

**Raglan Community Council**  
**Minutes of the Ordinary Meeting held on Wednesday 22 April 2026.**  
**This meeting was convened at the Fellowship Centre on Usk Road**  
**at 7:00 pm**

**Present**

<b>6000</b>	Cllr Nick Ramsay (Chair) Cllr Richard Moorby Cllr Penny Jones	Cllr Martin Dorey Cllr Hazel Leacock Cllr Lynne Eilertsen
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**6001 In attendance:**

Adrian Edwards, Clerk to the Council.

**6002 Agenda item 1:-** Apologies for absence

Cllr's Susan Harrington and Luke Thompson

**6003 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.

**6004 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

**6005 Agenda item 4:-** To receive and adopt the minutes from the Ordinary meeting, held on 25 March 2026

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

**Those present agreed the minutes.**

**6006 Agenda item 5:-** Matters to report

The Clerk explained, to those members present, the response made by Monmouthshire County Council to the complaint the Council made relating to the issues with the Planning application on Chepstow Road, in Raglan. A discussion took place with a range of views being expressed by those members present.

After some debate it was: Proposed and agreed, by all those present, the Clerk should formally write to the PSOfW

**6007    Agenda item 6:-** Clerks report's verbal or written.

**Report to: - Raglan Community Council**  
**Subject: - Defibrillator units in the Community.**  
**Report: - by the Clerk**  
**Date: - April 2026**

The purpose of this report is to provide members with an update relating to the report following attendance at the November meeting by a local first responder for Welsh Ambulance Service (WAS) where he agreed he would be the guardian of the unit installed at the Fellowship Centre. Since the last meeting the Clerk has been informed the Defibrillator unit has not been registered with the relevant authority to have the Defibrillator unit included on the list of Defibrillator units for the ambulance service.

It was also agreed the first responder would ask the WAS to formally contact the Community Council to ask for the items included on the Community Council asset register to be transferred to the WAS. It was also agreed that the Clerk would contact the first local first responder asking if he had contacted officers from WAS. At the point of writing this report the Community Council have not received a response nor an acknowledgement.

Since the meeting where it was agreed that Raglan Community Council would contribute to the costs of the disposable and replacement items, it would appear the units are under the control of a registered guardian. Therefore, this is an area where the Community Council may not be able to award funding to an individual, as the registered guardian is acting as an individual and not part of a constituted group or company.

It was also agreed in the November meeting the first responder was going to contact Monmouthshire Housing Association to see if a Defibrillator unit could be installed on one of their properties. At the point of writing this report the Community Council have not received a response or an acknowledgement.

**In conclusion:**

The Clerk would welcome some direction from elected members, relating to the registration of the Defibrillator unit on the Fellowship Centre on Usk Road.

Elected members acknowledge that Raglan Community Council cannot contribute to any funding to an individual, as a registered guardian.

**Concluded:**

It was accepted that the council cannot pay any one person, but it was agreed the council could consider purchasing items

The Clerk to contact the Welsh Ambulance Service to register the unit in the council's name.

**Report to: - Raglan Community Council**  
**Subject: - End of year return up to March 31 2026**  
**Report: - by the Clerk**  
**Date: - April 2026**

The purpose of this report is to provide members with an update relating to the end of year accounting statement for 2025-26 for Raglan Community Council.

The table below shows the financial budgets showing the income and outgoings for the Community Council. The amounts shown for a previous year, 24/25 and the last financial year, 2025/26 are accurate and cannot be changed or amended by elected members. This report is for elected members to note before the end of year accounts are submitted for the internal audit before submitting to the Wales Audit office WAO.

The 2025/26 year accounts will be subject to a full audit by WAO. For elected members interest this will include large amounts of copying of documents to submit. This is necessary as in previous years paperwork presented to WAO has been lost or mislaid. As in previous years the accounts and all the relevant papers will be hand delivered and a receipt for them will be requested.

The Annual Return must be completed in full using the official format and approved by the full Council no later than 30 June 2026. The page below is an extract of the annual return showing the accounting figures.

**In conclusion:**

It's for the elected members to note the table below and agree that the accounts are accepted and sent to the internal auditor and WAO as the external auditors.

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	65606	72103	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	35939	37735	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	4049	2354	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	12149	15748	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees

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.

			and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
<b>5.</b> (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
<b>6.</b> (-) Total other payments	21342	38148	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	72103	58296	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances0</b>			
<b>8.</b> (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
<b>9.</b> (+) Total cash and investments	72103	58296	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
<b>10.</b> (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
<b>11.</b> (=) Balances carried forward	72103	58296	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
<b>12.</b> Total fixed assets and long-term assets	21310	21310	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
<b>13.</b> Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

**Concluded to note the report.**

**Report to: - Raglan Community Council**

**Subject: - Allotment agreements**

**Report: - by the Clerk**

**Date: - April 2026**

The purpose of this report is to provide members with an update relating the delegated powers given to the Clerk relating to the allotments and the awarding of new tenancy agreements.

