

Trellech United Community Council
AGENDA 19 January 2026

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Trellech United Community Council via Zoom on **Monday 19th January 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=5jKzVwdTkTsQnrg9BzrGINTAochbLL.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 December OM Meeting 15/12/2025 on website. [December-2025-OM-Draft-Minutes-0 2.pdf](#)

5. COUNTY COUNCILLOR & UPDATES

To receive reports from County Councillors.

- Penallt Water Quality issues
- BT pole in Trellech and loss of broadband
- Broadband Provision

6. FINANCE

1. To note bank balances at 31/12/2025:

- | | |
|--------------|--|
| a. Account 1 | £41,056.33 (MCC Precept £15,462 and Art in Penallt Grant for PRG £1,500) |
| b. Account 2 | £11,892.50 (Credit interest £65.18) |
| c. Total | £52,948.83 |

2. To approve payment schedule for January 2025 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, inc 2nr councillors	£60.00	LGA1972 s111	Salaries
Barclaycard	Smarty phones x 2	£10.00	LGA1972 s111	Office Expenses
Lexis Nexis	Arnold Baker book	£180.00	LGA1972 s111	Office Expenses
Narth Village Hall	Heating Grant	£1,762	LGA1976s19	Project Grants

3. **To note:**

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

Payments made since December OM:

Councillor Remunerations inc Chair & Vice Chair payments paid 29th December 2025, as per approved schedule in September OM.

Scribe Accounts Package paid at £669.60 via Barclaycard 6th January 2026.

Payment Authorisation Schedule to be confirmed:

- January 2026- Cllr Wakerley & Cllr Decker-Thomas
- February 2026-Cllr Wakerley & Cllr Scarr
- March TBA

4. **Penallt Recreational Ground Charity (Babington Meadow)**

RFO has confirmed that the bank account has been opened and signatories are being arranged. Signatories to be reconfirmed.

5. **Scribe Accounts Package**

RFO has been in contact with Scribe to initiate the set-up of the system, initial invoice for set up paid as above. RFO to provide a list of information to Scribe. RFO training totals approx 6hrs, to be completed as and when possible. Direct Debit mandate formulated and passed to Councillors for signature for monthly fee.

6. New Trellech Noticeboard

MCC have confirmed that TUCC can install a noticeboard near the playpark.
For approval - Noticeboard selected is approx. £1,000 but doesn't include legs or installation, further costs and specification to be discussed. 2026-2027 budget agreed at £1,000.

7. Precept Submission for 2026-2027 for approval

RFO to table Precept document for approval.

8. Links and availability of Finance Papers

To agree how finance reports should be shared in Agendas and Minutes.

9. Llanishen SID

No further updates from MCC.

10. Babington Hall, Trellech

Cllr Darlow to provide an update.

Commented [RD1]: Full stop here needed.

11. School Projects

Cllr Scarr to provide any updates.

12. Zurich Insurance Renewal

The Clerk is reviewing the current Insurance Policy to remove Babington Meadow (PRG) as it now has its own insurance Policy.

13. MCC Tree Surveys

To consider any actions following the receipt of the Tree Surveys by MCC on Pen Y Fan Green.

7. Forward Plan and Report

To review and approve.

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. Link to the MCC Planning Portal is here planningonline.monmouthshire.gov.uk

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/2025/01582** Listed Building Consent Heritage Listed Building Consent Re roofing of main roof slopes on North west and South East Elevation. The Lion Inn Church Street Trellech Monmouthshire NP25 4PA.

2. **DM/2025/01614** Householder Renovation, extension and minor landscape adjustments to an existing dwelling; consisting of one single storey extension to the front, one single storey extension to the rear and increasing the existing rear single storey element to two storeys. Stanley Cottage Gethley Road Parkhouse Trellech Monmouthshire NP25 4PU.

Planning Updates/Enforcement/Licensing

3. Enforcement DM/2024/00712 Catbrook. A further update has been requested 9/1/2026 from Kate Bingham MCC Planning and an update will be provided later in the year.
4. Devauden Festival at Upper Meend Farm

1. REPORTS & STANDING ITEMS

2. **Police Monthly Report** –[December-2025-Police-Report.pdf](#)
3. **Rights of Way Group. (Cllr May, Cllr Wakerley, Cllr Ash and Cllr Roderick)**
The next Wye Valley Villages Together-next meeting February 4th 2026.
Wye Valley National Landscape winter newsletter-Tracks and Trails.
4. **Land Holdings/Biodiversity Group (Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick and Cllr Weston)**
Catbrook Playpark
To review the approach and plans for the playpark at Catbrook (Cllr Wakerley)
5. **Biodiversity Reporting** -The report has been published on the website and reported to One Voice Wales. An Action Plan is needed for the next steps.
6. **Defibrillators**-New replacement batteries have been fitted for Catbrook defibrillator and the battery replacement dates entered onto The Circuit under location details. The replacement date is 2029. Another set of batteries is available for another defibrillator.

5. COMMUNITY COUNCILLOR UPDATES

6. TUCC SPECIFIC CORRESPONDENCE

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

- Letter from Citizens Advice
- Notice from MCC over additional funding for infrastructure-responded to
- One Voice Wales Bio-diversity Action Plan Workshops
- MCC offer of litter pickers
- OVW Training Offer to Community Councillors-Code of Conduct.

Trellech United Community Council
AGENDA 19 January 2026

7. CLERK UPDATE 1. All Clerk actions arising from the December 2025 OM have been completed or are ongoing. 2. Focus is on updating policies:Code of Conduct for February Meeting. 3. Legal advice from OneVoice Wales is being sought over Land Registry registration of Land Holdings. 4. Training Bursary application from OneVoice Wales has been drafted, and any further Community Councillor Training should be booked so that it can be added to the application, deadline 28 February 2026.	
8. FORWARD LOOK February 2025 Updated Policies-Code of Conduct Risk Register Finance and Governance Toolkit GAP Analysis List of Policies for Updating for Review A review of the Tracks and Trails letter and lack of response	
Next Meeting will be the 16thFebruary 2026 via zoom only 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 19 January 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