

MAGOR WITH UNDY COMMUNITY COUNCIL

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Dear Councillor

You are hereby summoned to attend remotely an Ordinary meeting of Magor with Undy Community Council to be held via Zoom <https://zoom.us/j/97765489131> on Monday 8th February 2021 at 7pm for the purpose of transacting the following business:

Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.



Beverly Cawley
Clerk to the Council

3rd February 2021

AGENDA

1 Open Forum

1.1 Public Open Forum (15 minutes at discretion of Chair)

2 Chair's Announcements

2.1 To receive apologies for absence from Councillors

2.2 To receive any update and feedback from the Chair on remote meetings

3 Declarations of interest in items on the agenda – Forms to be completed

3.1 To receive any declarations of interest in items on the agenda

4 Minutes (attached)

4.1 To adopt the minutes of the Ordinary Meeting held remotely on 11th January 2021

a) Chair to sign the minutes

4.2 To adopt the minutes of Emergency Committee Meeting held remotely on 12th January 2021

a) Chair to sign the minutes

4.3 To adopt the minutes of the Extraordinary Meeting held remotely on 18th January 2021

a) Chair to sign the minutes

5 Finance

5.1 To confirm the Bank Reconciliation of the Councils Bank Accounts to 31st January 2021 (*to follow*)

5.2 To approve list of payments (*to follow*)

5.3 To note that the UK Government has announced the rise in the National Minimum Wage and National Living Wage from April 2021. (*attached*)

5.4 To note that following Monmouthshire County Council consultation it was resolved that the Community Council Precepts will be paid by three equal instalments on the last working day in April, August and December in each year. (*attached*)

5.5 To note Council Tax Base for Magor with Undy for 2021/22 has been calculated at £2,934 which equates to £94.55 per Band D property

6 Correspondence

- 6.1 To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions

7 Planning Committee - View applications at <http://www.monmouthshire.gov.uk/planning>

To consider:

- 7.1 **DM/2020/01871** - Agricultural style building - Mead Farm, Land to the West of Llandeenny Road, Llandeenny (by 11/2/21)
- 7.2 **DM/2021/00042** - Rear two storey extension and side first floor extension over existing lean-to - 10 Millfield Park Undy (by 10/2/21)
- 7.3 **DM/2020/01882** - Variation of condition no.2 of planning permission DM/2020/00234, to allow for a new point of access and reorientation of the 2 approved dwellings – Pathways Vinegar Hill Undy (NOW WITHDRAWN – REPLACED WITH DM/2021/00164)
- 7.4 **DM/2021/00164** - Erection of 2, 4 bed dwellings and the formation of a new vehicular access of Pennyfarthing Lane - Pathways Vinegar Hill Undy (by 11/2/21)
- 7.5 To note Mon CC weekly new and decided planning lists
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>

8 Consultations

- 8.1 Monmouthshire County Council Consultation: - Proposals to increase the number of Primary School places in Caldicot Town - closes 2nd March 2021 (attached)

9 Council Policies & Public Documents

9.1 To note that:

- i. the Virtual Public Meetings Policy was adopted July 2020
- ii. Committee Terms of Reference approved at Annual Meeting, October 2020
- iii. Staff Recruitment and Retention Policy is being considered by Human Resources Committee

9.2 To note:

- i. That at the Policy Workshop, members discussed, considered and amended accordingly Council policies and documents on 18th January 2021,
- ii. To receive notes (attached)

9.2.1 The Workshop recommends that the following policy is no longer relevant.

- i. Audio Recording of Meetings

9.2.2 At the Policy Workshop members recommended that Council adopt the policies and documents (as per attached version)

- i. Code of Conduct
- ii. Complaints
- iii. Dignity at Work
- iv. Disciplinary and Grievance
- v. Lone Working (draft)
- vi. Equal Opportunities
- vii. Financial Regulations
- viii. Freedom of Information
- ix. General Privacy Notice
- x. Grant Application Form
- xi. Grant Funding Criteria and Guidance
- xii. Health & Safety
- xiii. Information Data Protection

- xiv. Local Resolution Protocol
- xv. Overtime Policy
- xvi. Press Media and Publicity
- xvii. Publication Scheme
- xviii. Safeguarding
- xix. Sickness
- xx. Social Media
- xxi. Standing Orders
- xxii. Unacceptable Actions by Individuals

9.3 To Note that Terms of Reference are required for Working Groups and will be drafted and presented to Council shortly.

10 Reports

- 10.1 To receive the Clerk's Report and update in respect of on-going issues and agree any actions *(attached)*
- 10.2 To note a written explanation from the Clerk, as requested by Cllr F Taylor, as to why an un-tabled verbal motion could not be discussed at the 11th January 2021 Ordinary Meeting *(attached)*
- 10.3 To receive a report in respect of Play Park Working Group meeting held 28th January 2021 and agree any actions *(attached)*
- 10.4 To receive a report in respect of MUGA Working Group meeting held 3rd February 2021 and agree any actions *(to follow)*
- 10.5 To receive reports from Councillors
 - i. Cllr K Plow – One Voice Wales Area Meeting *(attached)*
 - ii. Cllr S Bailey – Mon CC Members Workshop on B4245 *(to follow)*
- 10.6 To note any feedback in relation to recent flooding

11 Councillors Items of Business For Discussion

- 11.1 Cllr F Taylor - To consider an Action Sheet/Project Progress Chart *(b/f OM 09/11/20 & 11/1/21)*
- 11.2 Cllr S Raggett – Following a request from a resident (who lost a family member to Covid-19), that the Council consider participating in the “Covid-19 Families-Wales” commemoration of Covid-19 Lockdown Day (23rd March) when iconic buildings across Wales will be lit up in the colour yellow. And to consider a long term way of remembering those of the community who have lost family and friends to Covid-19. *(attached)*

12 Future Meeting Content

- 12.1 To accept proposals from Councillors for items to be included at future meetings

13 Meeting Dates

- 13.1 Planning Committee – Monday 22nd February 2021 at 7pm
- 13.2 Human Resources Committee – Monday 1st March 2021 at 7pm
- 13.3 Ordinary Meeting – Monday 8th March 2021 at 7pm