



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

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

Wednesday, 8th June 2022 at 7.15pm

held **at St John's Hall, Penhow and online via Starleaf.**

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

In attendance:

Community Councillors

John Wagstaff – Chair

Kyle Park – Vice-Chair (arrived at 19:21)

Jan Bartlett

Viv Blandford

Keith Jones (via Starleaf)

Clerk – Nicola Sutherland

The Chair opened the meeting at 19:15 and thanked all for being there. Cllr Jan Bartlett was welcomed to her first meeting since being co-opted back to the Community Council in May. The Chair also welcomed Cllr Jones who joined the meeting via Starleaf.

1. All the Community Councillors were present so there were no apologies given. City Councillor Will Routley sent his apologies.
2. **Declarations of Interest**
Cllrs Bartlett and Park declared an interest in item 8, Arcade Road.
3. **Previous Minutes**
 - The minutes of the meeting held on 11th May 2022 were confirmed as a true and accurate record. This was proposed by Cllr Weekes and seconded by Cllr Blandford.
4. **Matters Arising**
 - Councillors agreed on the Jubilee memorial bench design (ASA). Clerk to action.
 - The garden competition was confirmed. Cllr Weekes to liaise with Halse Nurseries to confirm judging arrangements. The competition will only go ahead if at least 6 households enter. The purchase of vouchers from Halse Nurseries for prizes was agreed by Councillors.
 - The Clerk confirmed that two residents had put themselves forwards for co-option as Community Councillors. It was agreed that the Chair and Clerk would meet with both candidates before the July meeting with a view to them starting as councillors in July.
 - It was confirmed that although a request for additional signatories for the bank account had been made, the electronic system was causing some difficulties and the new signatories had not yet been set up. This is ongoing and it is hoped that the changes will be able to be made before the next meeting.
5. **Public Participation** (limited to 15 minutes)
 - A concern was raised by a resident about an item that has been left outside a house that they are finding an eyesore. As the item is within the curtilage of the property, there is nothing that can be done about this by the Community Council.
 - Concern about the limited bus timetable was again raised by residents. The limited timetable is an ongoing item of concern for many.



- A resident asked a question about the use of Five Lanes Recycling centre. This is an issue that has been fully explored by PCC and the City Councillors. At present, Penhow residents can access the recycling centre in Newport only.

6. **Ward Councillor Matters**

- The Ward Councillors were not present. Cllr Routley had sent his apologies and a short report suggesting that a site meeting be set up with NCC to look at the junction of Penyworlod Road and the A48. The Chair will email Cllr Routley to suggest potential dates when this meeting could take place and also to ask them to consider double yellow lines for this area.

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

(i) Community Liaison

Since the retirement of Cllr Shepherd, there is no Councillor currently covering this role. However, it is understood that St John's Hall will be open until at least September 2022. The Chair will contact the Chair of the Hall Committee to ask for an outline of future plans for the hall.

Cllr Blandford has identified a possible source of funding that could be used to support the hall. Clerk to investigate this and report back to Councillors.

The Chair agreed to become the Community Liaison representative. It was agreed to broaden this role to include links with the Shop, the Coffee Shop, Scouts and the Hall.

(ii) Green Spaces – Cllr Michael Weekes

Cllr Weekes noted that the park was beautifully presented for our Picnic in the Parc. An email of thanks has been sent to the grounds maintenance team.

The wildflower beds have all been planted. The beds on Greenmeadow Drive and Rockfield Glade are currently flowering and look beautiful. The other beds have been late germinating but are now underway and we look forward to seeing them in bloom soon.

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

The border of the planted area on Market Rd needs some further boards replacing. Clerk to action.

We are currently waiting for planning with regards to the walking path extension. Clerk to action.

It was noted that the basketball area floor surface has been upgraded.

It was also noted that the damage caused to the path and to the area by the gate by a local contractor should have been 'made good', as agreed. Chair to follow up with the contractor.

8. **Village Matters**

- The Penyworlod Road and A48 junction. See item 6.
- Cllr Jones updated Councillors about the increased number of lorries that appear to be using Market Road. Clerk to report this as a concern to NCC and also to find out if there is a weight restriction on Market Road/Wentwood Road.
- The Clerk was asked to liaise with Mr Tayler about the siting of a new noticeboard by the Coffee Lodge on Market Road and also to source quotes for the purchase of the new board.
- Councillors reflected on the recent Jubilee events that had been held. It was agreed that both the Lighting of the Beacon and the Picnic in the Parc had been an outstanding success. A vote of thanks was given to the team (Cllrs Wagstaff, Blandford and Weekes) who had worked so hard to make the events such a great success. Thanks were also given to the many volunteers



who had also supported both events. The Chair will draft a thank you letter to be sent out to the volunteers. Clerk to action.

It was agreed to purchase two small thank you gifts; one for the household who provided the power and the other for the provider of the PA system. Chair to action.

It was agreed to introduce a travelling expenses policy. Clerk to action.

- The Chair updated Council about our ongoing issue with NCC regarding Arcade Road. He confirmed that he will write to NCC to state that we are not satisfied with their answers and that further advice will be sought. Clerk to contact OVW.

9. Planning Applications

- No new applications have been received since the last Community Council meeting.

Planning Application Updates (for information only)

- 22/0440 Brooklands Cottage – Awaiting NCC decision
- 21/1305 Dale View – Awaiting NCC decision

10. Accounts & Financial Matters

- Balances

Penhow CC Summary Report					
Bank balance - Current Account				£	-
Bank balance - Business Reserve Account as at: 05.05.2022				£	34,476.13
Cash				£	-
Plus receipts not yet showing on statement				£	-
Less uncashed cheques				£	-
				903	£ 1,000.00
				904	£ 500.00
				905	£ 308.51
				906	£ 5.40
				907	£ 427.20
Total uncashed cheques				£	2,241.11
BALANCE at 05.05.22				£	32,235.02

- The following payments were agreed:
 - Clerk Salary and HMRC payment
 - Direct Debit payment for EE
 - Purchase of plants for planters and wood stain for benches £147.00 (A budget of £60 per planter per year was confirmed).
 - Maintenance contract - £90.00.
 - Beacon lighting - £15.99
 - Card and gift for retiring Councillor - £52.95
 - Picnic in the Park expenses - £121.50
 - Portaloo £269.80
 - Picnic in the Park expenses – Viv

Cllr Bartlett agreed to liaise with the Clerk to carry out a monthly check to confirm the balances presented to Councillors.



11. **Risk Assessment Document**

No updates required.

12. **Items for Information**

There were no items for information.

14. **Date of next meeting**

The date of the next meeting was agreed as Wednesday, 6th July 2022 19:15.

Meeting ended at 20:30