note the results of the advertisement of a Casual Vacancy and agree any actions required.**

Newport City Council confirmed that no requests had been received to hold an election and had subsequently given Council permission to advertise the vacancy as a Co-option.

RESOLVED: To advertise the vacancy as a co-option, with a closing date of 30th June 2026

33 VILLAGE MATTERS

Items of concern within the Village – For information only.

a. The defibrillator had been used recently, and the ambulance service had agreed to replace the 'pads.
b. The state of the roads remained an issue for members of the public, and reports were being submitted to NCC and to C. Cllr Will Routley.

34 COMMUNITY EVENTS

34.1 **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.

Members considered the expected weather and determined that the bouncy castle would not be able to operate in the expected winds. Heavy rain was also due, and both these factors would have a detrimental effect on stallholders putting up gazebos, the choir and band as well as moving traffic on and off the playing field. A decision would need to be made to reduce the loss of deposits for Council and to give other organisation sufficient notice to cancel purchases etc.

RESOLVED: To cancel the event and reschedule it for a date in September in view of potential health and safety issues resulting from expected wind and heavy rain.

CLLR JAN BARTLETT LEFT THE MEETING AT 8.45PM

35 REPORTS

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

i. **Community Liaison *(lead Cllr John Wagstaff)***
Cllr John Wagstaff had continued to liaise with residents and was due to attend a NCC Community Liaison meeting.

ii. **Green Spaces *(lead Cllr Andy Pedder)***
The planters around the village were being refreshed and replanted. The wildflower areas adjacent to the A48 were starting to show colour but were full of thistles.

iii. **Recreation Grounds and Street Furnishings *(lead Cllrs John Wagstaff & Keith Jones)***
Damage to children's play equipment by teenagers/adults had been repaired. Tom Morgan had been asked to make repairs or remove a faulty piece of gym equipment and to replace missing screws in the bike trail, and purchase and replace the basketball net.

RESOLVED: To purchase appropriate signage for the play equipment as a reminder that it was for use by 14-year-olds and under.

iv. **St John's Hall (lead Cllr Keith Jones)**
Phil James confirmed he was looking at broadband deals for the hall.

v. **1st Wentwood Scouts *(lead Cllr Dayna Hayes)***
The Scouts had held their AGM, but Cllr Dayna Hayes had been unable to attend. The Scouts were due to go on their Fun Day away.

vi. **Langstone Primary School *(lead Cllr Dayna Hayes)***
Nothing to report.

vii. **Penhow Village Shop *(lead Cllr Andy Pedder)***
They were prepared for the Family Fun Day on 6th June, selling shop items, Books & Jigsaws, and Toys. Their Shop Membership recruitment campaign had been successful, exceeding their target. Together with the results of the questionnaire, it had clearly demonstrated the depth of support within the community. It was noted there were several barriers to a Lodge purchase that they are working through with the Agent and Landlord. Grant applications are currently on hold until they are resolved.

viii. **Other areas of responsibility**
None

CLLR DAYNA HAYES LEFT THE MEETING AT 9.07PM

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

A written report had been circulated. Cllr John Wagstaff wished to congratulate the clerk on the amount of work she undertakes for the Council.

36 DATE OF THE NEXT MEETING

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

The next meeting would be Wednesday 1st July 2026 at 7.15pm in St John's Hall.

THE MEETING CLOSED AT 9.12PM

APPENDIX 1 BANK RECONCILIATION

Current account statement balance as at 31/05/2026		**0.00**
less outstanding cheques	0.00	**0.00**
Current Account Balance		**0.00**
Current Account	0.00	0.00
BPA1 - Gen Dep	49,841.07	49,841.07
TOTAL		**49,841.07**

Total Receipts inc balances b/fwd	52,938.02
less total payments	3,096.95
	49,841.07

APPENDIX 2 RECEIPTS AND PAYMENTS

	PAYMENTS							
PAID IN MAY	REF NO	APPROVED	PAID	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	AM 6/5/26 Min No. 11.7.a & noted OM 3/6/26 Min No 26.2	21/05/2026	CAS Ins Services	Insurance Premium	649.74		649.74
DUE IN JUNE	REF NO	APPROVED OM 03 June/26	PAID-DUE	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	Min No. 26.2	30/06/2026	B Cawley & HMRC	Salary & Statutory Payments - June 26	545.16		545.16
	OLB	Min No. 26.2	04/06/2026	St John's Hall	Hall Hire & Electrics March & April	40.75		40.75
	OLB	Min No. 26.2	04/06/2026	Penhow Village Shop	Sweets for Choir (Family Fun Day)	84.00		84.00
	OLB	Min No. 26.2	04/06/2026	IAC Audit & Consultancy	Internal Audit Fee	295.00	59.00	354.00
	OLB	Min No. 26.2	04/06/2026	B Cawley	reimbursement: WeTransfer (safe file transfer) fee	16.64	3.34	19.98
	OLB	Min No. 26.2	04/06/2026	John Wagstaff	reimbursment: Print/stationery (Family Fun Day)	20.00		20.00
	OLB	Min No. 26.2	04/06/2026	B Cawley	reimbursement: Misc Items (Family Fun Day	73.22	14.67	87.89
	TOTAL EXPENDITURE							1,801.52

RECEIPTS			
	RECEIVED FROM	DESCRIPTION	
	Nat West Bank	credit Interest paid May 25	34.06
	HMRC VTR	Vat Refund	1250.51
TOTAL RECEVIED IN			£ 1,284.57