

**TRELLECH UNITED COMMUNITY COUNCIL  
MINUTES OF MEETING  
held at the Pelham Hall, Penallt and via Zoom on Monday 23 May 2022 at 7 pm**

<b>Village</b>	<b>Councillor</b>	<b>Attendance</b>
Catbrook	Guy Bowden	Present (from item 22072)
Catbrook	Leanne Wakerley	Present (from item 22072)
Llanishen	Martin Blakebrough (Chair)	Present
Llanishen	George Weston	Present
The Narth		
The Narth		
Penallt	David May	Not present
Penallt	Nikki Scarr	Present
Penallt	Stuart Geddes	Present (from item 22072)
Trellech Grange		
Trellech Town	Rosemary Decker-Thomas	Present
Trellech Town	Alan Poulter	Present
Trellech Town		
Whitebrook		
MCC	County Cllr Jayne McKenna	Present
MCC	County Cllr Richard John	Present

**Clerk:** Ann Davison

**PUBLIC MEETING:** none

**It was noted that the original published date for this Annual Meeting had been 16 May, within the statutory 14 days following the election on 5 May. However, it had proved impossible to gather a quorum of councillors for that date, due to the small number of elected councillors and pre-booked holidays. The meeting had therefore been postponed to 23 May.**

**22068. CHAIR 2022-23**

Cllr Martin Blakebrough was elected as chair for a further year in the absence of any other nominations, notwithstanding Standing Order 5(e).

**22069. DECLARATIONS OF ACCEPTANCE OF OFFICE**

Having been elected on 5 May 2022 the following councillors signed declarations of acceptance of office, in the presence of the Clerk: Martin Blakebrough, Rosemary Decker-Thomas, Alan Poulter, Nikki Scarr and George Weston. Cllr David May had sent his apologies, and **it was resolved** that he should sign the declaration of acceptance of office at the TUCC meeting on 20 June.

**22070. APOLOGIES FOR ABSENCE:** Cllr D May

**22071. CO-OPTION**

Eight council seats remained unfilled at the election on 5 May, and these vacancies had been advertised.

**It was resolved** to co-opt the following: Guy Bowden and Leanne Wakerley to represent Catbrook ward, and Stuart Geddes to represent Penallt ward. These three new councillors each signed a declaration of acceptance of office and joined the meeting.

The five remaining vacancies would be re-advertised, in the hope of filling them at the June meeting. It was noted that one further candidate had already expressed interest.

It was noted that One Voice Wales was offering multiple training sessions for new councillors, as was Planning Aid Wales. All new councillors were encouraged to attend training, the cost of which would be covered by the council. It was further noted that the council was required to produce a Training Strategy by September 2022.

**22072. DECLARATIONS OF INTEREST:** none

**22073. VICE CHAIR 2022-23**

Cllr Alan Poulter was elected as Vice Chair

**22074. ANNUAL REPORT 2021-22**

A copy of the report is attached to these minutes and will be published on the website.

**22075. STANDING ORDERS AND FINANCIAL REGULATIONS**

These were reviewed, and **it was resolved** that no modifications were required.

**22076. RISK ASSESSMENT**

**It was resolved** to adopt the risk assessment attached to these minutes.

**22077. FINANCE ADVISORY GROUP AND BIODIVERSITY GROUP**

Finance Advisory Group: Cllrs Blakebrough, Decker-Thomas, Poulter, Scarr and Wakerley were appointed.

Biodiversity group: Cllrs Bowden, Decker-Thomas, and Scarr were appointed.

**22078. TUCC REPRESENTATION ON EXTERNAL BODIES**

**It was resolved** that the attached list of appointments be approved.

It was noted that the following new appointments had been made:

Babington Meadow Committee: Stuart Geddes

MCC, Wye Valley Action Plan: Guy Bowden and George Weston

Trellech Consolidated Charities: Alan Poulter, Rosemary Decker-Thomas, Karen Lowe and Philip Lowe were re-appointed for a further three years.

**22079. TUCC MEMBERSHIPS**

**It was resolved** that TUCC should continue its membership of One Voice Wales, the Council for the Protection of Rural Wales and the Open Spaces Society. The council will also continue to cover the clerk's membership of the Society of Local Council Clerks.

**22080. MEETING DATES AND VENUES**

Meetings will continue to be held on the third Monday of each month, with the exception of December when the second Monday is customary. While in-person meetings have now resumed the council will continue to offer the facility to both councillors and members of the public to join meetings online. This means that only village halls with adequate wifi provision can be used for meetings. This is known to include Penallt, Llanishen and Trellech.

The clerk was asked to write to the Trustees of Catbrook Village Hall to ask if/when wifi might be available there.

The June meeting will be held at Pelham Hall in Penallt. Venues for meetings after that date will be confirmed at the June meeting.

Clerk

**22081. ACCOUNTS AND ANNUAL RETURN 2021-22**

The summary accounts and the Annual Return were received and noted, and are appended to these minutes.

**22082. INTERNAL AUDITOR REPORT AND RE-APPOINTMENT**

The internal auditor's report was received and noted, and is appended to these minutes. **It was resolved** to appoint Graham Boulton as internal auditor for 2022-23 at the rate of £30 per hour.

**22083. ANNUAL GOVERNANCE STATEMENT 2021-22**

The council considered in detail the Annual Governance Statement and agreed with all statements. Both the clerk and the chair signed the Annual Return. The clerk will submit the Annual Return to the Welsh Audit Office.

Clerk

**22084. MINUTES OF THE MEETING HELD ON 21 March:** agreed as a true record and signed by the chair.

**22085. MATTERS ARISING FROM PREVIOUS MINUTES**

**Item 22026 and 21234: Notice boards**

New notice boards had been delivered to Whitebrook and to Llandogo.

**22086. PLANNING APPLICATIONS (DELEGATED POWERS)**

Minute 22052 gave delegated power to the clerk to respond to planning applications in April, since there was no scheduled council meeting. Following consultation with local councillors the following applications were all recommended for approval:

- 00172, Catbrook, Fairfield, single storey extension, new garage. Re-consultation
- 00363, Trellech, Glenevor, non-material amendments to 2017/01267
- 00417, Trellech, The Lodge, Babington Close, 10 x solar panels on garage roof
- 00454, Penallt, Orchard adjacent to Cross Dermond, 16 x ground-mounted solar panels
- 00522, The Narth, Sunnyside, re-render and replacement windows
- 00549, Penallt, Hazelwood House, alterations and extension
- 00587, Trellech Grange, Orchard Cottage, Gethley Rd, 2 storey side extension

**22087. PLANNING APPLICATIONS**

- 00466, Catbrook, Land at Whitelye, agricultural building for livestock and storage. Recommend approval
- 00565, Trellech, Red House, single storey rear extension. No objection
- 00664, The Narth, White House, Maryland, 2<sup>nd</sup> storey extension over existing. No objection to the extensions, but the extent of exposed stonework needed to be indicated on the drawings.
- 00673, Catbrook, The Firs Barn, Tintern Rd, 2 bay garage with office & storage above. Recommend approval

Clerk

**22088. FURTHER PLANNING APPLICATIONS RECEIVED**

- 00595, The Narth, Holly Dene, extensions and alterations. No objection

Clerk

**22089. MCC PLANNING DECISIONS**

- 2021/01005 and 01097, Whitebrook, Fern Bank, planning consent and listed building consent, extension and alterations to cottage and refurbishment of adjacent cider mill. Approved
- 00201, Llanishen, Quarry Cottage, alterations to existing garage roof to create hobby room. Approved
- 00323, Whitebrook, Mill Cottage, alterations to existing windows and internal reconfiguration. Approved
- 00324, Llanishen, Bwthyn Celyn, replace timber shed and create parking area. Approved
- 00342, Penallt, Clarence House, erection of 1.2m stock fence to rear of property. Approved
- 00417, Trellech, The Lodge, Babington Close, 10 x solar panels on garage roof. Approved

**22090. FURTHER MCC PLANNING DECISIONS**

- 00454, Penallt, orchard adjacent to Cross Dermond, 16 x ground-mounted solar panels. Approved

**22091. BANK SIGNATORIES**

Previously all councillors had been approved signatories for cheques; and members of the finance group for online approval of payments. **It was resolved** that all councillors who had resigned should be removed as signatories, and all members of the new Finance Advisory Group be added as online signatories.

Clerk

**22092. GRASS CUTTING AT CATBROOK VILLAGE GREEN**

This area is maintained by Jonathan Hoskins, who has charged £280 a year: a monthly cut between April and October at £40. Mr Hoskins had requested that the monthly fee be increased to £50 to reflect increased fuel costs. **It was resolved** to suggest an increase of £5, to £45 for each cut. The clerk was asked to obtain a cost from MCC for adding Catbrook Village Green to its mowing schedule.

Clerk

**22093. GRANTS TOWARDS PLATINUM JUBILEE CELEBRATIONS**

Following the decision at the March TUCC meeting (min 22057) to offer £500 to village hall committees, three applications had been received from Trellech, The Narth and Whitebrook. **It was resolved** to make grants accordingly.

Clerk

**22094. GRANT TOWARDS TRELLECH SCHOOL PLATINUM JUBILEE GIFTS**

Trellech School had purchased commemorative keyrings for pupils, at a cost of £574. **It was resolved** not to make a grant for this purpose. MCC was offering a Jubilee book to each school child.

Clerk

**22095. WHITEBROOK VILLAGE HALL GRANT APPLICATION**

Further to minute 22054 members of the Whitebrook village hall committee had provided explanations of the tree work. All necessary permissions had been obtained from MCC prior to the removal of trees. The relatively high cost of the work (£1860) was because the trees were overhanging the roof of the village hall as well as power cables. **It was resolved** not to make a grant towards this work.

Clerk

**22096. ACCOUNTS FOR PAYMENT**

Current bank balance: £44,229.40

The comparison between the 2021/22 budget and expenditure to date was noted.

The following payments were made in April, as approved in minute 22055:

BACS/121	Merlin Waste (£183.08 + £36.62 VAT)	£219.70
BACS/122	Clerk, salary £487.02 + mobile phone top-up £10	£497.02
BACS/123	HMRC PAYE (April)	£50.40
BACS/124	Playworks (Katherine Watkins), salary admin	£20
BACS/125	Vision ICT, website hosting 2022-23 (£175 + £35 VAT)	£210

The following accounts were presented and payment agreed. Cllrs Poulter and Blakebrough were nominated to complete online authorisations for these payments.

BACS/126	Merlin Waste (£154.92 + £30.98 VAT)	£185.90
BACS/127	Clerk, salary	£486.82
BACS/128	HMRC PAYE (May)	£50.60
BACS/129	Playworks (Katherine Watkins), salary admin	£20
BACS/130	Trellech & Penallt PCC, churchyard grant	£1000
BACS/131	G Boulton, internal audit	£97.50
BACS/132	CPRW subscription	£20
BACS/133	Babington Meadow maintenance	£1000
BACS/134	Greenbarnes, Llandogo notice board (incl £220.33 VAT)	£1322.01
BACS/135	Greenbarnes, Whitebrook notice board (incl £220.33 VAT)	£1322.01
BACS/136	Trellech VH, Jubilee celebrations	£500
BACS/137	The Narth VH, Jubilee celebrations	£500
BACS/138	Whitebrook VH, Jubilee celebrations	£500

Clerk, AP, MB

**22097. ADDITIONAL PENALLT DOG WASTE BIN**

Cllr May had forwarded a request for an additional dog waste bin, to be sited close to the Boat Inn at the beginning of the riverside footpath. The current cost of a bin was £189 + VAT, with an emptying costing of £6.50 every fortnight. **It was resolved** to defer a decision on this to the next meeting, as the exact location and land ownership needed to be checked, as well as flooding risk.

Clerk

**22098. TUCC GRANTS POLICY**

**It was resolved** to continue with the existing grants policy for a further year.

Clerk

**22099. REPLACEMENT CLERK**

The finance group had presented a proposed job advertisement, together with a job description, application form and draft contract. **It was resolved** to approve these documents, including the proposed salary scale and home working allowance. The closing date and interview date should be changed by a week, to 20 June and 4 July respectively.

The advertisement should be circulated on all appropriate local Facebook pages and newsletters as well as by One Voice Wales. It should also be published in the Monmouth Beacon.

**It was resolved** that the current clerk should receive the advertised salary and the increased home working allowance with effect from this meeting.

Clerk, all cllrs

**22100. TUCC BUDGET 2022-23**

The enhanced salary on offer to a replacement clerk plus other adjustments to costs required a review of the budget. This was deferred to the June meeting of the council.

Clerk

**22101. BABINGTON MEADOW**

The treasurer had reported that the Committee had not been able to hold any fundraising events due to Covid.

They planned to replace two of the benches on the meadow due to decay and had a quote of two hundred pounds per bench. These two benches were highlighted in the Safety Report. The plan was to use timber sleepers which were much more durable.

A tree consultant had looked at the ash die back and would visit again by July when the trees would be in leaf.

Another resident in the village was joining the committee and would be a welcome breath of fresh air. .

**22102. ANY OTHER REPORTS: None**

**22103. CORRESPONDENCE**

The following correspondence was received and noted:

MCC, J Draper, notice of delegated panel meeting 2019/00184, Old Park Cottage, Parkhouse  
MCC, L Gillespie, updates on sign designs for Wye Valley villages  
MCC, T Humber, temporary road closure, Upper Ferry Rd, Penallt, 11-15 April  
MCC, T Humber, temporary road closure, Back Rd, Catbrook, 14-16 April  
MCC, T Humber, temporary road closure, Pant Glas & Cae Garw Rd, Llanishen, 29 June  
MCC, T Humber, temporary road closure, Pen y Garn Rd, Penallt, 11-13 May  
MCC, T Humber, temporary road closure, Pant Glas Rd, Llanishen, 27 April  
MCC, T Humber, temporary road closure, Llanishen Rd, Llanishen, 19-21 May  
MCC, T Humber, temporary road closure, Chapel Rd, Whitelye, 30 May -1 June  
MCC, N Leaworthy, grass maintenance contract not currently following "Nature Isn't Neat"  
MCC, S Parkinson, cost of a new dog waste bin  
MCC, J Pearson, statement of persons nominated for election  
MCC, J Pearson, on non-quorate Annual Meeting

Babington Centre, Katarina Darlow, application for grant towards Jubilee celebrations  
G Boulton, completion of internal audit  
G Bowden, enquiry about co-option to Catbrook ward  
A Bradley, enquiry about co-option to Penallt ward  
D Burch, The Boat Inn, request for additional dog waste bin  
M Camp, confirmation of £500 fee for maintaining Broadstone Green in 2022-3  
CPRW, members e-bulletin  
S Geddes, enquiry about co-option to Penallt ward  
Gwent Young Farmers Club, appeal for funding  
J Hoskins, increase in charge for maintaining Catbrook Village Green  
D James, Rural Housing Enabler, update on Llandogo housing site  
Keep Wales Tidy, Local Places for Nature funding open for applications  
Merlin , D Ivall, on screws damaging dog waste collection bags  
Narth Village Hall, D Lloyd, application for grant towards Jubilee celebrations  
One Voice Wales, training offered in April and May  
One Voice Wales, appointment of CPR & Defibrillation manager/trainer  
PCSO C Watkins, March and April police reports  
Penallt & Trellech PCC, application for churchyard grant

Planning Aid Wales, online training, Introduction to the Planning System in Wales, 15 June, 6-8pm  
Trellech School, M Appleton, application for grant towards Platinum Jubilee gifts  
Unity Trust Bank, increase in interest rate on savings account, to 0.35%  
L Wakerley, enquiry about co-option to Catbrook ward  
Welsh Ambulance Service, J Killens, response on reduction in Rapid Response Vehicles  
Whitebrook VH, C Weatherby & J Prince on tree removal  
Whitebrook VH, S Symondson, thanks for grant towards roof work  
Whitebrook VH, C Weatherby, application for grant towards Jubilee celebrations

**22104. ITEMS FOR THE PRESS/NEXT AGENDA:** advertisement for a replacement clerk

**22105. DATE OF THE NEXT MEETING:**

Monday, 20 June 2022 at 7pm. In-person meeting at Pelham Hall, Penallt, with possibility to join by Zoom

The meeting closed at 21:08