



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 20<sup>th</sup> July 2026, which commenced at 7:00pm via Zoom video conferencing.**  
All Minutes are draft until the following meeting when agreed.

|                   |                         |                         |                        |                      |                         |
|-------------------|-------------------------|-------------------------|------------------------|----------------------|-------------------------|
| <b>A. Poulter</b> | <b>Councillor</b>       | Attended                | <b>M Harling</b>       | <b>Chair</b>         | Attended                |
| <b>G. Weston</b>  | <b>Councillor</b>       | Attended<br>via zoom    | <b>L. Wakerley</b>     | <b>Vice Chair</b>    | Attended                |
| <b>S. Geddes</b>  | <b>Councillor</b>       | Apologies               | <b>P. Ash</b>          | <b>Councillor</b>    | Attended via<br>zoom    |
| <b>D. May</b>     | <b>Councillor</b>       | Apologies               | <b>S. Roderick</b>     | <b>Councillor</b>    | Apologies               |
| <b>E. Webb</b>    | <b>Councillor</b>       | Attended                | <b>K. Darlow</b>       | <b>Councillor</b>    | Attended via<br>zoom    |
| <b>C Dunsford</b> | <b>Councillor</b>       | Attended                | <b>R Decker-Thomas</b> | <b>Councillor</b>    | Attended                |
| <b>Vacant</b>     | <b>Penallt<br/>Ward</b> |                         | <b>Vacant</b>          | <b>Catbrook Ward</b> |                         |
| <b>R John</b>     | <b>C. Councillor</b>    | Attended<br>till 7.45pm | <b>J McKenna</b>       | <b>C. Councillor</b> | Apologies               |
| <b>S Baker</b>    | <b>Clerk</b>            | Attended                | <b>H Rouse</b>         | <b>RFO</b>           | Attended till<br>8.00pm |

**1. APOLOGIES** -noted

**2. DECLARATIONS OF INTEREST** - n/a

**3. PUBLIC FORUM**

Three members of the public attended to speak to the Council and were thanked for their contributions.

- A MOP 1 spoke about the erosion of the foundations of the ancient dry stone wall due to off-road bikes on Robins Lane, an unclassified road between The Narth and Whitebrook, the danger to pedestrians trying to use the route. The Clerk has contacted GWT who

confirmed that they own the wall the borders Margarets Wood. This item will be discussed further under Rights of Way.

- A MOP 2 had sent an email outlining his thoughts on TUCC costs/VFM, improved communications, clear priorities and the use of AI. The Clerk had responded answering some of his questions before the meeting, noting the legal framework that TUCC must operate within. Simon provided an AI infographic based upon the 2024/5 Annual Report generated using AI that the Council found useful. The Clerk will contact him over the use of infographics.
- A MOP 3 spoke about the retrospective planning application from NRW about fencing in Livox Wood SSSI, where heavy machinery was used that removed trees, damaged the Ancient woodland landscape and where the relevant permits over SSI, dormice and bats were not obtained. No consultation was undertaken with CADW. The track that was created should have had planning permission. The planning permission being sought is for a much larger area than is currently fenced. The Clerk will take these comments into account when responding as TUCC.

#### **4. MINUTES**

It was **Resolved** to approve the minutes of 15 June 2026 OM. [June-2026-Draft-Minutes-v2.pdf](#)

#### **5. COUNTY COUNCILLOR UPDATES (Richard John)**

The Babington Centre had a good day being cleaned and tidied by volunteers.

Highways are looking into a mirror on the B4293 near the Lion Inn junction towards The North.

He has raised the ongoing issue over Welsh Water Capital Programme for Trellech so that properties do not have to tanker sewage away.

Overgrown verges have been reported to MCC .

He will attend a 65 Bus trip with Newport Bus Company to identify any issues with route facilities.

The Beacon View food van has been refused.

A letter has been sent to all parents from MCC looking to introduce fines for removing children during term time. This has been queried as there has been no change to the MCC School Attendance Policy.

A survey of residents has been undertaken in the Catbrook area.

Cllr Ash raised the issues over overgrown verges in Whitebrook, as when the A466 was closed, unsuitable vehicles were using the lane as a cut through, such as a large coach and articulated lorry. The unsuitable for large vehicles sign at the top of Whitebrook is not visible to road users due to overgrown vegetation. A person has been hit by a wing mirror, due to the narrow lane and speeding cars.

County Councillors have completed a speed survey of residents which will be passed to MCC:

48% - 20mph on the whole road through the village

12% - 20 mph on part of the road

28% - 30mph

12% - the national speed limit.

County Councillors will undertake another walk about with Community Councillors and Whitebrook villagers.

## 6. FINANCE

1. It was **Resolved** to note the bank balances at 30/6/2026:

- a. Account 1      £36,800.05 (VAT Reclaim & Rebate £1,585.98)
- b. Account 2      £12,011.96 (Interest £58.12)
- c. **Total**            **£48,812.01**

2. It was **Resolved** to approve the payments and payment schedule for July 2026 as below and the expected August 2026 payments where there is no meeting.

| 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                    | £1,649.56 | LGA1972 s111 | Salaries        | Includes Clerk increase in pay scale back dated to April |
| Catherine Williams   | Payroll                     | £40.80    | LGA1972 s111 | Salaries        |                                                          |
| Barclaycard          | Smarty Phones,              | £5.00     | LGA1972 s111 | Office Expenses |                                                          |
|                      | Microsoft 365 Subscription, | £104.99   |              |                 |                                                          |
|                      | Ink Cartridge               | £36.76    |              |                 |                                                          |

| Payee              | Details              | Amount £  | Power to Pay | Budget         | Notes                        |
|--------------------|----------------------|-----------|--------------|----------------|------------------------------|
| <b>August:</b>     |                      |           |              |                |                              |
| Merlin             | Dog Waste Collection | £218.80   | PHA1875 s164 | Dog Waste      | (LGA1972 sched 14, power 27) |
| Salaries           | Clerk/RFO/HMRC       | £1,292.50 | LGA1972 s111 | Salaries       |                              |
| Catherine Williams | Payroll Processing   | £40.80    | LGA1972 s111 | Salaries       |                              |
| Cloud Next         | Website Hosting      | £119.98   | LGA1972 s111 | Website & Zoom |                              |

It was **Resolved** to confirm the Payment Authorisation Schedule:

- a. July 2026- Cllr Wakerley and Cllr Poulter
- b. August 2026 (no meeting) Cllr Wakerley and Cllr Roderick
- c. September 2026 Cllr Wakerley and Cllr Decker-Thomas

### 3. Scribe Update

Clerk to undertake training, the Asset Register has been updated.

It was **Resolved** to note the Scribe update

### 4. External Audit

RFO submitted the External Audit on 01-07-26 and published the Notice for Electors Rights on 01-07-26. Community Councillors to put onto local noticeboards.

It was **Resolved** to note the approved External Audit submission and notice of Electors Rights.

### 5. VAT Reclaim for 2025-2026

It was **Resolved** to note the VAT Reclaim received of £1,564.92.

## **6. Bank Reconciliation**

It was **Resolved** to note that the bank reconciliation had been undertaken by the RFO and Cllr Geddes on 14<sup>th</sup> July.

## **7. Quarterly Financial Reports**

RFO circulated a Summary Report of the current expenditure for 2026-2027, a Forecast Report will be formulated shortly, but to note the following items known to date with budget implications:

- Llanishen SID £273.43 over budget (from reserves).
- Clerk Pay-scale Increase £996.46 (offset against VAT reclaim).

[Summary Report](#)

It was **Resolved** to note the financial report and treatment of over-spends as above.

## **8. Village Hall Grants**

A grant application has been received from Pelham Hall and this has been shared for running costs.

It was **Resolved** to approve the running cost grant of £1550 as per the existing grant policy and budget.

## **9. Llanishen MCC SID**

MCC Georgina Edwards has been in contact to confirm the cost of the 2 SWARCO units plus an extended warranty (2 years) is £8,546.86 and MCC will pay SWARCO and then invoice TUCC for £4,273.43. The original budget was £4,000 and did not include the extended warranty. To consider a future reserves for future replacement at full costs to TUCC.

It was **Resolved** to note the update about the Llanishen SID and also for the RFO to create a specific reserve account for the full cost of future replacements.

## **10. Internal Auditor Engagement**

RFO has gone out to tender to three companies, Parish & Town Auditing Services, Auditing Solutions Ltd Chippenham and Miaren Bookkeeping. One declined to tender, one quotation received of £225 fixed for three years, and no response from the other.

Quotation that has been received also comes with a Letter of Engagement.

It was **Resolved** to approve Parish and Town Auditing Services to carry out Internal Audit Services for 3 years for £225 fixed for three years and for the RFO to confirm arrangements with them.

## **11. Hard Copy Newsletter and Communications**

To review the initial quote for a hard copy newsletter, to decide upon size and cost for further decisions and where the funding will come from.

To consider what content is required and how often to be published. To consider use of social media.

It was **Resolved** for the Clerk to draft a sample newsletter using infographics and to review the content for further input and for the newsletter to be published periodically only due to costs.

## 12. Draft Annual Report 2025/6

To approve the Annual Report for 2025/26. The Clerk has drafted the Annual Report from 2025/26 for review and approval and this has been circulated prior to the meeting. It is based upon the same format as last year.

It was **Resolved** to approve the Annual Report subject to a few amendments and for it to be published on the website.

## 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 for consideration

1. **DM/2026/00315** Retrospective application for minor access improvements comprising the relocation of an existing gateway further within the site and installation of a permeable hardcore surface. The gateway was set back to enhance visibility splays and allow vehicles to enter and exit the site safely without obstructing the public highway. The hardcore apron provides a durable, permeable surface to improve all-weather access and reduce debris and mud tracking onto the road. The use of the land remains unchanged. Land South of Ty Newydd Cae Garw Road Farhill Llanishen Monmouthshire.  
It was **Resolved** to be Neutral and highlight potential wider development and impact on bio-diversity due to the limited available information.
2. **DM/2026/00783** Proposed erection of single-storey extension and porch. 5 De Clere Way Trellech Monmouthshire NP25 4NY.  
It was **Resolved** to recommend Refusal due to the timber boarding of the extension and the flat roof is not in keeping with the conservation area.
3. **DM/2026/ 00777** Listed Building Consent Heritage- The removal and replacement of the roof covering to part of the building, insulation and roof ventilation are to be added. The existing roof structure is to be retained. Trellech House Church Street Trellech Monmouthshire NP25 4PA.  
It was **Resolved** to recommend Approval.
4. **DM/2026/00650** Retrospective consent for the installation fencing to secure an area of approximately 3 hectares of ancient woodland within Livox Wood SSSI to exclude deer and boar from the fenced off area/s, whilst still allowing public access, by providing deer gates at strategic points. Ensuring that Public Rights of Way remain accessible. Livox Wood Birches Road Penallt Monmouthshire.  
It was **Resolved** to recommend refusal due to:  
The lack of information provided of the method statement approval to meet the SSI licence requirements.  
A large number of Trees were removed during construction.  
Damage to ancient woodland landscape that should have been protected, caused by using heavy machinery that removed trees, ditch digging, and where the relevant permits over SSI, dormice and bats were not obtained and the damage to wildlife.  
No consultation was undertaken with CADW about the Ancient monument site.

The track that was created should have had planning permission.  
The planning permission being sought is for a much larger area than is currently fenced.

#### **Planning Updates/Enforcement/Licensing**

7. Enforcement DM/2024/00712 Catbrook. The Clerk has requested an update and MCC confirmed that planning has been refused and MCC have ordered removal.  
It was **Resolved** to monitor the case until the site is cleared.
8. MCC Planning has confirmed receipt of the TUCC query over alleged unauthorised works at E26/146 at Church View Penrhos Road To Trellech, Trellech Monmouthshire NP25 4PG. No further update.
9. MCC enforcement has contacted TUCC about Whitelye Common, a locked gate preventing access and an unauthorised structure. TUCC owns the common and has not given any authority to lock gates or erect buildings. Cllr Wakerley noted that the locked gate was due to local building works to protect the public, and the relevant permissions had now been sought.

### **8. REPORTS & STANDING ITEMS**

#### **1. ROW Working Group**

To discuss the next steps over several pieces of correspondence have been sent or received following the ROW Working Group meeting. Monmouthshire MP Catherine Fookes will attend the next WVV Delivery Group Meeting on 23<sup>rd</sup> July 2026 for Cllr Decker-Thomas to attend.

It was **Resolved** for the ROW group to set up a meeting to discuss the next steps.

A discussion was had over Robins Lane-damage to drystone wall, and damage to surface track as spoken about by Mike Buck. Earlier in the meeting. In 2006 the Whitebrook Conservation Group asked MCC to reclassify Robins Lane, but this never progressed to completion.

It was **Resolved** for the Clerk to contact MCC Highways about the surface of the lane, damage to the wall foundations and use of bikers causing danger to walkers.

#### **2. Biodiversity/Land Management/Playparks Working Group**

##### **2.1 Broadstone Playpark**

The Clerk and Cllr Wakerley have met with WV -NL about grant funding towards the space and potentially 75k could be applied for, up to 75% of the total cost under the sustainability fund (60% ring fenced for sustainability works). A meeting with MCC is planned for 22<sup>nd</sup> July at 3pm on site to discuss plans with Cllr Wakerley and Mr Camp and Catbrook Educational Trust.

It was **Resolved** for the Clerk to arrange meetings for playpark design plans and costs with 3 suppliers and MCC Planning about access, parking and gateways etc.

##### **2.2 Trees**

The Clerk has contacted our Insurers, Zurich who have advised around tree management and this has been shared. To consider how this impacts our approach to Tree management and the next steps.

It was **Resolved** to develop a risk management plan around land and tree holdings and for this to come back to a later meeting using our existing Arborists expert knowledge.

### 3. TUCC Training Plan

To review and update the TUCC Training Plan that needs to be published on the website. A draft version has been shared.

It was **Resolved** to approve the Training Plan and publish it on the website.

### 4. Annual Community Meeting 5 October 2026

To discuss the next steps, ref invites, refreshments and content as there is only the September meeting before the Annual Community Meeting. The Clerk to send out placeholder invites to attendees.

It was **Resolved** to invite the following groups with a focus on the benefits to the Community from those receiving TUCC grants and placeholders to be sent out.

Village Halls

Grant Recipients

WV-NL

Citizens Advice.

Trellech School PTFA.

Footpath Groups

GWT.

It was **Resolved** for the Clerk to get a quote for some simple refreshments and to request that the Bar is opened.

It was **Resolved** for a Community Councillor (Darlow) to attend Community Engagement Training.

### 9. Community Councillor Updates

- Catbrook Village Signs-A query was raised over the actions taken after concerns were raised. Cllr Decker-Thomas will attend the next WVV meeting where MP Catherine Fookes is attending. The Clerk has written to WVV requesting that meetings are allowed to be attended online . It was **Resolved** for the Clerk to write to the WVV Meeting querying the actions taken following the email sent in September 2025.
- Babington Centre-Trellech-new residents are involved in the Hall with revitalising the governance.
- Cllr Darlow raised the issue of speeding and SIDS in Trellech. It was **Resolved** for the Clerk to contact MCC Highways and County Councillors about Active Travel funding and options and for Highways to assess possible options and issues.

### 10. TUCC SPECIFIC CORRESPONDENCE

Correspondence is forwarded to Councillors upon receipt or added to the Agenda for discussion.

Specific correspondence is recorded below.

- Police monthly report-shared and on website
- A resident has contacted the Clerk about a footpath and wall near Margarets Wood GWT Nature Reserve.
- Residents have raised concerns to Community Councillors about a local property discharging untreated sewage into the River Wye. This has been reported to MCC Planning and Environmental Health who have confirmed that it is for NRW to investigate.
- A resident has contacted the Clerk about missing broadband provision between Catbrook and Botany Bay. This has been forwarded to County Councillors and further information requested.

### **11. Clerk Update**

1. All Clerk actions arising from the June 2026 OM have been completed or are ongoing.
2. The Clerk has written to Citizens Advice about the annual grant funding process and timescales.
3. Posters have been created for Community Councillor vacancies and Grants for local Noticeboards.
4. The Clerk is away for the October 2026 OM and will attend remotely.
5. The focus is on:
  - Updating policies to be shared and approved at each meeting on an ongoing cyclical basis
  - Annual Report-draft for review,
  - Newsletter-initial quotes shared,
  - Llanishen SIDs -order placed by MCC awaiting recharge.
  - Broadstone Playpark,
  - Charity Constitution
  - File rationalisation and archive
  - Progress on Finance and Governance Toolkit Action Plan.

### **12. FORWARD LOOK**

September 2026

- Updated Policies
- Progress on Finance and Governance Toolkit Action Plan
- Broadstone Playpark Project
- Community Meeting
- TUCC Newsletter

**Next Ordinary Meeting** will be 21 September 2026 via zoom and in person at Pelham Hall at 7.00pm.

The meeting closed at 9.25 pm.

Signature of Chair:

Date: