Raglan Community Council
Minutes of the reconvened Ordinary Meeting held on Wednesday 23 September 2026.
This meeting was convened at the Fellowship Centre on Usk Road
at 7:00 pm

Present

6077

Cllr Penny Jones
Cllr Lynne Eilertsen
Cllr Susan Harrington
Cllr Hazel Leacock
Cllr Nick Ramsay (Chair)
Cllr Richard Moorby
Cllr Luke Thompson

In attendance:

Adrian Edwards, Clerk to the Council.

6078 Agenda item 1:- Apologies for absence

Cllr Luke Thompson arrived at 19:30 after attending a school governors meeting.

6079 Agenda item 2:- Declarations of interest.

No declarations of interest were submitted, but members will make a declaration when and identified under the relevant minute.

6080 Agenda item 3:-15 minutes set aside for Community interaction and members of the community to ask the Chairman or the Council questions of local interest. Any questions should be relevant to the agenda and submitted to the clerk 3 working days before the meeting.

No members of the public in attendance.

6081 Agenda item 4:- To receive and adopt the minutes from the Ordinary meeting, held on 22 July 2026

Proposed: by Cllr R Moorby seconded by Cllr N Ramsay that the minutes are accepted as a true and accurate record

Those present agreed the minutes.

6082 Agenda item 5:- Matters to report

The Clerk asked members for any views relating to minute 6059, and if elected members would like to consider what response to make on the Democracy and Boundary Commission Cymru (DBCC) changes that may be proposed. A discussion took place with a range of views being expressed by members, and it was concluded to wait for the consultation process to start.

Those present all agreed.

6083 **Agenda item 6:-** To receive and adopt the minutes from the Special meeting, held on 20 August 2026

Proposed: by Cllr R Moorby seconded by Cllr N Ramsay that the minutes are accepted

Those present agreed

6084 **Agenda item 7:-** To receive and adopt the minutes from the Special meeting, held on 7 September 2026

Cllr Eilertsen explained she wasn't aware of the meeting as it was agreed the council would be on recess during August. It was explained, the council could be called back if an item needs to be resolved, that's outside the remit of the Clerks delegated powers.

Proposed: by Cllr R Moorby seconded by Cllr N Ramsay that the minutes are accepted

Those present agreed

6085 **Agenda item 8:-** To Consider the Clerks financial report up to month five

Report to: - Raglan Community Council
Subject: - Clerk's Financial Report April 2026 - 31 August 2026
Report: - by the Clerk
Date: -September 2026

	Actual	Total Budget	over Budget
Income			
7020 Interest Income	32.34	120.00	-87.66
Allotment Income	775.00	1,200.00	-425.00
Miscellaneous		200.00	-200.00
Precept	27,672.00	41,508.00	-13,836.00
Total Income	£ 28,479.34	43,028.00	14,548.66
Gross Profit	£ 28,479.34	43,028.00	14,548.66
Expenses			
6140 Charitable Donations		300.00	-300.00
6330 Insurance Expense			0.00
6331 General Liability Insurance		1,200.00	-1,200.00
Total 6330 Insurance Expense	0.00	1,200.00	1,200.00
6490 Office Expense			0.00
6200 Staff Training	66.00	200.00	-134.00
6492 Stationery	5.95	150.00	-144.05
6494 Consumables	178.98	200.00	-21.02
6495 Software	198.23	200.00	-1.77
Audit	1,358.50	3,100.00	-1,741.50

Election Expenses		316.00	-316.00
Equipment		200.00	-200.00
Members Training	65.00	400.00	-335.00
Office allowance		520.00	-520.00
Postage		150.00	-150.00
Professional Fees		540.00	-540.00
Travelling Expenses		150.00	-150.00
Website	491.97	548.00	-56.03
Total Office Expense	2,364.63	6,674.00	4,309.37
Allotments Expenses	17.48	1,000.00	-982.52
Councillor Expenses		3,908.00	-3,908.00
Hall Hire	330.00	300.00	30.00
Staff Costs	6,838.48	14,000.00	-7,161.52
Village			0.00
Christmas Lights		5,475.00	-5,475.00
Costs of Memorandum		3,000.00	-3,000.00
Dog Waste Bins	1,683.00	4,200.00	-2,517.00
Ground Maintenance		1,031.00	-1,031.00
Ground Maintenance to dog walk		1,800.00	-1,800.00
Memorial		800.00	-800.00
MUGA		750.00	-750.00
Install Switching Control		200.00	-200.00
Replace Floodlighting		5,973.85	-5,973.85
Replace underground cabling, switchgear and meter		3,500.00	-3,500.00
Total MUGA	£ 0.00	10,423.85	10,423.85
Other	980.00		980.00
S151 Officer Payments	1,700.00	10,000.00	-8,300.00
Street Cleansing		24,000.00	24,000.00
Total Village	£ 4,363.00	60,729.85	56,366.85
Total Expenses	£ 13,913.59	88,111.85	74,198.26
Net Income	£ 14,565.75	45,083.85	59,649.60

Balance Sheet

As of 31 Aug, 2026

	Total
Fixed Asset	
Total for Fixed Asset	0.00
Cash at bank and in hand	
Business Reserve	9,276.18
Current Account	64,992.13
Petty Cash	6.48
Total for Cash at bank and in hand	£74,274.79
NET CURRENT ASSETS	£74,274.79

Creditors: amounts falling due within one year	
Current Liabilities	
VAT Control	-711.11
Total for Current Liabilities	-£711.11
Total for Creditors: amounts falling due within one year	-£711.11
NET CURRENT ASSETS (LIABILITIES)	£74,985.90

Proposed: by Cllr N Ramsay seconded by Cllr Cllr R Moorby that the accounts are noted and accepted.

All those present agreed

6086 Agenda item 9:- Nominations for the Vice Chair person

The Clerk explained this item has been deferred for a number of meetings under minute 6058. The Clerk explained there is no need to appoint a vice Chair if the council doesn't wish to. In the event the Chair is not in attendance, a Chair can be appointed from those in attendance to Chair that meeting.

A discussion took place with a range of views being expressed. It was proposed by Cllr Ramsay seconded by Cllr L Eilertsen, that Cllr Leacock is appointed vice Chair.

All those present agreed

6087 Agenda item 10:- Consider the notes from the meeting with Monmouthshire County Council on the 5 August.

A discussion took place with a range of views being expressed by those who attended the meeting and it was agreed the meeting was productive. The CEO and Leader of Monmouthshire County Council noted the points that were raised in the meeting.

It was explained that a number of points were raised relating to the Service Level Agreement between Monmouthshire County Council and Raglan Community Council, the condition of the Play Park on Prince Chales Road and the Community Asset Transfer (CAT) of the MUGA between Raglan Community Council from Monmouthshire County Council.

The Clerk informed those present that he had received correspondence from the CEO and officers from Monmouthshire County Council relating to the SLA and the Play Park, and the CAT was in the hands of the Legal Team at Monmouthshire County Council.

After some discussion it was agreed to extend an invitation to the CEO and Leader to attend a further meeting in October or November.

All those present agreed

6088 **Agenda item 11:-** Going forward from September the following will need to be addressed and the relevant meetings convened. (Clerk)

11.1 A special meeting to agree the Service Level Agreement between Raglan Community Council and Monmouthshire County Council. (ASAP)

The Clerk explained that this item should have been included and considered previously. This was deferred from the 2 meetings in August. After some discussion it was agreed to accept the changes and the Clerk to contact officers from Monmouthshire County Council to arrange signing the agreement.

All those present agreed

Report to: - Raglan Community Council
Subject: -Monmouthshire County Council, Replacement Local Development Plan (RLDP)
Report: - by the Clerk
Date: - Sept 2026

The purpose of this report is to inform elected members relating to the opening of the (RLDP) I have attached the dates;

The RLDP Examination hearing sessions are scheduled to take place on the following dates:

- Week 1: 8th, 9th and 10th September 2026
- Week 2: 15th, 16th and 17th September 2026
- Week 3: 29th, 30th September 2026 and 1st October 2026
- Week 4: 6th, 7th and 8th October 2026

Raglan Community Council observations will be considered at Hearing Session 10 – on Tuesday 6 October 2026 Between 10.00 and 17.00

I have attached a link to the RLDP **Examination website** for the latest hearings programme including specific dates and hearing session topics, guidance and examination documents. At the preset time the proposed date for hearing Session 10 will be heard on Tuesday 6 October 2026 Between 10.00 and 17.00.

