



Penhow Community Council

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www.penhowcommunity.org

Minutes of the Ordinary Meeting held online on

Wednesday, 18th November at 10.30am

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

Present:

Chair: John Wagstaff
Vicechair: Michael Weekes
Viv Batchelor
Jan Bartlett
Keith Jones
Bob Shepherd
Anne Underwood

William Routley – City Councillor – invited but did not attend

Ray Mogford – City Councillor – invited but did not attend

Declaration of interest: J Bartlett item 8

Clerk: Nicola Sutherland clerk@penhowcommunity.org

1. The Chair welcomed all to the meeting, the first online meeting that Penhow Community Council has held. Apologies were received and accepted from Beryl Morgan.
2. **Previous Minutes** – To approve the minutes from meeting held on the 4th March 2020. The minutes from the meeting held on the 4th March 2020 were approved. Proposed by Michael Weekes and seconded by Keith Jones.
3. **Matters Arising**
 - Five Lanes Recycling Site – no further update at this point.
 - PCC noticeboard installed at the bottom of St John's Hall driveway. Councillors agreed that the noticeboard was a useful addition to the village.
 - Picnic in the Park – event postponed due to COVID-19
 - Garden and wildlife competitions postponed due to COVID-19

4. **Public Participation**

No questions have been submitted nor requests to attend the meeting have been received from the public.

5. **Ward Councillor Matters**

No ward councillors were present at the meeting.

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

(i) **Community Liaison** - Bob Shepherd



- **Hall Update** – the hall is not currently open. The committee will review this decision in January. Until then, only basic maintenance is being undertaken. This means that the Community Council will have to continue to meet online until Covid-19 guidance changes and the hall is available for use again.
- **Community First** – The magazine has now returned to print. Adverts from local businesses continue to come in/get renewed and the state of the finances is sound but no longer producing the surplus it once did. In the past these surpluses were donated to local initiatives.

(ii) **Green Spaces** - Michael Weekes

- **Path** – No update with regards to this from the contractor. Keith Jones to make contact with the contractor for an update.
- **Wildflower areas** – the dry weather at the start of the year was difficult but once established the flowers looked beautiful. The flower beds will now be trimmed and cleared and the beds will be prepared for the winter. Planting for next year will include a wildflower bee mix, specifically to attract pollinators.
- **Rockfield Glade shrubs** - these shrubs have now regenerated. We will continue to monitor this area.
- The **verges** in Penhow have been trimmed and are tidy.

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

- NCC have trimmed all the bushes in the park and the mowing for this season has now ceased.
- **Climbing frame** – two pieces of flooring need repairing. Clerk to arrange this repair.
- **No parking** sign has been damaged – Keith Jones to repair.
- **See saw** has been taken out of action for safety and residents are requested to abide by the warning signs and not use this piece of equipment. There have been some complaints about the noise that this piece of equipment makes. Clerk to chase up the repair of this.
- **Moles** – traps are currently in place and warning signs are displayed.

7. **Village Matters**

- (i) **Defibrillator** – The October check has been carried out. The status has been recorded on the 'Circuit', the national website that links to the Welsh Ambulance service so that they know the status of our defibrillator and can respond to emergency calls accordingly.
The pads and batteries will need to be replaced in March 2021. Council agreed to purchase Replacement pads and battery pack with a 5 year expiry date.
Thank you to Mr Dunford for his regular check of the defibrillator.

- (ii) **Remembrance** – there has been lots of positive feedback about the display on Greenmeadow Drive and the lamp-post poppies. Council agreed to purchase



more poppies for display next year and to investigate the purchase of silhouettes.
Clerk to action.

- (iii) **Christmas decorations** - Discussion around Christmas decorations for the village. Suggestions include display of children's pictures and lights on the corner of Greenmeadow Drive/Meadowlands Close. Concern raised about security of any decorations that are put up.

Agreement to put children's Christmas art up in the village. Children will be asked to submit an A4 picture. This will be laminated and displayed with their name on lamp-posts up until Christmas. A small selection box will be given to all entries. John Wagstaff will contact Langstone School to let pupils know. He will also purchase the selection boxes, laminates and cable ties needed. Viv Batchelor will advertise this on the Nextdoor website.

- (iv) As there will be no Scout post this year the councillors considered how to carry out a delivery for the village. Keith, John and Viv would be willing to deliver to addresses in Penhow. Clerk to contact the shop committee about the shop being a collection point and to check the Covid-19 advice with regards to this.

8. **Other Matters – this issue was moved for discussion to after item 11.**

Councillor Bartlett had left the meeting by this point.

- (i) Arcade Road – update. Anne Underwood gave an update to Councillors on the progress of planning application for Rose Farm and also on the issue of the passing place that has been blocked. Possible follow up to this could be that PCC put in a complaint about how NCC have handled this matter. This issue could also be sent on to the Ombudsman.

PCC Chair to write to Councillor Routley with regards to this matter in the first instance.

9. **Planning Applications (Received since March 2020)**

Land North East Of Parc Cottage, Arcade Road, Penhow, Newport	20/0260
Steps Cottage	20/0300
Holly House and Spring Vale	20/0547
Ty Berllan Farm	20/0689
Pike Road order	
Southbank, Penyworlod Road	20/0462
19 Rockfield Glade	20/0887

10. **Planning Application (Updates)**

		NCC Refused (update
Rose Farm	20/0051	23.11.2020)
Land North East Of Parc Cottage, Arcade Road, Penhow, Newport	20/0260	NCC Refused



Steps Cottage	20/0300	Withdrawn
Holly House and Spring Vale	20/0547	NCC Refused
Ty Berllan Farm	20/0689	NCC Refused
Pike Road order	Granted	
		Granted with
Southbank, Penyworlod Road	20/0462	conditions
19 Rockfield Glade	20/0887	Awaiting decision

Clerk to chase up the query about road outside Forge Cottage. Report again to Highways.

Jan Bartlett left the meeting at 11.05am

11 Accounts & Financial Matters

Penhow CC Summary Report			
Bank balance - Current Account		£	-
Bank balance - Business Reserve Account as at: 05.11.2020		£	33,862.43
Cash		£	-
Plus receipts not yet showing on statement		£	-
Less uncashed cheques			
	802	£	139.65
	805	£	342.25
	806	£	49.70
Total uncashed cheques		£	531.60
BALANCE at 05.11.2020		£	33,330.83

(i) Balances - £33330.83 (05.11.2020).



- (ii) Payments made since April 2020 (agreed by email during lockdown) noted and accepted by councillors.

Apr-20	NCC Grounds	£ 261.07
	Village Maintenance	£ 215.00
	Clerk Salary	£ 342.25
	Greenbarnes	£ 1,741.07
	Wildflower beds	£ 46.80
May	Flowers	£ 55.00
	Noticeboard refurbishment	£ 169.92
	Meadowland planter	£ 28.50
	NJS AVG Anti-virus	£ 50.04
	Clerk Salary	£ 342.25
June	Clerk Salary	£ 342.25
	PCC planning application	£ 47.50
July	NCC Grounds	£ 292.86
	Clerk Salary	£ 342.25
	Village Maintenance	£ 135.00
August	Clerk Salary	£ 342.25
	DM Payroll Services	£ 60.00
September	Playsafety	£ 172.80
	Clerk Salary	£ 342.25
	Meadowland planter	£ 25.00
	Bulbs for planters	£ 69.60
	Village Maintenance	£ 135.00
October	NCC Grounds	£ 292.86
	St John's Hall - meeting rental 2019/20	£ 139.65
	Clerk Salary	£ 342.25

- (iii) The following payments were authorised:

PMJ handyman - £90.00 3 months maintenance of park and £28.00 plants for three tubs

Insurance Schedule (Parish Protect) - £329.84 (policy runs from 01.06.2020 – 31.05.2023)

DM Payroll - £60.00

- (iv) Donations agreed for the Chapel for Christmas lights and St John's Churchyard upkeep.

- (v) The clerk presented the updated budget plan for the year and this was received by and agreed by councillors.

12 A.O.B

- (i) Items for Community First newsletter ~ dog fouling.

- (ii) Clerk Salary ~ Increment and new hours agreed.

- (iii) Viv Batchelor raised the question 'How can we keep in contact with the vulnerable within our community?'. Councillors discussed this point at length. All members of our community are urged to be vigilant and aware of their neighbours.



- (iv) Michael Weekes ~ the area at the bottom of the hall drive has been repaired with new tarmac. The problem still continues each time that it rains. Water flows under one side of the tarmac and out of the other which causes the tarmac to raise and become a trip hazard but it also sends a large amount of water onto the A48. This has led to some vehicles aquaplaning and having accidents. Clerk to report this issue again to highways.
- (v) Michael Weekes ~ request to put a planter by the new noticeboard near to St John's Hall. This will look attractive and also stop parking in this area which will improve visibility for traffic pulling on to the A48. Michael will approach NCC about this.
- (vi) Thank you to all who have looked after the planters in the village this year. They have looked, and continue to look beautiful. Thank you cards to be sent.
- (vii) Keith Jones ~ suggestion that the council begins planning for the additional bank holiday day due to be held in 2022. Thoughts about a village celebration.
- (viii) Clerk has been contacted by NCC about a memorial bench for the park. Clerk to follow up on this.

13 **Next Meeting – AGM 2019/20 December 2020**
 9th December at 5.00pm