

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 2nd September 2026 at 7.15pm in St John's Hall, Penhow.

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

In Attendance: Beverly Cawley (Clerk).

Apologies: Cllr Dayna Hayes, Cllr Lewis Morgan, Cllr Andy Pedder

Members of the Public: 1 resident & City Cllrs Ray Mogford & 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 complained about the speeding on Wentwood Road (Market Road) and the overgrown hedge and the difficulty these caused him in exiting his property.

A written report had been sent in (which the clerk read) to update members on current situation in respect of purchasing the Penhow Village Shop. And confirming that the recent screening of the "People's Emergency Briefing" film on Tuesday 21st July at 7.15pm in St John's Hall, had been well attended.

Via Councillors, a resident had requested a 'No dog Fouling' sign in the vicinity of Rockfield Close, that a bollard was broken, and there was a dangerous dead tree on Hendrew Lane. Concerns were also raised about potholes and the deterioration of Arcade Road, Gilfach Lane and Duckpool Lane. The Chair advised that these issues would be investigated by the Council and/or City Cllrs.

56 CHAIR'S ANNOUNCEMENTS

56.1 To receive apologies for absence

Apologies for absence were received and accepted from Cllrs Dayna Hayes, Lewis Morgan & Andy Pedder.

56.2 To receive any update and feedback from Chair on meetings/events attended

The Chair had attended the One Voice Wales Monmouthshire & Newport Area Annual Meeting.

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

57.1 To receive any declarations of interest in items on the agenda

There were no declarations of interest in items on the agenda.

58 MINUTES OF THE LAST MEETING

58.1 To adopt the minutes of the Ordinary Meetings held 1st July 2026

RESOLVED: To adopt the minutes of the Ordinary Meetings held on 1st July 2026

59 FINANCE

59.1 To approve the Bank Reconciliation as of 31st August 2026.

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

59.2 To note payments made in July and August 2026 and approve those due in September 2026

RESOLVED: To note the list of payments made in July and retrospectively approve those paid during August and approve those due in September 2026.

59.3 To review the Council's budget against actuals as at the 31st August 2026 and agree any actions required.

Members reviewed the budget against the actuals and approved virements between several budgets.

RESOLVED: To Vire the following monies from 'unbudgeted projects 4700':

The sum of £100 to 'Stationery & Office Equipment 4165' The sum of £1002 to 'Rialtus 4190' and £181 to 'Newsletters & Annual Reports 4215.

RESOLVED: That the clerk automatically vire, in future, expenditure for items from their allotted budget to the S.137 budget when the spend is under LGA 1972 s.137

60 CORRESPONDENCE

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

Noted

61 MOTION NOT REQUIRING WRITTEN NOTICE (under Standing Order 10.a.vi)

61.1 Cllr Wagstaff proposed to bring forward Agenda Item 7.1

Resolved: To bring forward Agenda Item 7.1 – City Councillor Report

62 NEWPORT CITY COUNCIL - WARD MATTERS

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

City Councillors advised that Newport City Council are continuing resurfacing/highway maintenance projects along the A48. The junction of the A48 with Penyworlod Lane is still under review, as the area outside the Tattoo shop is not a layby, but a clearway, and vehicles should not be parked on/obstruct a clearway. Fly Tipping in the area had been reported, and members were asked to report issues of fly tipping direct to NCC and so that the volumes can be recorded accurately do not report two or three areas on the same report (report them as separate issues). An announcement is due from NCC about the RLDP in October, when that happens, the City Councillors will arrange a ward meeting for the public. Cllrs confirmed that the recommendations in respect of the Boundary review are that Penhow Community Council retain 8 councillors.

CITY COUNCILLORS LEFT THE MEETING AT 8.02PM

63 PLANNING

63.1 View and consider applications at [Simple Search \(newport.gov.uk\)](https://www.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

Council had already responded during August recess that they had no objections and supported the application.

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.

RESOLVED: To respond to Planning Application 26/0611 that members had no material concerns in respect of the proposals.

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.

RESOLVED: To respond to Planning Application 26/0595 that members had no material concerns in respect of the proposals.

63.2 To note Newport City Council weekly new and decided planning lists.

Noted.

64 VILLAGE MATTERS

64.1 To note complaint about Dog fouling on Greenmeadow Lane and actions taken/required.

RESOLVED: To ask Newport City Council highways department if council could put a 'No Dog Fouling' sign below their sign 'Not suitable for Heavy Vehicles' sign at the junction of Greenmeadow Lane with the A48.

64.2 To note complaint about prominent stones on playing field that could be deemed as hazardous
Members noted the complaint and had spoken with Newport City Council regarding the issue.

RESOLVED: To reply to the complainant advising that we had taken advice from Newport City Council and would continue to monitor the situation.

- 64.3 **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.**

RESOLVED: To reply to the complainant confirming that Council had noted her concerns and considered the impact of the 1st Wentwood Scouts Firework Display.

- 64.4 **To receive an update on the litter bin on Greenmeadow Drive**

Newport City Council had not responded to correspondence regarding this bin.

RESOLVED: To advise Newport City Council that we would replace the litter bin.

RESOLVED: To create a new budget heading 'Litter & Recycling' and order a new litter bin from Wybone at the cost of £314.99 plus delivery and Vire monies from the 'unbudgeted projects' budget to the new budget heading. (*under Litter Act 1983 ss.5 & 6*)

- 64.5 **To receive and consider a request from 1st Wentwood Scouts to use the Playing Fields for their Firework Display Fundraising event.**

RESOLVED: To support the 1st Wentwood Scouts and allow them use of the Playing Fields for the Firework Display fundraising event.

- 64.6 **To note that a dedicated disabled parking space on Market Road has been approved by Newport City Council.**

Noted.

- 64.7 **To receive a request from a member of the public to fix a memorial plaque to an existing bench within the park.**

Members noted that they did not have a Memorial Policy at present. However, it was noted that previously, with permission of the council, members of the public had purchased a bench and put a memorial plaque on that bench. Members did not consider it appropriate for a plaque to be placed on an existing bench, they also felt that at present, there were sufficient benches within the playing fields.

RESOLVED: To write to the member of public, advising her of normal procedures, but suggesting that instead she may wish to plant a tree, and have a plaque placed there.

- 64.8 **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.**

RESOLVED: To send a letter of support to Newport City Council in respect of the residents fight against the Planning Contravention Notice.

- 64.9 **Other items of concern within the Village – For information only.**

None.

65 COMMUNITY GRANTS & DONATIONS

- 65.1 **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)**

Noted.

- 65.2 **To receive and consider applications received for 'Community Good Causes' grants**

- a. **1st Wentwood Scouts – towards replacement double front doors (fire safety standard)**

RESOLVED: To grant the sum of £500 towards new doors (*under LG (Misc. Prov) Act 1976 s.19*)

- b. **St John's Hall towards Broadband connection costs and electrical servicing**

RESOLVED: To grant the sum of £500 towards Broadband costs and electrical servicing. (*under LG (Misc. Prov) Act 1976 s.19 & LGA 1972 s.144*)

- c. **Penhow Village Shop – towards new hoover and shelving for fridge units**

RESOLVED: To grant the sum of £500 towards new chiller unit shelving and a hoover. (*under LGA 1972 s.137*)

- d. **Coed Wen Ladies Group – towards hall hire**

RESOLVED: To grant the sum of £150 towards hall hire. [*Under LG (Misc. Prov) Act 1976 s.19 (d).*]

- 65.3 **To receive and consider applications received by close of business on 31st August 2026 for any 'Start-Up' grants.**

None received.

- 65.4 **To consider donations towards:**

- a. **1st Wentwood Scouts - Fireworks Event**

RESOLVED: To donate the sum of £500 towards the 1st Wentwood Scouts Fireworks event.
(Under LGA 1972 s. 144 & LGA 1972 s. 145)

b. **Penhow Baptist Church - Xmas Lighting electricity on A48**

RESOLVED: To donate the sum of £250 towards the cost of electricity for the Xmas Lighting on the A48 (Under LGA 1972 s. 144)

c. **Severn Tunnel Band for playing at any proposed Community Carol Singing event**

RESOLVED: To donate the sum of £150 to the Severn Tunnel Band if they play at the Community Carol Service. (Under LGA 1972 s.145)

d. **Royal British Legion for Remembrance Sunday wreath: Type B at £23 plus delivery.**

RESOLVED: To donate/purchase two Type B wreaths (Under LGA 1972 s. 137)

66 GOVERNANCE

66.1 **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)**

Receipt from One Voice Wales had been delayed. This item would be deferred to the October meeting.

67 COMMUNITY EVENTS

67.1 **To consider purchase and erection of Christmas Trees and a Community Carol singing event**

RESOLVED: To hold a Community Carol Event on Thursday 10th December 2026 with Severn Tunnel Band being asked to accompany the carols.

RESOLVED: To ask John Reece to supply, erect and dispose of two Christmas trees.

68 INFORMATION TECHNOLOGY

68.1 **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.**

The clerk had prepared some costs and facts/options, together with some recommendations.

RESOLVED: To purchase two external hard drives to enable a system of back-ups for files at the cost of £196.00 (under LGA1972 s.111)

RESOLVED: To instruct Vision ICT to purchase a new domain name @.gov.wales at the cost of approximately £125 and set up 8 new emails (clerk plus 7 councillors) at the cost of £120 and to then arrange for the clerk's current email to be redirected to the new email address for a period of 12 months at the cost of £75 (under LGA1972 s.111)

RESOLVED: To leave the current MS365 family package run its course and change to the MS365 business premium package at the end of the current contract.

RESOLVED: To sign up for Zoom meetings at the cost of £9.91 per month until MS365 Business Premium becomes live. (under LGA1972 s.111)

RESOLVED: To review the possibility of improving the website in the 2027/2028 financial year.

69 REPORTS

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

a. **Community Liaison (lead Cllr Wagstaff)**

Cllr Wagstaff had liaised with the Penhow Village Shop and several residents regarding their concerns about village issues. He would be attending a liaison meeting with Newport City Council shortly.

b. **Green Spaces (lead Cllr Pedder)**

No report.

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.**

Members suggested that the information panels be changed half yearly or quarterly.

RESOLVED: To order the information panel in Corvex, from Instantprint at the cost of £38.28 plus delivery [under OSA 1906 S.10 (b)]

ii. **To receive and consider the RoSPA reports for the Play Park and Playing Field and agree any immediate actions required.**

The contents of the report were noted. Most of the issues raised were already in hand.

- 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
RESOLVED: To ask Will Morgan to go ahead with the remedial repairs as a matter of priority. [under OSA 1906 S.10 (b)]
- iv. The two new signs had been erected on the play park gates.
- v. Members would consider the state of the two playing field notice boards and look at options.
- vi. An application for the siting of a skip on the playing field had been declined due to the state of the field during the hot weather and the unknow health and safety risks.

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

Cllr Jones reported that the hall finances were looking better and that various repairs had been undertaken and a Fire Risk Assessment undertaken. There would be a quiz held on 2nd November.

e. **1st Wentwood Scouts (lead Cllr Hayes)**

The Clerk advised that the Scouts were looking for a new Chair of Trustees, and the advertisement had been shared on social media. The clerk had also forwarded some new grant opportunities in respect of The Den refurbishment

f. **Langstone Primary School (lead Cllr Hayes)**

None.

g. **Penhow Village Shop (lead Cllr Pedder)**

None.

h. **To receive feedback on any other areas of responsibility.**

None.

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

A written report had been circulated to all members.

70 NATIONAL JOINT COMMITTEE (NJC) FOR LOCAL GOVERNMENT SERVICES

70.1 **To note that the NJC has agreed new pay scales, to be implemented from 1st April 2026.**

Noted.

70.2 **To adopt the new pay scales and approve back pay to 1st April 2026.**

Resolved: To adopt the new pay scales and approve back pay to 1st April 2026.

71 DATE OF THE NEXT MEETING

71.1 **To confirm the date of the next Ordinary Meeting: Wednesday 7th October 2026 at 7.15pm in St John's Hall.**

The date of the next meeting was confirmed as Wednesday 7th October 2026 at 7.15p, in St John's Hall.

MEETING CLOSED AT 9.35PM

APPENDIX ONE

Payments and Receipts for Sept Ordinary Meeting								
PAID IN JULY & AUGUST	REF NO	APPROVED	PAID	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	Min No. 48.1	15/07/2026	B Cawley	reimbursement re: Annual Report print run	180.50	-	180.50
	OLB	Min No. 59.2	15/07/2026	Andy Pedder	Plants (summer 26 st johns hall planter)	17.97	3.59	21.56
	OLB	Min No. 59.2	15/07/2026	B Cawley	reimbursement re: JRB Enterprise Ltd, Dog waste bags	159.40	31.88	191.28
	OLB	Min No. 59.2	15/07/2026	DM Payroll Services Ltd	Payroll admin - April-September 2026	66.00	13.20	79.20
	OLB	Min No. 59.2	15/07/2026	Newport City Council	Grounds Maintenance Q1	415.48	83.10	498.58
	OLB	Min No. 59.2	20/07/2026	Nicola Sutherland	reimburse - Fasthost domain	17.11	3.42	20.53
	OLB	Min No. 59.2	22/07/2026	B Cawley	reimburse - Currys (printer/scanner)	99.99	20.00	119.99
	OLB	Min No. 59.2	31/07/2026	B Cawley & HMRC	Salary & Statutory Payments - July 26	545.16	-	545.16
	OLB	Min No. 52.1.c	07/08/2026	Griffiths Signs & Equip Co	signage for play parks	90.00	18.00	108.00
DUE IN SEPTEMBER	OLB	Min No. 59.2	07/08/2026	St John's Hall	hire: May/Jun/Jul	51.15	-	51.15
	OLB	Min No. 59.2	28/08/2026	B Cawley & HMRC	Salary & Statutory Payments - Aug 26 (incs backpay)	780.79	-	780.79
	REF NO	APPROVED OM	PAID-DUE	PAYEE	DESCRIPTION	NET	VAT	GROSS
	OLB	Min No. 59.2	03/09/2026	One Voice Wales	Training Fee	44.00	-	44.00
	OLB	Min No. 59.2	03/09/2026	B Cawley	Stationery / rubber stamp	49.89	9.98	59.87
TOTAL EXPENDITURE	OLB	Min No. 59.2	30/09/2026	B Cawley & HMRC	Salary & Statutory Payments - Sept 26	568.27	-	568.27
	OLB							-
	OLB							-
TOTAL EXPENDITURE								1,452.93
RECEIPTS								
				RECEIVED FROM	DESCRIPTION			
				Nat West Bank	credit interest paid July 26			33.76
				Nat West Bank	credit interest paid Aug 26			29.64
TOTAL RECEIVED IN								£ 63.40