



Representing and serving the communities of:

Catbrook, Llanishen, Penallt, The Narth,
Trellech, Trellech Grange and Whitebrook

 admin@trellechunited-cc.gov.uk

07895 449756



www.trellechunited-cc.gov.uk

Draft Minutes of the Ordinary Meeting of Trellech United Community Council of Monday 17th February 2025, which commenced at 7:00pm via Zoom video conferencing.

All Minutes are draft until the following meeting when agreed.

A. Poulter	Councillor	Attended	R. Decker-Thomas	Chair	Attended
G. Weston	Councillor	Attended	L. Wakerley	Vice Chair	Attended
S. Geddes	Councillor	Attended	P Ash	Councillor	Attended
D. May	Councillor	Attended	S. Roderick	Councillor	Apologies
E. Webb	Councillor	Apologies	K. Darlow	Councillor	Attended
N. Scarr	Councillor	Attended			
R John	C. Councillor	Apologies	J McKenna	C. Councillor	Apologies
S Baker	Clerk	Attended	H. Rouse	RFO	Attended-till 8pm

1	APOLOGIES Apologies were noted.
2	DECLARATIONS OF INTERESTS 1. Cllrs May, Geddes and Scarr declared an interest in item the Penallt grant application, item 6.6.3
3	PUBLIC FORUM Sally Welsh and Mary Rome attended and relayed their concerns about the size and scale of Devauden Festival at Humble by Nature, specifically about noise, traffic management and the impact on residents that live close to the site and wildlife.
4	MINUTES 1. It was resolved to approve the minutes of the 20 th January 2025 OM Meeting January-2025-OM-Minutes-v2.pdf
5	COUNTY COUNCILLOR UPDATES -N/A-apologies sent.
6	FINANCE 1. The bank balances at 31/01/2025 were agreed as:

- a. Account 1 £47,699.20
- b. Account 2 £11,619.08
- c. **Total** **£59,318.28**

2. The following table of payments were **Approved** for payment 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. Payment Authorisation Schedule confirmed:

- February 2025 Cllr Scarr & Cllr Wakerley
- March 2025 Cllr Poulter & Cllr Wakerley
- April 2025 Cllr Wakerley and Cllr Decker-Thomas

iii. Payments made during this month:

- Barclaycard Statement for January £10 for Smarty Phones-**Approved**.

iv. Finance Committee Meeting held 14th January 2025, attached for information purposes [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](#).

It was **Agreed** that the RFO would add these to the website.

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

It was **Resolved** to update the year end position to reflect the latest grants position, and for the Chair to initial the document as correct.

5. The **Projected Year End Costs Spreadsheet** [Projected-Year-End-Costs-FEB-OM.pdf](#) were noted and agreed.

6. **The following 3 Grant applications received this month were Approved:**

1. A grant of £495 for the Narth Brownies.
2. A Grant of £793.25 for the Penallt Hall CEP storage container.
3. A Grant of £500 for Catbrook Village Hall annual utilities.

	All Councillors were reminded to look at possible recipients of the Charity Grants, to be agreed at the March 2025 OM. 4. Penallt Recreation Ground Charity-payments It was Resolved to Approve the payments of £1,379 for mowing, maintenance and gate post repair. 5. Payroll Company It was Approved to engage Catherine Williams of Crickhowell to provide payroll services and advice for an initial one year contract. The RFO will contact the payroll provider and arrange transfer of data and payment responsibilities. 6. Website package upgrade It was Approved to upgrade to the website package to the Premium package at an additional cost of £50 p.a. This will be actioned by the RFO using the credit card. 7. Insurances It was Approved to renew the Zurich Insurance quote of £545.66 due 17th March 2025, which includes playground equipment. 8. Items for Discussion. Pelham Hall invoice-a revised invoice is awaited reflecting the storage costs and credit. SIDs-see correspondence, TUCC are awaiting quotes from MCC.
7	PLANNING & PLANNING UPDATES/ENFORCEMENT New Planning Applications 1. DM/2025/00057- North Lane The North Monmouth NP25 4QJ. It was Resolved to 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. A letter of objection has been received and circulated. It was Resolved to respond as Neutral, subject to high-lighted issues on the impact on local surface water and drainage. Planning Updates/Enforcement 3. Trellech Primary School ref DC/2021/01950-to maintain a watching brief. Devauden Festival at Humble by Nature 4. 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. Not all residents are against the Festival. It was Resolved for the Clerk to write to MCC and the Devauden Festival Organisers raising the concerns around the traffic management plan, noise, environmental impact and the length of licensing hours on those that live closest to the site. An open meeting for residents to attend will be requested to the Devauden Festival Organisers.
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. The Charity Accounts are reflected in the TUCC annual accounts and the Constitution of the Charity required 2 TUCC Trustees, as TUCC own the land. 2. It was Resolved to appoint Cllr Nikki Scarr as the second TUCC Trustee alongside Cllr Stuart Geddes, to meet the Charity Constitution requirements of having 2 TUCC Trustees, as per the Constitution. 3. It was Resolved for the Clerk to write to the existing Management Committee setting out the next steps and for Cllrs Scarr and Geddes to take this forward as Trustees.
9	REPORTS & STANDING ITEMS 1. To note the Gwent police report. January 2025 Police-Report.pdf 2. To note the Catbrook Educational Trust Charity Report. Catbrook-Educational-Trust-Annual-Report-2024.pdf 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.
10	COMMUNITY COUNCILLOR UPDATES 1. Cllr May-Additional Penallt Bus Stop for the 65 Bus. The Clerk will write to MCC and Friends of the 65 Bus requesting an additional bus stop and advice on the way forward. 2. Cllr Ash-Bridleway in Whitebrook and Devauden Festival The Clerk will write to MCC requesting further information about the surface of the bridleway, roles and responsibilities and access to properties.
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. 8. The Clerk has written to MCC about blocked Whitebrook drains.
12	CLERK UPDATE 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.
13	FORWARD LOOK At the March 2025 OM items for discussion include: 1. TUCC Charity Reports-where TUCC appoints Trustees. 2. Charity donations
14	MEETING 1. To note that the next ordinary meeting will be on 17 March 2025 via Zoom video conferencing or in person at Pelham Hall. 2. The additional planning meeting will only take place if required and enough planning applications are received that cannot be managed within an OM. MCC Media releases can be found at https://www.monmouthshire.gov.uk

The meeting closed at 9.15 pm.

Signature of Chair:

Date: