

Trellech United Community Council
AGENDA 20 July 2026 OM

Time and Lead Councillor	Dear Councillor, You are hereby summoned to attend the Ordinary Meeting of Trellech United Community Council via Zoom an in person on Monday 20th July 2026, 7.00 pm, for the transaction of the business specified in the following agenda. Members are invited to declare Personal and Prejudicial interests on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial. Yours faithfully, Sue Baker Clerk to Trellech United Community Council <i>Join Zoom Meeting</i> https://us02web.zoom.us/j/88141338474?pwd=5jKzVwdTkTsQnrq9BzrGlNTAoChbLL.1 <i>Meeting ID: 881 4133 8474, Passcode: 029032</i> 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.)
Cllr Harling	1. APOLOGIES Cllr May
Cllr Harling	2. DECLARATIONS OF INTEREST To receive declarations of interest in items on the agenda and for these to be added to the published summary and be in writing and to include the item, reason, personal/prejudicial. (form attached).
Cllr Harling	3. PUBLIC FORUM Simon Angell from Penallt has requested to speak to the Council.
Cllr Harling	4. MINUTES To approve the draft minutes of June OM Meeting 15/6/2026 on website.
County Councillors	5. COUNTY COUNCILLOR & UPDATES Ongoing Trellech sewerage issues.
Cllr Wakerley	6. FINANCE 1. To note 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. To approve the payments and payment schedule for July 2026 as below:

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3. To approve:

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	£104.99			
	Subscription, Ink Cartridge	£36.76			

To approve any payments received following the publication of the formal agenda or any expected payments to be discussed here and to include expected August payments where there is no meeting:

Payee	Details	Amount £	Power to Pay	Budget	Notes
<u>August:</u>					
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	

Payment Authorisation Schedule to be confirmed:

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

4. Scribe Update

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

5. 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.

6. VAT Reclaim for 2025-2026

Reclaim received of £1,564.92.

	7. Bank Reconciliation Meeting on 14th July with RFO and Cllr Geddes. 8. 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 or reserves). <u>Summary Report</u> 9. Village Hall Grants A grant application has been received from Pelham Hall and this has been shared for running costs. 10. 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. 11. Internal Auditor Engagement To appoint the Internal Auditor. 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. 12. 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. (annually/bi-annually etc). To consider use of social media. 13. Draft Annual Report 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 years.
	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 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/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.
2. **DM/2026/00783** Proposed erection of single-storey extension and porch. 5 De Clere Way Trellech Monmouthshire NP25 4NY.
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
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.

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.
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.

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 23rd July 2026.

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).

To arrange meetings for playpark design plans and costs with 3 suppliers and MCC Planning about access, parking and gateways etc.

A meeting with MCC is planned for 22rd July at 3pm on site to discuss plans with Cllr Wakerley and Mr Camp.

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.

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.

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.

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.

- 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.

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Clerk	7. 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.
	9. FORWARD LOOK September • Updated Policies • Progress on Finance and Governance Toolkit Action Plan • Broadstone Playpark Project • Community Meeting
	Next Meeting will be the 21st September 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.

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MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

I, Community Councillor _____

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Trellech United Community Council:

Held on ____/____/____ details of which are set out below:

Please tick the relevant box below:

- **Personal Interest**
- **It was not a prejudicial interest**
- **It was a prejudicial interest and I left the meeting**
- **It was a prejudicial interest, but I have received dispensation from the Standards Committee.**

Agenda item: _____

Details of the business on the agenda which the Personal Interest relates to:

Details of the personal/prejudicial interest:

Please Note: in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

Signed: _____ **Date:** _____

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 Annual Meeting 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

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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 TUCC Insurance & Renewal Review of Financial Regulations & Policies Submit Precept Request Book hall for meetings for the next year
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