

# MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Annual Meeting of Magor with Undy Community Council held  
remotely on Monday 19<sup>th</sup> October 2020 at 7pm

<b>COUNCILLORS:</b>	CLlr N Baicher, CLlr S Bailey (Chair), CLlr M Bisi, CLlr G Cook, CLlr D James, CLlr C Hopkins, CLlr P Kirkham, CLlr K Plow, CLlr S Raggett, CLlr F Taylor CLlr J Wilson, A Zagazda
<b>IN ATTENDANCE:</b>	Beverly Cawley – Clerk, Alison Sandiford
<b>APOLOGIES:</b>	CLlr J Crook

Min  
2020/21

## **01 CHAIR’S ANNOUNCEMENTS**

The Chair welcomed CLlr Penny Kirkham to Council

### **1.1 To receive apologies for absence from Councillors – See above**

## **02 ELECTION OF CHAIRPERSON**

### **2.1 To elect a Chairperson for the year 2020/2021**

CLlr S Bailey requested nominations for Chairperson for the year 2020/2021

CLlr F Taylor nominated CLlr Geoff Cook, seconded by CLlr C Hopkins

CLlr S Raggett nominated CLlr Sally Bailey, seconded by CLlr N Baicher.

A vote ensued and CLlr Bailey was duly elected to the office of Chair for the year 2020/2021.

### **2.2 Chairperson to sign Declaration of Acceptance of Office**

- a. In accordance with Standing Order 5.j.i Council to resolve for this to be done at a later date due to the fact that the meeting is being held remotely.

**RESOLVED:** That CLlr Bailey sign the Declaration of Acceptance of Office in the presence of the Clerk in due course.

## **03 ELECTION OF VICE-CHAIRPERSON**

### **03.1 To elect a Vice Chairperson for the year 2020/2021**

CLlr S Bailey requested nominations for the office of Vice Chair for 2020/2021.

CLlr K Plow nominated CLlr Geoff Cook to the office of Vice Chair. CLlr S Raggett seconded the nomination and CLlr Cook was duly elected to the office of Vice Chair for the year 2020/2021.

## **04 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED**

None

## **05 OUTGOING CHAIR’S REPORT**

### **05.1 To receive and note the Outgoing Chair’s Report for 2019/2020**

Council noted the outgoing Chair’s Report for 2018/19 – see Appendix A below

**06 MINUTES OF THE LAST ANNUAL MEETING**

**06.1 To note that the minutes of the last Annual Meeting held 20<sup>th</sup> May 2019 were adopted at the Ordinary Meeting held on 16/6/19 Min No 16.2**

Noted

**07 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS**

**07.1 Human Resources Committee**

- a. To agree the terms of reference for the Human Resources Committee**

**RESOLVED:** *To approve the terms of reference for the Human Resources (HR) Committee*

- b. To appoint members**

**RESOLVED:** *To appoint Cllrs S Bailey, M Bisi, C Hopkins, D James, S Raggett, F Taylor and J Wilson to the Human Resources (HR) Committee*

- c. To appoint a Chairperson**

**RESOLVED:** *To appoint Cllr S Raggett as chair to the Human Resources (HR) Committee*

- d. To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions'**

**RESOLVED:** *To note this item has been placed on the agenda in error*

**RESOLVED:** *To set the date for the next two meetings: 7<sup>th</sup> December 2020 and 1<sup>st</sup> March 2021*

**07.2 Planning Committee**

- a. To agree the terms of reference for the Planning Committee**

**RESOLVED:** *To approve the terms of reference for the Planning Committee*

- b. To appoint members**

It was noted that Planning Committee consisted of Full Council

- c. To appoint a Chairperson**

**RESOLVED:** *To appoint Cllr G Cook as chair to the Planning Committee*

- d. To Discharge Functions to the Planning Committee: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications'**

**RESOLVED:** *To Discharge Functions to the Planning Committee: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications'*

**07.3 Emergency Planning Committee (plenary)**

- a. To agree the terms of reference for the Emergency Planning Committee**

**RESOLVED:** *To approve the terms of reference for the Planning Committee*

- b. To Discharge Functions to the Chair or Vice Chair and three Councillors: 'That this**

**Council, under “S101 Local Government Act 1972 re ‘Discharge of Functions’ give delegated powers to the Chair or Vice Chair and three Councillors to respond/ make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period’**

A Member requested an amendment to the Discharge of Functions to read ‘must include the Chair or Vice Chair’

***RESOLVED:*** *To Discharge Functions to the Chair or Vice Chair and three Councillors: ‘That this Council, under “S101 Local Government Act 1972 re ‘Discharge of Functions’ give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period’*

#### **07.4 Emergency Committee (Plenary)**

##### **a. To agree the terms of reference for the Emergency Committee**

A discussion ensued on the Terms of Reference and arrangements for calling the Emergency Committee. The Clerk advised the Committee had been set up at the Extraordinary Meeting held in March 2020 to put in place emergency arrangements during the Coronavirus outbreak. As Council was now meeting remotely it was highly unlikely that this Committee would need to meet in the future.

