

Trellech United Community Council
AGENDA 15 June 2026 OM

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Trellech United Community Council via Zoom an in person on **Monday 15th June 2026, 7.30 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

Join Zoom Meeting

<https://us02web.zoom.us/j/88141338474?pwd=5jKzVwdTkTsQnrq9BzrGlNTAochbLl.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 and for these to be added to the published summary and be in writing and to include the item, reason, personal/prejudicial. (form attached).

3. PUBLIC FORUM

4. MINUTES

To approve the draft minutes of May OM Meeting 18/5/2026 on website.

5. COUNTY COUNCILLOR & UPDATES

To receive reports from County Councillors and to include the rollout of broadband in rural areas.

6. FINANCE

1. To note bank balances at 31/5/2026:

- | | |
|--------------|-------------------|
| a. Account 1 | £36,996.84 |
| b. Account 2 | £11,953.84 |
| c. Total | £48,950.68 |

2. To approve the payments and payment schedule for May 2026 as below:

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	£1,209.46	LGA1972 s111	Salaries	
Catherine Williams	Payroll	£40.80	LGA1972 s111	Salaries	
Barclaycard	Smarty Phones	£15.00	LGA1972 s111	Office Expenses	3 x £5 due to cut off of statement date
Parish & Town Auditing Services (previously Microshade)	Internal Audit	£195.00		Internal Audit	

3. **To approve:**

To approve any payments received following the publication of the formal agenda or any expected payments to be discussed here:

Payee	Details	Amount £	Power to Pay	Budget	Notes

Barclay card rebate received for 2025-2026 of £21.06 noted.

The Clerk has confirmed that TUCC would like a Play Inspection completed for Broadstone Playpark and for Penallt Recreation Ground Charity and that these should be invoiced separately at £96.50 each net of vat.

Payment Authorisation Schedule to be confirmed:

- June 2026 – Cllr Wakerley and Cllr Roderick
- July 2026- Cllr Wakerley and Cllr Poulter
- August 2026 (no meeting) Cllr Wakerley and TBC

4. **Scribe Update**

RFO has now set up the new financial year for 2026-2027 in Scribe, including all budget and reserve figures. RFO has input both April and May figures and will bring the initial quarterly financial report to the July OM. Scribe are currently importing the revised Asset Register but RFO to update once complete to ensure it reads correctly. Clerk to undertake training.

5. Llanishen MCC SID

The Clerk has shared the costs of the two replacement solar powered SIDs for Llanishen and MCC have confirmed that they will fund 50% of the costs. To approve the choice of supplier recommended by MCC of Swarco (£8,326.90 +VAT) 1 year warranty or Pandora (Total £7,560.50 + VAT) 2 year warranty. There is an option to increase the warranty of the Swarco unit that MCC recommends.

6. Reserves

RFO has sent around the proposed Reserves breakdown for 2026-2027 for information and discussion. [Reserves-2026-2027-April-2026.pdf](#)

7. Payment Authorisation List

RFO to table the current Payment Authorisation Signatories List, and approval for additional signatories required.

8. Internal Auditor Engagement Letter

One Voice Wales sent a proposed Internal Auditor Engagement Letter Template through, TUCC to decide if this is their formal template for 2026-2027. This financial year TUCC need to tender the internal audit so recommendations for companies to be discussed.

9. Internal Auditor Report

Internal Auditor Report for 2025-2026 has been received and sent around for information, only minor comments which RFO notes and feels Scribe will help to resolve these and will take on board the recommendations.

10. VAT 126 Form Submitted for 2025-2026

RFO has submitted the VAT Reclaim for 2025-2026 a total of £1,564.92.

11. External Audit

RFO to submit the External Audit by 7th July, approval required on the following documents issued with the agenda:

- External Audit Summary Document inclusive of Explanation of Variances
- Annual Report 2024-2025 (previously approved)
- Budget Monitoring Report
- Internal Auditors Report (as above)

12. Councillors Statement of Payments 2026-2027

RFO issued the proposed list of Councillor Remunerations for the financial year 2026-2027 based on previous years and new Councillors, to be discussed and approved. Cllr Harling to be added to the payroll.

[Statement-of-Payments-DRAFT-2026-2027.pdf](#)

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/2026/00647** First Floor extension over the existing attached Garage. Construction of garden shed. Carrick House 6 Coombe Lea Catbrook Trellech Monmouthshire NP16 6UG.
2. **DM/2026/00281** Listed Building Consent Heritage, Repair and rebuilding of unstable section of Grade II listed stone boundary wall between buttress and Trellech House Annexe, using salvaged stone and lime mortar to match existing construction. Trellech House, Church Street, Trellech Monmouthshire NP25 4PA.
3. **DM/2026/00685** The proposal is to site a self-contained, standalone, composting WC hut external to the church. Penallt Old Church Birches Road Penallt Monmouthshire NP25 4AW.

Planning Updates/Enforcement/Licensing

7. Enforcement DM/2024/00712 Catbrook. No further update received from MCC following February meeting. The Clerk has written to MCC enforcement Kate Bingham requesting an update and escalation to the Head of Planning. A formal decision is expected this week.
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.

8. REPORTS & STANDING ITEMS

1. **Police Monthly Report** – awaiting to be shared and on website

2. **ROW Working Group**

To discuss the next steps over several pieces of correspondence have been sent or received.

- MP Catherine Fookes Letter.
- Celyn Davies, WV-NL response has been shared for discussion and has also been shared on Facebook by County Councillor Jayne McKenna.
- The Clerk has written to Senedd MS Peter Fox with input from the ROW Working group.

3. **Biodiversity/Land Management/Playparks Working Group**

The Clerk has been in Contact with MCC about the planning of the Catbrook playpark who have offered to meet to discuss the site and supplied a checklist.

The Clerk has been in contact with Catbrook Village Hall and Trellech School and PTFA about input for the playpark.

The Clerk has also identified 2 additional funding sources from MCC Community Cohesion Fund (max £2,000) and from WV-NL. All additional funding will require formal community engagement.

4. Trees & Land Management

To review the land holdings and management of trees for 2026/7 against risk (roads, footpaths, use).

Register		Trees
VG3	Old Church Green, Penallt 0.85 acres	
VG4	The Green, Pentwyn 0.85 acres	
VG5	Trelleck Village Green 0.2 acres	N/A
VG6	Pen y Fan Green 4.78 acres	Included in MCC Mowing
VG7	Cleddon Green 0.2 acres	
VG8	Catbrook Green 0.28 acres	Included in MCC Mowing
VG19	Llanishen Green 0.3 acres	Included in MCC Mowing
CL8	The Graig Common 0.2 acres	
CL19	Parkhouse Rocks Common 1 acre 1 rood 16 perches	
CL38	Old Quarry Common, Trellech (Pen y Garn) 5.2 acres	
CL39	"Kiln Tump", Penallt Quarry Common 10.9 acres	
CL40	Tregagle Common 0.3 acres	
CL53	Trelleck Bog Common 0.86 acres	
CL54	Cicelyford Common	
CL55	Old Quarry, Botany Bay Common 1.9 acres	
CL56	Whitelye Common 9.2 acres	
CL66	Organy Pool Common 0.692 acres	
CL77	Big Pool Common 0.1 acre	
CL80	Rock Cottage	
CL81	Wells Wood Common, Cleddon (1 acre 35 perches)	Reviewed in 2025 and remedial work undertaken.
	Broadstone Village Green	Included in MCC Mowing
	Trellech Car Park	N/A
	Catbrook Football Field	

Other Land Holdings

- Penallt Recreation Ground (Babington Meadow): a registered charity, 1029523, with TUCC as trustee-under MCC mowing schedule.

9. COMMUNITY COUNCILLOR UPDATES

- Cllr May-Newsletter options

10. TUCC SPECIFIC CORRESPONDENCE

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

- GLEAM newsletter
- Parkhouse telephone box enquiry-volunteers to refurbish.
- Several Whitebrook residents have copied TUCC in on the off-road bikes issue.
- One Voice Wales Monmouthshire & Newport Area Committee meeting April 2026
- Training dates from One Voice Wales

11. CLERK UPDATE

1. All Clerk actions arising from the May 2026 OM have been completed or are ongoing. The new policies agreed at the Annual Meeting have been uploaded onto the website.
2. The Clerk has fitted new pads and batteries to the defibrillators in The Narth and New Mills. Batteries and pads have been distributed locally to other guardians, and The Circuit has been updated. This has been advertised on the website.
3. The new TUCC Noticeboard in Trellech has been installed and published on the website.
4. The Clerk has written to MCC Amy Gullick requesting the electoral role which has been sent out to Councillors.
5. The Clerk has written to all Village Halls about the TUCC Grant Funding schemes and application deadlines and to Catbrook Hall about input for the Broadstone Playpark plans.
6. The Clerk has written to Trellech Primary School and PTFA about the annual grant available to the school, Community Councillor vacancies and input for the Broadstone playpark.
7. Archiving and rationalisation of hard copy files ongoing. Gwent Archives have been contacted and have provided advice. PRG Charity Hard Files have rationalised into 2 box files and will be reviewed again before being held in the filing cabinet.
8. Rationalisation of electronic files is ongoing.
9. Progress on Finance and Governance Toolkit Action Plan-website updated with emergency plan contacts.
10. Updated policies to be shared and approved at each meeting on an ongoing cyclical basis here.

12. FORWARD LOOK

July 2026

- Training Plan-update and review
- Updated Policies
- Progress on Finance and Governance Toolkit Action Plan
- Catbrook Playpark

13. In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 members of the press and public are excluded to discuss confidential HR matters.

Next Meeting will be the 15th July 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