



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

Agreed MINUTES of the **Ordinary Meeting** held on
Wednesday, 5th October 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
Andy Pedder

City Councillors

Ray Mogford (Late arrival due to prior meeting)
Will Routley (Late arrival due to prior meeting)

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

1. Apologies were received and accepted from Cllr Kyle Park and Clerk Nicola Sutherland.
2. **Declarations of Interest**
None
3. **Previous Minutes**
 - The minutes of the ordinary meeting held on Wednesday 7th September 2022 were agreed as a true and accurate record. Proposed by Cllr Jones and seconded by Cllr Hughes.
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4. **Matters Arising** (that are not included as part of the agenda) to include:
 - Jubilee bench – the bench was due to be delivered in November. Chair suggested that instead of siting the bench where initially agreed i.e., near the wooden thrones at the top of Market Rd, it should be sited in the Park where more villagers would see it. One of the unmarked benches from the park sited at the top of Market Rd to replace present bench which was in poor condition. This was agreed by Council. Arrangements for the installation of the bench can then be confirmed.
 - Noticeboard – To replace noticeboard near Coffee Lodge. Delivery is due in November.
 - Penyworlod Lane – This was an ongoing situation.
 - Chair to liaise with Councillor Weekes re access for mower to the park for a major cut. Councillor Weekes maintains a close link with the NCC Parks Department who service the field and grass cutting in Penhow.
 - **Due to Clerk contracting Covid, her actions will be worked through when she has recovered.**
5. **Public Participation** (limited to 15 minutes)



- Mr Pedder had come to the meeting to thank the Community Council for the prompt actions they had taken in dealing with the illegal encampment on the park
- Fiona Butter raised two issues concerning the Council website. Firstly, the Covid information displayed was out of date. Secondly in an article re the Groeswen eatery, it seemed to suggest that it was a good place to eat. Should we as a council be recommending eating places? The Chair said that he would look at the website with the Clerk to update and edit accordingly.

6. **Upgrade of security at Park**

- 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 have now been installed. The Chair asked for comments re the measures in place and whether more measures were needed? Council felt that what was there was sufficient. It was agreed to review the security measures on an annual basis at the Annual Meeting held in May each year.

7. **Communication Policy**

Cllr Blandford had drafted and distributed a policy for consideration. Councillors felt that Councillor Blandford had captured what was required very well. It was made clear however that this policy needed to be linked to a policy on emergency planning. This policy would be discussed at the November meeting.

8. **Ward Councillor Matters**

Discussion and feedback from the NCC Councillors

- See Matters Arising.
- Cllr Routley reiterated the Chairs' comments in Matters arising that the situation at Pen-y-worlod Lane were ongoing and that further comment at present could not be made.
- Cllr Routley also spoke about the speed issues around Parc Seymour and that the 20 mph signs for Parc Seymour were ongoing.
- Councillor Mogford informed the meeting that there was a 'sinkhole' in the layby on the A48 towards the Rock and Fountain public house. This needed investigation. Councillor Weekes agreed to an onsite meeting with Councillor Mogford. This would place on October 6th.
- Councillor Mogford also raised the issue of the overgrown path from Pen-y-worlod Lane and the Rock and Fountain. On inspection it was found that the path had been reduced by approximately 2 metres by undergrowth. NCC to be contacted about this by Councillor Mogford.

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

(i) Community Liaison – Cllr John Wagstaff

- Shop donation – The Chair confirmed that he waiting to receive confirmation of how the recent grant money for the shop had been used.
- The Chair asked Council to confirm that a donation of £500 to the 1st Wentwood Scouts had been agreed at the last meeting. This was a contribution to the fireworks display being put on by the Scouts on November 5th, 2022. Council confirmed this donation.

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



- Councillor Weekes confirmed that due to the extreme heat during the summer, the wildflower beds had suffered. Remedial work for the winter would be carried out on the beds in the park shortly. Council needs to review what we do with them for next year
- Trimming to be carried out in Rockfield Glade (NCC)

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

Remedial work had been carried out on the Junior Playdeck by ALS. A metal strip had been removed from one of the half pipes at the end of the bike path as the wood had rotted and the strip was coming away from where it should have been attached. Half pipe needs to be replaced and metal edge refitted.

Chair asked Councillor Weekes to contact WM Garden Services with a view to moving the boulders at both entrances to allow access for mowers etc

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

There would be a meeting on October 14th, 2022. Councillor Jones to report back at next meeting.

10. **Village Matters**

- Post Office Van. Councillor Blandford had looked into the matter. Had been told that there were staffing issues at Caldicot Post Office which meant that the mobile service could not be run at present. Council took the view that Councillor Blandford should follow up the situation emphasising the importance of the mobile Post Office to the village and surrounding areas.
- The annual Remembrance memorial was discussed. Cllr Blandford stated that the display would be set up on November 4th and taken down on November 14th. A small memorial garden would be added this year for wooden crosses to be displayed by villagers.
- It was agreed to contact Ian Russell concerning the Ukrainian family who are staying with them to see what we could do for the family.
- Beryl Morgan. Beryl had been a long-standing servant of Penhow, being the Clerk and Community Councillor over many years. Although struck down by illness she had now returned to the village. It was decided that Councillors Jones and Wagstaff would visit Beryl to look at a gift for her the Council had already decided to make in recognition of her service.
- Carol Singing. It had been decided at the last meeting that the Council would make its annual donation to the Severn Tunnel Band who supplied the music for the festive carol singing event around the village. This event is organised by Sue Kent. The Chair had been in touch with Sue, confirming our donation and she had confirmed that she would now go ahead and contact the band.

11. **Planning Applications**

No information available at time of meeting



12. **Planning Application Updates (for information only)**

- Councillor Blandford had downloaded updates from NCC site. There were none to comment on at present.

13. **Arcade Road**

Legal advice on this matter would be sought from OVW by the Clerk. A member of the public who lives in the area enquired about the issue and a short explanation was given.

14. **Accounts & Financial Matters**

- Balances
Due to Clerk's illness, an up-to-date balance was not available.

The following payments, were made at this meeting:

- Clerk Salary
- Councillor Jones (£13 .00 Tape for Goal nets)
- ALS Trading £1464.00
- St John's Hall £15.00
- 1st Wentwood Scouts £500

15. **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.

16. **Items for Information**

The Chair stated that this summers' 'Picnic in the Parc' had been very successful. Members of a subcommittee to organise next year's event were required. Councillors who would be interested could indicate this by the November meeting.

Dates for when the seasonal meal could take place will be circulated to Councillors by the Chair .It was suggested that this takes place at the Woodland Tavern.

Meeting ended at 20:40

17. **Date of next meeting**

The usual date of the next meeting was agreed as Wednesday, 2nd November 2022 19:15