

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 14th June 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

9th June 2021

AGENDA

- 1 Open Forum**
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**
 - 4.1 To adopt the minutes of the Ordinary Meeting held remotely on 10th May 2021 (*attached*)
 - 4.1.a Chair to sign the minutes
 - 4.2 To adopt the minutes of the Human Resources Committee Meeting held remotely on 19th May 2021 (*attached*)
 - 4.2.a Chair to sign the minutes
 - 4.2.b To consider recommendations of the Human Resources Committee Meeting (*attached*)
 - 4.3 To adopt the minutes of the Planning Committee Meeting held remotely on 24th May 2021 (*attached*)
 - 4.3.a Chair to sign the minutes
 - 4.4 To adopt the minutes of the Human Resources Committee Meeting held remotely on 7th June 2021 (*attached*)
 - 4.4.a Chair to sign the minutes
 - 4.4.b To consider recommendations of the Human Resources Committee Meeting (*attached*)
- 5 Finance**
 - 5.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st May 2021 (*to follow*)
 - 5.2 To approve list of payments (*to follow*)
 - 5.3 To ratify purchase of replacement entrance gate and fixings for Sycamore Allotments at the

cost of £60, plus cost of gate furniture [under (Financial Regulations 4.1)(Smallholdings & Allotments Act 1908 ss23, 26 & 42) (*attached*)

- 5.4 To note Valuation and Interim Certificate No 2, from Morgan & Horowskyj Architects in respect of the Procurator House repairs (*attached*)
- 5.4.a To note payment of corresponding interim invoice to Marsh & Co for the sum of £3397.55 [(*under Financial Regulations 5.5.a*) (*under OSA 1906 s.9 & 10 and LGA 1972 s144*)]
- 5.4.b To note payment of interim invoice from Morgan & Horowskyj Architects for professional services in connection with management of quinquennial works on Procurators House for the sum of £704.50 [(*under Financial Regulations 4.1*) (*under OSA 1906 s.9 & 10 and LGA 1972 s144*)]
- 5.5 To note in respect of Zurich Municipal:
 - i. Council are tied in to the contract until 31st May 2022
 - ii. new assets have been added to the Insurance Schedule
 - iii. payment of Insurance Premium for the Year commencing 1st June 2021 for the sum of £2266.56 plus additional premium for new assets of £121.28 (*under Financial Regulations 5.5a*)
- 5.6 To note payment of invoice to Sutcliffe Play South West for supply, installation and works of play equipment at Sycamore Play Park for the sum of £33001 [(*under Financial Regulations 5.5.a*) (*under Local Govt (Misc) Provisions Act 1976 s19*)]
- 5.7 To note payment of invoice to Ellis Whittam for HR & H&S professional services for the sum of £2579 (*under Local Govt Act 1972*)
- 5.8 IRPW 2021-2022 <https://gov.wales/sites/default/files/publications/2021-02/Independent%20Remuneration%20Panel%20for%20Wales%20-%20Annual%20Report%202021.pdf>
- 5.8.1 To confirm recipient of IRPW Senior Role Allowance in recognition of specific responsibilities (£500) as adopted 26/04/21 Min No 121
- 5.8.2 To confirm payment value of IRPW Chair and Vice Chair Allowances as adopted 26/04/21 Min No 121

6. Internal Audit & Annual Return & Governance Statement for Year Ending 31st March 2021

- 6.1 To receive Internal Audit Report from Auditing Solutions Ltd. and consider any recommendations (*attached*)
- 6.2 To receive Annual Return for the Year Ended 31 March 2021 (*attached*)
- 6.3 To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2021 (*attached*)
- 6.4 To approve Annual Return and Annual Governance Statement for submission to Wales Audit Office by 30.06.2021
- 6.4.a Chair to sign the Annual Return and Annual Governance Statement

7 Correspondence

- 7.1 To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions
- 7.2 To receive a request from Magor Undy Community Hub Group (MUCH) to provide a litter bin for the Community Orchard and pick up any cost/arrange for emptying. (*attached*)

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

- 8.1 To consider:
- 8.1.a **DM/2021/00620:** To heighten front wall, this would be created by wood and up to 70cm in height approx. At present the wall is 96cm high, after the proposed work it would be 170cm

high max – The Halt, Main Road, Undy

- 8.1.b **DM/2021/00850: Notification only:** Building works for a rear single storey extension as per drawing 1132 20-200 – 7 The Greenways, Magor
- 8.1.c **DM/2021/00859:** Single storey front extension containing porch. Single storey rear extension containing lobby. single storey front extension containing games room. Replacement roof over rear study/office. Replacement of roof tiles and various internal alterations – 1 Brookside, Sycamore Terrace, Magor
- 8.2 **Pre-Planning Consultation: Proposed base station installation upgrade at Cornerstone 12393921** – Cellnet mast, Magor NP26 3NN (NGR: 343325E, 187620N). (*attached*)
- 8.3 To note Mon CC weekly new and decided planning lists
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>
- 8.4 To note request from Monmouthshire County Council for details of any land the Community Council has to sell for planning/building development. (*attached*)

9 Sycamore Playing Fields

- 9.1 To receive notes and recommendations from the Sycamore Playing Fields Working Group meeting held 26th May 2021 and agree any actions required. (*attached*)
- 9.2 To note that complaints have been received that the gates to the Sycamore Playing Field are not being opened in line with the agreements, and that the access via the gateways is unacceptable and discriminatory.
- 9.3 To consider work required to repair/make good access to the Playing Field through the two gateways.
 - 9.3.1 To consider whether to cover the cost of any works (subject to approval of Mon CC Estates Dept.), to repair/make good the access to the field, and if so, which budget to use.
 - 9.3.2 To consider quotations received for works to repair/make good the access through the gateways into the Sycamore Playing Field. (*attached*)

10. Sycamore Play Park

- 10.1 To note/receive feedback on an issue with old safety surfacing identified following the completion of phase 2 refurbishment.
- 10.2 To consider a quote from Sutcliffe Play South West to rectify the problem regarding old safety surfacing and consider a budget. (*attached*)

11 County Councillor Lisa Dymock

- 11.1 To note that County Councillor Lisa Dymock has been appointed as Monmouthshire County Council Cabinet member for Community Wellbeing and Social Justice.
- 11.2 To note County Councillor Lisa Dymock's recent message as Cabinet member:
<https://www.facebook.com/MonmouthshireCC/videos/986230521912436/>
- 11.3 To note a request from County Councillor Lisa Dymock that Council consider participating in the 'Queens Green Canopy' <https://www.princeofwales.gov.uk/launch-queens-green-canopy>

12 Allotments

- 12.1 To note report from Cllrs Crook and Plow (part of allotments working group) following a site visit to all three of the Council's allotment sites, and to agree any actions required. (*to follow*)

13 Dog Bins

- 13.1 To note that the Council are experiencing problems with the emptying of their 30 dog waste

bins, due to problems encountered by the contractor, resulting in complaints from members of the public.

14 Policies

- 14.1 To confirm and adopt amendments to the 'Virtual Public Meetings Protocol' as per OM 10/05/21 Minute No. 20.1 (*attached*)
- 14.2 To consider 'draft' Terms of Reference for Working Groups (General) (*attached*)
- 14.3 To consider 'draft' Terms of Reference for Working Groups (Specific) (*attached*)
- 14.4 To consider 'draft' Lone Working Policy (*attached*)

15 Consultations

- 15.1 Monmouthshire County Council: Establishment of all-through School (4-19) and Specialist Provision for Pupils with Complex Neurodevelopmental and Learning Needs in Abergavenny – closing date 25/06/21 (*attached*)
https://www.monmouthshire.gov.uk/app/uploads/2021/04/ConsultationDocument_210423-2.pdf

16 Procurators House

- 16.1 To note that repair/restoration works have been completed on the Procurators House, and to consider recommendations for a maintenance plan and agree any actions. (*attached*)

17 Members Items of Business (*subject to receipt of background papers*)

- 17.1 State of road signs (old, dirty & illegible) – Cllr Keith Plow (*Papers awaited*)
- 17.2 Reinstatement of flower pots at war memorial – Cllr Carole Hopkins (*Papers awaited*)
- 17.3 State of village – Cllr Keith Plow (*Papers awaited*)

18 Flooding

- 18.1 To receive any reports in respect of flooding issues in the area, and agree any actions required. (*attached*)

19 Reports

- 19.1.a To receive the Clerk's written Report and any verbal update in respect of on-going issues and agree any actions (*attached*)
- 19.1.b To receive a report/notes from the One Voice Wales, SLCC joint conference (*attached*)
- 19.2 To receive any reports from Council representatives on outside bodies and agree any actions.
 - a. CAB – Cllr Raggett (*verbal*)
- 19.3 To receive a copy of the on-going action plan and note the current status (*to follow*)

20 Future Meeting Content

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

21 Meeting Dates

- 21.1 Planning Committee – Monday 28th June 2021 at 7pm
- 21.2 Ordinary Meeting – Monday 12th July 2021 at 6pm