



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 March 2025, which commenced at 7:00pm at Pelham Hall and 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 via zoom	L. Wakerley	Vice Chair	Attended
S. Geddes	Councillor	Attended	P Ash	Councillor	Attended
D. May	Councillor	Attended	S. Roderick	Councillor	Attended via zoom
E. Webb	Councillor	Attended	K. Darlow	Councillor	Attended via zoom
N. Scarr	Councillor	Apologies			
R John	C. Councillor	Attended via zoom	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. Cllr May declared an interest in item the Pelham Hall grant application.
3	PUBLIC FORUM-N/A
4	MINUTES 1. It was resolved to approve the minutes of the February 2025 OM Meeting Minutes February-20th-2024-OM.pdf
5	COUNTY COUNCILLOR UPDATES C. Councillor R John gave an update on activities such as the use of off-road motorbikes, local residents concerns on rights of ways, a Llanishen culvert drainage issue and an inquiry over new bins. Nothing further has been heard from Welsh Water over Trellech Sewerage application or the adoption of Harold Close in Trellech.
6	FINANCE

1. The bank balances at 28/02/2025 were noted:

- a. Account 1 £42,022.59
- b. Account 2 £11,619.08
- c. **Total £53,641.67**

2. The following payments were Approved for March 2025:

Merlin Environmental	March Dog waste collection	£205.92
Salaries inc. tax/Nl	March Salaries	£1,093.30
Manor Wood	Recent events	£108.35
Barclaycard (to note)	Smarty Phones & Cloud Next upgrade	£39.66
Catherine Williams (expected)	Payroll	£36.00

3. The Payment Authorisation Schedule was agreed as:

- March 2025 Cllr Poulter & Cllr Wakerley
- April 2025 Chair & Cllr Wakerley
- May 2025 Chair & Cllr Wakerley
- June 2025 Cllr Scarr and Cllr Wakerley

4. The Precept 2025-2026 Confirmation Letter dated 24th February 2025 has been received.

5. The Payroll company was engaged during February and they completed the February payroll. The RFO is liaising with them regarding anything to complete by year end.

6. Chair and Vice Chair Remunerations-to be processed through the payroll as per advice received.

For Approval:

Grant applications received this month:

Pelham Hall Kitchen £2,475

7. It was **resolved** to approve the Pelham Hall Grant application of £2,475 towards the costs of a replacement kitchen and to count this as an application for 2025/26 FY.
The RFO to collate a table of all grants awarded for the last couple of years per organisation and value. This is to be reviewed alongside any future grant applications for completeness.

8. Asset Register & Finance and Governance Toolkit

It was shared that the above review was to be started at the Finance Committee meeting 24/3/2025

	9. Charitable Donations It was resolved to Approve the following Charity donations for the same total value as 2023/24 of £1500. Severn Area Rescue Association-£300 Friends of the River Wye-£300 St David's Hospice Care-£300 Wales Air Ambulance-£300 Welsh Womens Aid-Monmouth Refuge-£300. I 10. Finance Items for Discussion Finance Advisory Committee An agenda has been published for this meeting where the Asset Register and Finance and Governance Toolkit are to be updated and reviewed.
7	PLANNING & PLANNING UPDATES/ENFORCEMENT New Planning Applications DM/2023/00680 Well House, Well House Lane, Whitelye, Trellech, Chepstow Monmouthshire NP16 6NP. This application has previously been responded to. 1. It was resolved to respond with the original comments which still stand but with additional points about the wall and vehicular access, due to the lack of a splay and impact on safe access/line of sight. DM/2025/00287 1 shed measuring 4.2 metres x 3 metres to be used for agricultural purposes. Field On Pen-Y-Fan Green Road Pen-Y-Fan The North Monmouth NP25 4RA 2. It was Resolved to recommend Approval. DM/2025/00225 This application covers three associated projects. 1) The renovation of the existing single story stone outbuilding building attached to the main residence with tiled roof currently, used as a stable which is within the domestic curtilage of the property to create a bedroom and shower room. 2) Creation of a new small stable attached to the south elevation of the ancillary barn. 3) Renovation of existing barn which is within the domestic curtilage which is currently used as an ancillary residential building for own personal use. Merrig Mill Tregagle Road Tregagle Trellech Monmouthshire NP25 4RY. 3. It was Resolved to recommend Approval. Planning Updates/Enforcement/Licensing Trellech Primary School ref DC/2021/01950. Nothing further has been received from Enforcement and the building is now in use. 4. It was Resolved for the Clerk to write to MCC Enforcement requesting an update on the finish of the building not aligning with the original plans or specification.

	Catbrook DM/2023/01652 - Planning permission of timber shed/removal of static caravan-enforcement action. 5. It was Resolved for the Clerk to write to MCC Enforcement asking for an update and action plan on DM/2023/01652. Catbrook DM/2024/00712 - land adjacent to Hillside Farm - Change of use from Agricultural to Residential and the construction of one single story dwelling. Static caravan on site-planning permission status/enforcement. 6. It was Resolved for the Clerk to write to MCC Enforcement asking for an update and action plan on DM/2024/00712. Catbrook- Enforcement No. 21990510 - Hazeldean Ceciliford. 7. It was Resolved for the Clerk to write to MCC Enforcement asking for an update and action plan on enforcement No. 21990510. 8. Devauden Festival The Clerk has written to Devauden Festival and MCC Licensing following the February OM. The next MCC Licensing meeting is on the 19th March 2025. A response from the Festival organisers has been shared.
9	REPORTS & STANDING ITEMS To receive the Gwent police report. February-2025-Police-Report-for-March-Meeting.pdf 1. It was Resolved for the Clerk to write to Gwent Police requesting attendance at a TUCC Meeting to present Op Harley on off-road motorbikes and other local policing activities Rights of Way-TUCC Strategy over Trail Bike issues. 2. It was Resolved for a working group of Cllr Ash, Cllr Roderick, Cllr Wakerley and Cllr May to collate and prioritise a list of issues to bring to a future TUCC meeting so that these can be escalated appropriately to the relevant body. 3. Penallt Recreation Ground/Babington Meadow. The Clerk has written to the Committee about the next steps and a meeting is due to take place on 24/3/2025. Charity Trustee Insurance to be determined by the Clerk and take out if necessary. Risk Register-Trees, Asset Register and Insurance 4. It was Resolved for the Clerk and Community Councillors to review the record of Land Holdings and confirm details of actual land holdings in their Wards. The Clerk to then contact qualified Tree Surgeons/Arborists for quotes for carrying out a Tree Survey on Trees on land owned by TUCC. 5. It was Resolved for the Clerk to update the Risk Register with Trees and appropriate action and review relevant Insurance policies.

10	COMMUNITY COUNCILLOR UPDATES 65 Bus Stop. Cllr May has been liaising with MCC over the site and type of bus stop. - Wye Valley Villages Together Meeting-update. The minutes have been shared, and Cllr Geddes provided an overview of the meeting and will ask if the Tracks and Trails project can be prioritised within the workbook. - Llanishen SID replacement. Cllr Weston has been discussing options with MCC, and is awaiting a final price and option before this can be taken any further, as to repair (MCC) or replace (TUCC). The initial costs are likely to be £2,500+ - Llanishen bus stop information. Cllr Weston has been in contact with MCC over missing timetable information and is awaiting further information as to the timings of supply. - Babbington Centre, Trellech. Cllr Darlow shared that there had been a lack of volunteers to support this village asset, which was now available for Community use. Cllr Darlow will investigate further the Charity Constitution to confirm roles and responsibilities. It was Resolved for the Clerk to confirm Charity Commission rules around TUCC Charity appointments as TUCC appoint 2 Trustees to the Charity, - Cllr Darlow queried whether the SID in Trellech near the school could be moved further out of the Village to prevent speeding near the school. It was Resolved for the Clerk to write to MCC Highways asking whether this is possible.
11	TUCC SPECIFIC CORRESPONDENCE - A resident has been in contact ref Trail Bikes in Whitebrook, copied into County Councillors. The Clerk to Newland Parish Council has been in contact about attending a Wye Valley Consortium of Councils to discuss the state of the Wye and environmental risks. - It was Resolved for Cllr Decker Thomas to attend future meetings as the TUCC representative.
12	CLERK UPDATE - All Clerk actions arising from the February OM have been completed. - To further develop the forward look with the RFO to generate a timetable of recurring finance and governance tasks. - To move over 2024/25 documentation into the shared one drive from emails and create a folder structure.
13	FORWARD LOOK At the April 2025 OM items for discussion include:

	1. Tucc Charity Reports-where Tucc appoints Trustees. 2. Asset Register-following the Finance Advisory Committee 3. Grants Policy 4. Risk Register 5. Finance and Governance Toolkit-following the Finance Advisory Committee.
14	MEETING 1. To note that the next ordinary meeting will be on 28 April 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 pm.

Signature of Chair:

Date: