

MAGOR WITH UNDY COMMUNITY COUNCIL

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Dear Councillor

You are hereby summoned to attend an Ordinary meeting of Magor with Undy Community Council to be held in Magor Baptist Church Schoolroom on Monday 22nd October 2018 at **6.30pm** 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.

Members of the public are invited to address the Community Council during the 15 minutes prior to the commencement of business. Members of the Public and Press should note that the use of mobile phones and electronic devices is strictly prohibited during meetings, and that photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.



Beverly Cawley
Clerk to the Council

16th October 2018

AGENDA

- 1. Chair's Announcements**
- 2. Apologies**
- 3. Declarations of interest in items on the agenda – Forms to be completed**
- 4. To adopt the minutes of Ordinary Meeting held 10th September 2018 (attached)**
Chair to sign the minutes
- 5. Monmouthshire County Council Pop-Up Hub**
 - i** To receive a presentation and feedback from Richard Drinkwater Community Hub Manager on the Pop-Up Hub, from the County Council's perspective.
 - ii** To note letter from Magor Baptist Church in respect of proposal of room hire charges and prospective use by Citizens Advice Bureau on the same day as the Pop-Up Hub.
 - iii** To note feedback from Monmouthshire County Council on the Pop-Up Hub and consider whether to continue supporting the venture and agree any actions.
- 6. Finance**
 - i** To note correspondence from Barclays advising that as MUCC's annual debit turnover exceeds £100,000 it will be migrating the Community Account tariff(s) to one of their standard Price Plans on 13.11.18 resulting in monthly charges of £14.60.
 - ii** To approve payment of invoice from St Joseph's Hospital for Occupational Health Report at a cost of £150.
 - iii** To approve payment of invoice from One Voice Wales for Risk Assessment Consultations at a cost of £912.70
 - iv** To confirm the Bank Reconciliation of the Council's Bank Accounts (to follow)
 - v** To approve list of payments (to follow)

7. Correspondence

To receive and consider miscellaneous correspondence set out in schedule (attached)

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

i Planning Applications Received

- a. DC/2011/00083:** Proposed retail development (detailed submission) (Amended plans received 12.9.18)
- b. DC/2018/01437:** To replace existing conservatory roof with synthetic replica tiled roof – Daffodil Lodge, Grange Road, Knollbury, Magor
- c. DC/2018/01459:** Change of use of 4 No. bays from agricultural to B2/B8 uses including cladding 2 No. bays on eastern elevation of existing building to include roller shutter doors – Magor Pill Farm, Whitewall, Magor
- d. DC/2018/01461:** Two storey office and single storey warehouse extension and associated development – South Wales Sports Ground Contractors Ltd, Pill Street, Redwick, Magor
- e. DC/2018/01484:** Approval of the details of a layout, scale and appearance of the building, the means of access thereto and the landscaping of the site – Woodlands, Main Road, Undy
- f. DC/2018/01532:** Non Material Amendment to planning consent DM/2018/0054: Change of ground floor wrap around roof to a flat roof with parapet. Remove Velux windows and replace with a lantern window 2m x 1m – Fairfield, Main Road, Undy

ii To note Mon CC weekly planning lists <http://www.monmouthshire.gov.uk/planning/weekly-planning-lists>

9. General Data Protection Regulations (GDPR) (attached)

To receive and adopt the following GDPR documentation provided by One Voice

- General Privacy Notice
- Information & Data Protection Policy
- IT Security – Practical Guide
- MUCC Consent Form
- MUCC Retention & Disposal Policy
- MUCC Personal Data Held Register
- MUCC List of Documents for Retention or Disposal
- MUCC Standard Wording on E-mails
- MUCC Privacy Notice for Councillors and Staff
- MUCC Subject Access Request Form
- MUCC Website Privacy Notice

10. Community Council Committees – Cllr K Plow

- i.** To review and discuss the effectiveness of the Council's Committees including whether they are fit for purpose, their remit is such that they communicate adequately to Full Council, consider the needs and requirements of the electorate and other Councillors and operate within the powers allocated to the Council, and carry out their duties within the law (attached)
- ii.** To receive three motions from Cllr Keith Plow that:
 - a.** "The Community Council consider the abolishment/disbandment of the Committees associated with the Council and revert to Full Council handling all issues currently handled by said Committees."
 - b.** "That if there is insufficient time to complete all Council business at the Full Council meeting on the second Monday of the Month, a second Full Council meeting is held to necessitate any unfinished business – this should also assist with the consultation on Planning Applications"

- c. “That if necessary a ‘short-term’ working group can be set up, to look at researching options for a specific project, reporting back for any decision to Full Council, and then being disbanded.”
- 11. Remembrance Sunday 11 November 2018**
 - i To receive retrospective notification from the Clerk in respect of the ordering of a Wreath to be laid by the Chair, at the 2018 Remembrance Sunday Service (attached) and to approve the amount of donation to be made to the Royal British Legion under LGA 1972 S.137
 - ii To consider a request from Andrea Rodley to drape a string of poppies knitted by Nit and Natter around the railings of the Cenotaph on Remembrance Sunday
- 12. Christmas 2018 (attached)**
 - i To consider requirements and quotations from City Illuminations in respect of Festive Lighting and approve for Christmas 2018
 - ii To consider and approve requirements for Christmas Trees
- 13. Chairperson’s Regalia (attached)**
To consider options and approve the purchase of Chairperson’s regalia as set aside in 2018/19 budget at a cost of £225 + VAT. (Guaranteed delivery by 11.11.18 subject to order being placed by 12.10.18)
- 14. 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:**
 - i **Torfaen CBC Pension Scheme (LGPS)**
 - a) To consider the enrolment and/or re-enrolment of current and future staff into the Torfaen CBC Pension scheme (LGPS)
 - b) To consider any back-payments required in respect of pension contributions to Torfaen CBC LGPS from the Council and staff, and approve as necessary
 - ii **Staff Update**
 - iii **Complaints**
To receive details of two complaints received from members of the public
- 15. To accept proposals from Councillors for items to be included at future meetings**
- 16. Business Case – Magor with Undy Multi Use Games Area**
 - i To note and comment on the proposed business case in respect of an application to Monmouthshire County Council for Section 106 monies towards the refurbishment of the Sycamore Sports Field Tennis and MUGA area.
 - ii To approve/accept the business case and agree any actions required.
- 17. Meeting Dates**
To consider and agree the dates, time and venues of next Council meetings