You will recall I sent an email relating to Monmouthshire Deposit Plan Representation 16th December 2024, the attached document will give members a full breakdown on the submission that the inspectors will consider, that's what the person that going to address the hearings stating on the 8 September.

For background information can I refer you to the email dated 2 June 26 were I attached the response to

the inspectors.

Conclusion:

1. Convene a meeting to confirm the presentation to the inspectors
2. Nominate a person or persons to address the inspectors.
3. To note the opening session of the inspection on the 8th Sept

It was resolved the Clerk would represent the Community Council.

11.2 Convene a meeting with WG and Monmouthshire County Council relating to the A40 junctions following the objections to the reduction on the speed limit (Oct)

The Clerk informed those present that a meeting has been convened for the 13 October at Monmouthshire County Council Highways Dept, in Raglan, and officers from WG and Monmouthshire County Council Highways will be in attendance. The Clerk asked if he should invite all those who have been invited to the previous meetings and the newly elected MSs from the Senedd.

All those noted the comments and agreed

11.3 To consider the changes to the Active Travel routes for cycling and walking (ASAP)

The Clerk asked those present if they would like to make any observations relating to the proposed amendments to the Active Travel routes. The Clerk gave some background information. The Clerk explained at the point where the Active Travel route crosses the A40 Junctions, the agency that operates the cycling and walking route has not been included in the Active Travel route. Therefore, the route stops either side of the A40 junctions. After some discussion it was agreed to accept the proposed amendments but some members expressed concern over safety crossing the junction.

All those present agreed

11.4 Convene a special meeting to discuss the Christmas lights for 26/27 Festive period and if Raglan Community Council is going to provide a tree/s (Sept)

The Clerk asked those present about the current issues relating to the Christmas lights for the forthcoming festive season. There was some debate over the concrete blocks from last year and their removal. The Clerk and Cllr Thompson explained that over the last 9 months they and others have tried to remove the blocks without any success due to traffic and parked vehicles and the damage that could occur if something should go wrong. Therefore, the blocks have remained in place. The Clerk explained if elected members wish to

purchase a tree, he will place the order and arrange for its delivery, but it will be for others to install it, decorate it and dispose of it following the festive season.

The Clerk explained that the cross-street lights have been on order following last year's display, and it would be expected the display will be installed on or around the 1 December.

All those present noted

11.5 A meeting to agree the way forward with the MUGA and adjoining field. (ASAP)

The Clerk explained that he had been in contact with the Community Councils legal representative and he has been in dialogue with Monmouthshire County Council legal dept about some of the outstanding matters, and the Clerk has received an amended land transfer document. The Clerk explained that the CAT is due to be considered by the Cabinet member on the 14 October after 12 years of trying to complete this matter.

All those present noted

11.6 Consider the traffic management arrangements for the Service of Remembrance.

The Clerk asked members if the Community Council are prosing to make an application to close the Highstreet and sections of Chepstow Road and Castle Street. The Clerk explained that the Community Council engaged the services of a traffic management company last year due to the requirements on H&S.

All those present agreed

11.7 Convene a meeting to consider the decision to be the driving force behind a village hall project relating to the former school site or the current Old Church School Rooms.

The Clerk gave some background to this matter again and explained about the land ownership between Monmouthshire County Council and the "Monmouth Diocesan Trust". Cllr Harrington explained that she finds it disappointing that this matter has not moved on since March 2025 when she raised the matter with the Diocesan Trust. A number of elected members believed this matter can't go on, due to the current condition of the site and the condition of the old school building. There was some discussion and it was agreed the Community Council should raise the matter again with both Monmouthshire County Council and Monmouth Diocesan Trust. Cllr Harrington said she will contact officers from the Diocesan Trust.

11.8 Convene a meeting to agree the tenancy agreements and rent for the tenants on both allotment sites after 31 March 2027.

