

Trellech United Community Council
AGENDA 16 February 2026

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Trellech United Community Council via Zoom on **Monday 16th February 2026, 7pm**, for the transaction of the business specified in the following agenda.

Yours faithfully,

Sue Baker

Clerk to Trellech United Community Council

Join Zoom Meeting

<https://us02web.zoom.us/j/88141338474?pwd=5jKzVwdTkTsQnrq9BzrGINTAochbLI.1>

Meeting ID: 881 4133 8474

Passcode: 029032

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 draft minutes of January OM Meeting 16/1/2026 on website.

5. COUNTY COUNCILLOR & UPDATES

To receive reports from County Councillors.

- Letter from Far Hill resident about the poor state of the road surface, lack of road signs on minor roads and difficulties in accurately locating rural properties.

6. FINANCE

1. To note bank balances at 31/01/2026
 - a. Account 1 £35,061.54
 - b. Account 2 £11,892.50
 - c. **Total** **£46,954.04**

2. To approve payment schedule for February 2026 as below:

Payee	Details	Amount £	Power to Pay	Budget
Merlin Environmental	Dog waste collection	£210.22	PHA1875 s164 (LGA1972 sched 14, power 27)	Dog Waste
Salaries inc. tax/NI	Salaries	£1,209.46	LGA1972 s111	Salaries
Catherine Williams	Payroll	£36.00	LGA1972 s111	Salaries
Barclaycard	Smarty Phone sim costs. RFO Printer Cartridge. Scribe Accounts Set Up costs	£693.55	LGA1972 s111	Office Expenses
Narth Singers	Grant Payment	£500.00	LGA1976s19	Project Grants, previously approved
Zurich TUCC Insurances	Annual Insurance	£548.78	LGA 1972 S137	Annual TUCC Insurance, zipwire removed.
Pelham Hall	2026/7 meeting room bookings	£300	LGA 1972 S137	Meetings room booking

3. **To note:**

Any payments received following the publication of the formal agenda or any expected payments to be discussed here.

Scribe January Monthly Fee paid on Barclaycard of £44.40 whilst Direct Debit Form is authorised.

Payment Authorisation Schedule to be confirmed:

- February 2026 – Cllr Wakerley & Cllr Scarr
- March 2026 – Cllr Wakerley & Cllr Roderick
- April 2026 – To be agreed

4. **Bank Reconciliations**

RFO and Cllr Geddes met to sign off the Bank Reconciliations up to and including December, future meeting to be arranged for the end of year account reconciliation in April.

5. **Precept Submission 2026/2027**

Precept Submission sent on 20-01-2026, it has been acknowledged by MCC but no further confirmation received to date.

6. Penallt Recreational Ground Charity (Babington Meadow)

To confirm and approve process of funds between TUCC account and PRG Account:

Art in Penallt Grant £1,500 Receipt

PRG Insurance £442.30 Payment

MCC Grass Cutting / Maintenance £1,729.12

7. Scribe Update

Scribe Account is now fully operational, RFO has completed three modules of training. RFO has input January transactions. Sample forecasting report to be shown.

8. Finance Working Group

Meeting has been arranged for 2nd March 2026.

9. TUCC Unity Bank Signatories

RFO to table the current Signatory list and Internet User list for review and any changes to be discussed and approved.

10. Barclaycard New Agreement for Approval

RFO has sent the new agreement to all Councillors for information and review. Approval required.

11. Merlin Contract for Approval 2026/7

To approve the new prices for the dog waste collection service. The contract has been sent out for review and approval of the increased cost to £7.65 plus VAT per bin per empty. This is an increase of £0.45/bin/empty and there are 11 bins.

12. Llanishen SID

To note-The Clerk has contacted MCC for further information on their supplier status and has identified a suitable supplier to use.

13. Babington Centre, Trellech

To agree on the future financial support for the Babington Centre Trellech. Cllr Darlow to provide the latest update.

14. School Projects

Cllr Scarr to provide any update and to decide next steps in terms of the available budget and contact details and FYs.

15. Additional Dog Waste Bin The North Footpath

To note- A quotation of £250 for a new bin or £100 for a pre-used bin from MCC. Further information is required on the location to obtain relevant land owner permission, and installation and would need to be added to the Merlin dog waste contract. Cllr Dunsford has updated the Clerk to confirm that the original proposed location would not be suitable due to vehicle restrictions. There is a dog waste bin at the glade and this is thought to be sufficient.

