



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 16th March 2026, which commenced at 7:00pm via Zoom video conferencing. All Minutes are draft until the following meeting when agreed.

A. Poulter	Councillor	Apologies	R. Decker-Thomas	Chair	Attended
G. Weston	Councillor	Apologies	L. Wakerley	Vice Chair	Attended
S. Geddes	Councillor	Attended via zoom	P. Ash	Councillor	Attended via zoom
D. May	Councillor	Attended	S. Roderick	Councillor	Attended
E. Webb	Councillor	Attended via zoom	K. Darlow	Councillor	Attended via zoom
C Dunsford	Councillor	Attended via zoom	M Harling	Councillor	Attended
N. Scarr	Councillor	Attended			
R John	C. Councillor	Attended till 7.50 pm	J McKenna	C. Councillor	Attended till 7.50pm
S Baker	Clerk	Attended	H Rouse	RFO	Attended till 8.50pm

1. APOLOGIES -noted

2. DECLARATIONS OF INTEREST

Cllr Harling declared a personal interest in item 11, the Clerk update on Pen Y Fan Green Tree works, numbers 3, 9 and 11 which were for discussion only.

3. PUBLIC FORUM-

David James, Affordable Housing Enabler attended to speak about local affordable housing in the TUCC area.

- 8 new affordable homes were built in Llanishen and are now occupied. Noted that many of the families that came to the event were not previously registered for housing.
- The Monmouthshire RLDP has no new sites identified for affordable housing in the TUCC area.
- A site in Penallt had been previously identified for 4 houses on the open market and 6 affordable homes. The work has started to validate the planning permission. David is in contact with the site owner and developer.
- TUCC is an expensive area for housing and it is difficult to identify suitable sites for affordable homes.
- He will report back to TUCC when he finds out more information on future works in writing. He is happy to work with TUCC if the opportunity arises.

4. MINUTES

It was **Resolved** to approve the minutes of 16th February 2026 Meeting. [16th February 2026 Draft Minutes](#)

5. COUNTY COUNCILLOR UPDATES

- MCC passed the budget with an overall 5.5% increase overall, this will provide additional funding for Highways and pothole repairs, specifically hot filling.
- Whitebrook area is particularly bad for potholes and poor road surface.
- There are a few large potholes in the TUCC area, MCC are over-whelmed with pothole reporting. A blocked ditch at Tinkers Lane was also reported.
- Gwent Police are carrying out more monitoring of off-road bikes, as County Councillors have been speaking with the Police about this issue.
- The fly tipping on NRW land near Cleddon has been removed.
- Speed monitoring survey for Whitebrook is planned soon.
- County Councillors visited Far Hill to report on the lack of signage and condition of the road to MCC.
- Local surface water drainage near Llanishen Church is being looked into again.
- Cllr Roderick queried the faded white lines on the B4293 between Llanishen and Monmouth.
- Waiting on a response from Celyn Davies about the TUCC ROW letter. County Councillors agreed to meet with TUCC ROW group to discuss work to resolve issues created by use of tracks by off road bikes. Clerk to set up meeting.

6. FINANCE

1. It was **Resolved** to note bank balances at 28/02/2026:

a. Account 1	£32,206.62
b. Account 2	£11,892.50
c. Total	£44,099.12

2. It was **Resolved** to approve the following payments in the payment schedule for March 2026 as below:

Payee	Details	Amount £	Power to Pay	Budget	Notes
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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	£36.00	LGA1972 s111	Salaries	
Barclaycard	Smarty Phone sim costs.	£10.00	LGA1972 s111	Office Expenses	
One Voice Wales	Cllr Dunsford Cllr Harling (Induction Training)	£21.00 £0.00		Training	(Bursary £21) (Bursary £42)
Narth Brownies	Grant	£600.00	LGA1976s19	Project Grants	Previously approved
PRG Charity Account	Art in Penallt Grant	£1,500.00	Movement of funds only	PRG Charity	Previously approved
MCC	Dog Poo Bags	£57.60	PHA1875 s164	Dog Waste Collection	
One Voice Wales	Annual Membership	£489	Not approved-as OVW needs to re-issue for correct amount.		

3. **To note:**

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

It was **Resolved** to approve the following additional payments

Payee	Details	Amount £	Power to Pay	Budget	Notes
Ginkgo Tree Care	Pen Y Fan remedial tree works	£1075	PHA 1875, s.164 OSA 1906, ss9 and 10	Trees/Land Management	Additional funds are available within existing in year under-spends.
SARA	Charitable donation	£1000	LGA1972 s137	Charitable Donations	Application approved November 2025 Minutes

To note the North Singers payment approved in last month's meeting has not been paid yet due to an issue with their account information.

It was Resolved that the Payment Authorisation Schedule was confirmed:

- a. March 2026 – Cllr Wakerley & Cllr Roderick
- b. April 2026 – Cllr Wakerley and Cllr Poulter
- c. May 2026 - Cllr Wakerley and Cllr Scarr

4. Finance Working Group

FWG met on 2nd March 2026 to discuss matters relating to the External Audit, Financial Decisions, Scribe Reporting, Reserves, School Grants and the Charity Account. Further details shown below.

5. Audit Findings-External Audit

In the FWG the RFO ran through the External Auditors report to explain each item. RFO has queried some items back to the External Auditors and requested further information. A summary table has been issued to all Councillors for review and approval, along with the publication of the Auditors Report, TUCC Response and Audit Notice for publication on the website

It was **Resolved** to approve the publication of the Auditors Report, the TUCC response and Audit Notice by the RFO for upload to the website.

The Approved TUCC Training Plan (July 2025) has now been published on the website and will be reviewed and included annually in the May Annual Meeting Pack.

It was **Resolved** to approve the Register of Members Interests which has been shared and to publish on the website, and to include this in future May Annual Meeting Packs.

6. Financial Decision Making

FWG discussed the protocol for financial decision making in Monthly Meetings, to approve that each financial decision should be made relating to the relevant budget item, and if additional funds are required these should be identified as to where they are being obtained (reserves or in year under-spends) as TUCC reserves are at a lower level and more careful management is needed.

7. Scribe Update

Scribe Direct Debit is now in place. RFO is continuing to input monthly transactions and gaining knowledge on how the system works. Year-end reports to be brought to April OM.

8. Penallt Recreational Ground Charity (Babington Meadow)

To agree movement of funds to support future payments in FY 2026/7 based on the below budget breakdown and to allow enough funds to remain in the account:

Budget Expenditure:

PRG – Insurance £450.00

PRG - Ground Maintenance £1,750.00

PRG - Land Mgt £200.00
PRG - Bank Charges £84.00
Total £2,484.00

Income:

Art in Penallt Grant £1,500 -being transferred into the PRG account.

It was **Resolved** to approve the future transfer of funds in April 2026 of £984 to enable the Charity to pay all relevant invoices during 2026/7 FY.

9. Trellech School

Community Councillor N Scarr to present April.

10. Llanishen SID

To note no further update-The Clerk has contacted MCC for further information on their supplier status and has identified a suitable supplier to use, awaiting a response.

11. Asset Register

It was **Resolved** to approve the updated Asset Register to include land holdings and defibrillators, and to note the comments provided by Cllr Wakerley on the removal of the bus shelter and duplication of Broadstone Green which the RFO will action. This will be also held in Scribe.

Defibrillator batteries will be replaced when pads are due for replacement and these dates are to be noted in the Asset Register so that the costs are in future budgets.

12. Risk Register

It was **Resolved** for the Clerk to update the Tucc Risk Register to ensure it reflects our current position with additional risks of Environmental (flooding), Cyber, Archiving of records and develop the section on Land Holdings, Trees and Playparks. The updated Risk Register to come back to the April 2026 meeting for formal approval.

13. New Narth Noticeboard

Cllr Dunsford presented her findings on the different Noticeboards in the Village. The Tucc funded Noticeboard on the Village Hall was locked to users, and she will ensure it can be used by Villagers future.

Tucc had provided another wooden notice board that was now rotten at Forest View and needed replacing and was on the Asset Register.

It was **Resolved** to approve the purchase of a new unlocked Notice board at the Narth Forest View for 2026/7 FY if suitable funds can be identified by the RFO at the 2025/26 year end; if not the need will be noted for 2027/28 budget planning.

The Clerk will approach Chillipepper signs who are making the new Trellech Noticeboard to obtain a quote.

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

1. **DM/2026/00255** Proposed single storey extension to the existing dwelling. Marshlands Llandogo Road Trellech Monmouthshire NP25 4PE. Resolved to recommend approval.

Planning Updates/Enforcement/Licensing

2. Enforcement DM/2024/00712 Catbrook. Councillors note no further update from MCC following February meeting.

3. REPORTS & STANDING ITEMS

1. **Police Monthly Report** – shared and on website.
2. **Rights of Way Group. (Cllr May, Cllr Wakerley, Cllr Ash and Cllr Roderick)**
Clerk to set up a meeting between County Councillors and the ROW group.
It was **Resolved** for the Clerk to write and ask for separate meetings between our MP C Fookes and Peter Fox MS with the ROW group and liaise with Cllr Ash.
3. **Land Holdings/Biodiversity Group (Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick and Cllr Weston)**
Broadstone Playpark-The Clerk has contacted MCC Grounds Maintenance who plan and install playparks for assistance in planning and costing the works and potential financial contribution. GAVO has also been contacted for further information on additional funding and support. Cllr Wakerley offered to meet the Clerk and any other interested parties at the Playpark to look at the space.
4. **Biodiversity Reporting** – meeting of Biodiversity group has been set up for the 4th April at Babington Meadow.
5. **Annual Meeting for Residents**
It was **Resolved** to agree to have an Annual Community Meeting for local residents to attend to discuss TUCC activities and issues between the September and October OM's following the Annual Report. A joint presentation approach would be used to share information and invitees should include local voluntary groups, TUCC supported groups, official bodies that TUCC have representatives appointed to, GAVO and County Councillors.

9. COMMUNITY COUNCILLOR UPDATES

- Cllr Decker-Thomas requested that the Annual May Meeting is followed by a social gathering of Community Councillors and County Councillors at Pelham Hall. The bar will be open and everyone to bring some food/snacks.
- The Annual May meeting will be followed by a shorter OM, to include essential planning and finance items only.
- Cllrs Decker-Thomas and Arlow have met to agree the siting of the new noticeboard in Trellech. Clerk to check if it can be supplied in green and any cost implications.

10. TUCC SPECIFIC CORRESPONDENCE- Noted

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

- Wye Valley AONB River Charter and associated documents has been sent from Andrew Blake. It was noted that sewage discharges are not included in the report. It was **Resolved** for the Clerk to write to Andrew Blake high-lighting this omission.
- OVW Training opportunities
- National Grid are about to start works in Llanishen near the Village Hall.

11. CLERK UPDATE -

- All Clerk actions arising from the February 2026 OM have been completed or are ongoing.
- Pen y Fan Trees-the contractor has arranged to carry out the work on 9th March 2026 and National Grid on the 26th March.
- Trellech Noticeboard-Chillipepper signs have been contacted about the work to start in April.
- Focus is on updating policies.
- A bursary from OneVoice Wales has been applied to the Community Councillor training provided through them.
- The approved staff and Councillor Training plan has been published on the website in line with the requirements.
- The Register of Members Interests has been circulated for approval and publishing on the website.
- Land Holdings work is on hold till next FY.
- Archiving of files and binding of minute books to be added to outstanding tasks. Gwent Archives have confirmed they will hold records at no cost. The Clerk to contact them in writing to obtain further information.
- A FOI request has been received from a resident.
- Cllr Scarr passed the paper files of the PRG Charity to the Clerk for review and storage.

12. FORWARD LOOK

April 2025

- A list of policies and dates to identify those needing to be added/updated before the AGM.
- Finance and Governance Toolkit GAP Analysis
- Annual Meeting Agenda Plan for May 2026

Next Meeting will be 20th April 2026 via zoom and in person at Pelham Hall at 7pm.

The meeting closed at 9.30 pm.

Signature of Chair:

Date:

Chair initials: