

# 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://us06web.zoom.us/j/97765489131> on Monday 13<sup>th</sup> September 2021 at 6pm 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

8<sup>th</sup> September 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 Extra-Ordinary Meeting held remotely on 23<sup>rd</sup> August 2021
  - 4.1.a Chair to sign the minutes
- 5 Finance**
  - 5.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st August 2021 (*attached*)
  - 5.2 To note and accept list of amounts paid and banked during August 2021 (*attached*)
- 6 Quarterly Budget Analysis Review**
  - 6.1 To receive and note the Budget Analysis/comparison Q2 (1<sup>st</sup> April 2021 to 31<sup>st</sup> August 2021)
- 7 Correspondence**
  - 7.1 To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions
- 8 Planning - View applications at <http://www.monmouthshire.gov.uk/planning>**
  - 8.1 To consider:
    - 8.1.a **DM/2021/01371:** Installation of EV charging station to include EV charging posts together

with electrical infrastructure to include substations and HP cabinets/control units, formation of access and roads and associated works - Electricity Sub Station 49M From Wales 1 Day Nursery, Newport Road 8M From Unnamed Road.

8.1.b **DM/2021/00616:** (re-consultation) - Refurbishment of an existing dwelling house and conversion of derelict outbuildings to residential use - Mead Farm, Llandevenny Road, Llandevenny, Magor

8.2 **Agricultural Notification Only: DM/2021/01383:** Steel portal frame livestock housing to provide more cubical housing and feed passages - Storefield Farm, Undy

8.3 To note Mon CC weekly new and decided planning lists

<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>

## **9 Residents Against Speeding**

9.1 To consider appointing another member to represent the Council on this resident led group

## **10 The Code of Conduct for members of local authorities in Wales**

10.1 To note guidance received from the Public Services Ombudsman for Wales for members of community and town councils

10.2 To note training status of Code of Conduct for members, and agree if further training is required.

## **11 Virtual Public Meetings Protocol (attached)**

11.1 To note and adopt amended Virtual Public Meetings Protocol as per minute number 105.1 (EXOM 23/8/21)

## **12 Operation London Bridge Protocol (attached)**

12.1 To note and adopt amended protocol as per minute number 97.3 (EXOM 23/08/21)

## **13 Remembrance Sunday – 14<sup>th</sup> November 2021**

13.1 To note and consider offer to attend and participate in service from Deputy Lord Lieutenant for Gwent

13.2 To consider wreath requirements and amount of donation (under Local Gov Act 1972 s137)

## **14 Health & Safety Documentation**

14.1 To consider and adopt draft documentation prepared by Ellis Whittam:

- i. Client Certificate
- ii. Health & Safety Policy Manual
- iii. Health & Safety Employee Handbook
- iv. Health & Safety Policy Statement

14.1.a Chair to sign Health & Safety Policy Statement

14.2 To note and adopt additional documents prepared by Ellis Whittam for inclusion in the Council's Health & Safety File:

- i. Lone Working Risk Assessment
- ii. Employers Guide to Violence and Lone Working
- iii. Covid-19 Policy
- iv. Covid-19 Return to Work form
- v. Covid-19 Daily Cleaning Checklist
- vi. Covid-19 Emergency Action Plan

**15 Internal Audit Report (attached)**

- 15.1 To receive and note the revised Internal Auditor's Report from Auditing Solutions Ltd
- 15.2 To consider adoption of the three recommendations as contained in the Internal Auditors Report

**16 Annual Governance Statement and Annual Return for Year Ending 31<sup>st</sup> March 2021**

- 16.1 To receive Annual Return for the Year Ended 31 March 2021 (attached)
- 16.2 To receive Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2021
- 16.3 To approve Annual Return and Annual Governance Statement for immediate submission to Wales Audit Office.
- 16.4 Chair to sign the Annual Return and Annual Governance Statement

**17 Consultations**

- 17.1 Welsh Government: Local taxes for second homes and self-catering accommodation (by 17/11/21) <https://gov.wales/local-taxes-second-homes-and-self-catering-accommodation>
- 17.2 Gwent Public Service Board: Well-being Plan Survey for Monmouthshire <https://online1.snapsurveys.com/vs0vtm>
- 17.3 Welsh Government: Shaping Wales' Future - Using national milestones and indicators to measure our Nation's progress - Early notification (by 26/10/21) <https://gov.wales/using-national-milestones-and-indicators-to-measure-our-nations-progress>

**18 Reports**

**18.1 Clerk**

- 18.1.a To receive the Clerk's written Report and any verbal update in respect of on-going issues and agree any actions (attached)
- 18.1.b To receive a copy of the on-going action plan and note the current status

**18.2 Councillors**

- 18.2.a Flooding: To receive any written reports in respect of flooding issues in the area, and agree any actions required. (subject to receipt of papers)
- 18.2.b Village Assessment: To receive any written reports in respect of the Village assessment and monitoring (subject to receipt of papers)
- 18.2.c To receive any activity reports from Councillors (subject to receipt of papers)
- 18.2.d To receive any other reports from Councillor representatives on outside bodies (subject to receipt of papers)

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

**19.1 Motion (Cllr Sally Raggett) – in four parts (attached):**

- a. That Council consider a budget for the Queen's Platinum Jubilee at its November/December 2021 Budget Meeting and subsequent Finance Meeting
- b. That the Council consider holding a beacon for the Queen's Platinum Jubilee similar to that held for her 90<sup>th</sup> Birthday celebrations, or purchase a gas fired beacon as an alternative, and budget accordingly
- c. That the Council agree to purchase and plant two 50 litre pot grown English Oak (Quercus Robur) Trees on Council owned land (a. Common-y-coed Plantation and b. MUGA Wildflower Meadow parkland) at an approximate cost of £420 each plus delivery, planting and staking, and for each tree to be marked accordingly with a suitably engraved plaque.
- d. That the Council appoint a working group, to work with local organisations to plan

other celebrations such as street and tea parties, concerts and entertainment etc.

**20 Meeting Dates**

- 20.1 Planning Committee Meeting – Monday 27<sup>th</sup> September 2021 at 7pm
- 20.2 Extraordinary Meeting – Monday 27<sup>th</sup> September 2021 (to follow Planning Committee meeting)
- 20.3 Ordinary Meeting – Monday 11<sup>th</sup> October 2021 at 7pm

**21 To Resolve - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted**

**22 Confidential Wales Audit Office Draft Consideration Report – March 2020**

- 22.1.a To note and develop the points annotated in a draft Action Plan in respect of the proposed Recommendations made by Wales Audit, and agree how the action plan will be implemented and monitored.
- 22.1.b To note paper on Bank Signatories
- 22.3 To agree any actions necessary to prepare for the final report
- 22.4 To note advice obtained from Mon CC Monitoring Officer and SLCC advisor in respect of sharing the confidential responses sent to WAO in April 2020 (*in respect of the Confidential WAO draft consideration report March 2020*) from specific Councillors in April 2020 and agree any action (*deferred from EXOM 28/6/21 min No 48.1 & OM 12/7/21 Min No 70.1*)