



Representing and serving the communities of:

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

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Draft Minutes of the Ordinary Meeting of Trellech United Community Council of Monday 19th May 2025, which commenced at 7:45pm 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	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	Absent	K. Darlow	Councillor	Apologies
N. Scarr	Councillor	Attended via zoom			
R John	C. Councillor	Attended via zoom from 8.15-8.45	J McKenna	C. Councillor	Apologies
S Baker	Clerk	Attended	H. Rouse	RFO	Attended-till 8.30

1. APOLOGIES -noted
2. DECLARATIONS OF INTEREST -none
3. PUBLIC FORUM -n/a
4. MINUTES It was Resolved to approve the minutes of April OM Meeting 17/3/2025 April 2025 Minutes
5. POLICE UPDATE PC Evans attended to talk through local activity and responses and Op Harley using drones and off road bikes, and the different ways to contact the Police which are on the Police Report. The

Chair thanked him for attending and TUCC will invite him back to future meetings. Cllr Roderick will ask the Tracks and Trails Group if a Police representative would be useful.

The latest Police report is here. [April-Police-Report.pdf](#).

1. It was **Resolved** for the Clerk to forward the Track and Trails letter outlining TUCC concerns to PC Evans.

6. FINANCE

1. To note bank balances at 30/04/2025:

a. Account 1	£47,601.78 (Precept payment April £15,462)
b. Account 2	£11,692.23
c. Total	£59,294.01

2. It was Resolved to approve the following payment schedule for May 2025 as below:

Payee	Details	Amount	Power to Pay	Budget
Merlin Environmental	May Dog waste collection	£205.92	PHA1875 s164 (LGA1972 sched 14, power 27)	Dog Waste
Salaries inc. tax/NI	May Salaries	£937.50	LGA1972 s111	Salaries
HMRC PAYE	May	£149.92	LGA1972 s111	Salaries
Barclaycard	Smarty Phones	£10	LGA1972 s111	Office Expenses
Catherine Williams	Payroll	£36.00	LGA1972 s111	Salaries
One Voice Wales	Peter Induction Training	£42.00		Cllr Training
Trellech School	Bike Rack Shelter	£1380		Charity Donation
Cyfannol Womens Aid	Charity Donation	£300.00		Charity Donation
Wales Air Ambulance	Charity Donation	£300.00		Charity Donation
Catbrook Village Hall Hire for WVVT		£20		
Life of Manor Wood Project-last invoice	Charity Donation	£165.87		Charity Donation

3. The forward Payment Authorisation Schedule was agreed :

- May 2025 Chair & Cllr Wakerley
- June 2025 Cllr Scarr & Cllr Wakerley
- July 2025 Cllr Wakerley and Cllr Poulter.

4. Play Inspections for 2025-2026 for Approval.

It was **Resolved** to approve the quotation received from The Play Inspection Co. of £198.00 for the Penallt and Catbrook Play Areas and for the Clerk to ask them to carry out this work.

5. Annual Return Document for 2024-2025

It was **Resolved** to approve the Annual Return for the Internal Audit Submission.

6. The following documents were Noted as supporting documents for Annual Return (RFO circulated):

- Final updated Year End Actual v Budget for 2024-2025
- Final Summary Bank Reconciliation for 2024-2025
- Asset Register for 2024-2025
- Allocation of Reserves for 2025-2026
- Internal Audit File Structure
- Internal Audit Summary Document
- Annual Return Document for 2023-2024

7. Barclaycard Update

Signed documents were received from the Chair and given to the RFO to add the Clerk for a Barclaycard.

8. Unity Bank Mandate

The following signatories were confirmed

Cllr Wakerley
Cllr Decker-Thomas
Cllr Scarr
Cllr Poulter

It was **Resolved** to add Cllr Roderick as an additional signatory to the bank account.

9. Grant Policy Update for 2025/6

The Clerk has contacted a couple of other local Community Councils for comparison. Village Halls have been contacted requesting utilities and rates costs for the last 5 years for information. The RFO is arranging a meeting to discuss further with the Finance Working Group.

