

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 8th February 2021 at 7pm

COUNCILLORS: Cllr N Baicher (left 9.13pm), Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr C Hopkins (7.05, left 8.57pm), Cllr D James, Cllr P Kirkham, Cllr K Plow, Cllr S Raggett, Cllr F Taylor,

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford, Admin Assistant
Members of the public (6)
County Councillor Lisa Dymock

APOLOGIES: Cllr J Wilson, Cllr A Zagozda

Min
2020/21

81 Open Forum

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

- A resident who is also Clerk to Rogiet Community Council introduced and outlined the Caldicot Community Fridge project, set up to tackle food waste and offered further information should Members require it.
- County Councillor Lisa Dymock outlined concerns raised in relation to planning application DM/2021/0164 and requested Council refuse the planning application.
- Cllr C Hopkins entered the meeting during this item (7.05pm), apologised for being late and queried why she had not received hard copies of the meeting papers.
- A resident stated he believed his comments, in relation to planning application DM/2021/00164 were circulated via email earlier in the day and he had nothing further to add at this time.

82 Chair's Announcements

82.1 To receive apologies for absence from Councillors – see above

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

The Chair had attended the following remote meetings:

- Play Park Working Group
- Mon CC Members Workgroup meeting re: issues relating to active travel and the long awaited foot and cycleway along B4245 to Rogiet.

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

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

None

84 Minutes

84.1 To adopt the minutes of the Ordinary Meeting held remotely on 11th January 2021

Page 5: Min 78.1 'Standing Orders were suspended during this agenda item to allow the meeting to continue past 9pm' – Cllr F Taylor wished it be recorded that no specific reason was given for the suspension of standing orders.

RESOLVED: To approve the minutes of Ordinary Meeting held remotely on 11/01/21

- a) Chair to sign the minutes

Chair to sign the minutes in due course

84.2 To adopt the minutes of Emergency Committee Meeting held remotely on 12th January 2021

RESOLVED: *To approve the minutes of Emergency Committee meeting held remotely on 12/01/21*

a) Chair to sign the minutes

Chair to sign the minutes in due course

84.3 To adopt the minutes of the Extraordinary Meeting held remotely on 18th January 2021

Page 2, paragraph 4: Councillor F Taylor stated the Admin Assistant in her clarification was implying Standing Order 3(w) was read out at the Ordinary Meeting held 11/01/21 which was not the case and that she disputed "that it was read out to the meeting in full". The Chair noted Cllr Taylor's comment.

RESOLVED: *To approve the minutes of Extraordinary Meeting held remotely on 18/01/21*

a) Chair to sign the minutes

Chair to sign the minutes in due course

85 Finance

85.1 To confirm the Bank Reconciliation of the Councils Bank Accounts to 31st January 2021

RESOLVED: *To confirm the Bank Reconciliation of the Councils Bank Accounts to 31/01/21*

85.2 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Microshade Business Consultants	Off-site Cloud storage	94.90	18.98	£113.88
South Wales Sportsgrounds	Handrail supply & inst. at MUGA	855.00	171.00	£1,026.00
Merlin Waste	Dog bin maintenance January	468.00		£468.00
Sutcliffe Play South West	new play park equipment	44,856.00	8,971.20	£53,827.20
Auditing Solutions	interim internal audit	335.00	67.00	£402.00
Monmouthshire County council	lease - Tennis Court	5.00		£5.00
City Illuminations	Xmas Lights	5,000.00	1,000.00	£6,000.00
British Telecommunications	telephony	36.99	7.39	£44.38
One Voice Wales	training Nov 20	30.00		£30.00
One Voice Wales	training Dec 20	30.00		£30.00
Solutions In Technology	telephony	108.98	21.80	£130.78
Undy AFC	grant - litter bins	1,500.00		£1,500.00
Viking Direct	stationery	188.52	37.70	£226.22
Zoom GB	Monthly fee	14.39		£14.39
Microshade Business Solutions	Off-site cloud storage	94.90	18.98	£113.88
Chepstow Accountancy	salary admin	27.50		£27.50
Various	staff salaries	4,971.19		£4,971.19
Various	statutory deductions	2,973.88		£2,973.88
Barclays Bank	commission	15.35		£15.35
Vision ICT	web hosting & support	240.00	48.00	£288.00
UKDMO	PWB Loan repayment	5,415.68		£5,415.68
Merlin Waste	Dog bin maintenance February	468.00		£468.00
TOTAL INVOICES				£78,091.33

RECEIPTS

	Description	Gross
HMRC	vat refund	11,572.38
Tenant	allotment rent	12.00
Barclays Bank	Loyalty reward	2.34
Tenant	allotment rent	12.00
TOTAL RECEIPTS		£11,598.72

The Clerk advised remuneration payments had also been paid to those Councillors who had provided their bank details and that cheques were currently awaiting a second signature. A further payment is due in March and the Clerk urged Councillors to provide her with outstanding bank details in time for this payment.

RESOLVED: To approve list of payments

85.3 To note that the UK Government has announced the rise in the National Minimum Wage and National Living Wage from April 2021

Noted

85.4 To note that following Monmouthshire County Council consultation it was resolved that the Community Council Precepts will be paid by three equal instalments on the last working day in April, August and December in each year

Noted

85.5 To note Council Tax Base for Magor with Undy for 2021/22 has been calculated at £2,934 which equates to £94.55 per Band D property

Noted

86 Correspondence

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

Noted

Cllr G Cook took the chair for the following item:

**87 Planning Committee - View applications at <http://www.monmouthshire.gov.uk/planning>
To consider:**

87.1 DM/2020/01871 - Agricultural style building - Mead Farm, Land to the West of Llandeenny Road, Llandeenny (by 11/2/21)

RESOLVED: To note development is outside development boundary and to initially recommend application be declined due to lack of information

87.2 DM/2021/00042 - Rear two storey extension and side first floor extension over existing lean-to - 10 Millfield Park Undy (by 10/2/21)

RESOLVED: To approve, subject to neighbours' comments

87.3 DM/2020/01882 - Variation of condition no.2 of planning permission DM/2020/00234, to allow for a new point of access and reorientation of the 2 approved dwellings – Pathways Vinegar Hill Undy (NOW WITHDRAWN – REPLACED WITH DM/2021/00164)

Noted

87.4 DM/2021/00164 - Erection of 2, 4 bed dwellings and the formation of a new vehicular access of Pennyfarthing Lane - Pathways Vinegar Hill Undy (by 11/2/21)

During consideration of this item the Chair permitted a local residents and County Councillor Lisa Dymock to clarify certain points they made/raised during the Public Open Forum time.

RESOLVED: *To refuse on the following grounds:*

- To loss of Community Open Space Amenity Land,
- To the loss of a strip of biodiverse rich land to a roadway
- To whether Visibility Splays are sufficient onto Pennyfarthing Lane
- To increase in vehicular movement up and down Pennyfarthing Lane
- To the impact construction traffic will have on the whole of Pennyfarthing Lane, and in particular the Primary School
- To the close proximity of the access to the school and pelican crossing
- To safety of Undy Primary School pupils.
- To the drainage, in respect of run-off from the roadway

Cllr N Baicher declared an interest in this item as an Undy Primary School Governor

87.5 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

88 Consultations

88.1 Monmouthshire County Council Consultation: - Proposals to increase the number of Primary School places in Caldicot Town - closes 2nd March 2021

RESOLVED: *That Members submit any comments to the Clerk by 22/02/21 in order for a response to be collated and submitted*

89 Council Policies & Public Documents

89.1 To note that:

- i. **the Virtual Public Meetings Policy was adopted July 2020**

Noted

- ii. **Committee Terms of Reference approved at Annual Meeting, October 2020**

Noted

- iii. **Staff Recruitment and Retention Policy is being considered by Human Resources Committee**

Noted

89.2 To note:

- i. **That at the Policy Workshop, members discussed, considered and amended accordingly Council policies and documents on 18th January 2021**

Noted

- ii. **To receive notes**

Council received the notes of Policy Workshop 18/01/21. There were no comments.

89.2.1 The Workshop recommends that the following policy is no longer relevant.

i. Audio Recording of Meetings

RESOLVED: *To withdraw the Audio Recording of Meetings policy*

89.2.2 At the Policy Workshop members recommended that Council adopt the policies and documents (as per attached version)

- i. Code of Conduct
- ii. Complaints
- iii. Dignity at Work
- iv. Disciplinary and Grievance
- v. Lone Working (draft)
- vi. Equal Opportunities
- vii. Financial Regulations
- viii. Freedom of Information
- ix. General Privacy Notice
- x. Grant Application Form
- xi. Grant Funding Criteria and Guidance
- xii. Health & Safety
- xiii. Information Data Protection
- xiv. Local Resolution Protocol
- xv. Overtime Policy
- xvi. Press Media and Publicity
- xvii. Publication Scheme
- xviii. Safeguarding
- xix. Sickness
- xx. Social Media
- xxi. Standing Orders**
- xxii. Unacceptable Actions by Individuals

Ref xxi: The Clerk referred Members to their recommendation to add 1(s) to the Standing Orders. The Standing Order is tantamount to 'Any other Business' which should not form part of a Community Council agenda. The Clerk advised that the Standing Orders 6(a)(b)(c) and the Emergency Committee were mechanisms in place to accommodate urgent business and recommended that 1(s) is not added as this could leave Council open to challenge should it inadvertently make a decision under the item being discussed.

A member requested the basis and source of the Clerk's advice, which was confirmed as having been obtained from several sources. An excerpt from the 'Local Council Clerk's Guide' was read out to members.

RESOLVED: *To defer adoption of Council's policies to Ordinary Meeting 08/03/21 pending further clarification of the Clerk's advice and its source in relation to proposed Standing Order 1(s) and whether to accept it, and to give all Councillors a further opportunity to read the policies.*

89.3 To Note that Terms of Reference are required for Working Groups and will be drafted and presented to Council shortly.

Noted

90 Reports

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

A further update was provided in relation to the roundabout at Sycamore Play Park

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

90.2 To note a written explanation from the Clerk, as requested by Cllr F Taylor, as to why an un-tabled verbal motion could not be discussed at the 11th January 2021 Ordinary Meeting

Cllr Taylor stated she was perplexed by the explanation and requested the Clerk further clarify the Standing Orders quoted in the explanation. Cllr Taylor stated she was surprised there was no reference to SO 10(a)(xv) *to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements)* and that Standing Orders were open to interpretation.

The Chair requested if the Clerk was happy to provide further clarification on the suspension of Standing Orders to include SO 10(a)(xv)

90.3 To receive a report in respect of Play Park Working Group meeting held 28th January 2021 and agree any actions

RESOLVED: *To receive the report of the Play Park Working Group meeting 28/01/21 and accept the following recommendations:*

- a. That the Council resolve to complete the works at Sycamore Play Park by replacing all old carpet safety surfacing with new rubberised system, and link all units with a 2m wide rubberised system path, and that it replace the old swing unit and adventure trail with new.
 - i. That under Financial Regulation No 11.1.a.iv the Council use Sutcliffe Play to ensure continuity of materials used in respect of rubberised safety surfacing etc.
 - ii. That the remainder of the 2020-2021 Play Park New Equipment budget of £27,144 is used, and that unused Christmas Light budget and/or Car Park enhancement budget is vired to make up any difference.
- b. That the Council resolve to use Monmouthshire County Council to clean, rub down steel and repaint the Bo-Beep Multi Play unit at Sycamore Terrace, and clean the units and safety surfacing at Millfield Play Park.
 - i. That the 2020-2021 Play Equipment repair budget be used, and any shortfall be vired from the General Repair budget.
- c. That Council resolve that the 2021-2022 Play Park New Equipment budget of £20k be used exclusively for the Undy Play and Skate Parks

90.4 To receive a report in respect of MUGA Working Group meeting held 3rd February 2021 and agree any actions

Members were requested what type of facility they would like to replace the existing portakabin as the Working Group was looking at obtaining quotations for consideration by Council.

RESOLVED: *To receive the report of the MUGA Working Group meeting 03/02/21 and for the Working Group to obtain and consider quotations for a similar replacement facility to the existing portakabin in order to make recommendations to Council.*

Cllr S Raggett declared an interest in relation to Magor and Undy Community Hub

90.5 To receive reports from Councillors

i. Cllr K Plow – One Voice Wales Area Meeting

Council noted written report from Cllr Plow

ii. Cllr S Bailey – Mon CC Members Workshop on B4245

Council noted brief written report from Cllr Bailey and that a recording of the meeting is available from Mon CC

90.6 To note any feedback in relation to recent flooding

Cllr J Crook provided a verbal report and update following the recent flooding in Magor and Undy.

Cllr F Taylor in her capacity as County Councillor also updated the meeting from a Mon CC perspective and advised that she had requested the Head of Flood Risk facilitate a meeting for residents with Natural Resources Wales (NRW)/Network Rail (NR) and Mon CC. Cllr Taylor will confirm the date of the meeting to Cllrs J Crook and K Plow in the hope that they will attend and assist in encouraging affected residents to attend.

RESOLVED: *To add the issue of flooding in Magor and Undy as a rolling agenda item for Ordinary Meetings*

The Chair reiterated that copies of letters sent to NRW and Mon CC would be circulated to all Members as requested by Cllr Taylor under Min 84.1

91 Councillors Items of Business For Discussion

91.1 Cllr F Taylor - To consider an Action Sheet/Project Progress Chart (b/f OM 09/11/20 & 11/1/21)

Cllr F Taylor outlined her item of business, apologised again for not providing any samples prior to the meeting and requested she share the Action Sheet produced by MAGOR (Magor Action Group on Rail).

RESOLVED: *That the Clerk produce and implement an Action Sheet for a trial period to be circulated to Members as soon as practicably possible following Council meetings.*

91.2 Cllr S Raggett – Following a request from a resident (who lost a family member to Covid-19), that the Council consider participating in the “Covid-19 Families-Wales” commemoration of Covid-19 Lockdown Day (23rd March) when iconic buildings across Wales will be lit up in the colour yellow. And to consider a long term way of remembering those of the community who have lost family and friends to Covid-19.

Cllr Raggett outlined her item of business to light up the Procurators House, the War Memorial or liaise with Magor Ministry Area to light up St Mary’s Church, Magor in support of the ‘Covid-19 Families-Wales’ event on 23/03/21.

A discussion ensued and it was noted that the Procurators House would not be a feasible option to light up due to scheduled imminent repairs.

The Clerk advised she was awaiting a response from Mon CC regarding repairs to the existing lights contained within the War Memorial compound which had not been working for many years.

The Clerk was requested to contact City Illuminations to enquire if they could assist in this matter.

a) RESOLVED: *To delegate authority to the Clerk under Financial Regulation 4.1 to investigate and make every effort to support the 'Covid-19 Families – Wales' event by lighting up the War Memorial in Magor Square on 23rd March 2021. (LGA 1972 s.137) Proposed Cllr S Raggett, Seconded Cllr K Plow*

Council also discussed a proposal to consider something more permanent, perhaps in the form of a memorial bench, that could be suitably sited in a restful area, where daffodil bulbs (*yellow*) could also be planted, the National Flower of Wales that traditionally flowers in March, the month of the first lockdown. Correspondence received from Magor and Undy Community Hub (MUCH) requesting Council considers the Community Orchard as a suitable site was noted.

b) RESOLVED: *To agree in principle to the siting of a Covid-19 memorial bench and daffodils in a central location. (LGA 1972 s.137) Proposed Cllr S Raggett, Seconded Cllr K Plow*

c) RESOLVED: *To fund (a) and (b) above from the 'Emergency Funds Budget'*

Members were requested to contact the Clerk with suitable locations for a bench.

92 Future Meeting Content

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

- Flooding to be added as a rolling agenda item
- Amenity land at Pennyfarthing Lane – Cllr F Taylor

93 Meeting Dates

- 93.1 Planning Committee – Monday 22nd February 2021 at 7pm
93.2 Human Resources Committee – Monday 1st March 2021 at 7pm
93.3 Ordinary Meeting – Monday 8th March 2021 at 7pm

The meeting closed at 9.40pm

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Chair/Vice Chair