The Clerk explained that a meeting should be convened to discuss and inform the current tenants of any changes that may need to be made. There was some discussion and it was agreed a meeting will be convened in October.

11.9 Convene a meeting to consider amending the current Community Plan and the relevant actions

The Clerk raised the point the Community Council need to reconsider looking at the Community Plan. Ideally any Community Plan should have been ready to be have been included the Monmouthshire County Council RLDP document, but that is not going to be the case.

One elected member asked why can't the existing plan be readopted. There was some discussion around that but a Community Plan needs to be part of a community consultation process. It was agreed that this will be included in the October or November agenda for discussion.

11.10 Convene a meeting relating to the trusteeship of RVHA and the funds

Cllr Lynne Eilertsen, made a verbal declaration as the treasurer of the RVHA.

The Clerk explained that following the meeting, where the Raglan Village Hall Association (RVHA) was mothballed due to the lack of interested people to make a constituted committee, the management committee only has one person with responsibility for the finances and making the annual return to the Charity Commission. The Clerk explained that a meeting was convened on the 26 March 2025, where the trustees agreed to mothball the trustee management committee, and the funds still remain in trust with the treasurer of the RVHA even thought it was agreed the funds would be transferred to Raglan Community Council until such time a new Trustee Management Committee is set up, this is in line with the Conveyance and Trust Deed dated January 1973, and the requirements of the Charity Commission.

The treasurer of the RVHA explained the annual return needs to be sent to the Charity Commission, and the funds would be transferred to the ringfenced account.

All those present agreed

11.11 Prince Charles Play Park, Raglan

Report to: - Raglan Community Council
Subject: - Prince Charles Play Park, Raglan
Report: - by the Clerk
Date: -September 2026

The purpose of this report is to inform elected members regarding the upgrade of play equipment at the Play Area on Prince Charles Road.

During the meeting with the CEO of Monmouthshire County Council and the Leader of Monmouthshire County Council where the play area and the equipment was discussed. Following the meeting the CEO said he was expecting to have some positive news for the Community Council at the next meeting.

He explained a new play area, funding was depending on the specification and cost, and the CEO stated that wouldn't leave much change out of £120k. If that sort of money becomes available from the development on Chepstow Road, the Community Council will need to confirm this is their number 1 priority for its use.

So elected members are made aware it's the clerks understanding its around £3,132.00 per dwelling to be spent within Raglan. The recreation contribution is prior to completion or occupation (whichever is the soonest) of 75% of the dwellings, to provide the sum of the above figure per dwelling towards the provision of recreation community facilities in Raglan.

The approved Planning Permission was for outline development for up to 45 dwellings, but it's the clerks understanding less than the 45 was built. He believes its around 38 units, so the total would be around £119k

Conclusion:

1. It is for elected members to agree if members would like to commit the full amount of s106 funding to the play area.
2. Split the funding between different projects in the community.

After some discussion it was agreed that not all the funding should be spent on equipment for the play park when consideration needs to given to the MUGA and adjoining field if that asset is transferred.

All those present agreed

6089 Agenda item 12:- Clerks report's verbal or written.

The clerk gave a verbal report following receipt of an email relating to a defibrillator to be located in Llandenny. The Clerk explained it would appear the person was requesting a defibrillator as a resident of the village, and it would appear he wasn't part of the organisation in the village. The Clerk explained that

there has been some discussion between Cllr Moorby and the Clerk via email. The Clerk explained since then the commutations have gone silent.

The Clerk also informed those present that during the summer recess he and Cllr Jones have received a number of emails about a number of issues where Gwent Police had been contacted and officers spoke to some residents. The Clerk had been contacted asking if the Community Council could intervene or provide some guidance by the way of sign posting. The Clerk explained that he has made some representations to a number of departments at Monmouthshire County Council. The Clerk explained that he wasn't in a position to add any further information at this stage.

6090 **Agenda item 13:-** Cllr Susan Harrington requested that an item relating to the former Junior School site

Cllr Harrington explained she has no further points at this stage following the items earlier in the meeting.

6091 **Agenda item 14:-** Cllr Luke Thompson Requested an item relating to 'Puddle Ducks'

Cllr Thompson gave a verbal report relating that the younger years group may close and the impact this could have on the community and residents who work as the child care may be lost. A discussion took place with a range of views being expressed by members. After some debate it was agreed to wait and see if there is any further information.

6092 **Agenda item 15:-** Consider any Planning Applications received before the meeting and circulated to all members.

The Clerk explained that he and Cllr Jones had been invited to attend a site visit of a person who has submitted an application and Monmouthshire County Council Planning Dept will not provide any information relating to the application. He explained the visit will be solely an observation visit, and to listen to the concerns of the applicants.

6093 **Agenda item 16:-** Consider the receipt of invoices and payments made.

Raglan Community Council

Date 22 July to 23 Sept 2026

Subject: Invoices and Payments

Raglan Community Council have received the following invoices for payment.

Under s5 Financial Regulations, "Banking Arrangements and Authorisation" the Clerk and (RFO) shall have delegated authority to authorise the payment of items only in the following circumstances:

"If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998".

Any expenditure item authorised under these regulations, where it states continuing contracts and obligations, the Clerk shall provide a list of such payments to be submitted to the next appropriate meeting of Council or finance committee. A record of regular payments made under this regulation shall be drawn up and be signed by two members on each and every occasion when payment is authorised, thus controlling the risk of duplicated payments being authorised. The payments below will be made via Bank Transfer and all the below have been agreed by all those present and counter signed by those below:

Date	Payment to:	£	Ref
	Last cheque number		2694
27 July 26	Raglan Afternoon Teas	500.00	2694
21 Aug 26	HMRC		On-Line
31 Aug 26	HMRC		On-Line
31 Aug 26	Clerks salary August		BACS
31 Aug 26	HMRC		On-Line
21 Sept	Merlin Waste	459.00	BACS
23 Sept 26	Complete Business Sol (office items)	167.44	BACS
23 Sept 26	Merlin Waste	367.20	BACS
23 Sept 26	Raglan VC School (Grant)	3,500.00	BACS
23 Sept 26	Clerks salary Sept		BCAS
23 Sept 26	HMRC		On-Line
23 Sept 26	Traveling reimbursement for the Clerk	58.95	BCAS

Those present noted and agreed the above payments Cllr Ramsay proposed and Cllr P Jones seconded.

All those present agreed

6094 **Agenda item 17:-** Consider a grant application from, Llandenny VH; Raglan School PTFA; Llandenny Community Defib unit

The Clerk informed members that RCC received an application from Llandenny Village Hall trust. After some discussion it was proposed the Clerk should ask for two further estimates before any agreement can be considered.

All those present agreed

Members to consider the grant application for Raglan School, £3,500 to be confirmed. After some discussion it was agreed to award a grant in line with the application process.

All those present agreed

6095 Agenda item 18:- Consider any correspondence received and forwarded prior to the meeting.

The correspondence that was presented to all members prior to the meeting was noted and no further action required

6096 Agenda item 19:- Consider reports from the County Cllr Penny Jones.

Cllr Jones made a verbal report relating to the following:

- Cllr Jones made reference to temporary bus stops Monmouthshire County Council have introduced and some of them she believes are dangerous, where school pupils are expected to walk along the highway to a new bus stop.

- Cllr Jones made reference to the yellow lines in the Highstreet and the confusion over the loading bays and deliveries being made outside the published times on the enforcement signs. One Cllr asked about the enforcement for parking on the yellow lines.

One member asked for this to be included on the next agenda.

6097 Agenda item 20:- To consider any reports relating to Street Cleansing in the Community. (standard agenda item)

The Clerk informed those present that he has been in contact with Monmouthshire County Council about the draft Service Level Agreement (SLA.) The Clerk informed all those present that a meeting will need to be convened so a formal resolution on the Councils part can be made.

6098 Agenda item 21:- Items to be included on the agenda of the next meeting. (standard agenda item)

6099 Agenda item 22:- To confirm the date of the next meeting 25 November 2026

Chair:_____ Dated 21 October 2026

Meeting closed at 21:25hrs