

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

Ordinary Meeting

Dear Councillor

You are hereby summoned to attend an Ordinary Meeting of the Town Council for the purpose of transacting business as detailed on the Agenda.

Day/Date: Wednesday 12th April 2023.

Time: 1900 hrs

Venue: Remote meeting via ZOOM: **Link:** <https://us06web.zoom.us/j/86397354401>

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

<http://www.magorundy.org.uk/UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%202021.pdf>

Members of the Public are reminded that when they join a remote meeting, they do so in line with the Council's Virtual Public Meetings Protocol

<http://www.magorundy.org.uk/UserFiles/Files/Virtual%20Public%20Meetings%20Protocol%20Aug%202021.pdf>

William Lewis



Clerk to the Town Council

05th April 2023

AGENDA

OPEN FORUM

Public Open Forum (15 minutes at discretion of The Mayor).

1 MAYOR'S ANNOUNCEMENTS AND REPORT

1.1 To receive apologies for absence from Councillors.

1.2 To receive any update and feedback from the Mayor on remote meetings, any functions attended, Aims and Objectives or matters arising.

2 DECLARATIONS OF INTEREST ITEMS ON THE AGENDA – Forms to be completed

2.1 To receive any declarations of interest in items on the agenda.

3 CORRESPONDENCE

3.1 To note that correspondence relative to matters on Meeting Agenda had been sent to Council Members.

4 MINUTES

4.1 To adopt the draft minutes of the Finance Meeting held remotely on 19th January 2023

4.2 To adopt the draft minutes of Ordinary Meeting held remotely on 06th March 2023

4.3 To adopt the draft minutes of Extraordinary Meeting held remotely on 27th March 2023

4.4 Minutes to be initialled and signed by Chair as soon as practicable.

- 5 FINANCE**
- 5.1** To note and accept list of income and expenditure banked during March 2023. (Appendix A).
- 5.2** To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st March 2023
- 6 FINANCIAL REGULATIONS REVIEW**
- 6.1** To receive and adopt the draft Financial Regulations following a review of existing policy.
- 7 GRANTS AND FUNDING**
- 7.1** To receive a Community Grant Application of £1720.00 under the provisions of Section 145(c) Local Government Act 1972 from St Marys Church Hall to upgrade lighting in the main hall with energy efficient LED lighting.
- 7.2** To receive a Community Grant Application of £12,096.00 under the provisions of Section 145(c) Local Government Act 1972 from Magor RFC for the purchase of WRU recommended portable floodlights.
- 7.3** To receive a Community Grant Application of £22,000.00 under the provisions of Section 145(c) Local Government Act 1972 from MAGOR and UNDY COMMUNITY HUB (MUCH) to assist with part salary payment of a Hub Manager to be recruited in time for the Hubs opening to the public August 2023.
- 8 BIODIVERSITY REPORT**
- 8.1** To receive and agree The Biodiversity and Resilience of Ecosystems Duty report 2022 for publishing on MUTC website.
- 9 TRAINING PLAN FOR COUNCILLORS AND STAFF.**
- 9.1** To receive and agree to publish the 'Training Plan' for Magor with Undy Town Council in accordance with Section 67 of the Local Government and Elections (Wales) Act 2021.
Deferred from Ordinary Meeting of 06th March 2023.
- 10 MAYORAL CHAIN/PENDANT/INSIGNIA**
- 10.1** To receive details in respect of pendants/insignia for the role of Mayor and Deputy Mayor consequent to the status of 'Town Council' and decide upon requirements and acquisition of such.
- 11 PLANNING - View applications at <http://www.monmouthshire.gov.uk/planning>
For consideration by Council**
- 11.1 DM/2023/00229 – Green Meadow Farm, Llandevenny.**
Agricultural metal building with concrete base.
- 11.2 DM/2023/00322 7 – The Willows, Undy**
Remove existing garden fence and replace. Fence to be moved 150-160cm closer to property boundary. Boundary is next to footpath of highway used by vehicles. Fence to be slightly shorter than existing - approx. 185cm in height. Fence to be extended approx. 5m to be in-line with front of house
- 11.3 DM/2023/00353 – 11, Mill Reen**
Erection of a timber pre-fabricated single storey granny annexe for ancillary use to the main dwelling.
- 11.4 DM/2023/00367 – Moorgate(1)**
Demolish existing flat roof extension. Construct single storey, side extension with glass link. Remove pvc windows and fit timber windows with simple design.
- 11.5 DM/2023/00398 – Moorgate (2)**
Demolish flat roof side extension and construct new 1 ½ storey side extension with glazed link.
- 11.6 DM/2023/00432 27 – Hunters Ridge**
Conversion of existing garage into a room.
- 11.7 DM/2023/00467 – Camelot, Church Road, Undy**
Double storey front extension.
- 12 KING CHARLES III CORONATION – MAY 06TH 2023**
- 12.1** To receive update in respect of progress, consider and agree any further actions required.

- 13 EXCLUSION OF PRESS & PUBLIC**
- 13.1** Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 Council to consider exclusion of the Press and Public to the agenda items **14, 15 and 16 (below)** as some of the business to be transacted is considered confidential and for the reasons of **commercial sensitivity**, the disclosure of which would be prejudicial.
- 14 FINGERPOST INSTALLATION QUOTES** (Correspondence provided)
- 14.1** To receive the quotations provided for the installation of Fingerposts and agree upon which to accept for completion of project.
- 14.2** Quotation 1 (restricted)
- 14.3** Quotation 2 (restricted)
- 15 SUMMER PLANTING** (Correspondence provided)
- 15.1** To receive quotations provided and agree upon actions.
- 15.2** Quotation 1 – (restricted)
- 15.3** No other quotations were received.
- 16 ALLOTMENTS IMPROVEMENT PROJECT** (correspondence provided)
- 16.1** To receive update on work commenced for clearance of Green Moor Lane Allotments.
- 16.2** To receive quotations provided in respect of the work required to re-introduce dormant plots at Green Moor Lane and remedial works at Sycamore Terrace and Undy Allotments.
- 16.3** Quotation 1 – (restricted)
Quotation 2 – (restricted)
- 17 Mon CC – Neighbourhood Services – Grounds Maintenance 2023/24**
- 17.1** In respect of the above minute number 222.1 of 27/03/23.
Enquiries have been made and it has been established that such agreement between public bodies is permitted. However consequent to Councils undertaking of entering into a Service Level Agreement with Mon CC this work shall be incorporated into that agreement.
- 18 DATE OF NEXT MEETING**
- 18.1 To agree date of the next Ordinary Meeting.**

Topic: MUTC Ordinary Meeting

Time: Apr 12, 2023 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/86397354401>

Meeting ID: 863 9735 4401

One tap mobile

+13126266799,,86397354401# US (Chicago)

+13462487799,,86397354401# US (Houston)

Dial by your location

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+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 929 205 6099 US (New York)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

APPENDIX A**MARCH 2023 INCOME**

DATE	REF	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	ALLOTMENT	GENERAL RECEIPTS	TOTAL
01-Mar-23	FP 0381	TENNIS SQUAD	TS - T - 1-2023				30.00	30.00
01-Mar-23	FP 0382	KARI DAVIES TENNIS	MUGA HIRE 22-23 KD016				67.50	67.50
02-Mar-23	FP 0383	MAGOR NETBALL	MUGA COURTS				62.50	62.50
07-Mar-23	CHQ 0385	ABIGAIL COOPER	ALLOTMENT RENT			12.00		12.00
08-Mar-23	FP 0386	TENNIS SQUAD	COURT FEE-MARCH				120.00	120.00
08-Mar-23	FP 0387	KARI DAVIES TENNIS	TOKENS KDT-T-2-2023				20.00	20.00
10/03/2023	CHQ 0389	DAVE POWELL	ALLOTMENT RENT			15.00		15.00
24/03/2023	FP 0393	S PRIEST	NORTON LANE RENT				325.00	325.00
27/03/2023	TRFR 0420	BPA1 TO CA	FUNDS TRFR	20,000.00	- 20,000.00			0.00
27/03/2023	FP 0423	KARI DAVIES TENNIS	MUGA HIRE 22-23 KD017				100.00	100.00
06/03/23	CRINT 0424	BARCLAYS	CREDIT INTEREST		539.28			539.28

MARCH 2023 EXPENDITURE

<u>CHEQUE NUMBER</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>SALARIES</u>	<u>ESTABLISHMENTS</u>	<u>BANK CHARGES</u>	<u>VAT</u>	<u>TOTAL</u>
<u>DD 0384</u>	<u>BARCLAYS</u>	<u>CHARGES</u>	-	-	<u>8.50</u>	-	<u>8.50</u>
<u>DD 0384A</u>	<u>ZOOM</u>	<u>CONFERENCE CALLING</u>	-	<u>11.99</u>	-	<u>2.40</u>	<u>14.39</u>
<u>BACS 0388</u>	<u>UNDY YUM YUMS</u>	<u>COMMUNITY GRANT</u>	-	<u>500.00</u>	-	-	<u>500.00</u>
<u>DD 0390</u>	<u>EE LIMITED</u>	<u>MOBILE PHONE</u>	-	<u>20.00</u>	-	<u>4.00</u>	<u>24.00</u>
<u>DD 0391</u>	<u>ICO</u>	<u>DATA PROTECTION REGISTRATION</u>	-	<u>35.00</u>	-	-	<u>35.00</u>

<u>DD</u> <u>0392</u>	<u>SOLUTIONS IN</u> <u>TECH</u>	<u>TELEPHONY &</u> <u>B/BAND</u>	-	<u>66.35</u>	-	<u>13.27</u>	<u>79.62</u>
<u>SO</u> <u>0394</u>	<u>NJ RIORDAN</u> <u>WHILD</u>	<u>HAYLOFT 4 WEEK</u> <u>RENT</u>	-	<u>675.00</u>	-	-	<u>675.00</u>
<u>BACS</u> <u>0395</u>	<u>CLLR N</u> <u>BAICHER</u>	<u>REMUNIRATION</u>	-	<u>37.50</u>	-	-	<u>37.50</u>
<u>BACS</u> <u>0396</u>	<u>CLLR P</u> <u>CAWLEY</u>	<u>REMUNIRATION</u>	-	<u>37.50</u>	-	-	<u>37.50</u>
<u>BACS</u> <u>0397</u>	<u>CLLR C</u> <u>HOPKINS</u>	<u>REMUNIRATION</u>	-	<u>287.50</u>	-	-	<u>287.50</u>
<u>BACS</u> <u>0398</u>	<u>CLLR D JAMES</u>	<u>REMUNIRATION</u>	-	<u>37.50</u>	-	-	<u>37.50</u>
<u>BACS</u> <u>0399</u>	<u>CLLR M</u> <u>JAMES</u>	<u>REMUNIRATION</u>	-	<u>37.50</u>	-	-	<u>37.50</u>
<u>BACS</u> <u>0400</u>	<u>CLLR P</u> <u>KIRKHAM</u>	<u>REMUNIRATION</u>	-	<u>37.50</u>	-	-	<u>37.50</u>
<u>BACS</u> <u>0401</u>	<u>CLLR F</u> <u>TAYLOR</u>	<u>REMUNIRATION</u>	-	<u>162.50</u>	-	-	<u>162.50</u>
<u>BACS</u> <u>0402</u>	<u>CLLR A</u> <u>GRAHAM</u>	<u>REMUNIRATION</u>	-	<u>37.50</u>	-	-	<u>37.50</u>
<u>BACS</u> <u>0403</u>	<u>MICROSHADE</u>	<u>SOFTWARE</u> <u>HOSTING</u>	-	<u>92.90</u>	-	<u>18.58</u>	<u>111.48</u>
<u>BACS</u> <u>0404</u>	<u>VISION ICT</u>	<u>WEB MOT AND</u> <u>TRAINING</u>	-	<u>250.00</u>	-	<u>50.00</u>	<u>300.00</u>
<u>BACS</u> <u>0405</u>	<u>MON CC</u>	<u>JUBILEE BUNTING</u> <u>FIX/REMOVAL</u>	-	<u>300.00</u>	-	<u>60.00</u>	<u>360.00</u>
<u>DCD</u> <u>0406</u>	<u>GWENT</u> <u>WILDLIFE</u> <u>TRUST</u>	<u>ANNUAL</u> <u>MEMBERSHIP</u> <u>DONATION</u>	-	<u>36.00</u>	-	-	<u>36.00</u>
<u>BACS</u> <u>0407</u>	<u>MERLIN ES</u>	<u>DOG WASTE FEB</u> <u>2023(INV 1336)</u>	-	<u>832.00</u>	-	<u>166.40</u>	<u>998.40</u>
<u>BACS</u> <u>0408</u>	<u>MERLIN ES</u>	<u>DOG WASTE MAR</u> <u>2023(INV62)</u>	-	<u>832.00</u>	-	<u>166.40</u>	<u>998.40</u>
<u>BACS</u> <u>0409</u>	<u>WILLIAM</u> <u>LEWIS (CLERK)</u>	<u>MILEAGE</u> <u>JUNE2022-FEB</u> <u>2023</u>	-	<u>45.68</u>	-	-	<u>45.68</u>
<u>BACS</u> <u>0410</u>	<u>WILLIAM</u> <u>LEWIS (CLERK)</u>	<u>OTHER</u> <u>EXPENSES(JUNE/JU</u> <u>LY 2022</u>	-	<u>27.56</u>	-	<u>2.27</u>	<u>29.83</u>
<u>BACS</u> <u>0411</u>	<u>SHONA CARLE</u>	<u>SQUARE PLANTER</u> <u>MAINTENANCE-</u> <u>REIMBURSEMENT</u>	-	<u>39.90</u>	-	-	<u>39.90</u>
<u>BACS</u> <u>0412</u>	<u>MON CC</u>	<u>G.M.L ALLOTMENT</u> <u>PROJECT</u>	-	<u>2,753.00</u>	-	<u>550.60</u>	<u>3,303.6</u> <u>0</u>
<u>BACS</u> <u>0413</u>	<u>KONICA</u> <u>MINOLTA</u>	<u>PRINTER LEASE JAN</u> <u>TO APR 2023</u>	-	<u>143.31</u>	-	<u>28.66</u>	<u>171.97</u>
<u>BACS</u> <u>0414</u>	<u>KONICA</u> <u>MINOLTA</u>	<u>PRINTING COST</u> <u>OCT 22-JAN 23</u>	-	<u>41.74</u>	-	<u>8.35</u>	<u>50.09</u>
<u>BACS</u> <u>0415</u>	<u>STAFF</u> <u>SALARIES</u>	<u>SALARIES - MARCH</u> <u>2023</u>	<u>2,518.7</u> <u>9</u>	-	-	-	<u>2,518.7</u> <u>9</u>
<u>BACS</u> <u>0416</u>	<u>HMRC</u>	<u>STAT DEDUCTIONS-</u> <u>MAR 2023</u>	<u>1,069.0</u> <u>6</u>	-	-	-	<u>1,069.0</u> <u>6</u>
<u>BACS</u> <u>0417</u>	<u>TORFAEN CBC</u>	<u>PENSION CONTS -</u> <u>MAR 2023</u>	<u>710.09</u>	-	-	-	<u>710.09</u>

<u>BACS</u> <u>0418</u>	<u>CHEPSTOW</u> <u>ACCOUNTANC</u> <u>Y</u>	<u>SALARY ADMIN</u> <u>MAR 2023</u>	-	<u>20.00</u>	-	-	<u>20.00</u>
<u>BACS</u> <u>0419</u>	<u>CITIZENS</u> <u>ADVICE</u> <u>BUREAU</u>	<u>ANNUAL</u> <u>MEMBERSHIP</u> <u>DONATION</u>	-	<u>3,000.00</u>	-	-	<u>3,000.0</u> <u>0</u>
<u>BACS</u> <u>0421</u>	<u>NJ RIORDAN</u> <u>WHILD</u>	<u>HAYLOFT ELECTRIC</u> <u>240123-280323</u>	-	<u>149.40</u>	-	-	<u>149.40</u>
<u>DCD</u> <u>0422</u>	<u>HOTLINE</u> <u>.CO.UK</u>	<u>CORONATION</u> <u>SPORTS BOTTLES</u>	-	<u>1,045.20</u>	-	<u>209.04</u>	<u>1,254.2</u> <u>4</u>
<u>DD</u> <u>0425</u>	<u>RESTORE</u> <u>DATASHRED</u>	<u>CONFIDENTIAL</u> <u>WASTE</u>	-	<u>59.81</u>	-	<u>11.96</u>	<u>71.77</u>