



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

Minutes of the **Ordinary Meeting** held on

Wednesday, 4th August 2021 at 5.30pm at the Mission Hall, Penhow.

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

Present:

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

City Councillor William Routley

Nicola Sutherland – clerk

1. Apologies received and accepted from Michael Weekes

Chair welcomed all to the first face to face meeting since March 2020.

2. **Declarations of Interest**

Jan Bartlett – Matters Arising, Arcade Road

Clerk to check the finer details with regards to requirements regarding Councillors needing to leave the meeting whilst items of interest are being considered.

3. **Previous Minutes**

- The minutes were agreed as a true and accurate record. This was proposed by Keith Jones and seconded by Anne Underwood.

4. **Matters Arising**

- Covid-19 Memorial Bench. This will be installed by the bus stop. Arrangements to be made with WM for installation.
- NCH meeting with PCC. This meeting has not yet taken place. Meeting is planned to discuss the boundary of the park where boundary fences have been moved.
- Arcade Road – Chair has written to NCC to confirm that this issue is about NCC not carrying out work to maintain the adopted highway. We are waiting to hear back from NCC with regards to this. PCC are now considering passing this issue on to our MS and MP. Clerk to copy the email sent to Will Routley who will follow up on this. Clerk to update Julian Sanders and planning about PCC liaising with PIMS. Flooding issue on Arcade Road is now being looked at again by Martin Bird NCC.
- Parking and speed on Market Road (See item 8.) Chair updated Council about this, confirming that some residents and local Councillors had met to look at this problem.
- Audit of signs in park. Agreement that some signs needed to be moved. Some faded signs need replacement. Viv Blandford to forward photos of agreed signs to the clerk so that quotes for replacements can be researched.

5. **Public Participation**

No members of the public were present.



6. **Ward Councillor Matters**

- (i) Discussion and feedback from the NCC Councillors
City Councillors have written to Martin Coombes (Highways) to inform him that we need traffic calming measures on Market Road. See item in Matters Arising.
City Councillors also met with Martin Coombes who has confirmed that street signs can be purchased for £250.00 by PCC.
Operation Harley. Residents and Councillors are still reporting problems with bikes speeding through Parc Seymour to use Wentwood.
Other issues the City Councillors are working on locally include:
 - Neighbour disputes on A48.
 - Education issues with Penhow with families finding difficulty securing local school places.

William Routley left the meeting at 18:10

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

- (i) Community Liaison - Bob Shepherd.
 - Hall committee meeting is due to be held on 13th August. It is hoped that the next meeting will be able to be held at the hall (restrictions willing).
 - PCC have received a thank you letter for the donation made.
 - Community First magazine is continuing in the current form at the moment.
- (ii) Green Spaces - Michael Weekes
Penyworld Road – clerk to send Martin Coombes information about the hedgerow which is causing visibility issues at the A48 junction.
LDP – community green spaces/infrastructure to be registered within the LDP to help to protect these spaces. Councillors will look at these spaces and liaise with the clerk about the submission to be made.
- (iii) Recreation Grounds and Street Furnishings -John Wagstaff and Keith Jones
 - The Park is currently being well used.
 - RoSPA report. This has highlighted work that needs to be planned for the future. Clerk to source quotes for this work going forwards.
 - Playground Repairs prioritised. Discussion about managing the finances to maintain the park going forwards was held. Clerk to provide a budget spend breakdown and predicted spend for the rest of the year at the next meeting.
Spending identified for current works agreed by Councillors:
 - Cycle track repair
 - Cycle ramp
 - Basketball surfaceTotal spend £4750.00
Clerk to ask contractor for detail of works going forward etc. and to source quotes for repair work going forward.
 - Memorial benches. Clerk to contact the family who have recently purchased a bench.
 - Ragwort plant needs to be removed from the grass area. Viv Blandford will complete this action.



8. **Village Matters**

- Traffic, parking and speed issues in the village. To include:
 - Parking for the school bus near to the A48 junction, particularly in the morning
 - Visitors to the park leaving cars near to and on the junction of Rockfield Glade
 - Vehicles being left opposite junction near Rockfield Close leading to double parking issues
 - Poor visibility due to overgrown hedges
 - Poor visibility when overtaking parked vehicles on Greenmeadow Drive when volume of parked vehicles is high
 - Parking in turning areas
 - Speeding on Market Road

See ward councillor item for update with regards to these issues.

A lot of these issues are behavioural. We will highlight this issue in the Community First article and ask residents to consider how they are parking. PCC are also going to request double yellow lines in areas where problems have been identified.

A polite letter will be sent to identified properties to request that hedges are cut to ensure that road visibility is maintained.

- Obstruction of public footpath off Bowden's Lane.
Planting has made it difficult to access a footpath that is accessed from Bowden's Lane. Councillors will speak with the landowner to try to solve this problem.
- Wentwood Forest. Principal landowners are due to meet with local stakeholders to discuss a traffic regulation order to stop motor vehicles using a roadway within the forest.

9. **Planning Applications**

21/0400 Picodean – resubmission. No objections submitted by PCC on 13.07.21

No new applications received since 13th July 2021.

10. **Planning Application (Updates)**

21/0510 21, Seymour Avenue Part granted/part refused by NCC



11. Accounts & Financial Matters

- Balances

Bank balance - Current Account		£	-
Bank balance - Business Reserve Account as at: 05.07.21		£	33,583.77
Cash		£	-
Plus receipts not yet showing on statement		£	-
Less uncashed cheques	842	£	1,000.00
	852	£	324.77
	853	£	29.80
Total uncashed cheques		£	1,354.57
BALANCE at 13.07.2021		£	32,229.20

- Invoice payments were confirmed:
 - PMJ – contract payment and flowers for planters £190
 - Glasdon UK – two memorial benches £1157.69
 - NCC Grounds Maintenance £324.77
 - Fasthost domain name annual charge £19.99
 - Clerk expenses £9.81
 - Covid-19 memorial bench £1250
 - WM work in the park £9834
- Clerk contract of employment was unanimously agreed.
- For information: Starleaf online platform - £10.99 per month going forwards

12. Risk Assessment Document

- Monthly review. Update with information about face-to-face meeting arrangements and the move to Level 0.

13. Standing Orders

- Penhow CC Standing Orders (July 2021) were agreed unanimously.



14. **Co-opted Councillors**

- Clerk to write to the candidates to ask for a short, written piece about them and why they would like to be a Community Councillor. This will be reviewed by Councillors and then interviews will be held.

15. **Items for Information**

Queens Platinum Jubilee celebrations for next meeting.

16. **Next Meeting** – normally 1st September 2021. 7.00pm start.