



# Penhow Community Council

[Clerk@penhowcommunity.org](mailto:Clerk@penhowcommunity.org)

[www.penhowcommunity.org](http://www.penhowcommunity.org)

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

**Wednesday, 2<sup>nd</sup> November 2022 at 7.15pm**

Clerk – Nicola Sutherland (01633 401106) email [clerk@penhowcommunity.org](mailto:clerk@penhowcommunity.org)

## **Present:**

### **Councillors**

John Wagstaff – Chair  
Jan Bartlett  
Viv Batchelor  
Rebecca Hughes  
Keith Jones  
Kyle Park - Vice Chair  
Michael Weekes

## **Members of the public:**

M Blandford  
R Sheedy

Nicola Sutherland – Clerk

### **1. Apologies**

Apologies were received and accepted from Cllr Bryn Harries. City Councillor Will Routley sent his apologies.

### **2. Declarations of Interest**

Cllr Park – member of the scout group and also the Arcade Road update for OVW  
Cllr Bartlett – Arcade Road update for OVW  
Cllr Jones and Hughes – members of the shop  
Cllr Blandford – public participation

### **3. Previous Minutes**

- The minutes of the last meeting held on Wednesday, 5<sup>th</sup> October 2022 were agreed as a true and accurate record. Proposed by Cllr Weekes and seconded by Cllr Bartlett.

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

- OVW – request for legal advice. It was agreed that the Chair and Clerk would put together a summary of the matter to be sent to OVW. This would be circulated to Councillors for agreement before sending.
- Website updates – the Clerk confirmed that updates to the website were ongoing.
- Shop donation update – the Clerk was asked to thank the shop for the information. Councillors confirmed that the spending was appropriate. The Clerk was also asked to inform all recipients of donations that any grants received must be spent on the items requested for and agreed.
- Jubilee bench – update. The Clerk has had confirmation that the bench should be received in early November. The Chair confirmed that it was planned to site the bench on the playing field.
- Penyworlod Lane – speed lines have been placed on the lane. The Clerk was asked to update the Ward Councillors with this information. Cllr Weekes confirmed that there has been an accident recently, very close to the junction of Penyworlod Lane and the A48. Mr Sheedy confirmed that he has had many meetings with NCC and offered to donate some of the land by this junction to allow the junction to be made safer. This offer has not been acted upon to date.
- Walking path – See item in section 12.
- Sign for the park – it was confirmed that NCC have confirmed that the proposed sign for the entrances to the park is acceptable.



- 20 MPH for Market Road, the sinkhole near the Rock and Fountain and the overgrown cycle path are all ongoing issues that are currently being worked on by our Ward Councillors.
- Post Office van – Cllr Blandford updated the Council. The Post Office van has returned to Parc Seymour (on a reduced timetable). A timetable of opening times can be viewed in the shop.
- Support for the Ukrainian families being hosted in Penhow will now be an item for the December meeting.
- Retired Clerk gift. It was confirmed that a radio would be purchased.
- Carol singing – the Severn Tunnel band are unavailable so a different group will be approached to support this event.
- Picnic in the Parc – The Community Council are currently looking for volunteers to help organise and run this event. Cllr Hughes has agreed to be a member of this group. It was suggested that the scouts may be able to help with the planning of this event.

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

- M Blandford – query regarding park security. Martyn explained that he wants to challenge the thinking on the park security. He thinks that the work on Market Rd is very good. However, he is concerned about the Greenmeadow Drive entrance. Originally, we parked a car there to give a second layer of security until the boulders were installed to give the second layer. With the removal of the bollards, we now only have the one layer.  
The Chair confirmed that the Community Council had taken advice from a highways engineer who had suggested either bollards or a gate at this point.  
It was suggested that additional drop-down bollards could be installed at this entrance.  
Cllr Weekes updated all present with the current legal situation with regards to illegal encampments and this was discussed, in some detail during the meeting. The Clerk confirmed that an update to the law had been received and this will be circulated to all councillors.  
It was confirmed that the playing field is a very important community asset that needs to be protected and Councillors agreed to look at this entrance again with a view to whether the security needs improving further or not. This will be an item for the December agenda.
- F Butter – query regarding the shop donation. The Clerk was asked to update Ms Butter with regards to this query.
- D Sankson – query about dog mess and dogs roaming free in the village. This was discussed and a small notice for the boards and website about keeping dogs under control will be created and installed.
- The Clerk confirmed that a complaint raised by a member of the public has been dealt with according to the new Complaints Policy.

6. **Ward Councillor Matters**

No Ward Councillors were present. The Clerk was asked to update them with the items raised in section 4.

7. **Playing Field Policy**

The draft policy was discussed and updates agreed included the naming of additional key holders, nominated keyholders and also to add detail to the protocol for the operation of the field.

A question was raised about a possible penalty clause for inclusion also. It was also agreed that houses that back on to the field would receive information about the new policy, directly, once the policy was formalised.



Cllr Blandford will update the policy accordingly and circulate to Councillors. The policy will then be an item on the December agenda for agreement.

The list of keyholders was updated and the Clerk was asked to pass keys to Cllrs Blandford and Jones. Once agreed, the policy will be reviewed after three months.

## 8. **Complaints policy**

The Complaints Policy was agreed. The Clerk will update the website with the agreed policy.

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

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

- See also the updates in section 4.
- It was confirmed that the electricity supply for the fireworks display will be provided from a residence close to the field and will be delivered using an appropriate armoured cable.

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

- Cllr Weekes confirmed that the beds have now been cut back and the waste taken away. Lots of regeneration can already be seen and he will monitor this to see if it survives the winter. It may not be necessary to purchase new seeds next year. Cllr Weekes offered his thanks to Mr Sheedy for supporting the planting of the wildflower beds by providing the equipment needed to carry out the preparation work.
- Walking path – see item 12.

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

- It was confirmed that repairs have been carried out on the play deck. However, we cannot continue to keep repairing this equipment so quotes for a new structure are being sought.
- Dog fouling is still an issue on the field.
- Football nets need to be reattached regularly.

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

- Cllr Blandford had asked a question by email, 'on what basis have we agreed to financially support the hall regularly?'. The Chair confirmed that this had not been agreed by the Community Council. Cllr Jones confirmed that he had not told the Hall Committee this but that he had suggested that the Hall Committee could apply to the Community Council to request funding.
- The funding request from St John's Hall was discussed. It was agreed that we are not in a position at the moment to give a donation and also to note that the grants needed to be for a specific reason/item. Clerk to draft a response and circulate to councillors for approval before sending to the hall committee.
- Cllr Blandford shared a table of recent readings of moisture content in the hall with councillors to raise concern about this. The Clerk was asked to share this table with the Hall Committee.

## 10. **Village Matters**

- Communication from Penhow CC to the community.



To ensure transparency, it was agreed unanimously that all communication with the community should go through the Clerk.

Cllr Park suggested that we had a community newsletter. Possible options for this were agreed and it was noted that maybe this could be combined with the annual report that needed to be produced. Councillors were asked to send any ideas for content to the Clerk.

- Bus shelters being used as toilets. It was agreed that our responsibility with regards to this issue was to report the issue to NCC cleaning team.
- Fireworks display – this is happening on Saturday, 5<sup>th</sup> November. The Scouts will have access to the field from Thursday to Sunday. Cllr Harries will have the field keys on Saturday. The Chair confirmed that he has met with a local resident who has a concern about the loud bangs from the fireworks upsetting his livestock.

## 11. Planning Applications

- 22/0908 St John the Baptists Church, Castle Lane  
Penhow CC has informed NCC that it no concerns to raise with regards to this planning application.

### Planning Application Updates (for information only)

- 21/1305 Dale View – NCC granted with conditions
- 22/0724 Wellfield House – Awaiting NCC decision

## 12. Accounts & Financial Matters

- Balances

|                                                           |          |                  |
|-----------------------------------------------------------|----------|------------------|
| Bank balance - Business Reserve Account as at: 05.10.2022 | £        | 24,646.86        |
| Cash                                                      | £        | -                |
| Plus receipts not yet showing on statement                | £        | -                |
| Less uncashed cheques:                                    |          |                  |
|                                                           | 936 £    | 60.00            |
|                                                           | 939 £    | 13.00            |
|                                                           | 941 £    | 1,464.00         |
|                                                           | 942 £    | 678.49           |
|                                                           | 943 £    | 15.00            |
|                                                           | 944 £    | 500.00           |
|                                                           | 945 £    | 337.75           |
| Total uncashed cheques                                    | £        | 3,068.24         |
| <b>BALANCE at 05.10.22</b>                                | <b>£</b> | <b>21,578.62</b> |

The balances were received.

- Payments made since the last meeting and payments to be made were proposed by Cllr Hughes and seconded by Cllr Bartlett:
  - Clerk Salary
  - Grounds maintenance - £337.75
  - ALS – 72.00
  - Clerk supplies (12 months) - £196.48 (it was agreed that supplies were claimed every three month going forwards)
- Consider the request for financial support made by St John's Hall Committee – see item 9.
- Consider the purchase of further lamp post poppies – see item 13.



- Consider the suggestion from Langstone CC re seniors Christmas dinner. It was agreed to consider an event for the community in the new year when it could be built into the budget. Councillors were mindful about putting on an event that would be inclusive. The Clerk was asked to contact Langstone CC with regards to this.

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

- The budget was reviewed and it was noted that the expected end of year balance was £2,200. This is due to some unexpected overspends, particularly with regards to the illegal encampment. It was unanimously agreed to defer the installation of the walking path until the new financial year. Clerk to action.
- The Precept request for 2023-24 was considered. Councillors discussed the planned works and events for the year. The Clerk was asked to put this into a budget plan for review and agreement at the December meeting.

**14. Governance**

- It was agreed that the Annual Report would be included within a 'newsletter' for the community. See item 10.
- The training and hybrid meeting statements are currently being worked on by the Clerk.

**15. Risk Assessment Document**

No updates required for the document. The moisture content in the hall has been noted on the document.

**16. Items for Information**

There were no items for information.

**17. Date of next meeting**

The next meeting was agreed as Wednesday, 7<sup>th</sup> December 2022 @19:15