



Penhow Community Council

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Agreed Minutes of the Ordinary Meeting held on **Wednesday, 6th July 2022 at 7.15pm in St John's Hall, Penhow**

Present:

Community Councillors

Clerk – Nicola Sutherland

John Wagstaff – Chair

Kyle Park – Vice Chair

Jan Bartlett

Viv Blandford

Bryn Harries

Rebecca Hughes

Keith Jones

Michael Weeks

1. The Chair welcomed all to the meeting. The new Community Councillors, Rebecca Hughes and Bryn Harries were formally welcomed and introduced to the Council.

All of the Community Councillors were present. City Councillor Routley sent his apologies.

2. Declarations of Interest

The following declarations of interest were made although there were no conflicts of interest expected as part of the agenda.

Cllr Bartlett – Arcade Road

Cllr Jones – shop, church meetings

Cllr Park – scouts

Cllr Harries – shop and scouts

Cllr Hughes - shop

3. Previous Minutes

- The minutes of the meeting held on Wednesday, 8th June 2022 were agreed as a true and accurate record. Proposed by Cllr Weekes and seconded by Cllr Park.

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

- Garden Competition – it was confirmed that the planned garden competition had had to be cancelled. The competition will run again next year and advertising for this will begin in early Spring.
- Jubilee bench – the Clerk confirmed that the bench had been ordered.
- Noticeboard – a quote for the new noticeboard (to be sited outside the Coffee Lodge and Village Shop) has been received. It was unanimously agreed to purchase the board ready for installation.
- Village Hall – since our last meeting, the St Johns Hall committee have met without inviting PCC. Councillors were informed that a financial report was given at this meeting which gave a prediction of the financial position for the end of this year. It was unanimously agreed that Cllr Jones will be the link councillor on the hall committee. The Clerk was asked to confirm this with the hall committee and also to express the Council's disappointment that they had not been invited to the last meeting. The Clerk was also asked to confirm the new rental charges and electricity fees for the hall.



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

- **Penyworlod Road.**

A question was raised about road safety on Penhow Matters Facebook page. The Chair responded to this query in person and advised that there is to be a site meeting with NCC to look at possible safety improvements for this junction. This junction is the responsibility of NCC. Penhow CC has raised safety at this junction with NCC several times. By meeting NCC in person, it is hoped that we can show how dangerous it is to pull out from Penyworlod Road onto the A48 and to also give some practical ideas for improvement.

Cllr Jones confirmed that this matter has been raised historically and PCC gave ideas for improvement to NCC then too.

- **Post Office Van.**

Concern has been raised about the Post Office van not visiting Penhow. The van had been serviced but had suffered some damage. The latest update received is that the van has been repaired and should be back in service within two weeks. This is a vital service for the village and the amount of time the van has been out of action is unacceptable.

The Clerk was asked to find out if PO are under any obligation to provide this service.

6. **Ward Councillor Matters**

- There were no Ward Councillors present.
- The Clerk was asked to request that the weekly update from City Councillors also be put onto the Penhow Matters Facebook page. It was noted that this Facebook page is for personal posts only and is not endorsed by Penhow Community Council.

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

(i) **Community Liaison – Cllr John Wagstaff**

- The Chair was asked to confirm details of the scout bank account so that the donation for their help at the Jubilee event can be paid.
- Cllr Keith Jones was confirmed as the representative for the Hall Committee

(ii) **Green Spaces – Cllr Michael Weekes**

- Wildflower beds are now flowering beautifully.
- The various planters in the village are also looking very good. It was agreed that the increase in allowance for planting was good value.

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

- Rospa report. The Council received the latest Rospa safety report for the playing field and equipment. Cllrs Jones and Wagstaff have also inspected the field. There are some items of remedial work required. Clerk to send the report to WM to request a quote for this work.
- The football posts need to be re-painted. Clerk to arrange.

8. **Village Matters**

- **Issues re Penyworlod Lane.**

Also see item 5 above. The landowner has already agreed to give some of his land to increase the splay of this junction for safety. PCC need to push for the proposed meeting with City Councillor and NCC as this issue has been dragging on for a while.

- **Issue with dogs not on a lead in the village.**



It was noted that there are several dogs that are often not on the lead and allowed to wander in the village. Clerk to contact the dog warden about this issue and to find out about what signage can be put up about this.

- Walking path

It was confirmed that this proposed work will be carried out under out lawful development certificate. Clerk to ask the City Councillors if there is any funding available to support this work? It was unanimously agreed to ask WM to proceed with this work as soon as possible, according to their quote. Clerk to action.

9. Planning Applications

- It was noted that no new applications had been received at the time of the agenda being published.
- Application 22/0644 Steps Cottage – Flat roof extension was received 06.07.22. Councillors to submit their thoughts to the clerk by email.

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: 01.06.2022				£	31,765.85
Cash				£	-
Plus receipts not yet showing on statement				£	-
Less uncashed cheques				910 £	27.40
				911 £	100.00
				912 £	513.95
				913 £	15.99
				914 £	237.00
				915 £	74.45
				916 £	269.80
Total uncashed cheques				£	1,238.59
BALANCE at 01.06.22				£	30,527.26

Many thanks to Cllr Bartlett for reviewing the monthly figures.

The monthly balances were agreed and accepted.

- The following payments were agreed:
 - Clerk Salary and HMRC payment
 - Direct Debit payment for EE
 - Works in the park invoice



- Rospa invoice
- Hall meeting invoice Dec- April
- Jubilee Bench invoice
- Hall meeting invoice for May and June
- Picnic in the Parc expenses – Cllr Wagstaff
- It was unanimously agreed not to renew membership of the Open Spaces Society.
- The Clerk was asked to research and get a quote for the new laptop required for PCC administrative work.
- The Clerk was asked to contact OVW for advice about NCC query.
- Cllr Weekes confirmed that he had not been able to access the online element for becoming a signatory for the PCC bank account. Cllr Blandford agreed to become the new signatory.
- Clerk to report the state of Arcade Road to NCC. The road edge is collapsing in several places from Rock Cottage to Penyworlod Lane.

11. **Governance**

- The procedure for multi-location meetings was discussed. A new speaker will be trialled at the September meeting. A question was raised about the possibility of members dialling in to meetings. It was confirmed that Starleaf, the software used, allows participants to either log in remotely or to dial in to meetings.
- The document 'Community Councils – Legislation and Code of Conduct June 2022' was received. The Clerk was asked to confirm the training programme for PCC. The annual report element will be looked at by Council in the September meeting.
- The Finance and Governance toolkit from OVW was received. The Clerk suggested that a small working group work with this document. This will be an item on the September agenda.

12. **Risk Assessment Document**

There were no new items for this document. Clerk to ensure that the new Councillors have a copy of this document.

13. **Items for Information**

It was agreed that some sympathy cards be purchased.

Cllr Weekes informed all that on the 10th July a collection of vintage tractors will be taking part in a road run on local lanes throughout the day.

14. **Date of next meeting**

The usual date of the next meeting would usually be Wednesday, 7th September 2022 19:15

The meeting finished at 20:30