



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 1st July 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 29th 2026 to request a link to the meeting.

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

25th June 2026

2026/
2027

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 Ordinary Meetings held 3rd June 2026

4 FINANCE

- 4.1 To approve the Bank Reconciliation as of 30th June 2026.
4.2 To note payments made in June 2026 and approve those due in July 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 \(newport.gov.uk\)](#)
a. **26/0431:** Construction of outdoor equestrian manège, with post and rail fencing, access gates and associated changes of use of land to private equestrian use – New Holdings, Chapel Lane, Llandeudaud, NP18 2AF
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 note that the response and Action plan has been returned to the Internal Audit IAC, and that there are two outstanding observations to be rectified: Standing Orders (awaiting a response from OVW) and Staff NJC Grades (refer agenda item 18)

- 8.2 To note that the External Audit documentation has been sent to the Wales Audit Office and the “Notice of Appointment of the date for the exercise of electors’ rights” has been published .
- 9 CONSULTATION**
- 9.1 Newport City Council: For the establishment of a LRB class for pupils with Additional Learning Needs at Maesglas Primary School. Closing Date 09/07/26
[Maesglas Primary learning resource base consultation | Newport City Council](#)
- 10 COUNCILLOR VACANCY**
- 10.1 To note the closing date for ‘Expressions of Interest’ in Co-option to the Community Council has passed, with no response. To agree any actions required.
- 11 COMMUNITY GRANTS & DONATIONS**
- 11.1 To consider an opening and closing date for 2026/2027 Community Grant Applications
 To consider whether the current grant application form is fit for purpose or whether it requires amendment.
- 11.2 amendment.
- 12 ANNUAL REPORT 2025/2026**
- 12.1 To receive and consider the Draft Annual Report for the year 2025/2026 and agree any actions
- 13 VILLAGE MATTERS**
- 13.1 Items of concern within the Village – For information only.
- 13.2 To receive an update on the litter bin on Greenmeadow Drive
- 14 COMMUNITY EVENTS**
- 14.1 Summer Fun Day – Saturday 6th June 2026,
 To receive an update following the cancellation of the event, consider lessons learnt and agree any actions required.
- 15 INFORMATION TECHNOLOGY**
- 15.1 To receive feedback from the Clerk in respect of attendance at a meeting with an IT company specialising in provision of IT software/back-up etc for Town & Community Councils, and agree any actions required to take forward the updating of Council’s IT facilities.
- 16 REPORTS**
- 16.1 To receive reports from Councillors on areas of responsibilities and agree any actions required.
- a. Community Liaison (*lead Cllr Wagstaff*)
 - b. Green Spaces (*lead Cllr Pedder*)
 - c. Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*)
 - i. To consider quotation and wording for new play park sign
 - d. St John’s Hall (*lead Cllr Jones*)
 - e. 1st Wentwood Scouts (*lead Cllr Hayes*)
 - f. Langstone Primary School (*lead Cllr Hayes*)
 - g. Penhow Village Shop (*lead Cllr Pedder*)
 - h. To receive feedback on any other areas of responsibility.
- 16.2 To receive a report from the Clerk
- 17 EXCLUSION OF PRESS AND PUBLIC**
- 17.1 To consider the Exclusion of Press and Public [by virtue of The Public Bodies (Admission to Meetings) Act 1960] from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. (refers to agenda items 18)
- 18 EMPLOYMENT MATTERS**
- 18.1 To consider any actions required following the observation raised by the internal auditor in respect of the NJC SCP annual increment not being awarded following the Annual Staff Appraisal for the year 2024/2025.
- 18.2 To note that an Annual Staff Appraisal had been completed for the year 2025/2026, and to consider an annual increment increase in the NJC SCP grading in line with employment contract.
- 19 DATE OF THE NEXT MEETING**
- 19.1 To confirm the date of the next Ordinary Meeting: Wednesday 2nd September 2026 at 7.15pm at St John’s Hall.