

Trellech United Community Council
AGENDA 11th February 2025

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Trellech United Community Council **via Zoom** on **Monday 17th February 2025, at 7pm**, for the transaction of the business specified in the following agenda.

Yours faithfully,

Sue Baker

Clerk to Trellech United Community Council

TUCC Zoom Meeting Room link (for all meetings) Join Zoom Meeting
<https://us02web.zoom.us/j/82320998179?pwd=rIKBj5kavT8PpkOZVBIFYZwEtk4Rrh.1>

Meeting ID: 823 2099 8179

Passcode: 266125

Public Forum - 15 minutes may be allocated for members of the public to address the council on matters for future consideration.

(Note: Members of the Council are not required to respond, except to ask questions for the purposes of clarification. There is a maximum of 5 minutes speaking time per person.)

1	APOLOGIES
2	DECLARATIONS OF INTEREST To receive declarations of interest in items on the agenda
3	PUBLIC FORUM
4	MINUTES To approve the minutes of December OM Meeting 20/1/2025 20 January 2025 Draft Minutes
5	COUNTY COUNCILLOR UPDATES To receive reports from County Councillors.
6	FINANCE 1. To note bank balances at 31/01/2025: a. Account 1 £47,699.20

Trellech United Community Council
AGENDA 11th February 2025

- b. Account 2 £11,619.08
c. **Total** **£59,318.28**

2. To approve payment schedule for February 2025:

Merlin Environmental	Feb Dog waste collection	£205.92
Salaries inc. tax/NI	Feb Salaries	£1,093.30
The Narth	Garage Door Grant Works	£1,000
Catbrook	Utilities Grant	£500

3. **To note:**

- i. Any payments received following the publication of the formal agenda or any expected payments to be discussed here.
- ii. Payment Authorisation Schedule to be confirmed:
 - February 2025 Cllr Scarr & Cllr Wakerley
 - March 2025 Cllr Poulter & Cllr Wakerley
 - April 2025 to be confirmed
- iii. Payments made during this month:
 - Barclaycard Statement for January £10 for Smarty Phones
- iv. Finance Committee Meeting held 14th January 2025, attached for information purposes only. [Finance-Committee-Notes-14-01-25.pdf](#)
- v. Precept Request submitted to MCC on 24th January 2025 for £46,386, confirmation letter attached for information.
- vi. Bank Reconciliation Meeting set up for Tuesday 11th March.
- vii. Final Version of the Financial Regulations 2025 attached for information. [Financial-Regulations-FINAL-2025.pdf](#)

4. **Actual v Budget Spreadsheet** .[Actual-v-Budget-31-01-25.pdf](#)

5. **Projected Year End Costs Spreadsheet** [Projected-Year-End-Costs-FEB-OM.pdf](#)

For Approval:

6. **Grant applications received this month:**

- i. The Narth Brownies/Rainbows-contribution towards costs as per application
- ii. Pelham Hall- Emergency Box Application dated 24-01-2025 for £793.26.
- iii. Catbrook Utilities Grant £500.

7. **Penallt Recreation Ground Charity-payments**

Invoices for £1,000 mowing and maintenance
Invoice for gate post repair £379.

	8. Payroll Company Two quotations received as follows: i. Quote 1 £563 per annum. ii. Quote 2 £510 per annum. Catherine Williams of Crickhowell is the preferred provider and needs agreement to proceed. They have already provided free advice on tax, NI and allowances. 9. Website package upgrade Upgrading to the “Premium” package, the difference in cost is £50 pa (from £49.99 to £99.99). 10. Insurances Zurich renewal received at £545.66 due 17th March 2025. 11. Items for Discussion. Pelham Hall invoice-a revised invoice is awaited reflecting the storage costs and credit. SIDs-see correspondence.
7	PLANNING & PLANNING UPDATES/ENFORCEMENT New Planning Applications 1. DM/2025/00057 Part removal of the existing double storey side extension, as well as three pitched dormers and rear catslide style roof. To be replaced with a new ground floor single storey side extension, rear first floor extension and box dormers. North Lane The North Monmouth NP25 4QJ. TUCC have already reviewed the application for The North DM/2025/00057, and recommend approval, subject to the resolution of comments made by NRW on foul water drainage and bats. 2. DM/2025/00081 Proposed 2 storey rear extension 30 January 2025. The Nest, 2 Lord Russell Close, Trellech, Monmouthshire NP25 4AY Planning Updates/Enforcement 3. Trellech Primary School ref DC/2021/01950. 4. Devauden Festival The Clerk has written back to Devauden Festival Organisers thanking them for their responses. MCC Licensing has received the application for the Festival. Several residents have expressed concerns ref noise and traffic. Letters of objection have been received by Jayne McKenna and the Clerk.

8	Penallt Recreation Ground/Babington Meadow 1. The Clerk has reviewed the records and constitution of the Charity and contacted the existing Chair Alastair Robertson. TUCC has one existing Trustee of Cllr Stuart Geddes and Cllr Nikki Scarr has kindly agreed to also be a Trustee for TUCC as set out in the Constitution. The Charity Accounts are reflected in the TUCC annual accounts. TUCC need to review and agree their role as Trustees of the Charity, the financial approach and structure of the Charity, future meetings, and the impact on TUCC accounts.
9	REPORTS & STANDING ITEMS 1. To receive the Gwent police report. January 2025 Police-Report.pdf 2. Catbrook Educational Trust Charity Report. TUCC appoints 3 of the 8 trustees to the Catbrook Education Trust (CET). The current Trustees appointed by TUCC are Cllr Wakerley, Andy Pullan and Nicky Harvey. They serve a 4 year term and the three Trustee appointments will need to be made again in September 2028. Catbrook-Educational-Trust-Annual-Report-2024.pdf
10	COMMUNITY COUNCILLOR UPDATES 1. Cllr May-Additional Penallt Bus Stop for the 65 Bus. 2. Cllr Ash-Bridleway in Whitebrook and Devauden Festival
11	TUCC SPECIFIC CORRESPONDENCE 1. The Clerk has responded to the request to use the TUCC maintained car park. 2. Welsh Water-Trellech Sewerage Update-shared. 3. The Clerk has written to Grant recipients, (Penallt, The Narth, Catbrook and Whitebrook) requesting them to share the details of Community Councillor vacancies and the work of TUCC. 4. The Clerk has shared the plans for the Shire Hall Monmouth from MCC. 5. Flooding in Penallt-from CC McKenna- for the CCTV survey to be undertaken Monday 03/02/2025. 6. The Clerk has written to MCC requesting the proposed costs of replacement SIDs for Llanishen. 7. The Clerk has written to the Tracks and Trails project highlighting TUCC interest in the project and a response has been received.

Trellech United Community Council
AGENDA 11th February 2025

12	CLERK UPDATE incl HR 1. All Clerk actions arising from the January OM have been completed. 2. To further develop the forward look with the RFO to generate a timetable of recurring finance and governance tasks. 3. To move over 2024/25 documentation into the shared one drive from emails and create a folder structure. 4. Training and hours.
13	FORWARD LOOK March 2025 TUCC Charity Reports-where TUCC appoints Trustees. Charity donations
14	Next Meeting will be on 17 th March 2025 via zoom at 7pm. The additional planning meeting will only take place if required and enough planning applications are received that cannot be managed within an OM.

