



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

Minutes of the **Annual General Meeting** held electronically on
Wednesday, 9th December 2020 at 5.00pm

Clerk – Nicola Sutherland (01633 401106) email clerk@penhowcommunity.org

Present:

Chair John Wagstaff
Michael Weeks
Viv Blandford
Jan Bartlett
Keith Jones
Bob Shepherd
Anne Underwood

William Routley
Ray Mogford

1. **Apologies –**
Community Councillor Beryl Morgan has decided that it is time for her to retire from her post. The Community Council would like to thank her for her service and dedication to the village, especially in her role as Community Councillor. Beryl's retirement leaves a vacancy on the Community Council and this will be advertised.
2. **Election of Chairperson** – Under covid-19 regulations, John Wagstaff will remain as Chairperson until end of March 2020
3. **Election of Vice-Chairperson** - Under covid-19 regulations, Michael Weekes will remain as Vice-Chairperson until end of March 2020
4. **Previous Minutes**
 - Michael Weeks proposed and Keith Jones seconded the AGM minutes from June 2019.
5. **Matters Arising**
 - No matters arising from AGM minutes



6. **Review of administration**

- Declaration of Interest – clerk to resend the forms to councillors
- Councillor Allowances opt out form – councillors to complete and send to clerk if they do not want to claim the annual allowance.

Accounts & Financial Matters

- The Responsible Financial Officer report for 2019/20 was accepted. Agreement to send details to Audit.

Annual Documents

- The Risk Assessment document was reviewed. Updated with details of Covid-19 measures.
- The Asset list was reviewed. List updated to include new planters and wildlife assets.

7. **Matters Arising**

- **From November 2020 ordinary meeting**
- Michael Weekes proposed and Viv Blandford seconded
- Repairs to equipment and safety flooring in park – junior deck rotten planks need to be replaced. Discussion around the replacement of the seesaw as one resident has complained that it is too loud. Chair to speak to the resident regarding this issue. Will do what we can to lessen the noise but that this piece of equipment is very popular with visitors to the park.
- Replacement pad and batteries for the defibrillator will be purchased and installed in the New Year. Thank you to Brian Dunford for this action.
- Poppies and silhouettes for 2021 Remembrance. Agreement for 2 silhouettes and 50 event (lamp-post) poppies to be purchased.
- Christmas card delivery – this activity has had to be cancelled.
- Planning query at Forge Cottage – has been reported but not feedback received yet
- Water issue on A48/bottom of St John's Hall drive – has been reported but no feedback received yet. Item to be kept on the agenda. Send the details to William Routley.
- Memorial bench for the park. Clerk to ask for two further quotes for installation. as WM for a quote and also Haines brothers. Site of bench in the old tennis court area or in the play area.
- Path contractor – site is too wet to install at the moment.
- New planter on A48 – we would like to install a planter near to the new noticeboard at the bottom of the drive to St John's Hall/ALS. MW send the information to Will Routley to follow up.
- Ray Mogford suggested that PCC arrange for the bollards to be moved. PCC agreed to follow up with the planter request rather than the removal of the bollards.
- Christmas pictures – no pictures have been submitted yet.



- Arcade Road – see update in section 11

8. **Public Participation**

9. **Ward Councillor Matters**

- Two neighbour dispute issues being currently dealt with. Duckpool Lane pothole repair work has been carried out.
- Greenmeadow Farm Lane (Policeman's Lane) dealing with potholes and getting the lane clean. Ray has written to the council about the lane and it's official name. Requested signage for this. Keith confirmed that 70 years ago this was actually called Greenmeadow Lane.
- Arcade Road (Jan left the meeting for this item) – application for planning has been refused. Ongoing issue with regard to the ownership of the layby on Arcade Road. Emails that were sent to William Routley in 2017 have been released with regards to this issue.

10. **Councillor Areas of Responsibility Matters Updates**

(i) Community Liaison - Bob Shepherd

- Hall Update – St John's Hall continues to be closed due to Covid-19. This will be reviewed by the hall committee early 2021.
- Rubbish has been dumped onto the land near the hall. This is fly-tipping.
- Community First – continuing. Issues are being published as normal.

(ii) Green Spaces - Michael Weekes

- Green spaces overview – verges will continue to be cut as they have been this year. Wildflower areas have been trimmed and areas prepared for the Spring. The five areas will have bee friendly mixtures planted next year.

(iii) Recreation Grounds and Street Furnishings -John Wagstaff and Keith Jones

- Signs need to be refreshed. Covid-19 posters to be updated.

11. **Village Matters**

- Christmas Tree in Rockfield Glade has been installed by householders.
- **Arcade Road**
A comprehensive update about the history of this query was given by Anne Underwood.
William Routley confirmed that he is fully aware of the whole case. He has received a request to ask his emails to be released into the public domain. He confirmed that these will be released and PCC will have sight of these.



Requested that William Routley speak with Anne Underwood face to face about this matter. PCC consider that NCC are not actually doing their job with regards to this matter.

Further information to be sent in to NCC to ensure that they have all the information submitted.

Agreement that send in all the information as a final case to Julian Sanders and the Chief Executive. If we have no response to this we will send all information to the OSS to gain their opinion. All councillors agreed this action. Once we have advice back from consultants then councillors will need to decide and agree the way forward.

12. **Other Matters**

(i) Arcade Road – see item above.

13. **Planning Applications**

Ty Berllan Farm 20/1061 – no objections to raise

20/1109 (application not within Penhow boundary) Woodside Farm. Concerns raised about access to the property along narrow country lanes. Concerned about extra traffic along these narrow lanes is putting current traffic in danger but also that the lane enters and exits onto the busy A48. Clerk to put PCC comments in to planning.

14. **Planning Application (Updates)**

Rose Farm

20/0051 NCC Refused

19 Rockfield Glade

20/0887 Granted

15. **Accounts & Financial Matters**

- Balances
- Precept allocation – agreed to precept request
- To agree payment of mole catching invoice £225.00 - agreed

16. **A.O.B**

Christmas decorations – will plan for these for next year

Royal anniversary – consider options for village celebration in 2022

Beryl Morgan – retirement gift to be researched.

Councillor vacancy to be advertised on the noticeboard

Sporting memories Wales on noticeboard

Switching of business account – clerk to investigate this option.

17. **Next Meeting** – normally 13th January 2021 at 5.00pm via Starleaf