



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 2nd September 2026 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)

26th August 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
- 1.2 To receive any update and feedback from Chair on meetings/events attended

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 1st July 2026

4 FINANCE

- 4.1 To approve the Bank Reconciliation as of 31st August 2026.
- 4.2 To note payments made in July and August 2026 and approve those due in September 2026
- 4.3 To review the Council's budget against actuals as at the 31st August 2026, and agree any actions required.

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. **26/0493** Village Farm, Chepstow Road, NP26 3AD – Listed Building Consent to restore building back to a single dwelling and replacement joinery

- b. **26/0611** Holly House, Wentwood Road, NP26 3AE– proposed demolition of the existing single storey side extension and the creation of a two storey side extension.
- c. **26/0595** Yew Tree Cottage, Hendrew Lane, NP18 2AB – demolition of existing stable buildings and erection of a replacement stable block with reconfigured equestrian accommodation.
- 6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](http://newport.gov.uk)

7 NEWPORT CITY COUNCIL - WARD MATTERS

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

8 VILLAGE MATTERS

- 8.1 To note complaint about Dog fouling on Greenmeadow Lane and actions taken/required.
- 8.2 To note complaint about prominent stones on playing field that could be deemed as hazardous
- 8.3 To note and consider a complaint raised by a resident regarding the Council's financial support towards the 1st Wentwood Scouts Firework Display fundraising event.
- 8.4 To receive an update on the litter bin on Greenmeadow Drive
- 8.5 To receive and consider a request from 1st Wentwood Scouts to use the Playing Fields for their Firework Display Fundraising event.
- 8.6 To note that a dedicated disabled parking space on Market Road has been approved by Newport City Council
- 8.7 To receive a request from a member of the public to fix a memorial plaque to an existing bench within the park.
- 8.8 To receive a request from a resident for a letter of support (to Newport City Council) in respect of her fight against a Planning Contravention Notice and agree any actions.
- 8.9 Other items of concern within the Village – For information only.

9 COMMUNITY GRANTS & DONATIONS

- 9.1 To note that the overall budget for 'Grants and Donations' for the 2026/2027 financial year is £3200.00 (*Good causes £2000, Start-up £150, Donations £1050*)
- 9.2 To receive and consider applications received for 'Community Good Causes' grants
 - a. 1st Wentwood Scouts – towards replacement double front doors (fire safety standard)
 - b. St John's Hall towards Broadband connection costs and electrical serving
 - c. Any others received by close of business on 31st August 2026
- 9.3 To receive and consider applications received by close of business on 31st August, 2026 for any 'Start-Up' grants.
- 9.4 To consider donations towards:
 - a. 1st Wentwood Scouts - Fireworks Event
 - b. Penhow Baptist Church - Xmas Lighting electricity on A48
 - c. Severn Tunnel Band for playing at any proposed Community Carol Singing event
 - d. Royal British Legion for Remembrance Sunday wreath: Type B at £23 plus delivery.

10 GOVERNANCE

- 10.1 To receive, consider and adopt amendments to the Model Standing orders in respect of procurement regulations (*ref. OM 01/07/26 Min No 44.1*)

11 COMMUNITY EVENTS

- 11.1 To consider purchase and erection of Christmas Trees and a Community Carol singing event

12 INFORMATION TECHNOLOGY

- 12.1 To receive a report from the Clerk and agree any actions required in respect of the provision of IT support, back-up, emails and website.

13 REPORTS

- 13.1 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 draft for printed information panel for inclusion in the lectern style notice board, consider the cost of the options available and agree any action.
 - ii. To receive and consider the RoSPA reports for the Play Park and Playing Field and agree any immediate actions required.
 - iii. To receive a quotation from Will Morgan in respect of remedial repairs required within the playing field and play park, totalling a maximum of £440.00 +vat
- 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.
- 13.2 To receive a report from the Clerk
- 14 NATIONAL JOINT COMMITTEE (NJC) FOR LOCAL GOVERNMENT SERVICES**
 - 14.1 To note that the NJC has agreed new pay scales, to be implemented from 1st April 2026.
 - 14.2 To adopt the new pay scales and approve back pay to 1st April 2026.
- 15 DATE OF THE NEXT MEETING**
 - 15.1 To confirm the date of the next Ordinary Meeting: Wednesday 7th October 2026 at 7.15pm in St John's Hall.