



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

Minutes of the Ordinary Meeting held online

Wednesday, 2nd June 2021 at 5.30pm

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

Present:

Jan Bartlett
Viv Blandford
Anne Underwood
John Wagstaff
Keith Jones
Bob Shepherd
City Councillor William Routley

In attendance: Brian and Jenny Dunford

Nicola Sutherland – clerk

1. The clerk opened the meeting. Nominations for John Wagstaff to be elected as Chairperson had been received. This was unanimously confirmed by Councillors and John agreed to be Chairperson for the rest of this year 2021-22.

John gave a brief introduction to thank Michael Weekes and to explain why Michael had decided to step down from the position of Chair. John also confirmed that Michael will be continuing in his role of Community Councillor.

2. **Apologies** – Apologies were received and accepted from Michael Weekes.
3. **Previous Minutes**
 - To approve the minutes of ordinary meeting held 5th May 2021.
 - Agreed as a true and accurate record. The minutes were proposed by Anne Underwood proposed and seconded by Jan Bartlett.
4. **Matters Arising**
 - Picnic table and covid-19 memorial bench. Agreement made to re-furbish the current picnic table. The Covid-19 memorial bench was agreed. Clerk to order the bench.
 - Park boundary query. Clerk to arrange a meeting between NCH and PCC.
 - Street name signs update. NCC Highways have been contacted about the poor state of the street signs in Parc Seymour. Currently awaiting response.



- Arcade Road update.

An unfounded allegation has been made by a villager to Newport City Council's Senior Litigation Solicitor that 2 Penhow Community Councillors worked outside the protocols of Penhow Community Council in preparing a document of evidence that had not been approved or authorised by the other members of the Council and was then sent to the Senior Litigation solicitor. It also stated that this evidence was untrue. The allegation also mentioned that PCC had informed the villager that they would not be pursuing the matter of highway obstruction any further. This is not the case.

The draft for this document was circulated to all councillors on 29 January 2021 and was approved by all of them. Proof of this will be sent to Newport City Council. The document was referred to at the February and March meetings of the council which was attended by another occupant of the property. There is a paragraph in the minutes of the meeting on 3 March 2021 referring to the document. It was not sent to the villager in question by Newport City Council until 24 March 2021. It was attached to an email which was not copied to PCC.

No decision was made about pursuing the matter until this meeting, the first full meeting since details of the villager's response to our document were passed to us. Such decisions can only be made at a full council meeting. It was agreed, by a majority, that our case would be pursued. Newport City Council has provided, from its records, a copy of a highway map prepared by Magor & St Mellons Rural District Council which was replaced by Gwent County Council in 1976. This shows the entire area of the highway as adopted, including the passing place and verges that have been excluded from Newport City Council's current digital map. The base map for both is the 1969 Ordnance Survey 1:2500 scale map that is also used for the villager's title deed plan. Responsibility for maintaining the highway at public expense was lawfully passed down to Magor & St Mellons successors as highway authority.

- Currently only one person has responded to the request for ideas about planting in the park. This has also been advertised in the Community First article and this has yet to be published.

5. **Public Participation**

- Parking on Market Road raised by Mr and Mrs Dunford. PCC recognise that parking is an issue in the village at the moment. William Routley is looking into traffic calming and parking measures for Market Road. Clerk also to contact NCC Highways to raise this issue.
- The bus timetable raised by Mr M. was discussed. Clerk to ask for an up-to-date timetable so that this can be put in the bus shelter.



- Bus link to Chepstow/Newport raised by Mr D Weller was discussed. PCC recognise the importance of maintaining this link for residents of Penhow. An up-to-date bus timetable will be requested.

6. **Ward Councillor Matters**

- (i) Discussion and feedback from the NCC Councillors
Traffic issues. Will Routley has asked that Martin Coombes (Highways) meet with PCC to see the issue of parking and speed on Market Road. The parking on the A48 at the entrance to Penyworlod Road will also be discussed at this meeting.

Both City Councillors will be meeting with the police about the off-road vehicles that are currently causing problems in Penhow and Wentwood Forest.

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

- (i) Community Liaison - Bob Shepherd
 - Hall Update. The Committee has met since the last meeting and decided to wait for things to settle further before taking decisions on opening. The next Hall committee meeting will be at the beginning of July.
 - Community First. Volunteers to take over the magazine for Editor, Treasurer and Advertising Manager before next May (5/2022) are invited to join the team.
- (ii) Green Spaces -
 - Construction and works in the park. The path has been finished. This improvement work has been very positively received.
- (iii) Recreation Grounds and Street Furnishings -John Wagstaff and Keith Jones
 - Cycle track equipment. This has been lowered to try to make a difference to the noise that is made.
 - Cycle track surface – needs remedial work. Clerk to arrange.
 - Basketball surface – Clerk to obtain quotes for this work.

8. **Village Matters**

- Traffic, parking and speed on Market Road (See items 5 and 6)
- An audit of signs in the park will be undertaken. John Wagstaff, Keith Jones and Viv Blandford will work on this project. The two new 'dog poo' signs will be installed in the park.

9. **Planning Applications**

21/0510 21, Seymour Avenue

This planning application was discussed. It was agreed that Councillors would re-look at the application and send their comments in to the clerk for submission to



planning. It was agreed that the clerk should put together the comment using the information supplied by Councillors.

For information, the comment submitted by PCC for 21/0510 is below:

This is a large extension. PCC are concerned about the increase of traffic during building work impacting on local residents not being able to access the road and their gateways. PCC would also like to ensure that sufficient allowance for additional parking requirements is made at the planning stage.

10. **Planning Application (Updates)**

21/0292 70 Greenmeadow Drive

NCC Refused

21/0400 Picodean, Bowden's Lane

Awaiting decision

11. **Accounts & Financial Matters**

- Balances were confirmed. The monthly check of these had been carried out by Bob Shepherd.

Penhow CC Summary Report					
Bank balance - Current Account				£	-
Bank balance - Business Reserve Account as at: 05.05.2021				£	37,167.73
Cash				£	-
Plus receipts not yet showing on statement				£	-
Less uncashed cheques					
			836	£	423.40
			837	£	9.20
			839	£	292.86
			840	£	45.00
			841	£	18.00
Total uncashed cheques				£	788.46
BALANCE at 11.05.2021				£	36,379.27

- Invoice payment confirmed:
Insurance Premium renewal £329.84
- Clerk contract of employment. Viv Blandford gave an overview of the contract. A copy will be sent to all councillors for information.

12. **Risk Assessment Document**

- Clerk to update this document to include a 'reply all' when Councillors are replying to documents that are sent by email.

13. **Next Meeting** – normally 5.30pm, 7th July 2021