16. Pen Y Fan Trees

Two companies, Dennis Walker & Sons and Ginko Tree care have been approached for quotes/estimates for Pen Y Fan green trees. The Clerk is awaiting both quotes before presenting to Council.

17. New Trellech Noticeboard Quotes

To agree the quote and supplier for a new noticeboard for Trellech near the Drs Surgery playpark. Two suppliers have been approached to quote for an April 2026 delivery in the new FY.

Supplier 1 £1,115 excl. vat and fitting

Supplier 2 £1,509.20 excl. vat and fitting

18. Handyman Services

To discuss whether TUCC should engage a contractor for ad-hoc handyman services, such as installing noticeboards, minor repairs etc.

19. Land Holdings & Land Registry

The list of land holdings is below for review and agreement. To discuss the next steps, priorities, timescales and costs for obtaining relevant records at the Land Registry.

Register	Village Greens	Acres	Land registry
VG3	Old Church Green, Penallt	0.85	
VG4	The Green, Pentwyn	0.85	WA696070 (Old Vicarage)
VG5	Trelleck Village Green	0.2	WA369418
VG6	Pen y Fan Green	4.78	
VG7	Cleddon Green	0.2	
VG8	Catbrook Green	0.28	
VG19	Llanishen Green	0.3	
	Broadstone Village Green.	0.52	WA493459. Registered under Open Spaces Act 1906. (Not a registered village green or common land. Council has greater powers under Open Spaces Act; see letter of 12/7/89 from Hambly Smith)

Register	Common Land	Acres	Ownership
CL8	The Graig Common	0.2	S9

Trellech United Community Council
AGENDA 16 February 2026

CL19	Parkhouse Rocks Common-	1 acre 1 rood 16 perches	S9
CL38	Old Quarry Common, Trellech (Pen y Garn)	5.2	S9
CL39	"Kiln Tump", Penallt Quarry Common	10.9	S9
CL40	Tregagle Common	0.3	S9
CL53	Trelleck Bog Common	28.9	S9
CL54	Cicelyford Common	0.86	S9
CL55	Old Quarry, Botany Bay Common	1.9 acres	S9
CL56	Whitelye Common	9.2 acres	S9
CL66	Organy Pool Common	0.692 acres	S9
CL77	Big Pool Common	0.1 acre	S9
CL80	Rock Cottage		S9
CL81	Wells Wood Common, Cleddon	1 acre 35 perches	TUCC

(S9: Protected under Section 9 of Commons Registration Act, 1965: where registration of common land is final but no person is registered as the owner, any local authority in whose area the land is situated may take steps to protect the land against unlawful interference).

Other Land Holdings

Penallt Recreation Ground (Babington Meadow): a registered charity, 1029523, with TUCC as trustee.

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 -N/A

New Planning Applications for consideration

1. **DM/2025/00090** Householder Proposed replacement garage with 3 bay carport & garden store with accommodation over and associated works. Glanau Cottage Monmouth Road Lydart Mitchel Troy Monmouthshire NP25 4AD.

Planning Updates/Enforcement/Licensing

2. Enforcement DM/2024/00712 Catbrook. No further update

1. REPORTS & STANDING ITEMS

2. **Police Monthly Report** – shared and on website.

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

The notes of the ROW working group have been shared. To agree the next steps and approve a letter to send to MCC Environmental Health about the noise nuisance of off road motorbikes in Whitebrook and surrounding woodland following the latest ROW working group meeting.

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

Broadstone Playpark

5. Biodiversity Reporting -Update

6. **Defibrillators**-The Clerk will bring a rolling replacement plan for defibrillator parts to the March 2026 meeting. Cllr Ash has queried the future funding of the defibrillator at Whitebrook Village Hall which is not currently funded or owned by Tucc.

7. 2026/7 Financial Year Meeting dates

To agree the below future meeting dates in order to arrange hall bookings and update the website.

