



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 20th April 2026, 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	Apologies	L. Wakerley	Vice Chair	Attended
S. Geddes	Councillor	Apologies	P. Ash	Councillor	Attended via zoom
D. May	Councillor	Attended	S. Roderick	Councillor	Attended
E. Webb	Councillor	Apologies	K. Darlow	Councillor	Attended
C Dunsford	Councillor	Apologies	M Harling	Councillor	Attended
N. Scarr	Councillor	Apologies			
R John	C. Councillor	Attended till 7.10 pm	J McKenna	C. Councillor	Apologies
S Baker	Clerk	Attended	H Rouse	RFO	Attended till 7.50pm

1. APOLOGIES -noted

2. DECLARATIONS OF INTEREST -None received in writing or declared

3. PUBLIC FORUM-n/a

4. MINUTES

It was **Resolved** to approve the minutes of 16th March 2026 Meeting. [March-2026-Minutes.pdf](#)

5. COUNTY COUNCILLOR UPDATES

- Had a meeting with Friends of 65 Bus, looking to improve and increase bus stops
- No updates on NRW applications for food vans in local woods. And pothole backlog is going down.

- Community Councillor P Ash queried when the Whitebrook traffic survey was being undertaken. It was hoped to carry this out in the next few weeks.

6. FINANCE

1. It was **Resolved** to note bank balances at 31/03/2026:

- a. Account 1 £26,423.23
- b. Account 2 £11,953.84
- c. **Total** **£38,377.07**

2. It was **Resolved** to approve the payments and payment schedule for April 2026 as below:

Payee	Details	Amount £	Power to Pay	Budget	Notes
Merlin Environmental	Dog waste collection	£218.80	PHA1875 s164	Dog Waste	(LGA1972 sched 14, power 27)
Salaries inc. tax/NI	Salaries	£1,209.46	LGA1972 s111	Salaries	
Catherine Williams	Payroll	£36.00	LGA1972 s111	Salaries	
Barclaycard	Smarty Phone sim costs. Post Office Fee for RFO ID Verification	£18.75	LGA1972 s111	Office Expenses	
Pelham Hall	Hire Costs	£337.50	LGA1972 s111	Hire of Halls	
PRG Charity	Annual Grant	£984.00	LGA1972 s137	PRG Charity	
One Voice Wales	Annual Membership	£459.00	LGA1972 s111	Subscriptions	

3. **To note:**

It was **Resolved** to approve the payment below following the publication of the formal agenda.

Payee	Details	Amount £	Power to Pay	Budget	Notes
The North Singers	Grant	499	LGA1972 s137	Grants	Trial of £1 raised 09-04-26.

Payment Authorisation Schedule to be confirmed:

- April 2026 – Cllr Wakerley and Cllr Poulter
- May 2026 - Cllr Wakerley and Cllr Scarr
- June 2026 – Cllr Wakerley and Cllr Roderick

4. Audit Completion Notice 2024-2025

It was **Resolved** to note the above and the relevant back up documentation was published on the website on 26th March and circulated to all Councillors for placement on noticeboards.

5. It was Resolved to note the Proposed Audit Timeline 2025-2026

- Finalise Cashbook for Year End by 20th April
- Collate Internal Audit information including Summary Document & Annual Return - April & beginning of May
- Council to Approve Annual Return on 18th May OM
- Submit Internal Audit by end of May
- Council to receive Internal Auditor Report and Annual Governance Statement for signature 15th June OM
- Display Audit Notice by 16th June
- Internal Audit & Statement Deadline 30th June
- RFO to collate External Audit information during June
- Approval of External Audit Submission Documents
- Basic External Audit submitted by 7th July. Public can inspect accounts between 6th July to 31st July.

6. Scribe Update

RFO is continuing to undertake the relevant Scribe Training 7 modules completed to date, with 4 further modules to undertake. RFO has completed the remaining transactions for 2025-2026 and year- end reports have been circulated to all Councillors.

It was **Resolved** to note the Scribe update and financial reports and to agree that the Audit information will be based upon Excel for 2025-2026.

7. Asset Register

It was **Resolved** to approve for the RFO to purchase 5 new replacement pads and 4 new batteries on the Barclaycard (as budgeted). The RFO to bring to the May meeting for onward distribution. It was **Resolved** to note the Defibrillator dates for replacement consumables for the Asset Register and The BHF Circuit system.

- 1.New Mills-June 2026
- 2.Babington Centre Trellech June 2026
- 3.Llanishen-June 2026
- 4.Penallt Phone Box-June 2026
- 5.The Narth June 2026
- 6.Catbrook-January 2030
- 7.Whitebrook-due end of 2029 through Whitebrook VH (funding only).

8. MCC Mowing Contract

It was **Resolved** to approve the following works and costs schedule with MCC and for Councillors to revert with further suggestions or amendments and to work with Monmouthshire Meadows and MCC to achieve a balance of bio-diversity and cost.

Works TUCC	Cost (£)
Grounds Maintenance Llanishen village green-agreed	392.96
Catbrook Village Green 7 visits between April and October	317.22
The maintenance and cutting Pen-y-fan Green to cut and collect the areas-to be reviewed.	415.92
TUCC Total	£1,126.10
Works-Babington Meadow, Penallt Recreation Ground	
Maintenance of Babington meadow 14 cuts = £555.81 and Hedge cutting during the winter = £394.92	950.73
Meadow Wildflower areas surrounding the sports green, woodland and bracken/bramble sections Cut twice annually	595.52
Smaller meadow sections alternating annual cut, several sections cut in the first year and remaining sections cut the year after	238.21
PRG Total	£1,784.46
GRAND TOTAL	£2,910.56

TUCC Budget = £1,152.90

PRG Budget = £1,750.00

9. Narth and Trellech Noticeboard

The Clerk has requested an updated quote from Chillipepper signs and some size options. To confirm size and cost and the decision around the additional Narth replacement Noticeboard. RFO has confirmed the 2026-2027 budget only allowed £1,000 for the Trellech noticeboard and nothing for the Narth.

(Reserve position and allocation to be considered now at the start of the new financial year.)

Updated price £1,020

It was **Resolved** to defer the decision on The Narth noticeboard until further information on the reserves.

It was **Resolved** to approve the new lower cost for the Trellech Noticeboard of £1,020.

10. Risk Register

To review and approve the updated TUCC Risk Register to ensure it reflects our current position. (shared).

It was **Resolved** to approve the Risk Register and for Councillors to take photos of local land holdings and to submit to the Clerk

It was **Resolved** for the Clerk to take forward any outstanding actions from the Risk Register.

7. 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-devolved to the Clerk

1. **DM/2025/00277** Change of use from one dwelling into two separate dwellings, 1 West View Llanishen Road Llanishen Monmouthshire NP16 6QX.
The Clerk has delegated responsibility and has responded on behalf of TUCC recommending Approval.

New Planning Applications for consideration

2. **DM/2026/00435** Householder Demolition and replacement of garage and workshop at Steps Cottage. Steps Cottage Lone Lane Penallt Monmouthshire NP25 4AL.
It was **Resolved** to recommend Approval taking into account the location of the footpath.
3. **DM/2026/00431** Proposed single storey extension to the western elevation. Roseville Ceciliford Broadstone Trellech Monmouthshire NP16 6ND.
It was **Resolved** to recommend Approval.
4. **DM/2026/00342** Retrospective planning permission is sought for the retention of a timber stable block and change of use of the land to residential curtilage. The stable is used for the keeping of two privately owned horses for personal, non commercial purposes. The Tuffets Ceciliford Broadstone Trellech Monmouthshire NP16 6ND.
It was **Resolved** to respond as Neutral with concerns reported from local residents, and over the management of any run off and environmental impact on local water courses.
5. **DM/2026/00344** Removal of existing roof coverings (main roof, garage roof, bay roof, conservatory). New covering using jutland graphite composite slates with iconic black clay capped ridge and hip tiles. Henllys Court House Llandogo Road Trellech NP25 4PE.
It was **Resolved** to recommend Approval.

Planning applications received since the Agenda was issued

6. **DM/2026/00298** The extension and improvement of an existing kennel building currently in use for the housing and management of dogs (retrospective).The Cross Farm Trelleck Cross Trellech Monmouthshire NP25 4PX.
It was **Resolved** to recommend Approval.
7. **DM/2026/00455** Extensions and alterations to existing dwelling and installation of replacement sewage treatment plant. Robin Hill Back Road Catbrook Trellech Monmouthshire NP16 6NA.
It was **Resolved** to recommend Approval with consideration for the Dark Skies policy and the amount of glazing.

Planning Updates/Enforcement/Licensing

8. Enforcement DM/2024/00712 Catbrook. No further update received from MCC following February meeting.
9. It was **Resolved** for the Clerk to ask enforcement to look into the state of the development at Church View, Trellech.

10. REPORTS & STANDING ITEMS

1. Police Monthly Report – shared and on website.

2. Rights of Way Group. (Cllr May, Cllr Wakerley, Cllr Ash and Cllr Roderick)

The Clerk has written to our County Councillors and our MP C Fookes. and a meeting has been arranged with our MP C Fookes on 21st April 2026.

A request has been drafted to MS Peter Fox about attending a meeting with the ROW Group but this is delayed due to the forthcoming elections.

3. Land Holdings/Biodiversity Group (Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick and Cllr Weston)

- Pen y Fan Trees-National Grid have reduced the Willow and Ginkgo will follow in the Autumn due to nesting birds.
- The MCC Tree Officer has been contacted about advice on how to manage our woodland land holdings cost effectively. OVW has responded and advised there should be periodic inspections. This is now recorded on the TUCC Risk Register.
- Land Registry work is on hold till later in the year, MCC have confirmed they have no records of transfer of ownership of land to TUCC.
- Broadstone Playpark-no further update.
- Biodiversity Update-report from Cllr Decker- Thomas has been shared following an on site meeting at Babington Meadow (PRG).

4. Community Annual Meeting

To discuss the next Community Annual meeting date, format and attendees.

It was **Resolved** to have a meeting in October 2026, and to invite Village Halls, the School, and groups that have received funding and support. (footpath groups, etc).

It was **Resolved** to advertise the meeting on Village Hall websites and social media.

It was **Resolved** for the Clerk to request local survey information from County Councillors of any identified local issues.

5. May Annual Meeting and AGM for PRG Charity

To discuss the approach to both and length of OM that follows.

It was **Resolved** for the AGM for the PRG Charity to be held in June 2026.

It was **Resolved** for the May OM to restricted to finance and planning due to time constraints.

6. Finance and Governance Toolkit Assessment

The Finance and Governance Toolkit assessment has been completed by the Clerk for the Governance Section. An Action Plan has been drafted and shared. (Finance Section reviewed in 2025 by Finance Committee). To approve the Action Plan of work to complete.

It was **Resolved** to approve the Action Plan and for the Clerk to take forward the required Actions/

7. Vision-Finance and Governance Toolkit

It was **Resolved** to approve the first iteration of the TUCC Vision for the Annual Report and website.

8. HR

New staff contracts have been sent to the Staffing Committee.

It was **Resolved** to schedule the salary scale of Clerk in May meeting and for the Clerk to share the updated Staff Contracts with the Staffing Committee.

9. COMMUNITY COUNCILLOR UPDATES

1. Trellech School -Community Councillor N Scarr to present in June 2026.

It was **Resolved** for the Clerk to liaise with Cllr Scarr over invitations for the June 2026 OM for the school.

2. Community Councillor Training

The Clerk has contacted OVW about group training on the Code of Conduct and general training where free places are on offer.

It was **Resolved** for Councillors to select common dates to share online sessions.

10. TUCC SPECIFIC CORRESPONDENCE- Noted

1. Cllr Poulter and the Clerk have responded to an enquiry about the permissive footpath to access the Virtuous Well in Trellech from MCC.
2. The Clerk has responded to MCC Rights of Way Officer about access to Whitelye Common
3. A FOI request has been responded to requesting confirmation of the time period involved as per the FOI Act.

11. CLERK UPDATE

1. All Clerk actions arising from the March 2026 OM have been completed or are ongoing.
2. Trellech and the North Noticeboards-Chillipepper signs have been contacted about the Noticeboards quotes.
3. Focus is on updating policies
4. Archiving and rationalisation of files to be added to outstanding tasks. Gwent Archives have been contacted and have provided advice.
5. PRG Charity Hard Files have been received by the Clerk and are being reviewed and reduced before being held in the filing cabinets.
6. The Clerk has strengthened the process around declaration of interests.
7. The Clerk has contacted Amy Gullick at MCC about the register of electors information, this is delayed.
8. Llanishen SID -Awaiting response from MCC who have stated that Llanishen SID works are on the 2026/7 planned works.

3. FORWARD LOOK

May 2026

- Annual Meeting with election of new Chair and Vice Chair
- Shorter May OM (planning and finance items only).

June 2026

- Land Holdings and further Tree Management
- Updated Policies
- Progress on Finance and Governance Toolkit Action Plan
- AGM PRG Charity

Next Ordinary Meeting will be 18th May 2026 via zoom and in person at Pelham Hall at 8pm.
TUCC Annual Meeting at 7pm

The meeting closed at 9.00 pm.

Signature of Chair:

Date:

Chair initials:

TUCC minutes of the Ordinary Meeting of 20TH April 2026