

**Raglan Community Council**  
**Minutes of the Annual General Meeting held on Wednesday**  
**28 May 2025 Fellowship Centre, Usk Road, Raglan**  
**at 7.00 pm**

**Present**

Cllr Penny Jones  
Cllr Richard Moorby

Cllr Nick Ramsay (Chair)  
Cllr Lynne Eilertsen,

**5740 In attendance:**

Adrian Edwards, Clerk to the Council,

**5741 Agenda 1: - Apologies for absence.**

Cllr Hazel Leacock, this was due to family commitments. Cllr Susan Harrington offered her apologies due to illness.

**5742 Agenda 2: - Report from the Chairman.**

The Chair gave a verbal report, and thanked all elected members for their work over the last twelve months, and expressed his thanks to the Clerk for his support.

**5743 Agenda 3: - Election of Chairman for 2025/26.**

**Proposed:** by Cllr Moorby seconded by Cllr Jones that Cllr Ramsay is elected as Chairman for  
2025/26

**Resolved:** that Cllr Ramsay is elected as Chairman.

**All those present agreed**

**5744 Agenda 4: -Chairman to sign the Acceptance of Office.**

Cllr Ramsay to sign the acceptance of office following the meeting.

**5745 Agenda 5: - Election of Vice Chairman for 2025/26.**

**Proposed:** by Cllr Moorby seconded by Cllr Jones that Cllr Leacock is elected as Vice Chairman  
for 2025/26

**Resolved:** that Cllr Leacock is elected as Vice Chairman.

**All those present agreed**

**5746 Agenda 6: - To note the minutes of the AGM held on Wednesday 22 May 2024.**  
(Minutes agreed as an accurate record in the June 2024 meeting)

The minutes were noted, and it was agreed the minutes were signed and agreed as a true and  
accurate record at the June meeting in 2024

**All those present agreed**

- 5747      Agenda 7:** Adopt the Community Council Constitution inclusive of the "Members Code of Conduct, Standing Orders and Finance Regulations, Risk Assessment and all other community council policies". These documents are on the Community Council website for members to consult due to its size for printing.

The above policies and regulations were noted, and it was agreed to accept them.

**All those present agreed**

- 5748      Agenda 8:** - To receive an amended register of members interests since the previous AGM.

Several members have completed and returned the individual member declaration forms.

Members who have not yet returned their forms were reminded to return them.

**All those present agreed**

- 5749      Agenda 9:** - To confirm the dates for the next twelve months Community Council meetings (the fourth Wednesday in the month)

It was confirmed meetings will be convened on the 4<sup>th</sup> Wednesday of the month apart from August and December 2025.

**All those present agreed**

- 5750      Agenda 10:** - To agree a remuneration payment to members, under the Local Government (Wales) Measure 2011, for Community and Town Council members, and, whether and how to recover any payments made to a member who leaves their role during the financial year

Members agreed and accepted the recommendations of the Remuneration Panel and the Community Council's Policy regarding recovery.

**All those present agreed**

- 5751      Agenda 11:** - The Council shall appoint a Data Protection Officer in line with standing orders

A discussion took place. After some debate it was

**Proposed:** by Cllr Jones seconded by Cllr Moorby that Adrian Edwards, the Clerk becomes the DPO

**All those present agreed.**

- 5752      Agenda 12:** - Confirm that all Councillors are members of the Finance & Tenders Committee and agree to form further Committees if and when required.

**Proposed:** by Cllr Ramsay seconded by Cllr Jones

**All those present agreed**

- 5753      Agenda 13:** - To consider the training and Continuous Professional Development needs of Members and Staff and adopt a programme of dates. (Please see Footnote):

Footnote on the agenda published;

"The LGE of (Wales) Bill 2021 Requires Community Councils to consider and address the training needs of members and staff. It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. The Community Council must make a new training plan no later than three months after each ordinary election of community councillors to the council"

Those present noted the training plan attached to the agenda, and agreed the training programme. Members agreed and accepted the recommendations.

**All those present agreed**

- 5754      Agenda 14:** - Appointment of Allotment and Dog-Walk Committee-4 members plus three current tenants.

Cllr's Leacock, Eilertsen, Dorey and the Chair. The committee will also include two representatives from the Allotment tenants if nominated.

- 5755      Agenda 15:** - Consider membership to outside advisory and professional bodies.

The Clerk explained, the council will need to consider what professional bodies the Community Council need to consider after the resolution not to renew its membership of One Voice Wales.

This item was differed to the next meeting.

- 5756      Agenda 16:** Nominations to other Bodies.

#### 16.1      Raglan School Governors

**Proposed:** Cllr Harrington to remain as the co-opted member on the Raglan School Governing body.

**All those present agreed**

- 16.2 Community, forward planning, and community plan committee including the Community Led Plan. (4 members).

Cllr's Leacock, Eilertsen, Dorey and the Chair, the committee will also include others if and when.

Project/s committee (4 members) Consider inviting individuals with an interest or knowledge of a project. (Max 3).

After some debate it was proposed that this committee will be convened as and when required

**Proposed:** This committee will set up as and when required

- 16.3 Complaints Panel members (Min of three),

After some debate it was proposed that this committee will be convened as and when required

**Proposed:** This committee will set up as and when required

- 5757      Agenda 17:** - To accept the Statement of Accounts for year ended 31 March 2025.

The statement of accounts was presented as an attachment. The statement was noted, and it was agreed to accept it.

**All those present agreed**

- 5758      Agenda 18:** - Confirmation of Council Cheque Signatories.

**Proposed:** that Cllr's Moorby, Ramsay, Dorey, and Eilertsen, be cheque signatories.

**Resolved:** that the above members are Council cheque signatories.

**All those present agreed**

- 5759      The Chairman thanked everyone for attending. The meeting closed at 19:40 hrs.**

The date of the next AGM meeting 27 May 2026

Signed by \_\_\_\_\_

Chairman  
Date 25 June 2025

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.

# **Raglan Community Council**



## ***Statement of Account For Year Ended***

# 31<sup>st</sup> March 2025

A Community Council is an organisation set up by statute and run by elected residents to act on behalf of its area. As the closest tier of elected representation, Community Councils play an important role in local democracy.

Community Councils are comprised of people who care about their community and want to make it a better place to live.

Raglan Community Council is a community council which came into being following the Local Government re-organisation and as a consequence of the Local Government Act 1972. Parliament has given the Community Council power to raise and spend money – a power shared by other Local Authorities.

Members are elected to office and normally serve on the Council for a term set out in legislation. Changes have been made under Section 15 of the 2021 Act which changed the electoral cycle of principal councils and community councils from four to five-year terms. The voting system for community council elections remains first past the post.

The Community Council is an organisation body corporate with perpetual succession. As a body corporate the Community Council is a body and is distinct from its members (either as individuals or collectively) for the time being. Its lawful acts, assets and liabilities are its own and not those of its members. The Community Council remains in uninterrupted existence from the moment of its creation, even if all its members vacate office, or if its membership falls so low to become quorate and its unable to act to conduct its business.

- **Boundary Changes.**

Following the elections in May 2022, Raglan Community Council saw a big change in its boundaries due to boundary changes in Monmouthshire. Following the changes to the boundaries, it became apparent, due to the reduction in the elected membership of the Community Council, it's been difficult to have meetings that are quorate, due to elected members diary commitments or family matters.

Raglan Community Council ward is now made up from elected members; one member representing Llandenny, one member representing Kingcoed, five elected members representing Raglan and one elected member representing Gwehelog. Currently the Community Council has two vacancies. Since the 23/24 annual statement the Community Council still have experienced issues filling the two vacant seats. The recommendation that was made by "The Democracy and Boundary Commission Cymru" and adopted by Monmouthshire County Council reduced the number of elected members from 11 to 9 for

Raglan Community Council. It's difficult to recruit residents to become elected members to represent Raglan and the wider community. Due to the reduced membership, there have been on occasions some meetings which have been very close to or not being quorate, and it's been difficult to convene subcommittees with the work load on current elected members.

- **Powers.**

As well as representing the community, Community Councils facilitate a wide range of activities which promote the well-being of their communities. They bring local people together to help make things happen, and many Community Councils protect and promote the identity of their community. They advise, petition, influence and advocate numerous causes and cases of concern on behalf of local communities.

The current Law determines what the Community Council must and can do (its duties), what it can choose to do (its powers) and what it cannot do. The Law empowers the Community Council to act; it underpins its procedures and finances and governs relationships with other local bodies, groups, and organisations that the Community Council chooses to work with in the community.

The Community Council does not have a power of general competence; it doesn't have unlimited power to do whatever it chooses. It can only do what the specific powers allow by statute and as such is controlled by Acts of Parliament. The Community Council does have a power to promote Well-Being. However, the use of this power is restricted to the spending limits set out under the Local Government Act 1972, s137. S137 provides a limited power to incur expenditure, along with other legislation, currently the Community Council allocate funding under section 151.

- **The Local Government and Elections (Wales) Act 2021.**

Community and Town Council sectors have seen several changes following the introduction of new sections of the Local Government and Elections (Wales) Act 2021. Raglan Community Council have to prepare and publish a training plan to support training for councillors and council staff. The training plan is attached to this Annual Statement.

- **Multi-location meetings**

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary changes to meeting arrangements for Community Councils allowing meetings to be held virtually (i.e., multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic.

The Act requires that all Community Councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. The Community Council will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.

The new arrangements indicate it is important for the Community Council to be clear that the minimum requirement is that members can hear and be heard by others. The Act gives an example of this and could include:

- All participants are in the same physical location.
- All participants are in the same physical location except one individual who joins from another location e.g. by video or telephone conference;
- Roughly equal number of councillors are present in a physical space and joining through remote means.
- Wholly through remote means where no physical arrangements have been made.

The Community Council, when deciding which meetings may be held wholly remotely and/or with physical provisions, should consider:

- The Community Council must consider the circumstances of individual councillors and their preference in the way they participate in meetings. Some councillors may wish to join council meetings from another location by default – because they have working or caring responsibilities which make attending meetings in person difficult. Similarly, some councillors may wish to attend in person.

Over the last twelve months no residents have requested access to meetings electronically. One elected member has requested access on two occasions due to diary commitments.

Convening meetings, under Sch 4 Para 21 of the Act have seen changes, that in exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice. The provision to enable urgent meetings should be used only in an appropriate manner for matters which require an urgent response. The Community Council are advised to amend the current Standing Orders for the process and reasons for calling such urgent meetings, including the securing of support from across council members.

Changes have been made under Sch 4, para 20 of the Act, which amended Sch12, para 26 to the LGA 1972. The effect is to remove the restriction on holding community council meetings and sub-committee meetings within licensed premises.



- **Training:**

Under s67(4) of the Act there is a duty on the Community Council to review their training plan from time to time. As a minimum this would be at least at every ordinary election of community councillors. Once a plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors. The Community Council has a duty to consider training for councillors and council staff from the 5 May 2022 (date of the last election), the first training plan has been published.

During the financial year ending March 2025, no elected member from Raglan Community Council attended any formal training sessions. During this financial year 2024/25, the Community Council withdrew its membership to One Voice Wales, but, all elected members still have copies of the training programmes that elected members could attend. This statement has identified some but not all the changes.

Training for elected members was available virtually. Several members showed an interest, but no elected member attended training provided by One Voice Wales in the last financial year. Monmouthshire County Council did not convene Planning seminars in this year ending March 2025.

One Voice Wales training sessions are based on prices per person, per session. Training for Councillors is £42 for members or £65 per person for non-members of OVW.

### **Raglan Community Council**

#### **Member Information**

##### **Community Council Chairman**

Councillor Nick Ramsay was elected Chairman for 2024/25 year.

##### **Raglan Community Councillors**

	Party Affiliation	Date elected	Ward	16 Meetings
Councillor Mrs Hazel Leacock	Ind	Elected May 2022	Raglan	
Councillor Mrs Penny Jones	Con	Elected May 2022	Raglan	
Councillor Mrs Lynne Eilertsen	Ind	Elected May 2022	Raglan	
Councillor Mr Richard Moorby	Ind	Elected May 2022	Llandenny	
Councillor Mrs Martin Dorey	Ind	Elected May 2022	Raglan	

Councillor Ms Pennie Walker (resigned) seat vacant	Ind	Elected May 2022	Raglan
Councillor Mrs Susan Harrington	Ind	Co-opted Nov 2022	Gwehelog
Councillor Mr Mike James (resigned) seat vacant.	Ind	Co-opted February 2022	Kingcoed
Councillor Nick Ramsay	Lib	Elected May 2022	Raglan

County Councillor  
Councillor Mrs Penny Jones

Clerk to the Council  
Mr Adrian Edwards

Internal Auditor  
Mr Lyn Llewellyn

External Auditors  
Audit Wales

The Community Council normally convenes 16 ordinary meetings during the year 1 April to March 31. During 2024/2025, The Local Government and Elections (Wales) Act 2021 enabled the Community Council to convene several meetings electronically due to diary commitments of some elected members not being able to attend in person.

### **Notes to accompany the accounts.**

#### **Year ending 31<sup>st</sup> March 2025**

##### **1. Principals to Accounting Policies**

- **Accounting Convention**

The accounts have been prepared in accordance with proper practices as defined in the *Governance and Accountability for Local Councils in Wales A Practitioners Guide [2011]*, published by One Voice Wales and SLCC following the consultation with the Local Councils Audit Liaison Group.

- **Fixed Assets**

This section covers expenditure on acquisition, creation or improvement which will have a useful life of more than one year; assets are reported in the notes affixed to the accounts; at current insurance values is approximating to the lower or net of current replacement cost and net realisable value/s. Some Community assets are the subject of restrictive covenants as to their use and or future disposal. Such assets are therefore considered to have no appreciable value and are included at a nominal value only.

- **Debtors and Creditors**

The revenue accounts of the Council are maintained on an accrual basis in accordance with the above guidance. Therefore, it will not have a material effect on the years accounts or the Council's annual budget.

**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
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

- **Contracts.**

The Community Council has several contracts, one with the Local Authority and further contracts with individuals and private companies. One of these contracts is to maintain the waste collection from the dog waste bins. It's become apparent over the year that it's difficult to obtain estimates from outside companies to tender for Dog Waste collection during this financial year. Monmouthshire County Council has worked as a go-between with the current contractor. Monmouthshire County Council undertook a valuation and tender process to find contractors to tender for this work. This proved to be unsuccessful. This was done for most if not all the Community and Town Councils in Monmouthshire. As explained above over the last financial year, it's been difficult to find contractors with the expertise and the relevant certification to undertake the removal, carriage, and disposal of dog waste. There have also been some one-off contracts.

During this financial year, Raglan Community Council have been in negotiations with the Cleansing Dept of Monmouthshire County Council about agreeing a Service Level Agreement (SLA). At the time of publishing this Annual Statement, Raglan Community Council are still waiting for Monmouthshire County Council to agree the SLA document.

- **Allotments.**

The Community Council have two allotment sites which are divided into twenty-four plots. As explained in past statements the partnership working with the existing tenants disbanded in 2016 due to tenants not wishing to be part of the partnership process.

Over the last year it's been noted that some of the allotments have not been managed or cultivated in the way that is expected. Currently there is one vacant allotment. Currently the Community Council has several applications for an allotment.

Over the last several years the allotment fee/rent has been the same (£25) PA, and has not been increased; for the growing season 2025 the fee/rent will remain the same. Due to the current increase in costs and maintenance the elected members should consider increasing the fee/rent for the growing season 2026.

- **Clerks contracted hours.**

Employees are employed using the agreed pay scale with the NJC-working week for all Local Government staff working 37 hours. (Pro rata for part time staff) (SCP spinal column point LC1 point 17 the top of LC1 goes to SCP 27).

Following the amalgamation of Gwehelog Fawr Community Council due to the boundary changes, it's been noted previously that the employee who transferred from the former Gwehelog Fawr, was on a higher pay scale than the current Raglan Community Council employee. In the 23/24 Annual Statement it was suggested that consideration should be given and addressed by the current elected membership. This issue is still outstanding.

- **External loans**

The Council has no long-term borrowing or external loans.

- **Charity**

The Community Council has no charitable status apart from the Community Council is the Custodian Trustee of the fund from the sale of a former building in the village, (Jefferies Hall). In January 1973 a Conveyance and Trust deed was drawn up. Since the last Statement of Accounts, there has been one meeting with the trustees of Raglan Village Hall Association (RVHA).

In 2014 the Community Council transferred the Charitable Fund to the officers of the charity, and the Community Council have made several grant payments towards the development of the Old School site. (The planning application granted has expired and formally withdrawn)

Several reports have been presented to members of Raglan Community Council during the financial year as the cohort of officers of (RVHA) had not convened a trustee meeting. During this financial year 24/25, Raglan Community Council convened a meeting on the 26 March 2025 with the trustees, relating to the issue that only one person within the current trustees has responsibility for the finances. It was agreed by the trustees and Raglan Community Council that a Transfer Agreement is agreed and the current back accounts in the name of RVHA are transferred to a ringfenced account managed by Raglan Community Council. An agreement was agreed and copies have been provided to the trustees to sign and return, but at the time of publishing this Annual Statement the agreement hasn't been returned. The current trustees who are registered with the Charity Commission are listed below:

Name	Role	Date of appointment	Other trusteeships	Reporting status of other trusteeships
Lynne Eilertsen	Trustee	06 September 2017	None on record	
Peter Winston Williams	Trustee	20 January 2016	None on record	
Margaret Eastaway Lawrence	Trustee	20 January 2016	None on record	
Jenny Swattridge	Trustee	20 January 2016	None on record	

- **Reserves**

Elected Members will be aware the Community Council has ringfenced funds for the improvements of the MUGA and adjoining field for the wellbeing of the wider community as well as providing an open community space. Several years have passed and numerous meetings with officers from Monmouthshire County Council Legal and Estates Dept have taken place.

The Clerk, the Chair and a member met with officers from MCC Legal along with the Diocesan Trust on site in February 2025. Cabinet members Cllr's Ben Callard, and Sara Burch, also attended the meeting to discuss issues relating to the buildings and council land in Raglan.

Contained in the Annual Statement 2024 it was explained that Monmouthshire County Council informed the Community Council that the Community Asset Transfer (CAT) could be resumed. Following a meeting (20 March 25) with the officers from Monmouthshire County Council and the Monmouth Diocesan Trust with Cabinet members from Monmouthshire County Council, it was agreed that officers will start the process to transfer the asset to Raglan Community Council.

- **Council Audit returns**

Over the last twelve months concern has been expressed to elected members relating to the return of the accounts that were submitted to Audit Wales for 2019/20, 20/21, 21/22, 22/23 and 23/24. In May 2024 the Chair and Clerk met with officers from Audit Wales, following Audit Wales contacting the Chair stating that they hadn't received the annual return for 22/23. During the meeting officers from Audit Wales stated that they hadn't received the accounts and return for 22/23. It was explained that the accounts and return were delivered to Audit Wales office, 1 Capital Quarter, Tyndall Street, Cardiff, by hand by the Clerk. During the meeting the Clerk provided a further copy of the accounts, and invited the officers from Audit Wales to sign a certificate of acceptance.

During the meeting it was explained that Audit Wales would turn around the annual return by September 2024. At the time of presenting this Annual Statement, the Community Council are still awaiting Annual returns. During the last financial year, the Community Council has not received the completed annual statements, for the 2019/20, 20/21, 21/22, 22/23, 23/24 years.

- **Balance Sheet year end 31 March 2025**

Over the last several years the Community Council have set aside funds to manage and upgrade the MUGA facilities and the development of the adjoining field into an open community space. The funding that was set aside and ringfenced will now need to be re-evaluated and allocated to different community project/s. It was expected during the 2024/25 financial year, officers from Monmouthshire County Council would have presented the amended case study to the Cabinet Member of Monmouthshire County Council for consideration/approval. At the time of publishing this statement there has been no progress.

**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

- **Interest Income**

All interest is credited to the general investment account.

- **Grants**

Community Council made several charitable and grant payments in 2024/25 to a variety of groups in the Community. Community Councillors actively support local groups where they provide interest and enjoyment for residents.

Raglan Afternoon Teas, Raglan Coffee and Computers,  
Raglan in Bloom, Gwent Young Farmers, Raglan Festival,  
Royal British Legion, Marie Curie, Kids Cancer Charity, St  
Cadocs Church, Ty Hafan, Raglan Junior Football Club

From April 2021 Community and Town Councils had a duty to prepare and publish a report about the council's priorities, activities, and achievements. Due to other priorities set on the Community Council, during the last financial year the Community Council was unable to prioritise this. Going forward the Community Council members will need to consider what priorities they wish to target.

- **Recreation Grounds**

Raglan Community Council are partners in the playground area/field, located on Prince Charles Road. This open area was transferred under the Queens 2000 *Millennium Park registration*.

Raglan Community Council maintains and contributes to the grass cutting in the Community. Over the last financial year, the Community Council worked in partnership with Monmouthshire County Council where wildflowers were planted to enhance the Community.

Over the last number of decades Raglan village is fortunate to have a hard-working group of volunteers with the Raglan in Bloom team. The group has started to diminish in numbers for several reasons. The community has seen a new cohort of volunteers come forward in the spring of 2022 and maintained the flower beds in the village during this financial year.

- **Planning applications**

Since the Annual General Meeting in May 2024, 55 Planning Applications were submitted to the Planning Authority for consideration for new developments and small domestic extensions to private dwellings.

The Community Council are not consulted on all Planning Applications that are submitted to the Planning Authority. The Community Council has also considered several legal notices served by the Highway Authority. The Community Council has made representations.



During the financial year, the Community Council have convened two consultation meetings relating to a Planning Application where a number of residents attended and expressed concerns; a number had strong opinions.

The Community Council submitted observations relating to this application, but officers from the Planning Authority have not responded to correspondence relating to applications. The elected members will recall the Community Council made a formal complaint relating to officers not responding to requests or advice that's been requested.

The Planning Authority are still presenting electronic copies of Planning Applications received, they only inform the Community Council of the Planning Application that has been submitted, and the Community Council needs to consult the Planning Authorities Planning Portal for information.

All elected members of the Community Council are forwarded links to the portal so members can view and make comments or any observations relating to any application within the consultation period.

As in previous years the Planning Authority and case officers haven't been forwarding all applications. Many of these applications related to discharging conditions or changes to the application after consent had been issued. During the 24/25 year, it's been noted that the Planning Authority received applications to discharge conditions, and when those applications are requesting amendments to the consent that was granted, Raglan Community Council as a consultee, have not been invited to make further observations. Included in all observations made by Raglan Community Council as consultees, is a statement requesting under s16 of the Development Management Procedure (Wales) Order 2012 that Raglan Community Council are informed of amendments, but case officers of the Planning Authority do not inform Raglan Community Council.

Elected members are aware, as the officer of Raglan Community Council I have brought to elected members attention that officers from the Planning Authority do not respond to any correspondence where the Community Council makes observations relating to Planning Applications which have been submitted.

- **New Development & Monmouthshire RLDP**

Monmouthshire County Council are in the process of undertaking the Monmouthshire **Replacement Local Development Plan (RLDP)**.

Every Planning Authority in Wales must produce a Local Development Plan (LDP) for its area. LDPs include planning policies and site allocations which, when adopted, are used to determine Planning Applications. Before adopting an LDP, Local Planning Authorities must submit the plan to the Welsh

Government for independent examination by a Planning Inspector. Inspectors assess whether LDPs are 'sound' and can be adopted by the Local Planning Authority.

Currently the Community have been notified of several stages of Monmouthshire County Council's process relating to the RLDP. Currently the Planning Authority has received applications for sites for Development/Redevelopment. Monmouthshire County Council published a revised delivery agreement in October 2020 which sets out a revised RLDP timetable, including the dates for the following key stages of the RLDP process. It would appear this timetable has slipped. Monmouthshire County Council are in the process of preparing the RLDP which has not proceeded as quickly as Monmouthshire County Council envisaged in the original Delivery Agreement.

The proposed Deposit Plan was due to be published in late Spring 2024. However, the preparation of the Deposit Plan is ongoing.

Link <https://www.monmouthshire.gov.uk/app/uploads/2019/02/Raglan-1.pdf>

Elected members can see the candidate sites by visiting the **Candidate Sites** page for further information.

Key Stages	Timescale
<b>Definitive</b>	
Revised Delivery Agreement (4) (December 2022)	December 2022 Full Council – December 2022 Submission to Welsh Government for agreement – December 2022
Pre-Deposit Participation	June 2022 - November 2022 Report to Council on draft Preferred Strategy – December 2022
Preferred Strategy (Pre-Deposit) Consultation.	December 2022 Preferred Strategy – statutory 8 week consultation (December 2022 – January 2023) Informal consultation on the Candidate Site Register (December 2022 – January 2023) Report to Council with summary Consultation Report to endorse the Preferred Strategy (Spring 2023)
Statutory Deposit Plan Consultation	April-May 2024 Report to Council on draft Deposit Plan – March 2024 Deposit Plan - 6 week statutory consultation Analyse consultation responses and prepare consultation report – Summer 2024 Report to Council on focused changes and submission of Deposit Plan to Welsh Government – October 2024
<b>Stages</b>	
<b>Indicative</b>	
Submission of RLDP to Welsh Government	October 2024
Independent Examination	Late 2024/early 2025
Inspector's Report	June 2025
Adoption	July 2025 (must be adopted within 8 weeks of receiving the Inspector's binding report)

The Community Council are part of the consultation process and considered the draft RLDP that's been published. The Community Council made representations on land that has been put forward as candidate sites, along with other parts of the RLDP. The RLDP will be the footprint document the Planning Authority will be using to determine all Planning Applications.

- **Council Meetings**

The Community Council convened 16 ordinary meetings and financial meetings to consider financial matters for the new financial year to the 31 March 2025.

- **Member training**

During the last year, all councillors were informed about training events and were invited to attend training sessions. Member's training is part of the Annual Audit Review, part 4 of the review. Member's training should be carried out as necessary.

*"The Government also hopes that elected members  
will avail themselves of relevant training wherever possible.  
Further guidance on training issues is given in the CIPFA Treasury  
Management Code"*

Members of the Council are provided with details of training courses throughout the year. These courses are run by One Voice Wales or services are contracted in where specialised subjects are required. From April 2024 to March 2025 there have been courses held on:

- *New Councillor Induction, Code of Conduct, The Role of the Council, The Role of the Councillor, The Council as an Employer, Understanding the Law, The Council Meeting, Local Government Finance, plus other topics*

Going forward consideration needs to be given as to how members training is going to be provided following the decision to withdraw the Community Council membership from One Voice Wales.

- **Community Engagement**

During the year 24/25 financial year, the Community Council have not convened a community meeting, apart from three public meetings.

One meeting was following the meeting the Community Council convened with Welsh Government officers and Cabinet members of Monmouthshire County Council to discuss the safety concerns at the A40 junctions and pedestrian crossings. The meeting was to invite residents to express their views on

the A40 improvements published relating to the A40 Raglan Bypass Safety Study undertaken by SWTRA-7202-22.SW.CCS.006-41c dated June 2024.

The second meeting was to discuss a Planning Application that had been presented to the Planning Authority at Gwehelog.

The third meeting was to discuss the Revised Local Development Plan (RLDP). This meeting was to generate discussion and collate views to enable the Community Council to formulate a response relating to RLDP.

- **The Local Government (Democracy) (Wales) Act 2013**

Under the above Act, the Community Council publishes all minutes and other relevant documentation on their website [www.raglancc.org.uk](http://www.raglancc.org.uk) In addition, the Community Council publishes its papers electronically including a list of the Council's members, each member's name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to within the Council. If the Community Council is divided into Community wards, the ward the member represents is also published.

The Community Council must also publish, along with minutes, their annual audited accounts electronically. In both these cases, Councils are only required to publish material produced after the date when section 55 came into force, i.e after 1 May 2015. Community Council are not required to publish any information they are prevented from disclosing by any other legislation.

Existing legislation requires Community Councils to give notice of forthcoming Council meetings, three clear days before the meeting is to be held by displaying a notice in a conspicuous place in the Community. In addition, all such notices are published electronically. All this information is published three clear days before the meeting. There is also a requirement to publish electronically, so far as is reasonably practicable, any documents relating to the business to be transacted at the meeting. Section 81 of the Local Government Act 2000 requires a Community Council to maintain and publish a register of members' financial and other interests as specified in the Model Code of Conduct (prescribed by Order under part 111 of the 2000 Act) including any amendments to any legislation and the Local (Democracy) Wales Bill and Regulations made under the order.

Prior to commencement of section 58 of the Act, the register needed to be available for inspection at Council offices at all reasonable hours. Section 58 of the Act requires that the register is also published electronically. During the elections in 2022 not all the members returned a signed register for publication.

In addition, the Act transfers responsibility for establishing and maintaining the register of interests from the principal authority's monitoring officer to the 'Proper Officer' of each Community Council. The 'Proper Officer' in many cases being the clerk to the Council for this purpose. All elected members were reminded to return a signed copy.

- ***Power of Wellbeing of Future Generations. (Wales) Act 2015***

*Raglan Community Council can be classed as a "public body" under this provision. The Community Council must be mindful of the WBFG Act and the sustainable development principles that make reference to a public body doing something "in accordance with the sustainable development principle" which means that the body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of "future generations to meet their own needs, the importance of balancing short-term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long-term".*

- **General Data Protection Regulation (GDPR).**

The House of Commons in May 2018, during a Report Stage, accepted a government amendment to the Data Protection Bill, the effect of which would be to remove all Parish, Town and Community Councils, Parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer. All other obligations under the General Data Protection Regulation (GDPR), that came into force in May 2018, and taking into account the changes, the EU GDPR is an EU Regulation and it no longer applies to the UK. If you operate inside the UK, you need to comply with the Data Protection Act 2018 (DPA 2018).

The provisions of the EU GDPR have been incorporated directly into UK law as the [UK GDPR](#). In practice, there is little change to the core data protection principles, rights, and obligations. GDPR recitals add depth and help to explain the binding articles. Recitals continue to have the same status as before – they are not legally binding; they are useful for understanding the meaning of the articles. (that includes any amendments to GDPR)

GDPR governs the use of personal data. It imposes important obligations on any persons or organisations, including Community Councils, which acquire, store, use or deal with personal data in any way. Failure to comply with any of the relevant Acts and any requirements within them can have serious legal consequences, including claims for compensation and possible criminal proceedings.

Community Councils are required to register with the Information Commissioner's Office under the Data Protection Act and the GDPR. Organisations that process personal information need to register with the Information Commissioner's Office (ICO) unless an exemption applies. The Information Commissioner

has determined that Community Councils process personal data and, unless an exemption applies, are required to register (*eg. a Community Council would be exempt if no electronic records were kept ie. if everything was handwritten*).

Article 4 s8 states 'processor' means a natural or legal person, public authority, agency, or other body which processes personal data on behalf of the controller.

What identifies an individual ie 'data subject', could be as simple as a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors. If it is possible to identify an individual directly from the information you are processing, then that information may be personal data.

The Community Council have used corporate email addresses for the Clerk and members for several years. All information is sent to those corporate email addresses. If emails need to be sent to personal email accounts those account holders will need to provide a Privacy Policy, to ensure the Community Councils processor complies with Article 4 s8.

Presented by the Clerk

Raglan Community Council Training Plan			
Event	Delivery Method & Provider	Audience	Timeline
The Council	Outside provider	All members	Within 6 months of the election
The Councillor	Outside provider	All members	Within the 12 months of the election
The Council as an employer	Outside provider	All members and staff	Within the 12 months of the election
Understanding the Law	Outside provider	All members and staff	Within the 12 months of the election and midterm of the administration
Council Meetings	Outside provider	All members and staff	To be agreed
Local Government Finance	Outside provider	All members and staff	To be agreed
Health & Safety	Outside provider	All members and staff	To be agreed
Introduction to Community Engagement	Outside provider	All members	To be agreed

Draft minutes submitted to council 24 May 2023. The minutes of a preceding meeting have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Re SO

Code of Conduct	Outside provider and inhouse updates	All members and staff	12 weeks of the election or signing the acceptance of office
Chairing Skills	Outside provider	Elected Chair and Vice Chair	12 weeks of the election or signing the acceptance of office
Community Emergency Planning	Outside provider	All members	To be agreed
Community/Place Planning	Outside provider	All members and staff	To be agreed
Community Engagement Part II	Outside provider	All members	To be agreed
Equality & Diversity	Outside provider	All members	To be agreed
Information Management	Outside provider	All members and staff	
Use of IT, Websites & Social Media	Outside provider	All members and staff	Within the 12 months of the election and midterm of the administration
Making Effective Grant Applications			
Managing your staff	Outside provider	Elected Chair and Vice Chair	12 weeks of the election or signing the acceptance of office
Devolution of Services	Outside provider	All members and staff	

Draft minutes submitted to council 24 May 2023. The minutes of a preceding meeting have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Re SO



Wellbeing of Future Generation Act 2016/ Sustainability	Outside provider	All members	Within the 12 months of the election and midterm of the administration
Local Government Finance (Advanced)	Outside provider		
Mediation and Conciliation			