***RESOLVED:*** *To retain the Emergency Committee and approve the Terms of Reference subject to the following amendments:*

- *substitute ‘3 Councillors (to include Chair and/or Vice Chair)’ for ‘3 Councillors (one of which must be the Chair or Vice Chair)’*
- *make reference to the calling of the Committee via email or telephone depending on the urgency of the meeting*

##### **b. To Discharge Functions to the Chair/Vice Chair and two Councillors: “That this Council, under S101 Local Government Act 1972 re ‘Discharge of Functions’ delegates plenary powers to a committee comprising of 3 Councillors (wherever possible the Chair/Vice Chair + 1)**

***RESOLVED:*** *To Discharge Functions to three Councillors (one of which must be the Chair of Vice Chair): “That this Council, under S101 Local Government Act 1972 re ‘Discharge of Functions’ delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair of Vice Chair)*

#### **07.5 To consider the need for any additional Committees, Sub Committees or Working Groups and agree if necessary the Terms of Reference and any discharge of functions and appointment of members and Chairperson.**

Council considered the setting up of additional Working Groups to monitor some of its functions to which members of the public could be invited to participate, if necessary. The Working Groups would have no delegated authority other than reporting back any recommendations to Full Council.

It was confirmed that the existing Signage Working Group would continue with the existing members – Cllrs S Bailey, N Baicher, M Bisi, C Hopkins, K Plow and S Raggett

- **MUGA Working Group**

**RESOLVED:** To appoint Cllrs G Cook, P Kirkham, S Raggett and A Zagazda to a MUGA Working Group

- **Allotments Working Group**

**RESOLVED:** To appoint Cllrs S Bailey and K Plow to an Allotments Working Group

- **Five Year Development Plan Working Group**

**RESOLVED:** To appoint Cllrs S Bailey, D James, P Kirkham, K Plow and S Raggett to a Five Year Development Plan Working Group

- **Speeding & Highways Working Group**

**RESOLVED:** To arrange a Zoom meeting with interested members of the public to clarify the objectives for a Speeding & Highways Working Group to which Cllrs N Baicher, M Bisi and K Plow shall attend on behalf of Council.

## **08 EXTERNAL BODIES AND ORGANISATIONS**

### **08.1 To elect representatives to external bodies and arrangements for reporting back**

- |  |   |
|--|---|
| • Monmouthshire County CAB ( <i>for term of Council</i> )  | (1) Cllr S Bailey                                     |
| • School Governors (Minor Authority representatives)   |   |
| ○ Undy Primary School  | (1) Cllr N Baicher                                    |
| ○ Magor Church in Wales Primary School   | (1) Cllr M Bisi                                       |
| • Emergency Contacts (Mon CC)  | (1) Cllr S Bailey + Clerk                             |
| • Severnside Area Committee (Mon CC)   | (1) Cllr Raggett + Clerk                              |
| • Caldicot and surrounding area Cluster Group (Mon CC)   | (2) Cllrs K Plow, S Bailey + Clerk                    |
| • Give Dog Fouling the Red Card Working Group (Mon CC)   | (1) Cllr K Plow + Clerk                               |
| • One Voice Wales  | (2) Cllrs K Plow, P Kirkham                           |
| • One Voice Wales - Larger Council's Committee   | (2) Cllrs K Plow, P Kirkham                           |
| • NRW Internal Drainage Board/ Caldicot and Wentlooge Levels IDB Advisory Water Level Management Forum/ Gwent Levels Flood Defence Alliance/Severn Estuary Partnership | (1) Cllr J Crook                                      |
| • MAGOR - Magor Action Group on Rail   | (1) Cllr G Cook                                       |
| • Magor Brewery  | (4) Cllrs S Bailey, M Bisi, G Cook, C Hopkins + Clerk |
| • MUCH - Magor and Undy Community Hub  | (1) Cllr G Cook                                       |
| • Undy AFC   | (1) Cllr S Raggett                                    |
| • Patient's Voice – Gray Hill Surgery  | (1) Cllr N Baicher                                    |

**To agree arrangements for reporting back to Full Council.**

**RESOLVED:** For members on external bodies to submit a brief written report to Council, if

possible

**09 POLICIES :** [http://www.magorundy.org.uk/Policies\\_19341.aspx](http://www.magorundy.org.uk/Policies_19341.aspx)

**09.1 To adopt Standing Orders and agree a review date**

**RESOLVED:** *To adopt Standing Orders and schedule a full review of the policy for 18<sup>th</sup> and 21<sup>st</sup> January 2021*

**09.2 To adopt Financial Regulations and agree a review date**

**RESOLVED:** *To adopt Financial Regulations and schedule a full review of the policy 18<sup>th</sup> and 21<sup>st</sup> January 2021*

**09.3 To review and adopt Council's policies:**

- **Audio Recording of Meetings**

**RESOLVED:** *To remove the Audio Recording of Meetings policy from the Website due to its current suspension*

- **Code of Conduct**
- **Complaints**
- **Dignity at Work**
- **Disciplinary & Grievance**
- **Equal Opportunities**
- **Freedom of Information**
- **General Privacy Notice**
- **Grant Funding**
- **Information & Data Protection Policy**
- **Local Resolution**
- **Overtime**
- **Press, Media & Publicity**
- **Safeguarding**
- **Social Media**
- **Unacceptable Actions by Individuals**

**RESOLVED:** *To adopt the above policies and schedule a full review at a Workshop in January/February 2021*

A provisional date of 25<sup>th</sup> & 28<sup>th</sup> January 2021 was made to review the policies

**09.4 To note that a new policy 'Lone Working & Working from Home' is in draft stage and will be presented to Council shortly for approval and publication.**

Noted

**09.5 To adopt risk policy statements and consequential risk management arrangements**

**RESOLVED:** *To adopt the risk policy statements and consequential risk management arrangements and schedule a full review at a Workshop in January/February 2021.*

A provisional review date of 25<sup>th</sup> & 28<sup>th</sup> January 2021 was set.

**10 FINANCE**

**10.1 To note the review of End of Year Accounts for 2019-2020, together with the review of**

Section 137 expenditure took place at the Ordinary Meeting held 8/6/2020 - Min No 199.1

Noted

- 10.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at Barclays Bank plc**

**RESOLVED:** *To confirm cheque signatories as Cllr S Bailey. Cllr K Plow, Mrs B Cawley and Mrs A Sandiford*

- 10.3 To nominate a Councillor independent (of cheque signing process) to review monthly bank reconciliations periodically**

**RESOLVED:** *To appoint Cllr G Cook as the independent member to review Council's bank reconciliations periodically*

- 10.4 To note that the Annual Investment Strategy for the year 2020/2021 was adopted at the Ordinary Meeting held 13/7/2020 – Min No 215.3**

Noted

- 10.5 To note that the Independent Remuneration Panel For Wales Annual Report was adopted at the Ordinary Meeting held 8/6/2020 – Min No 200**

Noted

- 10.6 To review the inventory of land and other assets**

Council considered the inventory of land and other assets circulated with the agenda. The Clerk clarified her request for Council to consider writing off the BT fax/answer machine, the noticeboard at Common-y-coed and the interpretation board at Mill Common and responded to Members' queries about the lawn mower and gardening tools which had been in storage for many years.

**RESOLVED:** *To write off the BT fax/answer machine, the noticeboard at Common-y-coed and the interpretation board at Mill Common and make enquires about the condition of the lawn mower and gardening tools.*

- 10.7 To note the review of Insurance cover arrangements in respect of all insured risks took place at the Emergency Committee Meeting 28/5/20 Min No 189.1 (ratified at OM 8/6/20 Min No. 195.5)**

**RESOLVED:** *To note the renewal of insurance cover for 2020/21 and check when the existing term is due to expire.*

- 10.8 To review Council's and/or staff subscriptions to other bodies**

**RESOLVED:** *To approve subscriptions/memberships to the following bodies as agreed at Finance Meeting 2019:*

- *One Voice Wales - £856*
- *Gwent Wildlife Trust - £36*
- *SLCC - approximately £299*
- *Clerks & Councils Direct – first copy free - £12 each per additional copy*

## **11 ANNUAL REPORT**

- 11.1 To receive and adopt Annual Report 2019/2020**

**RESOLVED:** *To receive and adopt Annual Report 2019/2020*

The Clerk advised that the Annual Report will be published on the Council’s website and Facebook page and hard copies will be made available around the Village as soon as the council office re-opens.

**12 MEETINGS**

**12.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.**

**RESOLVED:** *That Ordinary Meetings of the Council will be held at 7pm on the 2<sup>nd</sup> Monday of each month – Zoom links/venue to be confirmed*

*The Clerk updated Members in relation to Undy Church & Community Hall.*

**12.2 To confirm the date of the Next Ordinary Meeting**

- Monday 9<sup>th</sup> November 2020 – Ordinary Meeting, 7pm via Zoom

The meeting closed at 9.05pm

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Chair/Vice Chair

## Appendix A

# CHAIR'S REPORT FOR THE TERM OF OFFICE 2019/2020

I would like to thank Councillors for electing me and for their support over the past year. I would particularly like to thank the Vice Chair, Cllr Geoff Cook and Chair of Human Resources Committee, Cllr Sally Raggett for the assistance throughout the year.

I would also like to thank the Clerk, Mrs Beverly Cawley and the Admin Assistant, Mrs Alison Sandiford for all their hard work, support and dedication ensuring the administration for Magor and Undy Community Council is managed efficiently and effectively.

The village litter pickers undertake a never ending job of picking up litter. Thank you, you are out in all weathers to ensure that we have a better place in which to live.

We are all going to face challenging times due to the Coronavirus and the way in which we live our daily lives could well be changed. I am confident that residents will find ways to help and support the most vulnerable, develop new initiatives, and continue to work in partnership to meet the needs of the community. For this the whole community will be grateful ensuring Magor and Undy and the surrounding area will be a good place to live and work.

My first official event as Chair of Magor with Undy Community Council was attending the 'Gwent Living Levels Revealed' Launch held at the RSPB Newport Wetlands Centre. A bronze map and timeline of the Gwent Levels was revealed and demonstration stands included flint knapping, willow weaving and the Black Rock Lave Net Fishermen with items they had found in the sand and mud. The Roman Museum for Caerleon was also present with casts of ancient footprints found in the mud including coins and pottery.





During Spring 2019 local residents and businesses within Magor Square helped to supply, plant and water the flower pots in the Square and the Community Council was extremely grateful for their assistance. I assisted the volunteers in this task by weeding and topping up the planters.



Council was experiencing difficulties in securing a contractor to water the planters sited throughout the community until Willow Landscapes agreed to carry out the watering on Council's behalf.



On 14th June 2019 Magor Baptist Church organised and hosted a Community Leaders Lunch at the Church Hall. I had the pleasure of attending along with other Councillors, volunteer groups and organisations.

Jessica Morden MP was also in attendance and paid tribute to the fabulous event held for all those giving their time to help the community living in Magor and Undy.



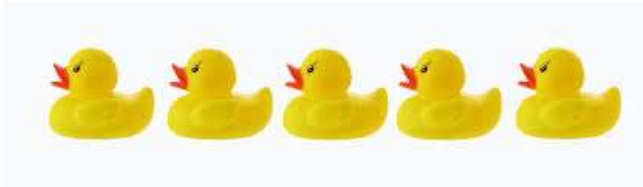
On 15<sup>th</sup> June 2019 the community came together in awful weather conditions to carry out a community litter pick of the villages. The event, arranged in conjunction with Keep Wales Tidy and County Councillors Lisa Dymock and Frances Taylor was supported by Community Councillors, Magor Scout and Guide groups and volunteers from the Community.



Refreshments provided by the Co-op, volunteers and Councillors including a selection of home-made cakes

On 23rd June 2019 Magor and Undy Community Hub [MUCH] held a fundraising Duck Race and Teddy Bears Picnic on the Three Field Site.

Despite the wet weather conditions, the event was enjoyed by all who attended.



### **VILLAGE IMPROVEMENTS**

Council supported my request to take forward the Village Improvements project as the focus for my civic year. As part of this project Council was looking to improve signage from the B4245 to specific areas of interest, including Magor Square. I attended a - meeting with the relevant officer from Monmouthshire County Council, the Clerk, Councillor Sally Raggett and Councillor Frances Taylor in her capacity as County Councillor to discuss signage for village. Unfortunately, progress has been slow in this matter and we are no further forward in obtaining new/additional signage for the villages. I do however understand that this issue is now being looked at in light of the Covid-19 lockdown being lifted to encourage residents to use the shops and business in the Square.

Another part of the project was to set up a Welcome to Magor and Undy Website to run side by side with the Community Council's website as an information portal for residents and tourists to the area. The website is currently under construction and will hopefully go live in the very near future.



On 13<sup>th</sup> July 2019 I attended the Gwent Wildlife Trust's first family festival at Magor Marsh Nature Reserve which celebrated the natural heritage of the Gwent Levels.

The event was held as part of the National Lottery Heritage funded Living Levels project to showcase and celebrate wonders of the Gwent Levels, Magor Marsh and its newest planned nature reserve at Bridewell Common.

Around 350 people attended the festival, which offered a host of entertainment and activities including: face painting, bug hunting, pond dipping, guided walks, coracle making, poetry, an archaeological dig and willow making throughout the day.



I was delighted to attend the Civic Service for the new Mayor of Monmouth which took place on the afternoon of Sunday 14th July 2019 at Priory Church Monmouth.





On Saturday 21<sup>st</sup> September 2019 I had the honour of hosting the re-dedication Service following renovation works to the War Memorial. Rev. Canon Jeremy Harris and Peter Wilson of the Royal British Legion led the service and I was accompanied by the Lord-Lieutenant of Gwent - Brigadier Robert Aitken CBE, Jessica Morden MP, dignitaries from local Communities and the Chair of Monmouthshire County Council, as well as



over 300 members of the public, Royal British Legion, local uniformed organisations, Caldicot Army Cadets and local Police Officers. Severn Tunnel Band led the singing, and Serenata Ladies Choir sang "Safe and Sound" and "Mansions of the Lord".

The War Memorial was built and first dedicated, at a Civic Service held in The Square on the same date in 1924 to pay tribute to those men from the local parishes who died on the battlefields of the First World War, or as a result of injuries incurred during those battles.

The Lord-Lieutenant laid a wreath of poppies followed by my bouquet of Rosemary and a wreath of poppies laid by Councillor Geoff Cook on behalf of surrounding communities

The newly commissioned commemorative bench was sited near to the War Memorial in time for the re-dedication service on 21<sup>st</sup> September 2019.



On Sunday 10<sup>th</sup> November 2019 the sun shone on the annual Remembrance Sunday Parade and Civic Service held in Magor Square.



And the 2 minutes' observation for Armistice Day held at 11am on 11<sup>th</sup> November.





The Council was proud to sponsor the purchase and installation of a defibrillator for Undy Church & Community Hall and was successful in obtaining grant funding from Caldicot & Chepstow Lions Club in association with British Heart Foundation.



Undy Church & Community Hall Chair, David Buckley and representatives from Chepstow & Caldicot Lions

Following installation Council invited any interested members of the community to attend one of its organised training events organised via Chepstow & Caldicot Lions.



In November I supported the Flower Shed at one of her Christmas Wreath Making Workshop for a wonderful evening of Christmas Craft and home-made sausage rolls!



The annual Open Air Carol Service took place on Friday 13<sup>th</sup> December in the Square and despite the weather conditions was well attended.



A highlight of the year was in January when I visited both Magor CiW and Undy Primary School Councils with residents (from the working group) Ms Catherine Baker and Mrs Danielle Cadden. I also visited Magor Brownies to consult with the children there regarding proposed additional play equipment for Sycamore play park. The proposals were well received. All of the children were excited at the prospect of additional play equipment in the play park and came up with some good ideas for future play projects.



Whilst it was hoped that the play equipment would be installed in the Spring of 2020 and all tenders being received in time for the proposed installation, due to the Coronavirus Outbreak this project remains outstanding. Council is following Welsh Government guidance in relation to the opening of play parks and it will be Council's top priority when the restrictions are removed.

The winners of the Best Christmas Shop Window competition in 2019 were Village Treats (1st), Flower Shed (2nd) and Magor Brownies (highly commended)



Councillor Sally Raggett and I presented a Trophy and Certificate to Village Treats



An Observance for Commonwealth Day 2020 was held at St Mary's Church, Magor on Monday 9th March 2020.

I was joined by members of the Community Council and Year 6 pupils from Magor CiW and Undy Primary Schools to celebrate this year's theme "Delivering A Common Future: Connecting, Innovating, Transforming"



## Going Forward

As we continue in these unprecedented times, the Council is still working to improve the area in which we live.

A list of on-going projects includes:

- Repairs to the Procurators House
- The completion of Sycamore Play Park
- The completion of the Multi Use Games Area and landscaping the surrounding area.
- New and improved signage
- Visit Magor and Undy website for the benefit of local visitors and new residents to the area.

I hope you enjoyed reading my annual report and I hope you all stay safe.

*Sally Bailey*

*Chair of Magor with Undy Community Council*