10. Penallt Recreational Ground Charity-update

The future working of the Charity and Insurance status was discussed.

It was **Resolved** to approve the Penallt Recreation Ground (Babington Meadow) Accounts (previously circulated), as these form part of TUCC accounts.

It was **Resolved** for TUCC to take back the operation and accounts of the Charity and to open a separate Charity Bank Account with the Unity Bank using existing signatories.

The Clerk will write to the Management Committee to inform them of the decision and actions to be take.

The Clerk will contact the existing Insurance Company to confirm arrangements.

11. Finance Working Group Update

The FWG will meet to discuss the Grants Policy and a meeting is being arranged by the RFO.

7. COUNTY COUNCILLOR UPDATE

Cllr Richard John attended and spoke about local issues including the Ambulance Station in Monmouth, ongoing flooding and drainage issues in Llanishen from the new Housing Estate. He has raised concerns over the surface of Beacon Hill road which is disintegrating.

TUCC Councillors raised queries over no mow May in Trellech, which was not always observed, and the state of the road in Cleddon Bog area.

TUCC Cllrs representing the Wye Valley Consortium will ask whether County Councillors can be invited to a future meeting.

8. PLANNING & PLANNING UPDATES/ENFORCEMENT

Any planning application received between the issuing of the Agenda and the meeting may still be considered at the OM.

Fast Track applications received between OMs will be devolved to the Clerk to provide a response on behalf of TUCC.

New Planning Applications

1. **DM/2025/00410** To build a garden room. Crick Farm, Penygarn Road, Penallt Monmouthshire NP25 4RP.

It was **Resolved** to recommend Approval.

2. **DM/2025/00593** General agricultural building for storage and maintenance of farm machinery, equipment and ancillaries. Caedallan Llanishen Road Llangovan NP25 4BU
This application was for information only and no further comments were received.

Planning Updates/Enforcement/Licensing

3. Devauden Festival-Correspondence from the Festival over Transport routes was Noted

9. REPORTS & STANDING ITEMS

1. Rights of Way Group.

The next Wye Valley Village Together meeting is on Wednesday. TUCC have paid for the Hall hire, and the Clerk has requested future notification of any more bookings and costs for the Council.

2. Risk Register-Tree Survey & Land Holdings

The Clerk has contacted 3 Companies for possible quotes for a Tree Survey. MCC also carry out Tree Surveys/remedial works. Councillors were asked for their views on prioritising which pieces of land may need surveying or work.

It was **Resolved** to prioritise the following pieces of land for a Tree Survey/Tree Works on a Risk basis and to ask MCC plus one other for quotes:

Llanishen Village Green-as a public footpath runs through it

Nine Wells Wood-as this has a lot of Trees and previous work has been carried out.

3. Wye Valley Consortium-report on 15/5/2025. Cllr Wakerley and Decker-Thomas updated TUCC on the Wye Valley Consortium meeting where the Tracks and Trails letter has been shared. Three MPs have been invited at the end of the Summer and it is thought the group will be a useful way to further highlight the issues affecting TUCC.
10. COMMUNITY COUNCILLOR UPDATES 1. Cllr May Penallt Village Green No Parking Replacement Signs. It was Resolved for the Clerk to liaise with Cllr May to obtain quotes for the replacement of two of the three signs to match the existing sign using local Companies.
11. TUCC SPECIFIC CORRESPONDENCE- Already in the Agenda or shared.
12. CLERK UPDATE 1. All Clerk actions arising from the April OM have been completed. An Annual Plan and Report need to be drafted and Councillors have been asked for their inputs.
FORWARD LOOK June 2025 Annual Report & Annual Plan Grants Policy Finance and Governance Toolkit GAP Analysis Biodiversity
Next Meeting will be 16 June 2025 via zoom and in person at Pelham Hall 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.

The meeting closed at 9 15pm.

Signature of Chair:

Date: