

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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## **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: Monday 12<sup>th</sup> June 2023: 1900 hrs**

**Venue:** Remote meeting via ZOOM: Link: <https://us06web.zoom.us/j/85440987589>

***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%2021.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%2021.pdf>

William Lewis



Clerk to the Town Council

07<sup>th</sup> June 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, functions, events, Aims & 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 Ordinary Meeting held remotely on 06<sup>th</sup> March 2023 (Consequent to an oversight Min 229.2 of Ordinary Meeting - 12<sup>th</sup> April 2023)

- 4.2 To adopt the draft minutes of Extraordinary Meeting held remotely on 27th March 2023 (Consequent to matters of accuracy raised by members: Min 229.3 - Ordinary Meeting - 12th April 2023)
- 4.3 To adopt the draft minutes of Ordinary Meeting of 12<sup>th</sup> April 2023
- 4.4 To adopt the minutes of the Annual Meeting of 15<sup>th</sup> May 2023
- 4.5 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 April 2023.
- 5.2 To confirm the Bank Reconciliation of the Council's Bank Accounts to 30<sup>th</sup> April 2023.
- 5.3 To note and accept list of income and expenditure banked during May 2023.
- 5.4 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31<sup>st</sup> May 2023.

## **6 INTERNAL AUDIT- AUDIT WALES - ANNUAL RETURN & GOVERNANCE STATEMENT**

- 6.1 To note that the Council Internal Auditor (IAC Audit and Consultancy Limited) is attending on 22<sup>nd</sup> June 2023 to conduct internal audit for year 2022-23 and that the Internal Auditor report shall be provided on 23<sup>rd</sup> June 2023
- To note deadline of 30<sup>th</sup> June 2023 for the submission of the Annual Return and Annual Governance Statement for submission to Wales Audit Office.
- To note that an Extra-Ordinary Meeting requires scheduling between 26<sup>th</sup> and 29<sup>th</sup> June 2023 for the purpose of transacting the following business:
- To receive Internal Audit Report from IAC Audit and Consultancy Limited and consider any recommendations (attached).
  - To receive Annual Return for Year Ended 31 March 2023.
  - To consider Annual Governance Statement for Year Ended 31 March 2023.
  - To approve Annual Return and Annual Governance Statement for submission to Wales Audit Office by 30th June 2023.

## **7 TOWN COUNCIL INSURANCE**

- 7.1 To note that the Council Insurance Policy that was due for renewal on 01<sup>st</sup> June 2023 and that following receipt of a renewal annual premium quotation of **£ 3,113.87** provided by Zurich Municipal (existing insurance provider) the Clerk sought further quotations.
- BHIB Councils Insurance Brokers provided a quotation of a single year premium of **£1,878.29** and three year fixed annual premium of **£1,757.04**
- No further quotations were received.
- 7.2 To note that The Mayor and RFO considered the proposed insurance schedules provided by Zurich Municipal and BHIB Councils Insurance and under the provisions of 4.1 of MUTC Financial Regulations and determined to accept the proposal of BHIB Councils Insurance for a three-year fixed annual premium.

## **8 COUNCIL POLICIES AND PROCEDURES**

- 8.1 To note that a review of Council Policies listed below was commenced at a Council Workshop meeting on 05<sup>th</sup> June 2023 and that policies listed below were completed. As soon as practicable the revisions to these policies shall be implemented and published.
- Standing Orders
  - Code of Conduct
  - Complaints
  - Dignity at Work
  - Disciplinary & Grievance
  - Equality & Diversity

**8.2 To review the below policies at a series of workshops to be scheduled as soon as practicable.**

- Freedom of Information
- General Privacy Notice
- Health & Safety
- Information & Data Protection
- Local Resolution
- Lone Working
- Overtime
- Press, Media & Publicity
- Publication Scheme
- Recruitment & Selection
- Safeguarding
- Sickness
- Social Media
- Unacceptable Actions by Individuals
- Virtual Public Meetings
- Allotment Tenancy Agreement
- Schedules of fees for MUGA and Allotments

**9 GRANTS AND FUNDING POLICY AND GUIDANCE**

**9.1 To review and agree the proposed changes to the Grants and Funding Policy and Guidance.**

- 9.2**      **9.2a** - to review the amount available for 2023/24 Grants and Funding and,  
**9.2b** - to agree any virement of funds, if necessary.

**10 GRANTS AND FUNDING APPLICATIONS**

**10.1 To consider the applications for grant funding which were deferred at the Ordinary Meeting of 12<sup>th</sup> April 2023 as a consequence of policy considerations.**

- 10.2 To receive a Community Grant Application of £1720.00** St Marys Church Hall to upgrade lighting in the main hall with energy efficient LED lighting, having due regard for NALC guidance L01-18

- 10.3 To receive a Community Support Grant application from Magor RFC of £12,096.00** for the purchase of WRU recommended portable floodlights.

- 10.4 To receive a Start-up Grant Application of £22,000.00** 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.

- 10.5 To consider payment of ground maintenance grants** for the churchyards of St Mary's Magor and St Mary's Undy of £1000 each as per monies set aside in the 2022-2023 budget - *under Local Govt. Act 1972 s214 (6)*

**11 PROPOSED BASE STATION (Mobile Mast) INSTALLATION UPGRADE, VINEGAR HILL**

- 11.1** Proposed upgrade to the existing 20m High R&T Swann Lattice Tower. Existing 3No. Antennas to be removed and replaced with proposed 3No. Antennas. Proposed 3No. Antennas and 1No. GPs Module to be installed and associated ancillary works. Existing Equipment Cabin to be utilised for proposed upgrade.

- 12 PLANNING - View applications at <http://www.monmouthshire.gov.uk/planning>  
For consideration by Council**
- 12.1 DM/2023/00568 Dinch Hill Farm House** - Proposed first floor rear extension to the existing single storey rear extension with single storey porch to front elevation.
- 12.2 DM/2021/00528 Holly Bush, Vinegar Hill** - Proposed residential development of 2no. detached dwellings with private on-site parking.
- 12.3 DM/2023/00609 High Grove, Main Road Undy** - Erection of new detached dwelling.
- 12.4 DM/2023/00511 Jubilee Cottage, Vinegar Hill** - Rear two storey extension with carport below.
- 12.5 DM/2023/00588 Kings Court House, St Brides Road** - Change of use of converted garage to holiday let/air bnb.
- 12.6 DM/2023/00592 Pathways, Vinegar Hill** - Erection of 1 x 2-bed detached dwelling.
- 12.7 DM/2023/00537 The Old Temperance Hall, West End, Magor** - Proposed single storey rear extension and canopy to front elevation. Rear first floor extension. Minor internal alterations and amendments to window openings to front elevation.
- 12.8 DM/2023/00619 Oakland, Main Road, Undy** - Proposed single storey rear extension with detached garage.
- 13 CHRISTMAS FESTIVE LIGHTING**
- 13.1** To consider quotations for Christmas Lighting.
- City Illuminations ( Christmas 2022 contractor)
  - New provider quote – Blachere Illuminations
  - New provider quote – The Festive Lighting Company
- 14 CHRISTMAS TREE ACQUISITION AND INSTALLATION**
- 14.1** To discuss the acquisition of Christmas Trees for Magor Square and Undy Pound specifically with regard to the positioning of the Christmas tree in Magor Square which last Christmas was located outside The Golden Lion/Magor House and presented difficulty in securing it. (Clerk to expand details)
- 15 BOUNDARY CHANGES RE COMMON Y COED/UNDY ALLOTMENTS**
- 15.1** To note that the clerk has made application to HM Land Registry for index search of the parcels of land at Common y Coed and Undy allotments and to agree to provide an update to Rogiet Community Council.
- 16 ANTI SOCIAL BEHAVIOUR AT MUGA**
- 16.1** To note that following an escalation of incidents of anti-social behaviour by groups of youths intimidating, harassing and causing distress to users at the MUGA that the MUGA was locked when not being used by persons and groups who had pre-booked its use in accordance with Council Procedures.
- Following a period of two weeks Council revised the restriction, however further disorderly conduct from a large group of youths towards a user coaching tennis to children was reported on the evening of 05<sup>th</sup> June 2023 which requires further steps and measures to be implemented.

The Clerk and Cllr Taylor have arranged for site visits by Police Crime Prevention together with Mon CC community and Partnership Team

**16.2** To discuss and agree measures proposed to remediate problems of anti-social behaviour occurring at the MUGA.

**17 DATE OF NEXT MEETING**

**17.1 To agree date of the next Ordinary Meeting.**

Invitation to scheduled Zoom meeting.

Topic: Ordinary Meeting

Time: Jun 12, 2023 19:00 London

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85440987589>

Meeting ID: 854 4098 7589

**One tap mobile**

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- +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)
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- +1 305 224 1968 US
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