



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

AGREED Minutes of the **Ordinary Meeting** held on **Wednesday, 11th May 2022 at 7.15pm in St John's Hall, Penhow.**

In attendance:

Community Councillors
John Wagstaff – Chair
Kyle Park – Vice-Chair
Keith Jones
Michael Weekes

Members of the public:

Viv Blandford
Linda Stephens

Clerk – Nicola Sutherland

1. There were no apologies to receive as all Community Councillors were present.
City Councillor, Will Routley was unable to make this meeting.

The Chair confirmed that the first item of business would be the Community Councillor vacancy.

- It was unanimously agreed to co-opt Jan Bartlett and Viv Blandford as Community Councillors. Cllr Viv Blandford was in attendance and joined the meeting as a councillor from item 2.
- The two further vacancies were discussed. The Chair and clerk will contact the people who have made enquiries and follow up with them. This will be an item on the next agenda.

2. **Declarations of Interest**

There were no declarations of interest for this meeting.

3. **Previous Minutes**

- The minutes of the meeting held on the 6th April 2022 were agreed as a true and accurate record. This was proposed by Cllr Michael Weekes and seconded by Cllr Keith Jones. The Chair signed the minutes.

4. **Matters Arising** (that were not included as part of the agenda):

- It was agreed that the response received from Newport Transport regarding bus services in Penhow be put into the noticeboard by the bus stop on Greenmeadow Drive for residents to view. Clerk to action.

5. **Public Participation** (limited to 15 minutes)

Linda Stephens updated the Community Council about the current status of St John's Hall. Due to a variety of reasons, including the impact of Covid-19, the hall is in financial difficulty and may need to be closed. The Hall Committee requested further financial support from Penhow Community Council but this is not possible at this time. The Community Council agreed to write a letter of support to be submitted to the Parochial Church Council.

6. **Ward Councillor Matters**

- There were no ward Councillors present.

7. **Community Councillor Vacancy**

- See item 1.



8. Councillor Areas of Responsibility Matters Updates

(i) Community Liaison

Cllr Jones attended the recent hall committee meeting. See item of public participation.

(ii) Green Spaces – Cllr Michael Weekes

- Cllr Weekes confirmed that the wildflower beds have all been planted with a bee friendly wildflower mix of seeds. Two of the beds (Greenmeadow Drive and Market Road) had some seeds that had germinated from last year so, these beds were supplemented with a small amount of new seed. Thank you to Mr Sheedy for allowing the use of his equipment to prepare the beds ready for seeding.

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

- It was confirmed that work has been carried out at the base of the basketball hoop to make this surface safe. A base has also been created so that the bench moved from the bus stop can be installed in the park.
- There continues to be a problem with residents taking dogs into the play area.
- No parking signs need to be ordered. Clerk to action.
- A new quote for the walking path extension has been received. This will be compared to the other quotes received.
Grants to help fund this work are to be investigated. Clerk to action.
- Two pieces of exercise equipment are not fit for purpose. These will be taped up until they can be removed safely. Cllr Wagstaff and Jones to action.

9. Village Matters

- An update was given by Picnic in the Parc working group. It was confirmed that Cllr Keith Jones will be lighting the Jubilee Beacon on behalf of Penhow CC. Cllr Jones has served as a Councillor for this community for over 40 years!
This community picnic will take place on Saturday, 4th June 13:00-17:00 and all households should have received a flyer with details of this event.
Information about the event will be put on to 'Penhow Matters' and 'Nextdoor'. Chair to action.
- It was unanimously agreed to purchase a bench to be installed as a lasting Jubilee Memorial on the green space on Market Road. Clerk to action.
- The Council was informed that parking at the Penyworlod Road junction with the A48 is becoming more and more of an issue, making visibility difficult for traffic and also blocking the pavement for pedestrians. The clerk was asked to report this issue to Highways and the police.
- It was confirmed that a garden competition will be held this year. Judging will take place during the first week of July. Agreement was made to purchase three prizes of £50, £30 and £20 vouchers to be spent in the local garden centre/nursery. The clerk was asked to put posters in to the noticeboards to advertise the competition.
- Concern has been raised by a member of the public about some large lorries using Market Road to travel towards the Forest. Increased parking on Market Road was also raised as a potential issue. It was agreed to monitor both of these issues in the first instance.



10. Planning Applications

- Brooklands Cottage. PCC have no issues or concerns to raise about this planning application.

Planning Application Updates (for information only)

- 21/1305 Dale View – Awaiting NCC decision
- 22/0173 Steps Cottage – NCC granted, with conditions

11. Accounts & Financial Matters

- Balances

Penhow CC Summary Report					
Bank balance - Current Account				£	-
Bank balance - Business Reserve Account as at: 05.04.2022				£	23,860.32
Cash				£	-
Plus receipts not yet showing on statement				£	-
Less uncashed cheques				£	-
Total uncashed cheques				£	-
BALANCE at 05.04.22				£	23,860.32

- The balances were reviewed and accepted.
- The following payments were agreed:
 - Clerk Salary and HMRC payment
 - Direct Debit payment for EE
 - Traffic Cones
 - Donation for St John's Hall and Penhow Community Shop
 - Insurance premium
 - Viv Batchelor – purchases for the Picnic in the Parc
- Bank account. It was agreed that the signatories for the bank account would be updated to take off retiring councillors and replace with the new councillors. Clerk to action.

12. Risk Assessment Document

The document was reviewed and no updates were required.

13. Items for Information

There were no items for information.

14. Date of next meeting

The date of the next meeting was agreed as Wednesday, 8th June 19:15. Venue tbc.