



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 January 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	Attended	P. Ash	Councillor	Attended
D. May	Councillor	Attended	S. Roderick	Councillor	Apologies
E. Webb	Councillor	Attended	K. Darlow	Councillor	Attended until 7.45pm
C Dunsford	Councillor	Attended	M Harling	Councillor	Attended
N. Scarr	Councillor	Apologies			
R John	C. Councillor	Attended till 7.30pm	J McKenna	C. Councillor	Attended till 7.30pm
S Baker	Clerk	Attended	H Rouse	RFO	Attended till 8pm

1. APOLOGIES -noted
2. DECLARATIONS OF INTEREST Cllr Webb declared an interest in DM/2025/01614 .
3. PUBLIC FORUM -N/A
4. MINUTES It was Resolved to approve the minutes of 15 th December 2025 Meeting. December-2025-OM-Draft-Minutes-0_2.pdf
5. COUNTY COUNCILLOR UPDATES County Councillors have been reporting potholes across the wards.

- A replacement telegraph pole in Trellech has been installed to replace the damaged one and services have been restored.
- Fly tipping in Cleddon is on NRW land that has not been cleared. CCLlrs agreed to follow this up.
- Llanishen surface water issue by layby near the Church-site visit planned with MCC engineer soon.
- Litter on verges on B4293 near Llanishen, which will need collecting, CCLlrs willing to organise a litter pick, but volunteers will need protection from traffic.
- Water quality in the Penallt area as some properties are still on old pipes-Welsh Water will replace the old pipes about 8km of pipe later in 2026.
- A possible sewage smell in Trellech near Harold Close reported possibly due to the Welsh Water bio-digester and County Cllrs will investigate further.
- Car Park at Duchess Ride near Pen Y Fan widened by NRW recently but no communication about why this is. There are concerns over any impact on local drainage as the natural water flow is down to Whitebrook, and a previous issue caused a landslip that closed the village road for several days and any potential plans to apply to put a food truck on this carpark, as they have elsewhere.
- Improved broadband provision for rural areas-County Councillors will forward to Community Councillors further details to be shared across the wards.

6. FINANCE

1. To note bank balances at 30/12/2025: Bank Balances noted

- 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. It was **Resolved** to approve the payment schedule for January 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 plus Chair and Vice Chair allowances	£1,209.46	LGA1972 s111	Salaries
Catherine Williams	Payroll, inc councillors.	£60.00	LGA1972 s111	Salaries
Barclaycard	Smarty x 2,	£10.00	LGA1972 s111	Office Expenses
Lexis Nexis	Arnold Baker book	£180.00	LGA1976s111	Office Expenses
Narth Village Hall	Heating grant	£1,762	LGA1976s19	Project Grants

Citizens Advice Grant	Annual grant	£2,500	LGA1972 S144	Citizen Advice Grant
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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 incl. 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 is confirmed as:

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

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

RFO has confirmed that the bank account has been opened and signatories are being arranged. The signatories for authorising payments do not necessarily match those for the bank mandate, as they are seen by Unity as two different functions.

Current signatories for authorising payments are: Cllrs Wakerley, Roderick, Poulter, Decker-Thomas and Scarr.

It was **Resolved** for the RFO to re-confirm the Unity signatory arrangements, and the differences between those held on the bank mandate and those for authorising payments for clarity.

5. **Llanishen SIDs**-No further update from MCC.

6. **Babington Centre/Village Hall**-No further update available as Cllr Darlow had to leave the meeting unexpectedly.

7. **Scribe Accounts package-to note the update**

RFO has been in contact with Scribe to initiate the set-up of the system, initial invoice for set up paid as above. RFO has provided 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.

The Clerk will become involved once the initial set up is complete.

8. **New Trellech Noticeboard**

MCC have confirmed that TUCC can install a noticeboard near the playpark in Trellech. Cllrs agreed a double board in dark oak finish.

It was **Resolved** for the Clerk to obtain a full quote for the noticeboard to include legs, the name of TUCC and installation and to obtain further quotes for comparison of cost as it exceeds the initial budget that was set of £1,000.

9. Precept Submission for 2026-2027 for approval

It was **Resolved** to approve the increased precept for 2026/7 as below.

This is due to increases in staff costs, the introduction of National Insurance payments and Pension arrangements as well as inflation and the increase in the grants budget to support the increased costs on local village halls. The reserves position has been managed down over the last few years, and this has been used to cushion against any increase but is no longer available.

	2025/2026	2026/2027
Precept	£46,384.00	£56,390.00
CT Base Figure	Use same number for comparison	£1,529.26
Av cost/Band D	30.33	36.80

8. Links and availability of Finance Papers

A discussion was had around the availability of finance papers for the general public to be able to view in the agendas and minutes and to meet transparency guidelines.

It was **Resolved** for the RFO to provide finance papers for the agenda that the public are able to view. This would not include grant applications or any papers that might be sensitive or controversial.

10. Llanishen SIDs-No further updates from MCC.

11. Babington Centre/Village Hall Trellech-no further update as Cllr Darlow had to leave the meeting unexpectedly.

11. School Projects-Cllr Scarr was not present to provide an update from the school PTA.

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.

It was **Resolved** for the Clerk to contact Zurich to ensure that the renewal premium was correct and in line with existing Council owned assets.

13. MCC Tree Surveys

It was **Resolved** for the Clerk to obtain quotes for 3 trees at Pen Y Fan that have been identified as needing remedial works following the MCC Tree Survey and Cllr Harling's input.

7. Forward Plan and Report

It was **Resolved** to approve the Annual Report for 2024/5, noting that it is being published later than expected. The report uses the financial figures for the budget for that year and is not based upon the date of payments. [TUCC Annual Report 202024-5.pdf](#)

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 OM's 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.
It was **Resolved** to recommend approval.

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.
It was **Resolved** to recommend Approval, further details on the hard landscaping would be beneficial to understand the impact on bio-diversity.

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. The festival was a success last year and TUCC do not plan on making further comments at this time.

8. REPORTS & STANDING ITEMS

1. **Police Monthly report** was noted.
2. **Rights of Way Group.** (Cllr May, Cllr Wakerley, Cllr Ash, Cllr Harling and Cllr Roderick).
It was **Resolved** for the ROW group to meet to discuss the next steps following the Tracks and Trails letter that was sent in April 2025 and other appropriate actions. Cllrs noted the information regarding the Tracks and Trails project in the Wye Valley National Landscape winter newsletter circulated by Cllr Wakerley.

3. **The next Wye Valley Villages Together**-next meeting February 4th 2026, Cllr Geddes to attend. Cllr May also agreed to attend in Cllr Weston's absence.
4. **Land Holdings/Biodiversity Group** (Cllrs Decker-Thomas, Wakerley, Roderick & Weston)
Catbrook Playpark-Cllr Wakerley has shared an email with the original plans for the playpark. Drainage work has started and the old climbing frame has been removed as it did not meet the standard required.
It was **Resolved** for Cllr Wakerley to provide a further update of the works broken down into phases such as Drainage, Equipment, Bio-diversity etc.
The Clerk will contact MCC and other local organisations for recommendations of playpark suppliers and to investigate further funding options and will inform the Insurers of the ongoing work.
5. **Biodiversity Reporting** (Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick and Cllr Weston)
The report has been published on the website and reported to One Voice Wales. An Action Plan is needed for the next steps.
It was **Resolved** for Cllr Decker-Thomas to arrange a meeting of the Biodiversity Group to look at the three year forward plan when Cllr Roderick returns.
6. **Defibrillators**-Catbrook replacement batteries and pads have been fitted. A second set of batteries is available and should be fitted alongside new pads for Trellech to align replacement dates which are recorded on The Circuit system. Free replacements pads and batteries are no longer available. Batteries and pads should be replaced every 5 years regardless of the date on the batteries, due to degradation from cold weather and the possibility of failure.
It was **Resolved** for the Clerk to arrange for a new set of pads to be ordered for the Trellech defibrillator and the dates to be updated on The Circuit. A similar approach will be used for the other defibrillators. Defibrillators should be added to the Scribe Asset Register with the appropriate dates.

9. COMMUNITY COUNCILLOR UPDATES

1. Cllr Decker Thomas reported that a member of the public wished to install a Memorial bench in Trellech at the bus stop near Court Farm. The Clerk has contacted MCC grounds maintenance as it is MCC Highways land and they can provide and install the bench.
2. Cllr Dunsford has had requests for a new Dog Waste bin near the accessible footpath in the North as well as the possibility of a replacement Noticeboard for the one attached to the North Village Hall. The Clerk will liaise to see how this can be taken forward into financial plans.

10. TUCC SPECIFIC CORRESPONDENCE- Noted

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.

- Correspondence was received from a Pen Y Fan resident but has since been withdrawn.

11. CLERK UPDATE -

1. All Clerk actions arising from the December OM have been completed or are ongoing.

It was **Resolved** for the Clerk to bring a list of all policies highlighting those requiring updates or missing to the February meeting for review and prioritisation.

2. The updated Code of Conduct will be brought to the February Meeting for review.

3. Legal advice from OneVoice Wales is being sought over Land Registry registration of Land Holdings as it has never been taken forward.

It was **Resolved** for the Clerk to bring a list of land holding for review at the February meeting to decide the next steps.

4. A 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.

12. FORWARD LOOK

February 2025

Employee contracts to be updated

A review of the status of Policies held

A review of the Land Holdings held and next steps

A review of the Risk Register

Finance and Governance Toolkit GAP Analysis

A review of the Tracks and Trails letter and lack of response

Clerk to produce a list of meeting dates after April 2026 and look at booking Pelham hall when required

Next Meeting will be 16th February 2026 via zoom only at 7pm.

The meeting closed at 9.15 pm.

Signature of Chair:

Date: