

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday 25 June 2025.
This meeting was convened at the Fellowship Centre on Usk Road
at 7:00 pm

Present

Cllr Penny Jones
Cllr Richard Moorby
Cllr Luke Thompson

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

5776 In attendance:

Adrian Edwards, Clerk to the Council.

One member of the public.

5777 Agenda item 1:- Apologies for absence

Cllr Susan Harrington offered her apologies due to illness. Cllr Lynne Eilertsen unable to attend due to family commitments.

5778 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.

5779 The Clerk introduced Mr Luke Thompson. Mr Luke Thompson presented an expression of interest for one of the councillor vacancies. The Clerk explained that there has been some miscommunications between the Clerk and Mr Thompson. The Chair welcomed Mr Thompson to the Council, and the Clerk invited Mr Thompson to sign the declaration of office.

5780 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.

A resident attended the meeting and asked the Chair if he could address the meeting. He apologised that he hasn't been able to contact the Clerk prior to the meeting. The Chair invited him to address the meeting. The resident explained that he expressed concern over a road junction from Chepstow Rd to Llandenny. The Clerk had written to Monmouthshire County Council Highways and copied him into all the correspondence. In one response it stated:

"I can confirm the request is on our road safety/traffic management program, we will endeavour to get these works completed early in the new financial year".

The resident asked when would the Council expect the work to be undertaken. It was explained that Clerk would contact the relevant officer from Monmouthshire County Council Highways.

5781 Agenda item 4:- To receive and adopt the minutes from the AGM meeting, held on Wednesday 28 May 2025

Proposed: by Cllr N Ramsay seconded by Cllr R Moorby that the minutes are accepted with minor amendments made by Cllr Jones.

5782 Agenda item 5:- Matters to report.

There were no matters to report from the last meeting.

5783 Agenda item 6:- To receive and adopt the minutes from the Ordinary meeting, held on Wednesday 28 May 2025

Proposed: by Cllr N Ramsay seconded by Cllr P Jones that the minutes are accepted with minor amendments made by Cllr Jones.

All those present agreed

5784 Agenda item 7:- Matters to report.

The Clerk was asked to write to Monmouthshire County Council about the Service Level Agreement (SLA) that was returned in April this year. The Clerk explained that he had contacted the relevant officers and was informed that they had contacted one of the other Town Councils about job sharing the role of the cleaning team.

All those present noted

5785 Agenda item 8:- Clerks reports verbal or written.

Report to: - Raglan Community Council

Subject: - Audit Wales

Report: - by the Clerk

Date: - June 2025

This report is to update elected members relating to the correspondence the Community Council sent to Audit Wales (AW) relating to the outstanding Annual Returns, which AW have not returned to the Community Council. Correspondence had been sent to the Chair of the Audit Wales Board expressing concern that officers have not/do not respond to any correspondence nor has the Community Council

received a response to the meeting with the Audit Manager which the Chair and the Clerk attended in June 2024.

Elected members will beware that the year end 31 March 2025 accounts have been concluded and will be presented to Audit Wales in the coming weeks for examination by AW as the external auditor.

The Audit Manager from AW sent further correspondence to all Community and Town Council on the 13 June stating councils are submitting documents to AW, and AW are experiencing the same issues this year as they have encountered in previous years which makes it very difficult for AW to complete their audit work efficiently. Elected members will be aware that Raglan Community Councils Annual Returns and all supporting documents were hand delivered, and AW then said that they had not received them, but a receipt was provided to show the documents had been delivered.

In conclusion

Once the Annual Return has been agreed and signed by the Chair for year end 31 March 2025, the Clerk will hand deliver the documents again so Raglan Community Council has a receipt for delivery.

Resolved: the Clerk should deliver the Annual Return to the Audit Wales offices, so the Community Council can ensure the accounts have been received not like previous years.

Report to: - Raglan Community Council
Subject: - Planning matters
Report: - by the Clerk
Date: - June 2025

This report is to update elected members on matters relating to a formal complaint Raglan Community Council made to Monmouthshire County Council relating to Planning Officers not responding to correspondence, where Raglan Community Council are a statutory consultee in the Planning Process.

In reply to the complaint, the former Planning Manager stated that all the Planning Case Officers have been informed that if requests for information have been requested the Case Officer must respond.

"Together with the discussion over the concerns raised about your correspondence not being returned, I have discussed this with the relevant officers and have asked them to make sure that they are responding where the CC have asked clear questions to clarify details".

Since the above reply has been received, the Community Council has requested clarity on recommendations made by one of the consultees. It's disappointing that the Community Council have the need to request information again following previous requests in correspondence dated 24 February

25, 20 March 25 and 25 April 25. The Community Council wrote on the 28 May 2025 10:14 AM, to the Case Officer and Cllr Jones was copied into the email. The Case Officer read the email 3rd June 2025 10:06 AM and still hasn't responded.

It's difficult to see how the Community Council can work in partnership when officers don't communicate when Community Councils are consultees.

In conclusion

- I. It's for the elected members of the Community Council to direct what action of response they would like to take.
- II. Make a formal complaint for maladministration relating to the Case Officer, following concerns raised previously.
- III. Or any other views or actions Elected Members may have.

Resolved to adopt 2 above.

Report to: - Raglan Community Council

Subject: - Planning matters, Land Adj to High Street, Raglan,

Report: - by the Clerk

Date: - June 2025

This report is to update elected members on matters relating to Land Adj to High Street, Raglan, for the construction of three dwellings with associated external works and landscaping.

It's been noted on the Planning Authorities Planning Portal that further correspondence has been received from the Department for Economy and Infrastructure at Welsh Govt. The Department for Economy and Infrastructure has directed officers from Monmouthshire County Councils Planning Department to refuse for the following reason/s: -

1) The proposed development's proximity to an existing roundabout would result in conflicting traffic manoeuvres on the trunk road to the detriment of highway safety.

2) The site lacks sufficient frontage to provide adequate visibility splays for vehicles emerging from the site leading to conditions prejudicial to the safety and free flow of traffic on the trunk road.

Welsh Government is the Highway Authority for the A40 trunk road and the Department for Economy and Infrastructure, has again on the 21 May 2025, directed that **planning permission is not granted** at this time as the applicant has provided insufficient information to determine the application.

The applicant must provide the following information to support this application or resubmit the application with the following details;

1) It is unclear whether any of the development is within 15 metres of the Trunk Road running lane and confirmation will be required. Should the 15 metres threshold be breached a Risk Assessment (RA) in accordance with the Design Manual for Road and Bridges (DMRB) CD377 and its Wales National Application Annex (WNAA) will be required. The RA will need to capture all features within 15m of the Trunk Road running lane and consider road alignment, Annual Average Daily Flows (AADF), collision history, nature of the hazard being protected (on-site hazards both existing and proposed) and distance from running traffic.

In conclusion

- I. Elected members will be aware this proposed development is within the 15-metre threshold of the A40 trunk road. Therefore, the development can be considered as a risk.
- II. It is recommended that Section 1.2 of the Design Manual for Road and Bridges is implemented forthwith relating to the overseeing organisations' motorway and all-purpose trunk roads with speed limits of 50 mph or more, and two-way traffic flows of 5,000 average annual daily traffic.
- III. A Traffic Audit undertaken by SWTRA published in June 2024 indicated that the Annual Average Daily Flows along the A40 corridor in this location are up to 13,500 vehicles per day with up to 850 movements (AM) in an eastbound direction and up to 925 movements (PM) in a westbound direction during the peak hours.
- IV. s(1.3) (5) of the document states "whenever there is a change in risk at or near the edge of the carriageway" needs to have an acceptable risk assessment.

Resolved the Clerk should write to Monmouthshire County Council Planning Dept objecting to the proposed application and ask the Planning Dept when are they going to determine the application based on the information and comments issued by Welsh Govt Highways on 21 May 2025.

Report to: - Raglan Community Council
Subject: - Dog Waste collection
Report: - by the Clerk
Date: - June 2025

This report is to update elected members relating to the current issues with the installation of the Dog Waste bins which the Community Council has purchased. The contractor has been contacted on several occasions, but this correspondence has not been responded to.

Monmouthshire County Council has also been contacted, and officers have explained that Monmouthshire County Council only install the waste bins.

You will note from the images, the proposed locations for the installation of the new waste collection bins

In conclusion

1. Wait for Merlin Env Services to install current bins.
2. Invite Monmouthshire County Council to install the three waste bins in the location to the right.
3. Inform Merlin Env Services that new collection bins have been installed

Resolved: to accept 2 and 3 above

Report to: - Raglan Community Council
Subject: - Allotments tenancy
Report: - by the Clerk
Date: - June 2025

This report is to update elected members relating to the tenancy and cultivation of the allotments. Elected members will recall that a verbal report was presented in the last meeting relating to two allotments which were vacant. The next applicants on the list were asked if they still wished to take the tenancy. Currently there are several more people who have expressed an interest, and there are some who have expressed an interest do not reside in Raglan.

Allotment agreements were issued for completion and signed copies to be returned with the relevant fee and deposit, and the agreements were to start from the 1st June 2025 effective until March 31st 2025.

- One of the persons returned a signed copy of the agreement and the annual fee, but no deposit.
- The second person has not returned any paper work.

Over the last twelve months it's been noted that some of the allotments have not been or currently not

being cultivated in line with the agreement. 2.4 of the agreement states "to keep the allotment garden clean free from weeds and otherwise maintain it in a good state of cultivation and fertility and good condition and to keep any paths to a minimum 600mm and roadway included therein or abutting thereon reasonably free from weeds";

It would appear from a visual inspection and conversations, next year from (March 2026) several allotments could become vacant for one reason or another.

It is for elected members consideration a number of photo images.

In conclusions

1. Withdraw the offers of the allotment plots
2. Offer the current allotments to others on the waiting list.
3. Allotment committee to inspect the sites
4. Send correspondence to current tenants relating to 2.4 of the agreement.



Top Left is a plot that's been offered from June 1st
This allotment has been maintained by RCC

Bottom left is the second plot offered from the 1st June. The applicant has started to maintain this allotment.

Remaining images show the condition of the plots

Resolved: Action point 4 above

Report to: - Raglan Community Council
Subject: - Dog Walk improvements
Report: - by the Clerk
Date: - June 2025

This report is to update elected members. Elected members may recall minute 5616 where it was discussed about the improvements to the walk way and the general ground maintenance. It was explained that a number of contracts need to be considered, and if the Community Council should ask contractors to tender for works; for example, ground works on the dog walk could be undertaken in house if members were minded to resolve this. Since the start of the 2025/26 financial year Monmouthshire County Council Direct Service have been asked to undertake the ground maintenance of the dog walk area. Under minute 5616 it was suggested that the cost of the maintenance would be around £2,800. Currently the area is not accessible in the wider areas, and the foot way that was replaced around 10 years ago, needs to be upgraded and made safer for those who use the area.

Elected members will recall that officers from Monmouthshire County Council "Green Infrastructure", attended a Community Council meeting on 25 September 2024 and discussed the Dog Walk and green spaces, the planting of trees and hedging whips, along with the installation of a bench to replace the current bench that was put in place in memory of a resident. Since the trees have been planted no maintenance has been undertaken. Currently the grass around the trees has not been cut and the area has not been maintained. Currently, due to the lack of maintenance the majority of the whips that have been planted have died.

During the meeting in September 2025 under minute 5579 it was proposed that the Community Council should undertake to do the other works required in partnership with these proposals. These works relate to the remedial works to the current footpath surface and cutting the grass and trees.

In conclusion, it is proposed;

- I. The Community Council undertake the remedial works in house.
- II. The works will involve cutting the grass and cart away and dispose of in and around the dog walk area so the cutting can be fed back into the ground.
- III. Remove the overgrowth of the footway, and relay new imported stone dust and lay and compact.

Resolved: After some discussion it was agreed to accept 1 above to include 2 and 3

5786 Agenda item 9:- Elected members to consider the internal Audit report 24/25 to 31 March 2025.

The Clerk presented the end of year accounts that had been audited by the internal auditor. Those present noted the accounts and no questions were asked. It was:

Resolved to accept the internal audit and the annual return to year end 31 March 2025
be delivered to Audit Wales offices.

All those present agreed

5787 Agenda item 10:- Consider any Planning Applications received before the meeting.

The applications below were all forwarded to elected members prior to the meeting. It was agreed that the Clerk should respond to the applications which were forwarded to elected members.

- **DM/2025/00673** Kilfrew Farm, Nannys Lane, Kingcoed Monmouthshire

No objections offered

- **DM/2025/00716** Rose Cottage, Llandenny Walks Road, Llandenny Walks Llandenny Monmouthshire

No objections offered

- **DM/2025/00756** Ramblers Castle Elms Road, Raglan, Monmouthshire

No objections offered

- **DM/2025/00758** 16 Sunnyvale, Raglan, Monmouthshire

No objections offered

- **DM/2025/0077** Land North of Primrose Green, Raglan, Monmouthshire

It was noted that this application has been withdrawn and a further application will be resubmitted.

5788 Agenda item 11:- Consider the receipt of invoices and payments made.

| Date | Payment to | Amount | Cheque |
|---------|---|----------|--------|
| 25/6/25 | Merlin Waste | 308.70 | 2588 |
| 25/6/25 | Fellowship Centre, Hall hire | 50.00 | 2589 |
| 25/6/25 | Raglan Festival (Grant) | 1,750.00 | 2590 |
| 25/6/25 | Clerk, Travelling reimbursement | 11.70 | 2591 |
| 25/6/25 | Clerk, travelling reimbursement - delivering audit papers | 111.60 | 2592 |
| 25/6/25 | Reimbursement for teas and coffee for meeting | 26.70 | 2593 |
| 25/6/25 | Raglan Church "St Cadoc" replacement cheque | 2,000.00 | 2594 |
| 25/6/25 | Baptist Church "Grant" | 400.00 | 2595 |
| 25/6/25 | Adrian Edwards Salary | | 2596 |
| 25/6/25 | HMRC | | 2597 |
| 25/6/25 | Lyn Llewellyn Int Audit | 330.00 | 2598 |

It was proposed: by Cllr Jones, seconded by Cllr Thompson to note and make payments.

All those present agreed.

5789 Agenda item 12:- 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.

5790 Agenda item 13:- Consider a date relating to the Community Award Scheme

The Clerk gave elected members some background information about the Community Award Scheme over the last two years. He explained with Cllr Jones that the Community Council had received requests for funding around two weeks before the events both years. The Clerk explained that the Minister told him that she believed Cllr Penny Jones was going to give the Community Council more information at the April meeting. The Minister explained that she hoped the Community Council would continue to become the awarding body and make these awards part of a Community Day which aims to bring the community together and showcase the groups that provide activities and support on a regular basis. The Clerk explained that there is no issue around the Community Council supporting an event and being the awarding body, but before this happens, the Community Council will need to hold a meeting with the Minister and others from the Baptist Church and agree some Terms of Reference (ToR) so everyone has an understanding what can and can't be funded. A discussion took place with a range of views being expressed by those present. After some debate it was:

Proposed: that the Clerk contacts the Minister with some dates to convene a meeting
in the first instance

All those present agreed.

5791 Agenda item 14:- Real Time Bus timetable Information - programme update (Cllr P Jones)

Cllr Jones explained about the bus timetables. Cllr Jones explained that a resident contacted a member of Monmouthshire County Council from a different ward, asking if the paper timetables would also be displayed at the bus stops in addition to the new digital signs. It was explained that the other member had been stopped by an elderly lady in Raglan High Street because she said the digital display unit was too high for her to read and the sunlight was also reflecting on it.

The clerk explained that the officer from Monmouthshire County Council said that the main stop at Raglan is in Beaufort Square. In the westbound direction there was a timetable case in the shelter but

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.

P a g e 10 |

the officer thought that was lost when the Christmas decorations were set on fire. The Clerk explained the fire was a number of years ago around 2021.

Cllr Jones explained that she would contact officers from Monmouthshire County Council about installing a new timetable display case and installing paper copies in the bus shelter.

5792 Agenda item 15:- Reports from the County Councillor

Cllr Jones made reference to the Christmas decorations in the village. Cllr Jones explained that she doesn't want to see the village without decorations again in the 2025 festive session. The Clerk explained that he emailed the Street Lighting Officers in January 2025 and subsequently met with two officers from the Street Lighting Section on 30 January. He explained the situation and showed them the issues with access to power to illuminate the cross-street festoons. He explained that the officers would get back to him but to date that hasn't occurred.

The Clerk explained that he had been in contact with the contractor that provides the cross-street and column festoons and they came back with suggestions but it's down to Monmouthshire County Council Streetlighting to agree the proposals.

A discussion took place with a range of views being expressed by those present and it was agreed Cllr Jones and the Clerk would contact officers from the Street Lighting Section of Monmouthshire County Council

All those present noted and agreed.

Cllr Jones gave a verbal report following the Raglan Day Festival. A discussion took place and Cllr Jones' comments were noted.

5793 Agenda item 16:- Reports from members on outside bodies

No reports received

5794 Agenda item 17:- To consider any reports relating to Street Cleansing in the Community

The Clerk informed members that he hadn't had contact with officers from Monmouthshire County Council Cleansing Dept relating to the Service Level Agreement (SLA).

5795 Agenda item 18:- Items for inclusion for the next meeting

No items were requested

5796 Agenda item 19:- To confirm the date of the next meeting 23 July 2025

The Chair thanked everyone for attending and closed the meeting closed at 20:14

Date 23 July 2025

Signed by _____

Chairman