



Representing and serving the communities of:

Catbrook, Llanishen, Penallt, The Narth,
Trellech, Trellech Grange and Whitebrook

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Minutes of the Ordinary Meeting of Trellech United Community Council of Monday 16th December 2024,
which commenced at 7:00pm via Zoom video conferencing.

A. Poulter	Councillor	Attended	R. Decker-Thomas	Chair	Attended
G. Weston	Councillor	Attended	L. Wakerley	Vice Chair	Attended
S. Geddes	Councillor	Attended	P Ash	Councillor	Attended
D. May	Councillor	Attended	S. Roderick	Councillor	Apologies
E. Webb	Councillor	Attended	K. Darlow	Councillor	Apologies
N. Scarr	Councillor	Attended from 7.30pm			
R John	C. Councillor	Apologies	J McKenna	C. Councillor	Attended
S Baker	Clerk	Attended	H. Rouse	RFO	Attended

1	APOLOGIES Apologies were noted.
2	DECLARATIONS OF INTERESTS Cllr Peter Ash declared an interest in Item 8.2 Whitebrook Village Hall Grant.
3	PUBLIC FORUM N/A
4	CO-OPTION OF WHITEBROOK VACANCY - To propose and second a new Councillor Peter Ash onto the Council to represent the Whitebrook Ward. His biography has been circulated. - It was resolved by a unanimous vote of all Councillors present to agree to co-opt Peter Ash as the Councillor for the Whitebrook Ward. - The Clerk to inform Monmouthshire Democratic Services of this decision, and for his details to be displayed on the TUCC website.
5	MINUTES To approve the minutes of the November OM Meeting 21/10/24 Minutes-November-18th-2024-OM-v2.pdf- agreed.

6	COUNTY COUNCILLOR UPDATES 1. To receive the report from County Councillor Jayne McKenna. C. Councillor McKenna provided a verbal update on items of interest and local issues across the Wards which she has been engaged with including: • The RLDP consultation is ongoing, • Issues with light being on out of hours at Trellech School, • Streetlights issues in Trellech • Local flooding after the storm and availability of sandbags to local residents in need. • Blocked drains being cleared in Whitebrook and Penallt. • The 8 new houses in Llanishen have been allocated to people with links to the TUCC ward • There are 3 houses in Whitebrook that are having difficulty in getting fibre broadband due to telephone exchange conflicts between Wales and England. • She has asked for a Public Meeting on Wye Valley Tracks and Trails project. The Chair queries the lack of information provided by Welsh Water over local works affecting roads. C Councillor McKenna will follow up and forward relevant emails to TUCC for information.
7	PLANNING & PLANNING UPDATES/ENFORCEMENT New Planning Applications 1. DM/2023/01017 Replacement dwelling and garage with associated works. Marshlands, Llandogo Road, Trellech, Monmouth Monmouthshire NP25 4PE. Resolved: This was a minor update to an existing application and so there is no further comment. 2. DM/2024/01458: Householder Construction of detached Carport Cae Caws Barn Penygarn Road Penallt Monmouthshire NP25 4R. Resolved: To recommend Approval. Planning Updates/Enforcement 3. Concerns over the changes to external finishing of the new Nursery Building in the grounds of Trellech Primary School ref DC/2021/01950. C Councillor McKenna has already written to the Head of MCC Planning about the issue, following the email from Cllr Webb. It was agreed that the existing finishes are sub-standard and not in line with the planning permission granted. Resolved: The Clerk to write to MCC Planning about the existing external appearance of the building and variation form the authorised plans and the lack of render. 4. Notice of Devauden Festival moving to Humble by Nature in 2025.Devauden-Festival-moves-to-Penallt-in-2025.pdf. Several Devauden residents have already contacted Cllr May about their concerns and the issues recorded on the Devauden Village Website from the previous event held there. Resolved: For the Clerk to write to the Festival Committee and the new event site, Humble by Nature requesting assurance over the plans in place to mitigate any impact on local residents. 5. Pleasant View Barns-further correspondence from Mr Roberts over enforcement action and a request to share with our County Councillors and the Chair of MCC Planning Committee. Some

	road chippings have been removed from site but the enforcement notice has not been fully complied with. This has been shared as requested. 6. Anonymous Report to Cllr Wakerley via MCC of Alleged Unauthorised works at Hazeldene, Ceciliford, Broadstone, Trellech Monmouthshire NP25 4QF. This was shared for awareness.												
8	FINANCE 1. To note bank balances at 30/11/2024: <table><tr><td>a. Account 1</td><td>£38,858.51</td></tr><tr><td>b. Account 2</td><td>£11,541.78</td></tr><tr><td>c. Total</td><td>£50,400.29</td></tr></table> 2. To approve payment schedule for December 2024: <table><tr><td>Merlin Environmental</td><td>Dec Dog waste collection</td><td>£205.92</td></tr><tr><td>Salaries inc. tax/NI</td><td>Dec Salaries</td><td>£1,093.30</td></tr></table> 3. To note: Any payments received following the publication of the formal agenda or any expected payments to be discussed here. -Broadstone Playpark mowing/maintenance. It was agreed to accept the figure of £500 for next years work. It was agreed to pay the £500 for work completed 2024/25 upon receipt of an invoice. Payment Authorisation Schedule to be confirmed: - December 2024 Cllr Scarr Chair & Cllr Wakerley - January 2024 Chair & Cllr Wakerley - February 2024 Cllr Scarr & Cllr Wakerley - March 2024 Cllr Poulter & Cllr Wakerley Payments made during this month: - Play Inspection Company £198.00 paid 09-12-24 - Barclaycard Statement for December total of £168.20 includes Zoom, Key Cutting & Smarty. Babington Meadow / Penallt Recreational Ground Annual Return completed 02-12-24. Finance Committee Meeting held 10th December 2024, meeting notes to follow in due course. National Insurance Contributions for Employers for 2025-2026 approx. £555. 4. Grant applications received 1. Monmouth Citizens Advice-request for £3,500, but TUCC budgeted for 2,500, further information has been requested on the impact and benefits to the TUCC area as no Formal Grant Application has been received. 2. An initial Grant application from Whitebrook Village Hall has been received for improvements to the space outside the Hall for £3,000.	a. Account 1	£38,858.51	b. Account 2	£11,541.78	c. Total	£50,400.29	Merlin Environmental	Dec Dog waste collection	£205.92	Salaries inc. tax/NI	Dec Salaries	£1,093.30
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	It was Resolved to schedule the Grant Applications at the January 2025 meeting and to share the applications beforehand. The Clerk will review the information on the website to ensure it was up to date and complete. 5. Play Inspection Reports The Play Inspection Reports have been received following the inspections of the play areas at Penallt Recreation Ground and Broadstone Village Green. The invoices have been authorised ready for payment. BroadstoneVillageGreen Play Equipment Inspection Report.pdf BabingtonMeadow-Play Equipment Inspection Report.pdf 6. Councillor Remuneration Payments The RFO is still waiting on some of the information forms to be received prior to adding everyone to the database. SLCC has advised that only taxable benefits need to be paid through the payroll system rather than all Councillor remuneration payments. It was Resolved that Councillor remunerations that are not taxable are paid directly through the payments system. Councillor remunerations that are taxable (Chair and Vice Chair) will be paid through the HMRC payroll system. 7. For approval: Budget for 2025/2026 for approval. Some small amendments are required over changes in the grass cutting figures. The final budget to be approved at the January OM 2025.
9	HR N/A
10	DEFIBRILLATORS 1. The Clerk will outline the process for recording information on the Circuit. 2. The Penallt phone box defibrillator has been used by the Ambulance Service and requires checking before it can be registered as 'available' on the Circuit system. This request has been circulated to Councillors. One of the defibrillators has been used in Penallt (the phone box), which Cllr May has identified as having been recorded twice on The Circuit. Each defibrillator can have the contact details of a local 'Guardian' recorded, so that they are contacted when the equipment needs to be check, is used, or is faulty. Cllr Scarr is in contact with a local volunteer who may be interested in being the Defibrillator Guardian for the Penallt Phone Box. Trellech Grange does not have a defibrillator and Cllr Webb will look into this. The New Mills defibrillator is flashing. It was Resolved for the Clerk to contact the Welsh Ambulance Service for replacement pads for the used defibrillator. It was Resolved that Guardian details for the Penallt Defibrillator are to be updated on the Circuit System when further details have been provided by Cllr Scarr. The Clerk will then contact The Circuit to remove the duplicate entry to ensure accuracy. It was Resolved that a list of defibrillators and guardians will be provided at the next meeting to identify any defibrillators with missing guardians. Cllr Webb will revert with further details on Trellech Grange requirements.

11	FOOTPATHS & RIGHTS OF WAY - To note the Penallt Footpath Report. Penallt-Footpath-Group-report-to-TUCC-October-2024.pdf - To note the Llanishen Footpath Report. Llanishen-and-district-footpath-group-end-of-year-report-2024.pdf Llanishen-Rights of Way-Report-Dec-2024.pdf - To note the latest minutes from the Wye Valley Villages Together Meeting which included the following. The update on the Tracks & Trails is included as item b) in the link https://democracy.monmouthshire.gov.uk/documents/s40199/12a.%20AONB%20Partner%20updates.pdf The full JAC papers are here: https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=154&MIId=5900&Ver=4. The webpage on the Tracks & Trails project and Steering Groups is here https://www.wyevalley-nl.org.uk/caring-for-wye-valley-aonb/our-projects/lowerwyetracksandtrails/ - To review and agree the approach and representatives on the different rights of way groups/activities and engagement priorities. Sallie R is a member of MCC's local access forum and Stuart G and George W are the TUCC rep on the Wye Valley Villages delivery group. Both groups are concerned with public rights of way as part of their remit, and in particular, MCC's "Tracks and Trails" project. MCC have an online map, which shows those paths and their categories (footpaths, bridleways etc.). This can be found at https://access.monmouthshire.gov.uk/standardmap.aspx It was agreed that a lot of really good work is delivered by local volunteer footpath groups. MCC provides a lot of free equipment and training, such as boots, posts, brush cutters etc to assist them and should be approached for funding in the first instance. It was still not clear to Councillors as to how the concerns from local residents on local rights of way were being taken into account and what work was being taken forward by whom in regard to the different groups. As Cllr Roderick was unable to attend and one of the key documents had not been published, the full discussion was delayed till a future date.
12	BIODIVERSITY To receive any updates.-N/A
13	REPORTS & STANDING ITEMS - To receive the Gwent police report. November 2024-TUCC-Police-Report.pdf The Clerk has written to Gwent Police requesting the possibility of more local Police surgeries for residents to access, apart from the one held in Usk. - The Clerk has requested to book the Pelham Hall Bar room for Ordinary Meetings for 2025/26 FY. An invoice has been received for these costs but has not yet been authorised for payment. The RFO is leading the review of usage and costs for 2024. It was Resolved for the Chair and Clerk to write to the Treasurer to confirm the value of unused bookings of the smaller room and discuss an agreed approach.
14	TUCC SPECIFIC CORRESPONDENCE Opportunity for collaborative procurement for Dog Waste Bins from Abergavenny Town Council.

	4. Notice of possible inferior quality batteries on Defibrillators shared. 5. Highways concern ref Coaches turning onto the B4293-C Cllr McKenna had contacted Highways about this. 6. Other correspondence is already in the Agenda.
15	COUNCILLOR UPDATES None
16	FORWARD LOOK At the January 2025 OM items for discussion include: 1. New Financial Instructions TBA and further budget updates. 2. To review the arrangements and TUCC responsibilities as Trustees over the Penallt Recreation Ground (Babington Meadow). 3. Grant Applications 4. Charity Funding
17	CLERK UPDATE 1. All Clerk actions arising from the November OM have been completed. 2. The Clerk has been looking into the Penallt Recreation Ground Charity Status and originating documentation to enable a discussion at the January 2025 meeting. 3. To further develop the forward look with the RFO to generate a timetable of recurring finance and governance tasks. 4. To move over 2024/25 documentation into the shared one drive from emails and create a folder structure. 5. To look into potential payroll providers due to changes in employer NI rules and Councillor allowances now being paid through the payroll.
18	MEETING To note that the next ordinary meeting will be on 20 th January 2025 <u>via Zoom video conferencing.</u> MCC Media releases can be found at https://www.monmouthshire.gov.uk

The meeting closed at 9.15 pm.

Signature of Chair:

Date: