



Penhow Community Council

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www.penhowcommunity.org

DRAFT MINUTES of the **Ordinary Meeting** held on
Wednesday, 7th September 2022 at 7.15pm
at St John's Hall, Penhow.

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

Present:

Councillors

John Wagstaff – Chair
Jan Bartlett
Viv Batchelor
Bryn Harries
Rebecca Hughes
Keith Jones

Members of the public:

Fiona Butter
Christina Evans

City Councillors

Ray Mogford
Will Routley

Clerk – Nicola Sutherland

The Chair opened the meeting and thanked Councillors and members of the public for attending.

1. Apologies were received and accepted from Cllr Michael Weekes, Cllr Kyle Park and City Councillor Ray Mogford.
2. **Declarations of Interest**
Cllr Bryn Harries - Scouts
3. **Previous Minutes**
 - The minutes of the ordinary meeting held on Wednesday 6th July 2022 were agreed as a true and accurate record. Proposed by Cllr Jones and seconded by Cllr Bartlett.
 - The minutes of the special meeting held on Thursday, 21st July 2022 were agreed as a true and accurate record. Proposed by Cllr Hughes and seconded by Councillor Harries.
4. **Matters Arising** (that are not included as part of the agenda) to include:
 - Jubilee bench – the Clerk confirmed that the bench was due to be delivered. Arrangements for the installation of the bench can then be confirmed.
 - Noticeboard – the Clerk confirmed that the new noticeboard for Market Road had been ordered. Delivery is due in November.
 - Penyworlod Lane – City Councillor Will Routley gave an update about the ongoing issue with visibility at this junction with the A48. A meeting with the NCC Highways Officer, Martin Coombes, has taken place. The re-positioning of a fence on the corner of the junction and a dropped kerb is planned. Work on this project has not yet been started even though it was expected at this point.
Parking at this junction was also discussed. There are no plans at this point for NCC to take the layby away. Cllr Routley will raise this issue with NCC again and also ask the police community team to look at this.



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

- Post office van – Concern continues about the Post Office van not visiting Penhow. There are lots of rumours/stories about why this is so. It was agreed to write to the Post Office to find out when this valuable service will be resumed. Cllrs Wagstaff, Blandford and Jones will arrange to meet with the Post Office to discuss this issue. Cllr Blandford will make the original appointment for the group.
- Traffic issues in the village – Concerns have been raised about speeding and parking in the village. Helen Beveridge and others met with Cllr Routley in August to discuss this. Suggestions raised at this meeting included: chicane at either end of Market Road, 20 MPH speed signs, crossing points (including a zebra), double yellow lines and signage. Two letters have been received about the parking issue. Currently most of the cars are legally parked in the village and there is nothing that can be done about these concerns. It was noted that changes in the Highway Code have given more strength to pedestrians and cyclists when using the roads. Chair will write to Helen to confirm that this information has been passed to the City Councillor and that he will pass to NCC. Cllr Routley will also write to NCC to ask for 20MPH signs on Market Road and also to contact the Police community team to request a mobile speed camera action from them.
- Potholes on Greenmeadow Drive – these have been reported to NCC by the Clerk.
- Scouts request to hold a firework display in the park. It was agreed that a bonfire and firework display could take place in the park on November 5th. Clerk to confirm details with the Scouts.
- Christmas Carol event. It was agreed to book the Severn Tunnel band for this event. A £100 donation for the band was unanimously agreed.

6. **Unauthorised Encampment at Parc Seymour Park**

- The financial costs to date were noted:

Eviction Bailiffs	£	4,278.00
Waste Services	£	1,140.00
Padlocks	£	40.00
Padlocks	£	45.00
Barriers Direct	£	481.43
Lego blocks	£	468.00
Clerk additional hours	£	234.00
Installation of bollards etc	unknown at this point	
	£	6,686.43

- The security measures for the park that are currently in place include concrete blocks, boulders, reinforced locks and gate hinges. Drop down bollards and additional bollards are due to be installed. This will complete the security measures considered necessary for the park.



It was agreed to review the security measures on an annual basis at the Annual Meeting held in May each year. Clerk to action.

It was also agreed to talk with the owners of the fields to the side of the park about security. Security measures currently in place. Concrete blocks, boulders, reinforced locks, gate hinges.

- It was agreed to implement an agreed method for the storage and allocation of keys for the park. Cllr Blandford to action. Chair will ask Cllr Weekes to liaise with NCC re access to the field.
- The policy for access to the park by contractors was discussed. The Clerk will write to Newport City Homes to confirm that if they need access to the field, they must contact PCC first confirm what access is needed. A permit to work system will be implemented. Cllrs Blandford and Hughes to action.
- It was agreed that individual letters would be sent to specific villagers in recognition of the contribution and support during the unauthorised encampment. A general thank you will also be placed in the noticeboard. Chair to action.
- The Chair shared an example of a possible sign for the park that confirms that the park is managed by Penhow CC and is private rather than public land. It was recognised that this sign would need to be bilingual. Clerk to contact Gareth Price, Head of Law and Standards, to confirm wording.
- Review of the overall handling of the unauthorised encampment incident
 - Incident review – it was agreed that PCC followed the police advice given on the day. Cllr Blandford expressed that she felt that the police did not help or listen to us and that they came up with a solution that left her feeling as though she had failed.
 - It was agreed that the speed of PCC internal communication needed to be improved. It was agreed that this would be included on the October agenda and Councillors were asked to consider ideas for improvement and submit before the next meeting. Christina Evans thanked Councillors for their actions during this event and then asked if there was a contingency plan in place for emergencies.
 - Councillors were asked to reflect on the implementation of an emergency plan and to share ideas before the next meeting.

7. **Communication Policy**

It was agreed that a communication policy needed to be implemented that included how PCC would use social media. It was noted that Penhow Matters currently has no administrator/moderator and is not linked to PCC.

Cllr Blandford has drafted a policy for consideration. This will be sent to all Councillors and will be discussed at the October meeting.

8. **Ward Councillor Matters**

Discussion and feedback from the NCC Councillors

- See Matters Arising.
- Cllr Routley also noted that he has been dealing with complaints about the burning of rubbish at a property on Penyworlod Lane.
- Cllr Routley stated that he thought that PCC acted swiftly, promptly and with good order re the recent unauthorised encampment.
- Cllr Routley left the meeting at 20:15



9. Councillor Areas of Responsibility Matters Updates

(i) Community Liaison – Cllr John Wagstaff

- Shop donation – The Chair confirmed that he was waiting to receive confirmation of how the recent grant money for the shop had been used.

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

- Wildflower beds – some beds have been stripped ready for the winter. The remaining beds will be completed in the coming weeks.

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

A young visitor to the park, Edward Goodall, reported an issue with the play deck. The panels reported need to be replaced and Cllrs Wagstaff and Jones will meet with the contractor about this issue.

The recent ROSPA report highlights a few smaller issues that need attention. Clerk to ask WM to carry out this work.

There have been difficulties in securing the goal nets to the goal posts.

(iv) St John's Hall – Cllr Keith Jones

It was noted that new heaters have been purchased to protect the hall from frost.

The Jubilee Oak is due to have work carried out. Permission for this work will have to be agreed as the tree has a protection order.

The financial difficulties of the hall were discussed. It was noted that the hall would need to apply for a grant from the Community Council as money can not be just provided for a community asset but needed to be in the form of a grant.

10. Village Matters

- Parking on the A48 – see Matters arising.
- The following update from Castell Prin Woods was received.

Just a quick update from Castell Prin woods as we discussed back in April.

We had limited damage from the storms and only a handful of trees were impacted needing attention with restocking being done where needed.

We've had confirmation from NCC of the status of Wentwood Road as an 'Unclassified road'. Re Access from road and Permitted development.

We have been managing the foot path (right of way) through the forest and checking access points are not overgrown for walkers through.

Installed some 50 new Dormouse boxes in various locations throughout as part of ongoing ecology survey with support from PTES (People's trust for endangered species) and had further training which is ongoing.

Had ongoing communication and further meetings with NRW (Natural Resources Wales) on aligned management of the woodland, for example: ride sizes, invasive tree species (Holly, Sycamore, Cherry Laurel), restocking, natural hedge laying, coppice rotation and glade production. This will hopefully develop into our short- and long-term management plan of the woodland to improve its current health and improve its ability to deal with climate changes and possible dominance of non-native species.

We've plans for community engagement activities in the Autumn and Winter and will keep in touch when finalised.

Thanks again Rhys
Castell Prin Wood.



- The annual Remembrance memorial was discussed. Cllr Blandford will contact the WI about this installation.
- It was agreed to contact Mr Russell directly to find out if any additional support is needed for the Ukrainian families in Penhow. Chair to action.
- Cllr Blandford gave feedback from the Police surgery held in August that she attended. It was noted that the officers present at the surgery did not know about the amendment to the Criminal Justice and Public Order Act 1994 (CJPOA) and the new powers introduced by the Police, Crime, Sentencing and Courts Act 2022 ("the 2022 Act") which were relevant to the unauthorised encampment at Parc Seymour park.

11. Governance

- It was noted that the Clerk's annual review had taken place. It was confirmed that a salary uplift had been awarded and that this would be applied from April 2022. Cllr Blandford confirmed that the contract of employment had been reviewed and that the next review was due in May 2023.
- It was noted that the annual report needed to be completed as soon as possible. Clerk to send template to Councillors.
- The Clerk was asked to complete the training statement and the remote access meeting statement.

12. Planning Applications

- 22/0724 Wellfield House – PCC have submitted the following comments:

Penhow CC has no concerns to raise with regards to this planning application. Councillors are concerned, however, that this mobile home could, in the future, be used as an Airbnb type business and would like reassurance that this cannot happen.

Planning Application Updates (for information only)

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

13. Accounts & Financial Matters

- Balances

Penhow CC Summary Report			
Bank balance - Current Account		£	-
Bank balance - Business Reserve Account as at: 05.08.2022		£	16,920.91
Cash		£	-
Plus receipts not yet showing on statement		£	-
Less uncashed cheques	925	£	500.00
	928	£	1,140.00
	929	£	40.00
	930	£	440.10
	931	£	45.00
	932	£	106.29
Total uncashed cheques		£	2,271.39
BALANCE at 05.08.22		£	14,649.52

The monthly balance was received.



- The following payments, made since the last meeting were confirmed:
 - Clerk Salary and HMRC payment
 - Direct Debit payment for EE
 - Drop down bollards - £481.43
 - Training invoice - £65.00
 - Concrete blocks - £468.00
 - Payroll invoice - £60.00
- The following payments were agreed:
 - Training invoice - £17.50
 - Tape for the goal posts £15.00

14. **Risk Assessment Document**

It was agreed that the new policy for communication and the emergency plan would need to be included within this document once they were completed.

15. **Items for Information**

The Chair noted that John Griffiths, MS, had visited Penhow. He met with villagers and councillors. – email John Griffiths to ask about grants.

The seasonal meal was mentioned and it was suggested that this takes place at the Woodland Tavern this year.

Meeting ended at 21:40

14. **Date of next meeting**

The usual date of the next meeting was agreed as Wednesday, 5th October 2022 19:15