

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday 23 April 2025.
This meeting was convened at the Fellowship Centre on Usk Road.
at 7:00 pm

Present

Cllr Richard Moorby
Cllr Penny Jones

Cllr Nick Ramsay (Chair)
Cllr Lynne Eilertsen
Cllr Hazel Leacock

5720 In attendance:

Adrian Edwards, Clerk to the Council.

5721 Agenda item 1:- Apologies for absence

Cllr Martine Dorey - apologies were offered on her behalf; Cllr Susan Harrington offered her apologies due to illness.

5722 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.

5723 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.

Two residents attended the meeting,

One resident asked a number of questions relating to a Planning Application on the agenda DM/2024/01455, The Stable Yard, Gwehelog. Following some discussion, it was proposed that this application could be subject to a call in, and the Community Council could also request this process.

This resident left the meeting at this stage.

A resident attended the meeting relating to concerns at Caestory Avenue in Raglan. Concern was expressed that he is unable to get to the stop tap in case of an emergency as it has been obstructed by vehicles and other items. A discussion took place with a wide range of views being expressed by those present. After some debate, it was recommended that the Clerk contacts officers from Monmouthshire

County Council Highways, and the Environmental Health Department, and report back to the next meeting.

This resident left the meeting at this stage.

5724 Agenda item 4:- To receive and adopt the minutes from the Ordinary meeting, held on 26 March 2025

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

All those present agreed

5725 Agenda item 5:- Matters to report.

There were no matters to report from the last meeting.

5726 Agenda item 6:- To receive and adopt the minutes from the special meeting with OVW, held on Tuesday 22 April.

The Clerk explained that he's been unable to complete the minutes for this meeting, due to the meeting only being convened on the 22 April.

5727 Agenda item 7:- Matters to report, and actions.

The Chair invited any comments from members who attended the meeting electronically. A wide and varied discussion took place with a range of views being expressed by those members in attendance. After some debate, it was agreed that Raglan Community Council do not renew its membership, as the Chief Executive (CE) from OVW wasn't able to give any reasonable response to the concerns of elected members, and blamed the fact that he wasn't aware of the concerns.

One member asked about the reduced annual fee of 50% and the CE explained that this wouldn't apply to Raglan Community Council as that only applies to councils that have been out of membership for three years plus. It was confirmed the email did not state that membership needs to have lapsed for three years.

One member explained that the CE was informed what the main topic could revolve around in an email from the Clerk; one of the concerns was over the issues and support relating to the boundary changes prior to the elections in May 2022.

After a discussion with a wide range of views being expressed by members it was, proposed by Cllr Moorby seconded by Cllr Ramsay that the Clerk contacts OVW declining the renewal of OVW membership.

5728 Agenda item10:- Clerks reports verbal or written.

Report to: - Raglan Community Council

Subject: - Community Hero Awards

Report: - by the Clerk

Date: - April 2025

This report is following an email from Rev Carol Soble (attached below) from the Baptist Chapel in Raglan. It would appear Rev Soble was under the impression the Community Council would be going to be awarding body for the 'Community Hero Awards'. It's my understanding as Clerk it was arranged with Cllr Penny Jones, that the Community Council should become the awarding body and supply the garden vouchers etc.

Rev Soble also thought the Community Day would include presentations and Baptist Chapel would administer the awards. That's fine, but if the elected members of the Community Council wish to do this, elected members must be mindful of a different financial framework set out in a number of different Local Government Finance Acts. The Community Council can't just do something without the process being agreed by the Community Council.

There is a funding process, as the Community Council need to consider the Community Council are spending public money, and all the finances are subject to an internal and external audit to ensure the Community Council has followed the regulations.

Elected members must be mindful by making financial awards without any traceability will not be acceptable to the external auditors. If the Community Council wish to become an awarding body as suggested, elected members would need to consider tabling a motion on an agenda and give consideration to the Community Councils Standing Orders. The first three sections in the Standing Orders are:

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

After considering the above, formulate a resolution of the Community Council to agree to that; then if that is acceptable, some form of Terms and Conditions need to be agreed for an elected member to be part of any body that would administer the awards.

This process may not be satisfactory to elected members, but this what is expected of councils and its membership.

Resolved to arrange a meeting with the Minister and others (to be confirmed with the Clerk)

Report to: - Raglan Community Council

Subject: - MUGA and Adjoining Field

Report: - by the Clerk

Date: - April 2025

This report is following an email from Monmouthshire County Councils Acting Head of Landlord Services, following a meeting I attended with Cllr Penny Jones on 2 May 2024 where I presented a further Business Case to the Acting Head of Landlord Services on behalf of Raglan Community Council. Following that meeting I forwarded a copy of a draft TP1 (a TP1 document, or Transfer of Part of Registered Title), and he was going to share these documents with his legal colleagues and he equally raised the query regarding the flood lights/metering as I explained during the meeting on the 2 May.

On the 11 July 2024, it was explained that the best outcome for all parties would be creating a separate supply for the MUGA which would negate any recharging or dependency on the school. He again explained that he would confirm the exact cost for doing so but grateful if the Community Council could confirm, once the cost had been shared, if this is a cost the Community Council would be open to meeting as part of the transfer.

Elected members will recall from the meeting that was convened on the 21 Feb 2025, the Acting Head of Landlord Services, the Legal Officer and Cabinet Members from Monmouthshire County Council inspected the MUGA and adjoining field and had no objection to the CAT if all the legal issues could be resolved. Following that meeting copies of the documents were forwarded again on the 31 March 2025.

In the latest correspondence the Acting Head of Landlord Services, explained that Raglan AFC (RAFC) contacted him directly about a transfer between Monmouthshire County Council and RAFC. He has also said that it would be helpful to revisit the RAFC discussion as they have made a direct approach to enquire about leasing the land on a shorter-term basis. He has continued to say, clearly if Monmouthshire County Council are to 'dismiss their interest to pursue the land standing ambition for

the CAT with RCC, none of us will want to lose the opportunity to support or accommodate the football club if possible’.

In further correspondence it was explained if RAFC wished to use the MUGA, that could be subject to talks between Raglan Community Council and RAFC. If Monmouthshire County Council wish to transfer the MUGA and adjoining field to RAFC, elected members must be mindful of any grant application RAFC could make. From the financial perspective the Community Council cannot bank roll the ground maintenance etc for one voluntary organisation in the community.

In conclusion: to enable the Clerk to proceed with this matter that’s been ongoing since 2013/14 can elected members direct the Clerk on the actions they would like to proceed with.

- 1) Continue with the CAT and the legal process;
- 2) Invite Monmouthshire County Council to a meeting to conclude the CAT;
- 3) Invite Raglan AFC to a meeting to see if they wish to consider having a subletting agreement with Raglan Community Council;
- 4) Inform the Acting Head of Landlord Services that the Community Council would like to withdraw from the CAT;
- 5) Or any other way forward;

Resolved to continue with option one above and the Clerk contacts officers from Monmouthshire County Council

5729 Agenda item 9:- Clerk financial report year end 31 March 2025.

**Raglan Community Council
Clerk's Financial Report
April 2024 - March 2025**

	Actual	Total Budget	over Budget
Income			
Interest Income	126.98	100.00	26.98
Allotment Income	775.00	600.00	175.00
Precept	35,939.00	35,939.00	0.00
Total Income	£ 36,840.98	£ 36,639.00	£ 201.98
Gross Profit	£ 36,840.98	£ 36,639.00	£ 201.98
Expenses			
Charitable Donations	437.50	100.00	337.50
Insurance Expense			0.00
General Liability Insurance	553.21	850.00	-296.79
Total Insurance Expense	£ 553.21	£ 850.00	-£ 296.79
Office Expense			0.00

Please note: these minutes are a summary of the above meeting, and a record of the decisions or resolutions moved. These minutes are not to be taken as a verbatim record of the meeting.

Staff Training			200.00		-200.00
Stationery			200.00		-200.00
Consumables			300.00		-300.00
Software	250.72		125.00		125.72
Audit	97.00		1,000.00		-903.00
Election Expenses			400.00		-400.00
Equipment	624.17		200.00		424.17
Members Training			400.00		-400.00
Office allowance	520.00		520.00		0.00
Postage	170.85		280.00		-109.15
Professional Fees	12.00		500.00		-488.00
Travelling Expenses	27.90		200.00		-172.10
Website	455.63		520.00		-64.37
Total Office Expense	£ 2,158.27	£ 4,845.00		-£ 2,686.73	
Allotments Expenses	380.00		300.00		80.00
Councillor Expenses	2,176.00		2,922.00		-746.00
Hall Hire	270.00		150.00		120.00
Staff Costs	12,148.84		9,100.00		3,048.84
Village					0.00
Christmas Lights	1,900.00		4,250.00		-2,350.00
Costs of Memorandum			5,000.00		-5,000.00
Dog Waste Bins	3,268.20		3,600.00		-331.80
Ground Maintenance	964.29		1,500.00		-535.71
Other			500.00		-500.00
S151 Officer Payments	7,674.41		16,500.00		-8,825.59
Total Village	£ 13,806.90	£ 31,350.00		-£ 17,543.10	
Total Expenses	£ 31,930.72	£ 49,617.00		-£ 17,686.28	

Raglan Community Council

Balance Sheet As of March 31, 2025

		Total
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Undeposited Funds (old)		0.00
Business Reserve		9,149.71
Current Account		62,947.23
Petty Cash		6.48
Total Cash at bank and in hand	£	72,103.42
VAT Control		-1,559.60
Total Current Liabilities	£	1,559.60
Total Creditors: amounts falling due within one year	£	1,559.60
Net current assets (liabilities)	£	73,663.02
Capital and Reserves		
Opening Balance		25,533.81
Retained Earnings		43,218.95
Profit for the year		4,910.26
Total Capital and Reserves	£	73,663.02

Following some discussion the Clerks report was accepted up to 31 March 2025 by all those present.

5730 Agenda item 10:- Consider any Planning Applications received before the meeting.

- a. Cold Harbour Farm, Gwehelog. (No objection)
- b. Little Pastures, Llandenny Walks Road, Gwehelog (No objection)
- c. Petrol Filling Station, High Street, Raglan. (No objection)
- d. Land at Primrose Green (a question was asked about this application, it was explained that the application had been withdrawn)
- e. Orchard Lea High Street Raglan. (No objection)
- f. The Poplars Farm, Pant Y Rheos Road, Gwehelog. (No objection)

Updates following a complaint made to MCC

- g. DM/2024/01455; The Stable Yard, Gwehelog (Objection)
- h. DM/2019/01286; Land at High Street Raglan. (Objection)
- i. DM/2024/01237; Raglan Arms (Objection, question still not responded to)
- j. DM/2024/01375; 27-30 Chepstow Road, Raglan. (Objection, question still not responded to)

- k. DM/2019/01286 Land at High Street Raglan. (Objection, question still not responded to)
- l. Planning application and Enforcement Training for Community and Town Councils

The Clerk explained that he brings to the elected members attention, a complaint he has made. This relates to the case officer, the Planning Dept which has not uploaded information submitted by the Community Council, and no response to correspondence that has been submitted requesting further information.

After some discussion it was agreed that the Clerk should write and make a formal complaint to the
CEO of Monmouthshire County Council.

5731 Agenda item 11:- To consider grant funding to organisations outside the County (Cllr Harrington)

It was agreed that the Community council will consider each grant application on its own merits

5732 Agenda item 12:- Consider the receipt of invoices and payments made.

The Clerk provided a list of payments he had received on behalf of the Council.

Date	Payment to	Amount	Cheque
26/3/25	Clerk, reimbursement for postage stamps	167.50	2550
26/3/25	Clerk, Reimbursement for recorded delivery letter	3.35	2551
26/3/25	Hiscox Insurance for 25/26	553.21	2552
26/3/25	Gwehelog Village Hall	30.00	2553
26/3/25	Monmouthshire County Council (dog waste bins)	716.40	2554
26/3/25	Gwent Young Farmers (to be agreed)		2555
26/3/25	Merlin Waste	302.40	2556
26/3/25	Clerk, Travelling reimbursement	54.00	2557
26/3/25	Cancelled cheque	0.00	2558
26/3/25	Cancelled cheque	0.00	2559
26/3/25	Millage reimbursement, (replacement cheque 2479	27.90	2560
26/3/25	HMRC		2561
26/3/25	HMRC		2562
26/3/25	Clerk, office allowance 2024/25	520.00	2563
26/3/25	Clerks Salary with overtime and pay award 24/25		2564
26/3/25	HMRC		2565

It was proposed: by Cllr Ramsay, seconded by Cllr Leacock to note and make payments.

All those present agreed.

The following grant applications were presented by the Clerk. The Clerk explained that he had received a number of grant application on behalf of the Community Council.

All those present noted and agreed.

Report to: - Raglan Community Council

Subject: - Grant applications the Community Council has received for the forth coming year

Report: - by the Clerk

Date: - April 2025

The Community Council received a number of applications for funding in the financial year 2025/26.

For elected members ease I have listed them and a brief explanation

Llangollen International Eisteddfod:

Preparations are well underway for the 2025 Llangollen International Eisteddfod, and I am writing to you as part of our annual fundraising appeal to Local Authorities, Town and Community Councils. Eisteddfod week running from 8-13 July. (Grant amount requested open) (Not agreed)

Llandenny Village Hall:

Village Hall storage upgrade; shed floor, shelving, and Chair Trolley
(Grant amount requested £622.68)
(Approved)

Marie Curie's Great Daffodil Appeal this year:

(Grant amount requested open) (£100 Approved)

Raglan Afternoon Teas:

To enable RAT's to support all residents in Raglan ensuring wellbeing, nurturing education; (Grant amount requested £500.00) (Approved)

SSAFA, the Armed Forces Charity Wales region:

To support the running costs of our Welsh regional hub who receive calls, emails and web enquiries requesting help from veterans, serving members and families of our Armed Forces community. (Grant amount requested £100.00) (Approved)

Raglan Church:

Ground maintenance, and maintenance to trees in the grave yard
(Grant amount requested £2,000.00) (Approved)

Llandenny Church:

Ground maintenance; (Grant amount requested £400.00) (Approved)

Raglan Coffee & Computers:

The grant will help to go towards paying rent and insurance. The group strive to offer people a warm space, refreshments, and good company & support £500.00 (Approved)

Raglan Baptist Church:

To fund Community Hero Award Scheme. Awards presented at Community Day 10th May. The local community has the opportunity to nominate individuals who go "above and beyond" for the local community. Individuals are surprised on the day with the award. Each one is given a certificate detailing the reason for the award and last year a £25 garden centre voucher. These were provided through an individual donation last year, but it is hoped that the Community Council would fund the award on an on-going basis and the awards ceremony will form part of community day.

(Grant amount requested £200.00)
(Approved)

Raglan Music Weekend and Raglan Day.

Raglan day, £1,750.00

Music Weekend, £1,750.00

Both these events are longstanding events in the community. (Approved).

5733 Agenda item 13:- 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

5734 Agenda item 14:- Community Award Scheme (Cllr Jones)

No further information following the item above in the Clerks report.

5735 Agenda item 15:- Reports from the County Councillor

No further information

5736 Agenda item 16:- Reports from members on outside bodies

No reports received

5737 Agenda item 17:- To consider any reports relating to Street Cleansing in the Community

The Clerk to contact Monmouthshire County Council relating to the draft SLA

5738 Agenda item 18:- Items to be included on the agenda of the next meeting.

No items were requested for inclusion

5739 Agenda item 19:- To confirm the date of the next meeting 28 May 2025

The Chair thanked everyone for attending and closed the meeting closed at 20:40