The Community Council issued the new agreement and renewal forms for 2026 growing year. The Community Council received a number of renewals and the allotment fees. Several tenants have not renewed their agreement and two tenants have not responded to the request to renew. Therefore, elected members are being informed that the following should be considered.

Currently there are several allotments available to relet, two of these can be made smaller to make them

more manageable for first time tenants.

**In conclusion:**

1. Several renewals have been received, but the allotments have not been cultivated to their full potential for a number of growing seasons, and the plots are covered with ground cover sheets.
2. Confirm in writing where the tenancy agreement has not been renewed.
3. Give anyone who has not renewed their tenancy, 10 days to clear the allotment.
4. If the allotment is not cleared the council will clear the allotment site.
5. Two allotments will need some work to clear the allotment from bins and other items.
6. Invite anyone on the current waiting list an opportunity to take a tenancy for this growing season.
7. Place a notice in the public domain inviting expression of interest.

**Concluded to note and accept the recommendations.**

**Report to: - Raglan Community Council**

**Subject: - Email Hosting**

**Report: - by the Clerk**

**Date: - April 2026**

The purpose of this report is to provide members with an update relating to the current issues with the corporate emails the elected members and the Clerk use for council communications and the website.

Elected members will be aware just before the last meeting in March, the host that provides the email hosting found that their systems had been hacked and it disrupted the email systems. During this last several weeks the Clerk has been in contact with the email and website hosts regarding the disruption to the corporate emails. The email host has transferred all the emails and website to a different host server. All elected members have or will be issued with new passwords and the host has recommended that all elected members login to the email via webmail in the first instance, and then change your passwords before setting up any accounts on any other platform/device.

Over the last several weeks the Clerk has experienced long delays in accessing emails and replying to emails received on behalf of the Community Council.

**In conclusion:**

1. All emails will remain the same for example [xxxxx@raglancc.org.uk](mailto:xxxxx@raglancc.org.uk)
2. All elected members will be issued with new passwords by the Clerk.

**Concluded to note the report.**

**Report to: - Raglan Community Council**  
**Subject: - Grants awarded by RCC**  
**Report: - by the Clerk**  
**Date: - April 2026**

The purpose of this report is to provide members with an update relating to grant applications.

Over the last several years elected members requested and have been issued with grant forms to issue to local groups and organisations. Elected members may consider the following as being bureaucratic, going forward all grant application will need to be made by the group or organisation in the first instance, by emailing the Community Council expressing an interest and the Clerk will issue the relevant grant application.

1. The grant application will need to be completed in full and signed by officers from that organisation
2. The amount requested and reason for the request needs to be detailed.
3. The banking details will need to be completed
4. The Certificate of completion / Application for Payment, will need to be completed and signed before any award will be paid.
5. The grant will not be paid in full until the project is completed.
6. The applicant will need to provide a report to be submitted to the Community Council on completion of any project detailing how the grant funding was spent
7. All application for payment will need to be accompanied with invoices and documents as in paragraph six of the funding section.

**In conclusion:**

It is recommended that elected members agree to the above in line with council policies

**Concluded:**

Items 1, 2, 3, and 6 were noted and accepted.

Item 4 was amended to "Application for Payment, will need to be completed and signed before any award will be paid"

Item 5 was removed.

Item 7 was amended to "Applications will need to be accompanied with invoices and documents on completion".

**Report to: - Raglan Community Council**  
**Subject: - Traffic Order on the A40 and A449**  
**Report: - by the Clerk**  
**Date: - April 2026**

The purpose of this report is to provide members with an update relating to speed limit that will be enforced by Welsh Government as part of the road safety measures on the A40 and at the junctions at A40 Monmouth Road and Groesenon Road.

The first Public Notice in connection with the 50mph speed limit on Raglan bypass, was published in the Abergavenny Chronicle and London Gazette on 1 April 2026. If elected members would like to make any observations relating to this Order or pass on any feedback received from Raglan residents during this consultation, the Community Council can forward those to SWTRA/WG for consideration.

The purpose of the proposed Order is to introduce a 50-mph speed limit on lengths of the A40 Raglan Bypass and the A449 trunk road at Raglan Interchange and a 40-mph limit on the A40 eastbound exit slip road.

The proposed 50 mph speed restriction is a result of a safety study completed in 2023 on behalf of the South Wales Trunk Road Agent/Welsh Government to investigate highway safety issues, and identify potential interventions to address these issues at the A40/Monmouth Road/Groesenon Road priority junctions near the A40/A449 Raglan Interchange.

Several potential mitigation measures were identified, but an emphasis was given to solutions that could be implemented quickly. One such measure was the implementation of a temporary 50 mph speed limit along the Raglan Bypass. Following a review of the temporary 50 mph speed limit, the Welsh Government has determined that a permanent 50 mph speed limit should be implemented to improve road safety for all users, as per the study's recommendations. The Temporary Order will be revoked.

The proposed 40 mph speed limit is needed to tie into the existing 40 mph speed limit on the county road. It will be introduced at the start of the slip road to reduce signage clutter at the end of the slip road and to ensure safety.

The proposed 50mph limit, will be imposed at the circulatory carriageway of Raglan Roundabout, and the Interchange on the A449 in Raglan, and also affect the length of the westbound carriageway of the A40 trunk road that extends from its junction with the A449 southbound, at Raglan Interchange to its junction with Raglan Roundabout. The length of the eastbound carriageway of the A40 trunk road that extends from its junction with Raglan Roundabout to its junction with the A449 southbound carriageway at Raglan Interchange, will also be affected. The length of the A449 northbound exit slip road at Raglan Interchange, that extends from its nosing with the main A40/A449 northbound carriageway to its junction with the A40 westbound carriageway will also be included.

**In conclusion:**

It is recommended that elected members make observations relating to the ongoing safety concerns at both junctions on the A40 where Monmouth Road and Groesenon Road cross the dual carriageway. Without enforcement by the Police the community will continue to see RTAs at both junctions.

**Concluded: this item was noted at this stage.**

**6008 Agenda item 7:-** Consider any Planning Applications received before the meeting and circulated to all members.

Those present noted the applications received before the meeting and made no further observations.

**6009 Agenda item 8:-** Consider the receipt of invoices and payments made.

Raglan Community Council  
Date 25 Feb 22 April 2026

**Subject:** Invoices and Payments

25/03/26	Complete Business solutions	191.78	2671
25/03/26	People Resource Consultancy	250.00	2672
25/03/26	Merlin Waste (March)	441.00	2673
25/03/26	Gallagher insurance	555.42	2674
25/03/26	Clerk (reimbursement for Xmas decorations)	37.98	2675
25/03/26	HMRC replacement cheques (2608 & 2642)		2676
25/03/26	Clerks salary including pay arrears.		2677
25/03/26	HMRC		2678
25/03/26	Payment for the replacement fence around the allotments (A Edwards)	3,356.00	2679
25/03/26	Payment for the replacement hedge around the allotment site (A Edwards)	1,050.00	2680
	Clerk (reimbursement for a recorded delivery)	3.60	2681
25/03/26	Clerk traveling reimbursement	62.10	2682
25/03/26	Clerks salary (missed payment Jan 26)		2683
	HMRC		2684
	Adrian Edwards (April Salary)		2685
22/04/26	ERH traffic management in Nov 26	1,176.00	2686
25/04/26	Merlin Waste (April)	367.20	2687
25/04/26	HMRC		2688

The above payments include amended cheque numbers from the previous month due to incorrect cheque number against payment that was incorrect.

Those present noted and agreed the above payments and Cllr Ramsay proposed and Cllr Moorby seconded

**6010 Agenda item 9:-** Consider renewing the affiliation fee to One Voice Wales (OVW)

The Clerk gave a verbal report relating to the membership of OVW for the coming year, and the advantages this may bring to the Council relating to the information the council could receive regarding the coming elections in May 2027.

A discussion took place with a range of views being expressed by those members present. After some further debate it was:

**Proposed** not to renew membership for the coming year and it will be for the new council and it's members in 2027 to agree membership or not.

**6011 Agenda item 10:-** Consider flooding locally in Raglan (Cllr Leacock)

Cllr Leacock gave a verbal report relating to concerns over flooding in the village and the lack of maintenance of the road drainage system. Road gullies are full of silt and the water has no where to go, therefore, flooding the streets. This generated a discussion with a range of views being expressed by members. After some debate it was:

**Proposed** that the Clerk should write to Monmouthshire County Council expressing concern relating to this matter, and Cllr Jones will also contact the relevant officers and department.

**6012 Agenda Item 11:-** 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

**6013 Agenda item 12:-** Consider reports from the County Cllr Penny Jones.

Cllr Jones gave a verbal report on a number of issues in the community.

1. Cllr Jones asked about awarding a grant to the Junior school for the "owls and acorns" following a visit from officers from Monmouthshire County Council. It was explained that school had raised £200 over the last year, and received a grant of £480 for years 5 and 6. After some discussion it was agreed the school should submit a grant application for consideration.
2. Cllr Jones gave a verbal report on issues relating to the collection of waste from the Church, and explained this will be collected by Monmouthshire County Council in green bags.

**6014 Agenda item 13:-** To consider any reports relating to Street Cleansing in the Community.  
(standard agenda item)

The Clerk gave a verbal report explaining that Monmouthshire County Council still hasn't issued a service level agreement for the coming financial year. He explained that it was his understanding Monmouthshire

County Council and another town council cannot come to an agreement, and this matter is holding up the agreements. It was agreed to defer this matter to the next meeting.

**6015    Agenda item 14:-** Items to be included on the next agenda of the next meeting (standard agenda item)

No matters raised.

**6016    Agenda item 15:-** To confirm the date of the next meeting 27 May 2026

Chair: \_\_\_\_\_ Dated 27 May 2026

Meeting closed at 20:25hrs

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