



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 20th January 2025, 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	Apologies
S. Geddes	Councillor	Attended	P Ash	Councillor	Attended
D. May	Councillor	Attended	S. Roderick	Councillor	Attended
E. Webb	Councillor	Attended	K. Darlow	Councillor	Attended
N. Scarr	Councillor	Attended			
R John	C. Councillor	Attended	J McKenna	C. Councillor	Attended
S Baker	Clerk	Attended	H. Rouse	RFO	Attended-till 8.30

1	APOLOGIES Apologies were noted.
2	DECLARATIONS OF INTERESTS 1. Cllr Ash declared an interest in item 7b Whitebrook Villag Hall Grant Application. 2. Cllr Poulter declared an interest in item 6. 1 planning application in Llanishen.
3	PUBLIC FORUM N/A
4	MINUTES 1. It was resolved to approve the minutes of the 16 th December OM Meeting Minutes-December-16th-2024-OM.pdf .
5	PLANNING & PLANNING UPDATES/ENFORCEMENT New Planning Applications 1. Updated application ref The Coach House, Trellech, was received and responded to via email requesting that all the outstanding queries are answered. The Listed Building Consent was already approved. DM/2024/01144

	2. DM/2024/01548 Construction of 3 bed dwelling in the garden of Elm Tree Cottage. Wood Lane Llanishen Monmouthshire NP16 6QS. It was resolved to respond as Neutral, with concerns around drainage and surface rainwater due to the level of immediate local development. Planning Updates/Enforcement 3. The Clerk has written to MCC over the concerns raised at the December 2024 OM on the external finishing of the new Nursery Building in the grounds of Trellech Primary School ref DC/2021/01950. A response has been received from Enforcement stating that the works have not been completed. This has been shared with Councillors. C Cllr Jayne McKenna agreed to write to Planning Enforcement requesting a further update. 4. The Clerk has written to Devauden Festival Organisers over previous festival concerns and how these will be mitigated when at Humble by Nature in 2025. A comprehensive response has been received and shared with Councillors. It was resolved that the Clerk would write to Devauden Festival formally thanking them for their response which addressed the concerns raised.						
6	COUNTY COUNCILLOR UPDATES C. Councillors Jayne McKenna and Richard John provided a verbal update on items of interest and local issues across the Wards which they has been engaged with including: 1. Welsh Water and Sewerage issues in Trellech s101 application. 2. Sunnyside, The Narth 3. 20mph signage on Greenway Lane, Trellech 4. Adoption of new road built by developer in Trellech. 5. Penallt Drains site visit and looking at Whitebrook. 6. Budget position of MCC to be shared. 7. Countryside Connections providing 5G for Village Halls. 8. Additional bus stop in Penallt for the 65 Bus.						
7	FINANCE 1. The following bank balances at 31/12/2024 were noted: a. Account 1 £49,763.49 (precept payment of £15,461 received) b. Account 2 £11,619.08 (increase of £77.30 for interest) c. Total £61,382.57 2. The following payment schedule for January 2025 was approved. <table><tr><td>Merlin Environmental</td><td>Dog Waste Collection</td><td>£205.92</td></tr><tr><td>Salaries inc. tax/NI</td><td>Clerk/RFO</td><td>£1,093.30</td></tr></table>	Merlin Environmental	Dog Waste Collection	£205.92	Salaries inc. tax/NI	Clerk/RFO	£1,093.30
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Manor Wood	Book Launch Expenses	£165.87
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3. To note: Any payments received following the publication of the formal agenda or any expected payments to be discussed here.
Barclaycard Statement for January £10 for Smarty Phones
Wye Valley Meeting Room Costs for Pelham Hall in February 2025 of £25.00 TUCC has been asked to fund the hiring of Pelham Hall for the next meeting of WVVVT group on 26 February 2025 between 2 and 4pm and via zoom. This funding been agreed at a previous TUCC meeting.
4. Payment Authorisation Schedule confirmed as:
 - January 2025 Chair & Cllr Wakerley
 - February 2025 Cllr Scarr & Cllr Wakerley
 - March 2025 Cllr Poulter & Cllr Wakerley.
5. Finance Committee Meeting notes from 10th December 2024 will be shared by the RFO. Finance Committee Meeting held 14th January 2025 meeting will follow.
- Grant applications received**
6. Monmouth Citizens Advice-request for £4,000, (previously shared).[Monmouthshire Citizens Advice Grant Funding Form](#)
It was **resolved** to approve the application for Monmouth Citizens Advice for £2,750, in line with the Grant Policy.
7. Whitebrook Village Hall-An initial Grant application from Whitebrook Village Hall has been received for improvements to the space outside the Hall for £3,000. Three quotes for the work were received.https://trellechunited-cc.gov.uk/wp-content/uploads/simple-file-list/Minutes/Minutes-2025/Xerox-Scan_06112024165715.pdf
It was **resolved** to approve the application from Whitebrook Village Hall for £3,000.
8. Whitebrook Village Hall has also requested funding towards their utilities with supporting invoices.
It was **resolved** to approve the application for £500 towards utilities costs for Whitebrook Village Hall.
9. Grant application from The North Village Hall for £1,000 for new garage door.<https://trellechunited-cc.gov.uk/wp-content/uploads/simple-file-list/Minutes/Minutes-2025/North-Village-Hall-Grant-application.pdf>
It was **resolved** to approve the application for £1,000 towards the costs for a new garage door for the North Village Hall.
10. The North Village Hall utilities funding application received, with supporting invoices.
It was **resolved** to approve the application for £500 towards utilities costs for the North Village Hall.

	Councillor Remuneration Payments 11. Tax free amounts of £208 paid 27th December 2024, except for Cllr Roderick where information has now been received. Chair and Vice Chair allowances to be paid following further clarification from a payroll specialist. Precept 12. The completed precept Request Template has been completed and was approved for submission to MCC. Finance Committee Items for Discussion. Updated Financial Regulations had been shared prior to the meeting, following discussion at the Finance Committee meetings. 13. It was resolved to approve and accept the updated Financial Regulations subject to some minor formatting changes, with the financial limits remaining the same as before, and being updated for the credit card.
8	HR -Payroll Provider The Clerk has requested quotes from our previous payroll provider, Playworks and Catherine Williams of Crickhowell. A single quote has been received from Catherine Williams, a firm of accountants, and a further quote has been requested for comparison.
9	DEFIBRILLATORS The Clerk has reviewed and updated records of defibrillators on the BHF system, as they were incorrect in terms of Guardians and ownership. They are now registered on the Circuit under the Clerks email of admin@trellechunited-cc.gov.uk. Each defibrillator has a local ‘Guardian’ to perform the checks. The New Mills defibrillator has been reset by the Clerk. Cllr Weston has offered to show new guardians the process, which is detailed in BHF guides and you-tube videos. Training is available but on the use of a defibrillator rather than the maintenance. All defibrillators owned by TUCC are also on the Asset Register. A free spare set of pads has been obtained from Save a Life Cymru. The following are those owned by TUCC as per records on The Circuit and the Asset Register. Penallt Phone Box Catbrook Village Hall Trellech Babbington Centre New Mills Phone Box The Narth Village Hall Llanishen Village Hall. All Councillors to consider whether there is a need and suitable location available for additional defibrillators in their Wards/areas. It was resolved to agree the process and position around defibrillators. Cllr Webb is looking into an additional defibrillator at Trellech Grange.

10	FOOTPATHS & RIGHTS OF WAY To discuss the deferred item from the December 2024 OM and receive any updates. ‘ 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 is 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. Stakeholders are waiting on a public meeting around the issues that have been raised. It was resolved for Cllr Roderick to contact MCC Richard Arnold about how best to advertise local footpath groups. It was resolved for the Clerk to write to the Tracks and Trails Project following receipt of their latest report, highlighting the ongoing concerns and interest of TUCC.
12	BIODIVERSITY 1. To receive any updates.-N/A
13	REPORTS & STANDING ITEMS 1. To note the Gwent police report. December 2024 Police Report 2. Pelham Hall. The Chair has met and agreed with the Treasurer of Pelham Hall for a charge of £60/year for storage. This is to be added to the 2024/5 invoice and again for 2025/6 and offset against the credit. The balance will then be due for 2025/6. It was resolved to agree the additional storage costs for the filing cabinets and the offsetting of the credits. The RFO to agree the approach with the Treasurer of Pelham Hall. .
14	TUCC SPECIFIC CORRESPONDENCE 1. A query has been received around the possible reservation of 2 spaces in the Trellech Car Park next to the old Methodist Chapel. The email request has been circulated. It was resolved for the Clerk to write to the applicant about the feasibility of the request if the proposal progresses further.
15	COUNCILLOR UPDATES 1. Cllr May provided the Penallt Community Emergency Plan here for information https://trellechunited-cc.gov.uk/wp-content/uploads/simple-file-list/Penallt-CEP-update.pdf. 2. Cllr Ash-Whitebrook Area. A new Whitebrook Community Association has been set up, and had raised issues over blocked drains, particularly during the recent storms which caused local flooding. It was resolved for the Clerk to write to MCC Graham Kinsella on behalf of TUCC about the issues around Whitebrook drains.

	Councillors were reminded that they can only formally represent TUCC on matters that have been agreed at a Council Meeting. They are free to raise the issues in their own name, but not to use their council email address in these instances.
16	FORWARD LOOK At the February 2025 OM items for discussion include: 1. Update on Penallt Recreation Ground Charity and the role of TUCC. 2. Charity Donations 3. Further Grant Applications
17	CLERK UPDATE 1. All Clerk actions arising from the December OM have been completed. 2. The Defibrillator issues have been resolved, new Guardians have been added to the BHF Circuit. 3. The Clerk is looking into the Penallt Recreation Ground Charity Status and originating documentation to enable a future discussion. The next step is to contact Alastair Robertson has been contacted. 4. To further develop the forward look with the RFO to generate a timetable of recurring finance and governance tasks. 5. To move over 2024/25 documentation into the shared one drive from emails and create a folder structure. 6. Two payroll providers have been contacted for further information, and a quote is expected from Catherine Williams a local firm in Crickhowell.. 7. Information surrounding Grant Applications has been obtained and shared.
18	MEETING 1. To note that the next ordinary meeting will be on 17 February 2025 via Zoom video conferencing. 2. The additional planning meeting will only take place if required and enough planning applications are received that cannot be managed within an OM. MCC Media releases can be found at https://www.monmouthshire.gov.uk

The meeting closed at 9.30 pm.

Signature of Chair:

Date: