



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 18th May 2026, which commenced at 7:45pm 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	Attended via zoom	L. Wakerley	Vice Chair	Apologies
S. Geddes	Councillor	Attended	P. Ash	Councillor	Attended
D. May	Councillor	Attended	S. Roderick	Councillor	Attended
E. Webb	Councillor	Attended via zoom	K. Darlow	Councillor	Attended
C Dunsford	Councillor	Attended	M Harling	Councillor	Attended
Vacant	Penallt Ward		Vacant	Catbrook Ward	
R John	C. Councillor	Attended 8.15-8.30pm	J McKenna	C. Councillor	Attended 8.15-8.30pm
S Baker	Clerk	Attended	H Rouse	RFO	Attended till 8.30pm

1. APOLOGIES -noted

2. DECLARATIONS OF INTEREST -Cllr Webb reported a personal interest in planning application Stanley Cottage as it is his neighbour and a house that he built. The declarations of interest form has been sent to him for completion.

3. PUBLIC FORUM-n/a

4. MINUTES

It was **Resolved** to approve the minutes of 20 April 2026 Meeting. [April-2026-Draft-Minutes-updated.pdf](#)

5. FINANCE

1. It was **Resolved** to approve the note bank balances at 30/4/2026:

- | | |
|-----------------|--|
| a. Account 1 | £41,347.21 (1 st Precept Payment received 30-04-26 £18,796) |
| b. Account 2 | £11,953.84 |
| c. Total | £53,301.05 |

2. It was **Resolved** 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	£10.00	LGA1972 s111	Office Expenses	
GWT	Project Grant	£450.00	LGA1976s19	Project Grants 2025-2026 (Reserves)	Previously approved as per application (error value in agenda)
SLCC	Membership Invoice for Clerk & RFO	£274.00	LGA1972	Memberships	
Chilli Pepper Signs	Trellech Noticeboard	£1,202.00	LGA1972	Noticeboards	

3. To approve:

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

It was **Resolved** to approve that a BACS payment has been processed to the Defib Store of £1,014 for replacement pads and batteries against an invoice. (This was authorised in the April meeting to purchase via the Barclaycard, but this was over the Barclaycard purchase limit.)

Payment Authorisation Schedule to be confirmed:

- May 2026 - Cllr Wakerley and Cllr Decker-Thomas
- June 2026 – Cllr Wakerley and Cllr Roderick
- July 2026- Cllr Wakerley and Cllr Poulter.

4. Annual Return Approval 2025-2026

It was **Resolved** to approve the Internal Audit Information as below that has been shared by the RFO and uploaded to the website and for this to be submitted to the Internal Auditor.

- Annual Return and Annual Governance Statement (AGAR)
- Internal Audit Summary Document
- Explanation of Variances Document for Approval
- Internal Audit to be submitted at the end of May.

- PRG (Babington Meadow) Charity Account for 2025-2026
[Finances-2025-2026](#)

5. Scribe Update

It was **Resolved** to note that the Scribe Account for 2025-2026 is to be closed off. The RFO to start formulating the new financial year 2026-2027 and has completed all training modules. The Clerk has been set up on the system to start training.

6. Reserves

It was Resolved to note the proposed Reserves breakdown for 2026-2027 for information. The Finance Working Group will look at in more detail alongside the Reserves Policy.

7. RFO FILCA Training

There was a discussion around the usefulness of the training, as free training is provided by Scribe and although a certificate has not been achieved a lot of the training was already completed. It was **Resolved** for this to be reviewed at the next Staffing Meeting.

6. 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

1. **DM/2026/00513** Construction of a single storey side extension and construction of an enclosed front porch. 3 De Clere Way Trellech Monmouthshire NP25 4NY.
The Clerk has responded to MCC Planning recommending Approval.

New Planning Applications for consideration

2. **DM/2026/00518** The proposal is to replace the dilapidated shed with a new shed. Crosshands Farm Llandogo Road Trellech Monmouthshire NP25 4PE.
It was Resolved to recommend Approval.
3. **DM/2026/00604** Demolition of two stone outbuildings and erection of two timber sheds. Stanley Cottage Gethley Road Parkhouse Trellech Monmouthshire NP25 4PUDM/2026
It was Resolved to recommend Approval.

4. **DM/2026/00455** Extensions and alterations to existing dwelling and installation of replacement sewage treatment plant. Robin Hill Back Road Catbrook Trellech Monmouthshire NP16 6NA
It was Resolved to note that our recommendation hasn't changed, and that our comments about dark skies have been taken into consideration.
5. **DM/2026/00104** Construction of new dwelling in the garden of Elm Tree Cottage. Elm Tree Prysg Wood Lane Llanishen Monmouthshire NP16 6QS.
It was Resolved to recommend Approval
6. **DM/2026/00558** Proposed 2 bay oak framed garage with room above with external staircase. Proposed garden room constructed of C16/C24 stud wall. Yewcroft B4293 Quarry Road To Cross Lane Llanishen Monmouthshire NP16 6QQ.
It was Resolved to recommend Approval.

Planning Updates/Enforcement/Licensing

7. Enforcement DM/2024/00712 Catbrook. No further update received from MCC following February meeting.
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.

7. REPORTS & STANDING ITEMS

Police Monthly Report – shared and on website. [TUCC April 2026 Police Report](#)

8. COUNTY COUNCILLOR & COMMUNITY COUNCILLOR UPDATES

- County Councillor Richard John shared the local in person Senned Election turnout rates for the different wards, which ranged from 48-57%.
- The new Ambulance Station in Monmouth is nearly complete.
- A local resident has raised issues with the steps on the steep footpath between Penallt and Monmouth. Details will be shared with Community Councillor May who is a member of the Penallt Footpath Group.
- Moorcroft road in Penallt will be resurfaced and this has been shared with the 65 bus by Community Councillor May.
- The date of the Whitebrook speed survey is to be confirmed.
- He has written to NRW about the tree felling and the state of the woods that has been left with deep ruts and vehicle oil.
- Passing spaces in Pen Y Fan are sub-standard and this will be passed to Highways.
- Fibre roll out is due across TUCC and is already in Trellech Grange.
- Cllr Roderick queried how to report a dangerous junction near the Usk Show crossroads where a recent serious accident occurred. This can be reported to Trudy Humber of MCC.

9. TUCC SPECIFIC CORRESPONDENCE- Noted

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

- OVW Training has been shared

- A response from Celyn Davies, WVAONB has been shared for discussion at the June 2026 OM.

10. CLERK UPDATE

1. All Clerk actions arising from the April 2026 OM have been completed or are ongoing.
2. Trellech and the Narth Noticeboards-the new Trellech noticeboard has been ordered and Cllr Dunsford is arranging access to the TUCC noticeboard on the Narth Village Hall.
3. Focus is on updating HR policies
4. Archiving and rationalisation of files to be added to outstanding tasks. Gwent Archives have been contacted and have provided advice.
5. PRG Charity Hard Files have been received by the Clerk and are being reviewed and reduced before being held in the filing cabinets.
6. Llanishen SID -Awaiting response from MCC who have stated that Llanishen SID works are on the 2026/7 planned works.

11. FORWARD LOOK

June OM 2026

- Land Holdings and further Tree Management
- Updated HR Policies
- Progress on Finance and Governance Toolkit Action Plan.
- The response to the Tracks and Trails letter for further discussion.
- PRG Annual Meeting to be held before the June OM.

Next Ordinary Meeting will be 18th June 2026 via zoom and in person at Pelham Hall at 7.30pm.

PRG (Babington Meadow) Annual General Meeting at 7pm

The meeting closed at 9.00 pm.

Signature of Chair:

Date:

Chair initials:

TUCC minutes of the Ordinary Meeting of 18TH May 2026