

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary meeting of Magor with Undy Community Council held remotely via Zoom on Monday 10th August 2020 at 7pm

COUNCILLORS: Cllr N Baicher, Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook (left 8.50pm), Cllr C Hopkins, Cllr D James, Cllr K Plow, Cllr S Raggett

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford

APOLOGIES: Cllr J Wilson, Cllr A Zagozda

ABSENT: Cllr F Taylor,

Min
2019/20

226 Public Open Forum (15 minutes at discretion of Chair)

None

227 Chair’s Announcements

227.1 To receive apologies for absence from Councillors – see above

227.2 To receive any update and feedback from the Chair on remote meetings

The Chair advised she had met with the Clerk and Admin Assistant to open the Sycamore play park tenders and attended the play parks task & finish group meeting

228 Declarations of interest in items on the agenda – Forms to be completed

228.1 To receive any declarations of interest in items on the agenda

None

229 Minutes (attached)

229.1 To adopt the minutes of the Ordinary Meeting held remotely on 13th July 2020

RESOLVED: *To adopt the minutes of Ordinary Meeting held 13th July 2020*

a) Chair to sign the minutes

Chair to sign the minutes in due course

230 Finance

230.1 To confirm the Bank Reconciliation of the Councils Bank Accounts to 31st July 2020

RESOLVED: *To confirm Bank Reconciliation of the Councils Bank Accounts to 31st July 2020*

230.2 To approve list of payments

The Clerk clarified 2 identical payments and advised of a further invoice received from Blitz Media for Covid 19 signs at a cost of £116+ VAT

PAYMENTS				
Payee	Description	Net	VAT	Gross
Mon County Council	fee: planning removal of condition	47.50		£47.50
Morgan Horowskyj Architects	Proc House management fee	1,330.40	266.08	£1,596.48
Mon Citizen Advice Bureau	grant/donation	3,000.00		£3,000.00

Chepstow Accountancy	salary admin	27.50		£27.50
Various	Staff Salaries	4,996.02		£4,996.02
Various	statutory deductions	2,743.01		£2,743.01
Sols In Technology	Telephony - July	108.98	21.80	£130.78
My Safety Signs	signs for MUGA fence	39.40		£39.40
Zoom GB	monthly fee	14.39		£14.39
Sols In Technology	Telephony – Aug	108.98	21.80	£130.78
Microshade Bus. Consultants	off-site data storage	94.90	18.98	£113.88
Monmouthshire CC	15,000 dog waste bags	95.55	19.11	£114.66
British Telecoms	telephony	36.99	7.39	£44.38
SSE SWALEC	electricity Sycamore Sports Field	95.83	4.79	£100.62
Barclays Bank	commission	18.00		£18.00
Konica Minolta	photocopier print costs	18.67	3.73	£22.40
Merlin Waste	dog Waste Bin Maintenance	585.00		£585.00
Vision ICT	accessibility report for web	85.00	17.00	£102.00
Viking Direct	stationery	118.47	14.37	£132.84
Viking Direct	stationery	118.47	14.37	£132.84
B Cawley	postage expenses	6.49		£6.49
PWLB	loan repayment	5,415.68		£5,415.68
Blitz Media	signs for MUGA & Play Parks	116.00	23.20	£139.20
TOTAL INVOICES				£19,653.85
RECEIPTS				
	Description			Gross
WPD	wayleave			3.48
Magor & Undy Tennis Club	courts fees 2019			114.00
Kari Davies Tennis	courts fees 2019			360.00
Barclays Bank	Loyalty Award			1.80
TOTAL RECEIPTS				£479.28

RESOLVED: To approve list of payments

230.3 To receive Financial Comparison Quarter 1 (1st April to 30th June 2020)

Two members claimed they did not receive the email containing the Financial Comparison Quarter 1 and the print on the Clerk's copy when she shared the document to her screen was considered too small to read.

RESOLVED: To defer this item to OM 14/09/20

231 Correspondence

231.1 To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions

Noted

231.2 To note receipt of the 'Accessibility Statement', now annotated to the Council's Website in line with 'The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018', and the actions required.

RESOLVED: *For the Clerk to implement the actions required with the assistance of Vision ICT.*

Cllr G Cook took the chair for the following item

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

232.1 To ratify planning decisions during Coronavirus outbreak for month of July 2020 as circulated

RESOLVED: *To ratify the planning decisions as circulated:*

- DM/2020/00743: 15 Windsor Gardens, Magor – Approve
- DM/2020/00744: Chapel Farm, The Causeway, Undy – Approve
- DM/2020/00751: Zion, Church Road, Undy – Approve
- DM/2020/00830: Pill Farm, The Causeway, Undy – Approve
- DM/2020/00862: 13 Blenheim Gardens, Magor – Approve
- DM/2020/00884: 1 Broadlands Court, Undy – Approve
- DM/2020/00940: Magor Pill Farm, Whitewall, Magor – Approve

232.2 To note Mon CC weekly new and decided planning lists

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

Noted

Cllr S Bailey resumed the chair

233 Consultations (attached)

233.1 Local Democracy and Boundary Commission for Wales - Electoral Review Monmouthshire: <https://ldbc.gov.wales/reviews/07-20/monmouthshire-electoral-review> (b/f 13.7.20)

RESOLVED: *that members submit any comments to the Clerk by the closing date 28/09/20*

234 Norton Lane – Poor Land – Grazing Lease

234.1 To note that the current grazing lease with the tenant expires as at 30th August, 2020

Council noted the expiry date for the current grazing lease and the Clerk apologised for the delay in bringing this matter to Council.

- a. To agree how to advertise the grazing for tender

RESOLVED: *To advertise the grazing for tender on Council's Website and Facebook page*

- b. To agree the closing date for tenders to be received.

RESOLVED: *to agree the closing date of 25th August 2020 and subsequent delegation to Council's Emergency Committee to consider tenders received if necessary.*

235 Village Improvements

235.1 To note the design of the temporary 'Shop Local, Shop Monmouthshire' banners has been amended to make them reusable long term, and to note they have been erected along the B4245

Members expressed disappointment at the design and quality of the banners and referred to many complaints from residents and local businesses that the banners were difficult to read.

235.2 To note that Monmouthshire CC have made changes to the layout in Magor Square meant to improve the shopping experience of members of the public returning to the village following isolation and lockdown due to Covid-19 pandemic, and making them feel safe in the shopping environment.

A Member expressed fury that Mon CC had apparently not taken on board or responded to residents and businesses' comments regarding the changes to the layout in Magor Square.

235.3 To consider types of 'Welcome' signs for the entrances to the Villages and agree any actions.

Council considered sample 'Welcome' signs for the entrances to the Villages.

A discussion ensued and Members considered residents would welcome separate signs for Magor and Undy villages albeit recognising the community of Magor with Undy.

RESOLVED: *To agree in principle to the installation of 'Welcome' signs similar to Caldicot, Chepstow and Monmouth and obtain quotations for the option of 'Welcome to Magor with Undy' and 'Welcome to the villages of Magor and Undy' with additional reference to 'Historic Magor Square' if feasible*

RESOLVED: *To agree in principle to the installation of individual 'Magor' and 'Undy' signs and obtain quotations for installation at the borders*

235.4 To consider types of 'finger posts', agree preferred positioning and text and agree any actions

A Member referred to the Council's project workshop held last year where local business owners were in attendance to discuss Village Improvements and signage.

A discussion ensued and it was suggested that a working group is set up to take the matter of signage forward.

RESOLVED: *To nominate Cllrs N Baicher, M Bisi, C Hopkins, K Plow and S Raggett to a working group to take the matter of signage forward and to invite any interested shop owners to the group*

236 Sycamore Playing Field

236.1 To note request from Undy AFC (Junior Teams) and an individual offering keep fit classes to use the Sycamore Playing Field, and agree any actions.

Council was advised for information that another local group, Rugby Tots had also requested to use the Sycamore Playing Fields. The Clerk provided Council with an outline of the history of Sycamore Playing Fields and referred to the deed prohibiting Mon CC from selling or developing the land without the express consent of Magor with Undy Community Council.

Council were also advised that previous bookings for use of the fields were made via Caldicot Leisure Centre and that the Clerk had requested clarification over use of the fields from Mon CC but no response had been received to date.

RESOLVED: *To agree in principle to the use of Sycamore Playing Fields and refer any future enquiries to Mon CC.*

237 Sycamore Sports Field & MUGA

237.1 To note the Landscaping proposal for the Sycamore Sports Field has been submitted to Monmouthshire County Council Planning Authority together with the fee and application for the discharge of the planning condition in respect of Planning Approval DM/2019/01753

Noted

237.2 To note Expression of Interest Application sent to Heritage Lottery Fund in respect of the grant for the Landscaping of the Sycamore Sports Field

The Clerk advised Council that since speaking to an officer from the Heritage Lottery Fund she had been advised to increase the grant application to 100% of known costs for the landscaping project.

237.3 To consider and approve a draft booking form and hire Agreement/booking conditions for regular bookings (b/fwd 13/07/20) – min 132.1 refers:

*R9: The Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club. (**RESOLVED:** to note the recommendation and revisit when the current refurbishments to the MUGA are complete and the site becomes operational again)*

Council considered in depth the draft Booking Form and Booking Conditions for Sycamore Fields Multi Use Games Area (MUGA).

On consideration of the Booking Conditions it was agreed to add a clause giving Council the final say over any booking disputes. It was also considered that although Council ultimately wished to move towards an on-line booking system, due to the costs involved it was agreed in the interim to monitor use of the courts and look at uploading a calendar to the website to enable the public to view, outside of office hours, when the courts are available.

A further discussion ensued regarding the internal auditor's recommendation R9 above. It was considered that as Council previously had no formal agreements in place the implementation of the Booking Form and Booking Conditions for use of the MUGA would satisfy audit. If this was not the case, Council would need to revisit this matter and look at employing the services of a Solicitor to draw up the Licence.

RESOLVED:

- *To approve and implement the Booking Form*
- *To approve and implement the Booking Conditions, subject to the addition of a clause giving Council the final say over booking disputes*
- *To monitor the use of the MUGA and review the implementation of an on-line booking system as necessary*
- *Upload a calendar to the website showing availability of the courts*

237.4 To consider and agree licence and/or hire fees (b/fwd 13/07/20)

Ref Licence – see Min 237.3 above

The Clerk clarified an analysis of potential income and expenditure, circulated to Members prior to the meeting and it was stated that fees should be reasonable as Council offered no other facilities to support the MUGA. Reference was made to the portakabin sited at the MUGA which contained toilet facilities and storage for the tennis club and it was agreed to agenda this matter for consideration at the next meeting.

A discussion ensued on the fees for electricity tokens. A Member referred to the efficiency of

the new floodlights and requested the Clerk send them the technical information to analyse potential running costs. The Clerk advised that Council was likely due a refund of electricity charges due to the meter not being read in a long while. Another Member suggested the installation of a Smart Meter on the floodlights.

RESOLVED:

- To continue with the interim fee of £2.50 per court per hour
- Clerk to send Cllrs M Bisi and G Cook technical information on the floodlights
- defer the fees for electricity tokens pending further analysis

Cllr J Crook left the meeting at this point

238 VJ Day Service – Saturday 15th August 2020

238.1 To note a brief VJ Day service will be held at the War Memorial in Magor Square in conjunction with the Royal British Legion (NB: social distancing restrictions to be maintained)

Noted

238.2 To ratify the decision of the Clerk and Chair to obtain wreaths for the VE & VJ Day Services and agree donation to RBL.

RESOLVED: To ratify provision of wreaths for VE & VJ Day Services and agree a donation of £70 per wreath to RBL (LGA s.137) ?

239 Reports

239.1 To receive the Clerk's Report and update in respect of on-going issues and agree any actions

RESOLVED: To receive the Clerk's Report and update in respect of on-going issues.

240 Future Meeting Content

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

- Issues relating to speeding, road safety and parking (lead Cllr K Plow) (b/f OM 13/07/20)
- Issues relating to M4 motorway near Magor/Undy (lead Cllr N Baicher) (b/f OM 13/07/20)
- Portakabin

241 Meeting Dates

241.1 To consider the date of the next Council meeting:

RESOLVED: To convene a Zoom Ordinary Meeting on 14/09/20

The Chair advised that subject to government guidance on Covid 19 at that time (14/09/20) the Clerk may be in a position to consider calling the Annual Meeting in October. Members noted that current legislation allows the Clerk to call the meeting at a suitable time before the end of 2020 – this can be by physical attendance at a suitable venue, or remotely via a media platform such as Zoom.

Standing Orders were suspended to allow the meeting to continue past 9pm

242 Exclusion of Press & Public

242.1 **RESOLVED:** to Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960 - that the press and public are excluded from discussions on the following agenda 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:

243 Tenders for Sycamore Terrace Play Park

243.1 To note tenders received from five companies.

- a. To note that all five companies tendering had confirmed that the figures quoted in their tenders remain valid despite the time-lapse occurring due to Covid-19 pandemic delaying consideration.

Noted

- b. To note that the tenders had been opened in line with the Council's Financial Regulations

Noted

243.2 To note that the Play Parks Task & Finish Group are due to consider a summary of the tenders received on 06/08/20 and will submit their recommendation to Full Council.

Council noted the Play Parks Task & Finish group met on 06/08/20 and that four of the five Councillors on the group were present – see (b) below.

- a. To note the tenders submitted

Noted

- b. To consider the recommendation of the Task & Finish Group

Council considered the written report, circulated prior to the meeting. The Clerk outlined the report and responded to Members' queries.

- c. To award the contract

RESOLVED: To accept Tender No 1 from Sutcliffe Play for supply and installation of additional play equipment at Sycamore Terrace Play Park at a cost of £44,856 + VAT (under Local Govt (Misc) Provisions Act 1976 s19 & OS Act 1906 ss9 & 10)

- d. To consider and agree any actions required to take the work forward to completion

RESOLVED: To liaise with Mon CC, Head teacher of Magor CiW Primary School and Sutcliffe Play regarding access to the play area and request completion of works prior to October half term if possible.

Cllr C Hopkins declared a personal interest in this item as the play park backs on to her property

The meeting closed at 9.10pm

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Chair/Vice Chair