



Penhow Community Council

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Agreed Minutes of the **Ordinary Meeting** held on

Wednesday, 6th April 2022 at 7.15pm in St John's Hall, Penhow.

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

Present:

Councillors

John Wagstaff – Chair
Bob Shepherd – Vice Chair
Jan Bartlett
Viv Blandford
Keith Jones
Kyle Park
Michael Weekes

City Councillors

Will Routley

Nicola Sutherland – Clerk

1. Apologies

City Cllr Ray Mogford sent his apologies.

The Chair opened the meeting and welcomed all to the last meeting before the local elections. As some members of the public were present, items 5 and 6 were brought forward on the agenda and discussed at the start of the meeting before matters arising.

2. Declarations of Interest

Cllrs Keith Jones and John Wagstaff declared an interest in item 11~ request for a donation from Penhow village shop.

3. Previous Minutes

- The minutes of the ordinary meeting held 2nd March 2022 were agreed as a true and accurate record. Proposed by Cllr Keith Jones and seconded by Cllr Michael Weeks.

4. Matters Arising (that are not included as part of the agenda) to include:

- Signs for the park. The signs have been received and are currently being installed by Cllrs Wagstaff and Jones. The additional signs required will be ordered by the Clerk.
- The maintenance flyers for Rockfield Glade have been prepared and are ready for delivery. Cllr Bob Shepherd agreed to deliver these.

5. Public Participation (limited to 15 minutes)

- Bus routes/services for Penhow
Elas Park raised a concern about the lack of buses from Penhow into Newport and Chepstow. It was noted by Councillors that the Fflecsi Bus is not currently available to Penhow residents. City Cllr Routley agreed that the state of the bus service is a concern and he agreed to ask for a review to look at the services for Langstone and Penhow. The Community Council also agreed to write another letter to Newport Bus to express concern about the limited timetable.

- Rhys Lewis, the new owner of Castell Prin Woods attended the meeting to share his vision for this unique piece of woodland.
Rhys confirmed that he has a twenty-year plan for the development of this area and the focus of this is to maintain and protect the area which is a virtually untouched piece of woodland. They have currently planted about 600 new hazel trees and some Cecil oaks and are offering



opportunities for people to learn new skills such as hedge laying, foraging and charcoal management. They are hoping to find/re-introduce native species such as stag beetles and tawny owls to the area. Rhys noted that although there are gates and a small driveway area, this is not for public use and there is no public parking available at the site. Mr Lewis offered the use of this site for Community Council use to support the community.

Questions were asked about the new entrance to the site. It was confirmed that a lot of different groups such as NRW and NCC Trees Officer were currently surveying the site and the gates created an access point to the woods. A planning application for the gates could be put in retrospectively if it was found to be necessary.

City Cllr Routley agreed to ask for an update from Shona Carle, NCC tree officer about the site and also to find out about the status of the road which is used to access the site.

The Chair expressed the Council's thanks for the presentation about this exciting development and invited Mr Lewis to return to a future meeting to give the Community Council an update on the work that is being carried out there.

7. Ward Councillor Matters

- City Cllr Routley updated Councillors about the complaints that had been made by residents about the poor postal service that had been reported to him. He confirmed that he has been in touch with Caldicot P.O and also national enquiries about this. It has been confirmed that there have been some sickness issues and a high turnover of some staff which when combined with annual leave has led to shortages covering all of the rounds. There is now a new management team in Caldicot P.O and the delivery rates appear to have improved. Councillors asked to keep Cllr Routley updated about this service, especially if the delivery rates change for the worse.
- It was noted that the Village Farm area of Penhow have not had their recycling bins emptied for three consecutive weeks. Residents were urged to contact City Cllr Routley as well as NCC if this happens again. This issue has already been raised with NCC.

8. Councillor Areas of Responsibility Matters Updates

- The Chair thanked Cllrs Bob Shepherd and Viv Blandford who are both leaving the Community Council at the end of April. It was noted that Cllr Shepherd had been on the Council for 34 years! This service will be formally recognised later in the year when presentations will be made to celebrate the contributions that both Councillors have given to the Community Council and to the village.
- (i) Community Liaison – Cllr Bob Shepherd
- It was agreed that the appointment of a new CC representative of the Hall Committee would be made following the AGM that is due to be held in May. Councillors were asked to think about this role before the next meeting and to contact the Clerk if interested. Clerk to let Karen Lines know that a councillor will be able to attend the next hall meeting in the meantime.
- (ii) Green Spaces – Cllr Michael Weekes
- Wildflower areas. The areas have been prepared for planting. Some of the spaces have become quite compacted and will need some additional work. Mr Sheedy has kindly allowed his tractor and rotavator to be used to prepare the ground. The Clerk was asked to write a note of thanks to Mr Sheedy.



- The wildflower seeds will be planted, weather permitting, in the next few weeks.

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

- The bins have now been cleaned by NCC and the Clerk was asked to send a note of thanks for this work.
- Contractor working on a garden backing on to the park has now tidied up the area that they damaged. There is still some work to do to complete the tidy up of this area. It was suggested that no future access for any contractors will be granted without permission from Penhow CC.
- It was confirmed that the grass contractors will not move the goal nets when cutting the grass.
- It was confirmed that contractors have been approached to give quotes for the proposed new walking path.

9. Village Matters

- A Picnic in the Parc update was given by the working group. Flyers have been designed and will now be printed and delivered to every property in Penhow. The Clerk was asked to contact the emergency services to let them know about our plans for the day and also to request some 'no parking' cones that can be used for Market Road. Cllr Park will also contact the police for help with this. Background music is still required for the day. Cllr Blandford will research appropriate bunting packs for purchase. Balloons have already been purchased (it was noted that it would be important to ensure that all balloon waste was cleared at the end of the day to ensure that it is not left behind to become a potential risk to wildlife).
- Councillors discussed two potential ideas as a lasting Jubilee memorial for the village; a bench and also a tree planted in the park. This item will be revisited at the next meeting.

10. Planning Applications

- No new planning applications have been received since the last meeting

Planning Application Updates (for information only)

- 21/1277 Oaklands, Castle Lane – NCC agreed
- 21/1305 Dale View – Awaiting NCC decision
- 22/0173 Steps Cottage – Awaiting NCC decision

11. Accounts & Financial Matters

- Balances

Penhow CC Summary Report			
Bank balance - Current Account		£	-
Bank balance - Business Reserve Account as at: 04.03.2022		£	25,329.49
Cash		£	-
Plus receipts not yet showing on statement		£	-
Less uncashed cheques	894	£	11.38
	895	£	207.00
	896	£	427.00
	897	£	5.60
	898	£	126.00
	888	£	288.00
Total uncashed cheques		£	1,064.98
BALANCE at 04.03.22		£	24,264.51



- The balances were accepted and the following payments were agreed:
 - Clerk Salary and HMRC payment
 - NCC Grounds Maintenance quarterly charge £324.77
- The annual salary award recommendation from NALC was agreed unanimously. The Clerk will inform payroll. The Clerk annual performance review is now due.
- The annual audit report for 2021-22 was noted and received.
- The request for support from the Hall Committee was discussed. It was agreed that the hall is a vital part of the community and a £1000 donation was unanimously agreed. PCC hope that when things get back to normal, the hall will be used by a wider group from the community again. The Hall Committee were asked to keep the Council updated with a review of hall usage etc in October.
- The requests received from YFC and the Samaritans were discussed. Following a vote, it was agreed that no donation would be made at this time.
- The request from Penhow Village Shop was considered. Cllr Shepherd chaired this point as the Chair and Cllr Jones had declared an interest and took no part in the discussions. A £500 donation was unanimously agreed.

12. **Arcade Road**

The Chair gave an update to Councillors. PCC are to seek legal advice from OVW with regards to this concern.

13. **Risk Assessment Document**

No update required.

14. **Items for Information**

The arrangements for Councillor seasonal meal were confirmed – Friday, 8th April at 7.30pm.

14. **Date of next meeting**

The date of the next meeting was confirmed as Wednesday, 11th May 2022 at 19:15 in St John's Hall. Meeting closed at 21:10