



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

To members of the Penhow Community Council

You are hereby summoned to the **Ordinary Meeting** to be held on

Wednesday, 7th December 2022 at 7.15pm

This meeting will be held **at St John's Hall, Penhow**. Members of the public are invited to attend. The meeting will also be online. Please contact the clerk for joining details.

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

1. **Apologies** – to receive and accept apologies
2. **Declarations of Interest**
3. **Previous Minutes**
 - To approve the minutes of ordinary meeting held on Wednesday, 2nd November 2022
4. **Matters Arising** (that are not included as part of the agenda) to include but not limited to:
 - Arcade Road update for OVW
 - Park entrance at Greenmeadow Drive
 - Clarification of legal update regarding illegal encampments
 - Sign for the park
 - Walking path
 - Website
5. **Public Participation** (limited to 15 minutes)
 - F Butter – open green spaces and future planting plans
 - – parking on white lines on Market Road
 - M Blandford – security of Greenmeadow Drive park entrance and signage for the park
6. **Ward Councillor Matters**

Discussion and feedback from the NCC Councillors
7. **Playing Field Policy – Key Protocol**

Protocol to be considered and agreed
8. **Grants Protocol**

Protocol to be considered and agreed
9. **Councillor Areas of Responsibility Matters Updates**
 - (i) Community Liaison – Cllr John Wagstaff
 - (ii) Green Spaces – Cllr Michael Weekes
 - (iii) Recreation Grounds and Street Furnishings – Cllrs John Wagstaff and Keith Jones
 - Quotation for refurbishing play equipment to be considered
 - (iv) St John's Hall – Cllr Keith Jones



10. Village Matters

- Carol singing
- Picnic in the Parc or Street Parties? Decision to be finalised and arrangements for organisation made.
- Flooding on the A48
- Damaged noticeboard and planter on the A48
- Consider possible Community Council support for Ukrainian families
- Penhow sign on the A48
- Mud on Greenmeadow Lane
- Broken stile on Greenmeadow Lane
- Fly tipping

11. Planning Applications

22/1147 Nutfield, Penyworlod Road

Planning Application Updates (for information only)

- 22/0908 St John the Baptists Church, Castle Lane – NCC granted with conditions

12. Accounts & Financial Matters

- Balances

Bank balance - Business Reserve Account as at: 04.11.2022						£	21,771.54
Cash						£	-
Plus receipts not yet showing on statement						£	-
Less uncashed cheques							
				944	£	500.00	
				945	£	337.75	
				948	£	72.00	
Total uncashed cheques						£	909.75
BALANCE at 04.11.22						£	20,861.79

Many thanks to Cllr Bartlett for reviewing the monthly figures.

- Agree payments to be made:
 - Clerk Salary
 - Noticeboard purchase - £1940.08
 - Noticeboard installation -
- Jubilee bench update
- Insurance claim for illegal encampment update



13. **Budget Review 2022-23 and Precept Request 2023-24.**

- Precept Request 2023-24 - the request has been updated to include items discussed at the November meeting. Precept request to be considered before submission to NCC.

14. **Governance**

- Annual Newsletter
 - Consider the format for the newsletter
 - Items for the annual newsletter to include annual report, training and hybrid meeting requirements
 - Other items for the annual newsletter

15. **Risk Assessment Document**

Regular review of the document

16. **Items for Information**

17. **Date of next meeting**

The usual date of the next meeting would usually be Wednesday, 11th January 2023 at 19:15