



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

Minutes of meeting held on Wednesday, 4th December 2019

Present at the meeting on Wednesday, 4th December 2019 were:

Chair: John Wagstaff

Councillors: Viv Blandford
Keith Jones
Bob Shepherd
Anne Underwood
Michael Weekes

Clerk: Nicola Sutherland clerk@penhowcommunity.org

One member of the public in attendance.

1.	Apologies - Beryl Morgan
2.	Previous Minutes – Minutes proposed by Michael Weekes and seconded by Anne Underwood. The Chair signed the minutes as a true record.
3.	Matters Arising The clerk confirmed that the following concerns had been reported to NCC: • 30 MPH sign on Market Road – NCC have received the report but no further action has been taken yet • Rockfield Glade alleyway – this has now been cleansed by NCC • Drainage problem from park to Greenmeadow Lane – NCC have attended the area but could find no current problems
4.	Public Participation Arcade Road. PCC are awaiting a response from NCC. Clerk to follow this up. PCC to inform Councillors Jeavons, Routley and Mogford that we are going to make an official complaint about how this matter has been handled.
5.	Ward Councillor Matters No ward councillors present.
6.	Councillor Areas of Responsibility Matters Updates (i) Community Liaison - Bob Shepherd • Hall Update – the children's Christmas party will take place on 21st December. This party has been kindly sponsored by a local business. • Community First – the magazine is looking for officers to help keep the magazine going. There is a small amount of money available for local grants. See magazine for further information.



	(ii) Michael Weekes – a. Wildflower areas update – three new areas have been prepared. The new seed has been purchased. PCC to consider having permanent signage made for each area so that everyone knows what is happening whilst the ground is being prepared. Clerk to action this. b. Verge trimming – Mr Weekes is meeting with NCC to discuss the work for the next twelve months. Also, to plan for works to the trees and shrubbery that is growing along the A48 and on the driveway up to St John's Church. (iii) Penhow Guide – the guide has been printed. This will be available on Saturday at the meet the councillor event. The Council expressed their thanks to Phil Randall, Viv Blandford and the clerk for the work that has gone in to collating this booklet. Councillors will distribute the guide to households in their locality. (iv) Recreation Grounds and Street Furnishings -John Wagstaff and Keith Jones Work has been carried out to refurbish the bike track and play equipment. It is noted that the exercise bike needs repair. Clerk to action this. Wooden equipment is to be stained and fence posts secured. Chair to action this.
7.	Village Matters (i) Meet the Councillor event – catering budget agreed. Viv Blandford agreed to source the refreshments. (ii) Carol Singing – Friday, 20th December at 6.30pm. Members of the community are invited to meet outside the shop at 6.30pm to join in with the singing. The Severn Tunnel Band will be accompanying the singing. (iii) Party in the Park – PCC will work with members of our community to plan an event for 2020. (iv) Developing wildlife in our community – Ideas included: bird seed, fat balls etc sold through the shop, competitions, art group rubbings at the summer event. Councillors to send any further ideas by email to the clerk. Map of the field to be copied and ideas for wildlife area to be drawn on to this. Copies to be put into the shop for members of the community to contribute ideas. (v) Purple Poppies – £36.05 was raised from the sale of the purple poppies. This money will be donated to Op to Adopt, a small not for profit voluntary organisation set up to support Newport City Dogs Home. Thank you to the WI for knitting and crocheting the poppies. (vi) Defibrillator has had November check completed
8.	Other Matters • Penhow Community Council vision/strapline – 'Taking Care of Our Community' agreed.



	• St John's Hall to be asked if PCC can display historical certificates in hall to create a PCC display. Bob Shepherd to action this. • Mayor's Parlour visit feedback – Councillors enjoyed the informative visit with the Mayor.
9.	Community Councillor Vacancy There have been no public nominations. PCC agreed to co-opt Jan Bartlett as a new Community Councillor.
10.	Planning Applications (New) • PCC application for new noticeboard near St John's Hall submitted. • Query raised about planning permission for property on A48. Clerk to query this with NCC planning.
11.	Planning Application (Updates) No current updates
12.	Accounts & Financial Matters (i) Balances - £25129.55 (26.11.2019). This amount includes money ringfenced for further development of the park with an accessible walking track. (ii) To approve payments: Clerk salary, website £33.60, Payroll £64, wildflowers £135.82, printing of Guide £400, gift £16 (iii) Website update – the development of the new website is underway. Councillors to have specific PCC email addresses Photographs of councillors taken for new website Councillors to complete a brief biography to be included on the website Councillors agreed to help proof read documents for the new website (iv) Management of Risks document – this document has been updated following the November meeting. (v) Walking track – two quotes received. Clerk to seek a further quote from NCC Countryside Department. Topsoil removed when excavating the path will be kept on site. Clerk will liaise and Michael Weekes will lead on this initiative. (vi) Audit – the report has been received. Council approved the document and accepted the contents.
13.	A.O.B Mole hills – clerk to book mole catcher. Market Road – shrubs need to be trimmed. Chair to action this.



	Health Board presentation about the new arrangements for health care attended by Anne Underwood. Short summary to be written by Anne and included in the next edition of Community First. South East Wales Transport Forum attended by John Wagstaff. Issues in the area from the Severn Bridge to Junction 27 were discussed.
14.	Next Meeting – normally January, 8 th 2020 at 7.15pm
15.	Correspondence – • All correspondence has been circulated by email to Councillors.



PCC Summary Report 26.11.2019					
Bank balance - Reserve Account as at 05.11.2019				£	26,047.40
Bank balance - Current Account as at				£	-
Cash				£	-
Plus receipts not yet showing on statement				£	-
Less uncashed cheques				750	£ 107.00
				751	£ 33.60
				752	£ 342.25
				753	£ 190.00
				754	£ 205.00
				755	£ 40.00
Total uncashed cheques				£	917.85
BALANCE at 05.11.2019				£	25,129.55
Balance b/f from 05.10.2019				£	26,760.42
Balance b/f from 2018/19				£	16,858.73
Plus Receipts in the year				£	17,844.21
Less Payments in the year				£	9,573.39
Balance in bank to date				£	26,047.40
Prepared by: Nicola Sutherland					
Checked by:					

Checked by Bob Shepherd.