

**Raglan Community Council**  
**Minutes of the Ordinary Meeting held on Wednesday 22 October 2025.**  
**This meeting was convened at the Fellowship Centre on Usk Road**  
**at 7:00 pm**

**Present**

Cllr Penny Jones  
Cllr Hazel Leacock  
Cllr Luke Thompson  
Cllr Richard Moorby

Cllr Nick Ramsay (Chair)  
Cllr Martine Dorey  
Cllr Lynne Eilertsen

**5853 In attendance:**

Adrian Edwards, Clerk to the Council.

**5854 Agenda item 1:-** Apologies for absence

Cllr Susan Harrington offered her apologies due to illness.

**5855 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.

**5856 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 Public in attendance

**5857 Agenda item 4:-** To receive and adopt the minutes from the Ordinary meeting, held on Wednesday 24 September 2025

**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.**

**5858 Agenda item 5:-** Matters to report.

**5 a** The Clerk asked members what actions would they like him to take to respond to the Local Survey (what actions do council want to do as a follow up?) No conclusion to this item

**5 b** The Clerk explained that it is expected the work on the allotment fencing is due to commence weekending 31 Oct 25. With the outlay it is suggested that an interim payment of £1,500 is made to purchase the materials. Estimated cost is £4,856.00

After some discussion, **it was agreed** that an interim payment of £1,500 is made to purchase the materials.

**All those present agreed**

- 5 c** The Clerk explained that works were undertaken on allotment plot 24. The amount of work was out of proportion with the deposit and the annual fee. He explained that members will note the Clerk presented a paper with some images. He explained the council should consider amending the annual fee from 0.48p a week or £25 PA and increasing the deposit.

He explained the cost to clear the plot amounted to over £1,300. But he explained that there was still some work left to remove items.

After some further debate, **it was agreed** that a meeting should be convened with allotment tenants and explain the annual rent needs to be increased.

- 5 d** The remedial works on the dog walk have started by cutting and removing all the long grass. It was explained that six loads of grass have been removed and the estimated time was around 30hrs. There are also some costs for small plant hire. The remedial works on the footpath still remains to be done and those works are expected to commence weekending 7 Nov 25. Currently the estimated cost to lay the footpath is going to be around £2,500. This is due to an increase in cost and the quantity of materials.

After some discussion, **it was agreed** that an interim payment of £1,100 is made to purchase the materials.

**All those present agreed**

- 5859** **Agenda item 6:-** To receive and adopt the minutes from the Special meeting, held on 3 October 2025

**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.**

- 5860** **Agenda item 7:-** Matters to report.

**No matters to report**

- 5861** **Agenda item 8:-** To receive and note the notes from the public meeting (14 Oct) relating to amendments to TRO 18.

The Clerk explained that apologies need to be made. On printing the notes for some unknown reason, the file was deleted and he has been unable to retrieve it and is currently retyping them.

**5862      Agenda item 9:-** To consider a formal response to Traffic Regulation, Speed Limits and Parking Regulations Consolidation Order 2019 (AMENDMENT ORDER NO 18) 2025 by Monmouthshire County Council

The Clerk asked what action would elected members like to present to Monmouthshire County Council relating to Order 18. The Clerk explained that members will be aware that a draft paper with some suggestions has been sent.

**Those present agreed with the content of the correspondence**

**5863      Agenda item 10:-** Consider any Clerks reports verbal or written.

**Report to: - Raglan Community Council**  
**Subject: - Raglan Community Café**  
**Report: - by the Clerk**  
**Date: - Oct 2025**

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This report is for members of Raglan Community Council to consider awarding a local group that is providing wellbeing sessions in the village. The community café is a welcoming place which is warm and dry where it serves lunches along with tea and cake. The Community Café is a friendship group and provides hot meals for local residents in the village, and can be seen as a wellbeing centre for many of Raglan residents. This project is undertaken by volunteers from the village.

Currently the Community Café is a nonprofit group where it works on a donation process for those that use the service. It would appear that the Community Café is supported by the Baptist Church, and currently by the donation of ingredients. Its estimated costs are around £1,500 PA to open the doors.

**In conclusion;**

1. The council to agree to work and support this group in its wellbeing initiative for local residents.
2. Consider a set amount from the budget for Community wellbeing.
3. To consider a member to sit on the partnership group

After some discussion it was proposed to obtain some further information and report  
back to the next meeting

**Report to: - Raglan Community Council**  
**Subject: - Community Hero Awards Partnership working group**  
**Report: - by the Clerk**  
**Date: - Oct 2025**

This report is for members of Raglan Community Council to consider working in partnership with the Baptist Church relating to the Community Hero Awards project in the village.

The Community Council has awarded two small grants over the last two years to contribute to small awards for those who have been nominated by those groups or residents in the village for outstanding work in the community. In the past the Community Council has received applications with only fifteen or so days before the awards event.

The Pastor from the Church asked if the Community Council would become the awarding body, working in partnership with the Church on this community event.

Currently the grants awarded are around £200, but the number of awards is expected to increase with the number of volunteer groups setting up in the village.

This report is for elected members to consider working in partnership, where a Terms of Reference (ToR) can be agreed so everyone will understand the working arrangement and the commitment both groups would need to have.

**In conclusion;**

1. The council to agree to work in partnership
2. To consider a member to sit on the partnership group
3. Set up the ToR and agree by both groups
4. Consider a set amount from the budget for Community wellbeing

After some discussion it was proposed to obtain some further information and  
report back to the next meeting.

**Report to: - Raglan Community Council**  
**Subject: - Dog walk**  
**Report: - by the Clerk**  
**Date: - Oct 2025**

This report is for members of Raglan Community Council to consider. Members will be aware that remedial works have taken place on the land alongside Usk Road, known as the dog walks. The work was undertaken in house as resolved in the September meeting. It was noted during the remedial works that a survey should be undertaken by a registered arborist to provide a report on the safety of some of the

trees. The Community Council has a responsibility for the safety of the trees and the general public who use the dog walk for leisure and their own wellbeing.

It was noted that a number of trees have rotten or decayed branches or bows which could fall. Raglan Community Council are responsible for the management and care of trees growing on council-owned land, in this case the dog walks where the trees are in some public open spaces.

### **In conclusion;**

1. The council to agree to engage the services of an arborist to provide a report.
2. Consider setting aside funding to undertake any remedial works
3. Consider engaging a tree surgeon to undertake any works.
4. Or any other measures members may consider appropriate.

After some discussion it was agreed engage the services of an arborist to undertake the proposed work.

**5864     Agenda item 11:-** Consider Planning Applications received before the meeting; all applications received have been forwarded to councillors prior to the meeting for consideration

Members noted the applications

**5865     Agenda item 12:-** Consider the receipt of invoices and payments made.

Date	Payment to	Amount	Cheque
22/10/25	Replacement cheque for 2594 St Cadoc Church	2,000.00	2621
22/10/25	TEK Electrical Installing outside power points	490.00	2622
22/10/25	TEK Electrical Power supply to Defib box	390.00	2623
22/10/25	One Voice Wales (member training)	65.00	2624
22/10/25	Merlin Waste (2166)	352.80	2625
22/10/25	Complete business solutions	297.61	2626
22/10/25	Adrian Edwards (works to allotments)	1,384.01	2627
22/10/25	Adrian Edwards (works to dog walk)	817.15	2628
22/10/25	Clerks reimbursement for travelling to meetings	33.30	2629
22/10/25	Clerk Salary (Oct)		2630
22/10/25	HMRC		2631

### **Those present noted and agreed the above payments**

The Clerk informed those present that the council received two grant applications one from Raglan in Bloom for £750.00 and one from Raglan AFC who are asking for £2,358.79

Those present noted the applications and after some discussion **it was agreed** to award the grants for the amounts requested subject to the conditions.

**5866      Agenda item 13:-** To consider the clerks finance report up to month 9.

**Raglan Community Council  
Clerk's Financial Report  
April 2025 - 31 August 2025**

	Actual	Total Budget	over Budget
Income			
Interest Income	42.05	100.00	-57.95
Allotment Income	250.00	450.00	-200.00
Precept	25,157.00	37,735.00	-12,578.00
Total Income	25,449.05	38,285.00	12,835.95
Gross Profit	£25,449.05	£38,285.00	-£12,835.95
Expenses			
Charitable Donations		600.00	-600.00
Insurance Expense			
General Liability Insurance	0.00	900.00	-900.00
Total Insurance Expense	£0.00	£ 900.00	-£900.00
Office Expense			
Staff Training		200.00	-200.00
Stationery		150.00	-150.00
Supplies	99.98		99.98
Consumables		200.00	-200.00
Software	184.06	150.00	34.06
Audit	330.00	3,000.00	-2,670.00
Election Expenses		300.00	-300.00
Equipment		400.00	-400.00
Members Training		400.00	-400.00
Office allowance		520.00	-520.00
Postage	2.77	150.00	-147.23
Professional Fees		540.00	-540.00
Travelling Expenses		150.00	-150.00
Website	555.63	520.00	35.63
Total Office Expense	£1,172.44	£6,680.00	-£5,507.56
Allotments Expenses		200.00	-200.00
Councillor Expenses	-104.00	3,908.00	-4,012.00
Hall Hire	282.00	150.00	132.00
Staff Costs	4,931.05	9,948.00	-5,016.95
Village			
Christmas Lights		4,225.00	-4,225.00
Costs of Memorandum		3,000.00	-3,000.00
Dog Waste Bins	1,168.65	3,800.00	-2,631.35
Ground Maintenance		974.00	-974.00
Ground Maintenance to dog walk		2,500.00	-2,500.00
Memorial		1,800.00	-1,800.00
Other	387.00		387.00
S151 Officer Payments	3,961.39	10,000.00	-6,038.61

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.

Street Cleansing		24,000.00	-24,000.00
Works to install stab post for Christmas Lights		2,500.00	-2,500.00
Total Village	£ 5,517.04	£52,799.00	-£47,281.96
Total Expenses	£11,798.53	£75,185.00	-£63,386.47
Net Income	£13,650.52	-£36,900.00	£50,550.52

The Clerk explained the report is what has been spent from the budget set in April. The report is up to the  
31 August 25.

After some discussion those present noted and agreed the report,

**5867     Agenda item 14:-** 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

**5868     Agenda item 15:-** Reports from the County Councillor.

Cllr Jones gave a number of updates on the workings of Monmouthshire County Council.

Cllr Jones also explained that she and the Clerk had received an email from a resident about a blockage and flooding at the field at Ethley Drive. Cllr Jones will be reporting these concerns to Monmouthshire County Council.

**5869     Agenda item 16:-**Reports from members on outside bodies.

**No matters reported**

**5870     Agenda item 17:-**To consider any reports relating to Street Cleansing in the Community.  
(standard agenda item)

The Clerk reported he is still awaiting information

**5871     Agenda item 18:-**Items to be included on the agenda of the next meeting. (standard agenda item)

No Items reported

**5872     Agenda item 19:-**To confirm the date of the next meeting 26 November 2025

**5873     Signed by:** \_\_\_\_\_ **Date** 26 November 2025

Chair