20 th April 2026- hybrid	19 th October 2026- hybrid
18 th May 2026 and Annual Meeting- hybrid	16 th November 2026- hybrid
15 th June 2026- hybrid	14 December 2026-1 week earlier, online only
20 th July 2026- hybrid	18 th January 2027-online only
August-no meeting-	15 th February 2027-online only
21 st September 2026- hybrid	15 th March 2027-hybrid

8. Annual Meeting

To agree the next Annual meeting date, format and attendees.

9. Updated Code of Conduct

To approve the updated Code of Conduct that has been circulated and is based upon the standard template and upload onto the website.

8. COMMUNITY COUNCILLOR UPDATES

9. TUCC SPECIFIC CORRESPONDENCE

Correspondence is forwarded to Councillors upon receipt, or added to the Agenda for discussion. Specific correspondence is recorded below.

- Wye Valley Villages Delivery Group minutes
- Consortium of Wye Valley Villages Councils
- The request for a Trellech Memorial bench has been forwarded to MCC Countryside Services.
- National Grid work in Llanishen
- Definitive Map Modification Order to add footpath 473 (a to b) & byway open to all traffic 474 (b to c) in the community of Trellech United to the definitive map & statement-correspondence from MCC.
- To note that GWT has been in contact proposing reducing their costs for the project so that TUCC pay 100% of the costs. The Clerk has responded reminding them that the TUCC did not agree to fund 100% of the project as stated in the policy.

10. CLERK UPDATE

1. All Clerk actions arising from the January 2026 OM have been completed or are ongoing.
2. Focus is on updating policies
3. The Clerk has requested that individual Community Councillors are sent copies of their electoral roles from MCC Democratic Services.
4. The Clerk has contacted MCC Highways about SID suppliers.
5. A £100 bursary training form has been applied for through OneVoiceWales.
6. An updated Clerk and RFO employment contract has been drafted to include the change in hours, pension arrangements etc and follows the OVW examples.

11. FORWARD LOOK

March 2026

- An approved staff and Councillor Training plan to be approved and published on the website
- A register of members interests to be approved and published on the website.
- A list of policies and dates to identify those needing to be added/updated.
- Risk Register and Asset Register Review
- Finance and Governance Toolkit GAP Analysis
- Defibrillator Forward Plan for new pads/batteries

Next Meeting will be 16th March 2026 via zoom and in person at Pelham Hall at 7pm.

An additional planning meeting will only be arranged if required and enough planning applications are received that cannot be managed within an OM or delegated to the Clerk.

RFO Calendar

April Finalise Cashbook from previous Financial Year Start to collate Internal Audit information Review Scheduled Payments Supplier details check bi-annually Set up new Cashbook for new Financial Year Prepare regular payments list	May Prepare Year End Accounts AGAR Completion & Approval Submission of Internal Audit VAT Reclaim AGM Annual Review of TUCC Policies & governance RFO & Council to Approve Annual Return
June 30 th June deadline for approval of accounts and internal audit submission Publish AGAR on Website Publish the Notice of Public Rights Internal Audit Report and Annual Governance Statement	July Quarterly Bank Reconciliations Actual v Budget Report External Audit Collation, approval by Council and Submission Public can inspect accounts Approval for Penallt Recreational Ground Annual Return Pension Regulator needs updating by September – instruct Payroll Company
August Appoint Internal Auditor Annual Return for Penallt Recreational Ground to be submitted to Charity Commission by 31 st August	September Publish Conclusion of Audit Notice, External Audit Report Publish members allowances on website and submit to IPRW Ask Council to consider objectives for the next financial year to assist in budget preparations Precept Planning Draft Budget to be prepared Mid-Year £ Health Check Mid-Year Contract Check Interim Internal Audit

Trellech United Community Council
AGENDA 16 February 2026

October Quarterly Bank Reconciliations Salaries to be forecast Budget Planning Meeting to be arranged	November Actual v Budget Report Draft Budget to be presented to Council Consider Reserves Prepare Precept Proposal Grant Submission Deadline-30 th November
December Precept Proposal for Approval Agree Charity Donations	January Quarterly Bank Reconciliations Review of Insurance & Renewal Review of Financial Regulations & Policies Submit Precept Request
February Review Asset Register Banking arrangements and mandate to be checked annually and prior to AGM Actual v Budget Report	March Year End Preparation and Year End Report for Council approval Review of Internal Controls Review of Risk Assessments Reconcile Payroll and Issue P60s Book hall for meetings for the next year