

MAGOR WITH UNDY COMMUNITY COUNCIL

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

- COUNCILLORS:** Cllr N Baicher (7.30pm), Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook (left 8pm), Cllr J Crook, 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 (4)
- APOLOGIES:** Cllr C Hopkins Cllr J Wilson, Cllr A Zagozda (late)

Min
2020/21

97

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

98

Chair's Announcements

The Chair advised the meeting that following a succession of meetings running over she would be closing this meeting at 9pm.

98.1

To receive apologies for absence from Councillors – See above

98.2

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

There were no updates

99

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

To receive any declarations of interest in items on the agenda

None

100

Minutes

100.1

To adopt the minutes of the Ordinary Meeting held remotely on 8th February 2021

RESOLVED: *To adopt the minutes of Ordinary Meeting held remotely on 08/02/21*

a) **Chair to sign the minutes**

Chair to sign the minutes in due course

100.2

To adopt the minutes of Planning Committee Meeting held remotely on 22nd February 2021

RESOLVED: *To adopt the minutes of Planning Committee Meeting held remotely on 22/02/21*

a) **Chair to sign the minutes**

Chair to sign the minutes in due course

100.3

To adopt the minutes of the Extraordinary Meeting held remotely on 22nd February 2021

RESOLVED: *To adopt the minutes of the Extraordinary Meeting held remotely on 22/02/21 subject to the following amendment:*

Page 2 Min 96.2: "Cllr D James stated for the purposes of the minutes I wish to express my concerns that Standing Orders and rules of debate had not been adhered to for the agenda discussion"

a) **Chair to sign the minutes**

Chair to sign the minutes in due course

100.4

To adopt the minutes, and any recommendations, of the Human Resources Committee Meeting held remotely on 1st March 2021

The Chair of HR Committee requested if the resolution for Min 16.3 was a statement or a

proposal as she had concerns that in the past Council was being asked to accept items without having had sight of the relevant papers.

A lengthy discussion ensued and the Clerk advised that Council could adopt the minutes as an accurate record and then consider whether or not to accept the recommendations. Cllr F Taylor requested on what basis the Clerk had sought her advice.

To move progress, it was proposed and seconded to invoke Standing Order 10 a (iii)

RESOLVED: *To defer the adoption of the minutes and the recommendations of Human Resources Committee meeting held 01/03/21 to OM 12/04/21 for consideration by Full Council.*

For the purposes of the minutes Cllr Taylor stated she was concerned that the Chair had permitted deferral of this item based on no rationale from the Clerk but because Members did not want to make a decision, which called in to question the need for committees. Cllr Taylor also stated she was highly disturbed that councillors who were not content with the decision in the meeting decided they were going to try and do democracy by the back door.

The Admin Assistant declared an interest in this item as Min 16.3 referred to her, despite Cllr F Taylor stating she did not need to declare an interest as she was not a councillor

a) Chair to sign the minutes

(Not applicable - Deferred to 12/4/21)

101 Finance

101.1 To confirm the Bank Reconciliation of the Councils Bank Accounts to 28th February 2021

RESOLVED: *To confirm the Bank Reconciliation of the Councils Bank Accounts to 28/02/21*

101.2 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Cllr N Baicher	Remuneration	37.50		£37.50
Cllr S Bailey	Remuneration	287.50		£287.50
Cllr M Bisi	Remuneration	37.50		£37.50
Cllr G Cook	Remuneration	162.50		£162.50
Cllr C Hopkins	Remuneration	37.50		£37.50
Cllr D James	Remuneration	37.50		£37.50
Cllr P Kirkham	Remuneration	37.50		£37.50
Cllr K Plow	Remuneration	37.50		£37.50
Cllr S Raggett	Remuneration	162.50		£162.50
Cllr F Taylor	Remuneration	37.50		£37.50
Cllr J Wilson	Remuneration	37.50		£37.50
Cllr A Zagozda	Remuneration	37.50		£37.50
Barclays Bank	Commission	13.70		£13.70
SLCC	Membership	317.00		£317.00
British Telecom	telephony	36.99	7.39	£44.38
Solutions IN Technology	telephony	108.98	21.80	£130.78
Monmouthshire County Council	lease - skate park	75.00		£75.00
Zoom GB	monthly fee	14.39		£14.39
Konica Minolta	photocopier rental	143.31	28.66	£171.97
Konica Minolta	photocopier - copy cost	0.32	0.06	£0.38
SSE SWALEC	electricity - floodlighting	100.37	5.01	£105.38

Chepstow Accountancy	salary admin	27.50		£27.50
Various	staff salaries	4,824.64		£4,824.64
Various	statutory deductions	2,959.08		£2,959.08
Hadyn Jones	gravel re g/m allotments	21.15	4.23	£25.38
Microshade Business Consultants	off-site cloud storage	94.90	18.98	£113.88
TOTAL INVOICES				£9,773.46

RECEIPTS

	Description	Gross
Jonathan Davies	allotment rent	12.00
Barclays Bank	Loyalty Reward	1.93
TOTAL RECEIPTS		£13.93

- 101.3 The Human Resources Committee recommended (7/12/20) that Council consider a bespoke uniform budget for the litter pickers/Village Wardens. Council did not make an allowance for this in the 2021/2022 budget. Council need to consider any actions now required**

Council considered quotations for bespoke uniforms for its staff.

RESOLVED: To vire funds from the Village Show budget in order to purchase bespoke uniforms for the staff at a cost of approximately £475

Cllr S Raggett wished it be recorded that Cllr Taylors' 'glib and obtuse' comments about Council accepting the recommendations of HR Committee following the discussion in Min 100.4 above were unacceptable and disrespectful.

- 101.4 To consider outstanding budget (£700) for the installation of a second wire on the War Memorial to hold wreaths, and agree any actions**

Council considered a quotation from Mossfords for the installation of additional wire around the War Memorial as previously agreed by Council. It was noted that the quotation was £20 over the outstanding budget.

RESOLVED: To accept quotation from Mossfords for £720 for the installation of additional wire around the War Memorial and to take the remaining £20 from Reserves (War Memorials [Local Authorities' Powers] Act s1; as extended by LGA 1948, s.133)

102 Correspondence

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:

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

103.1 To consider:

- 103.1.a DM/2019/01619** - Extension and alterations to parking areas – Magor Motorway Service Area

RESOLVED: To approve subject to satisfactory drainage plan (SUDS)

- 103.1.b DM/2021/00243** - Propose single storey side extension – 11 Lea Close, Undy

RESOLVED: To approve

- 103.1.c DM/2021/00266** – Addition of a new decking area to the rear garden with timber trellis/privacy screen and evergreen planting. Addition of two new timber outhouses – 65

Rockfield Grove, Undy

RESOLVED: To approve

- 103.1.d **DM/2021/00313** – single storey extension to front (south west) elevation – Ashfield, Vinegar Hill, Undy

RESOLVED: To approve

- 103.1.e **DM/2021/00293** - Retrospective planning consent for the change of use of former agricultural buildings to a B2 vehicle repair/restoration. Erection of security gates at the site entrance -

Great House Farm, The Elms to Bridgend Farm Lane, Undy

RESOLVED: To make no observations due to no information being available on Mon CC portal

- 103.2 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

Cllr G Cook left the meeting at this point

104 Consultations

- 104.1 Welsh Government:- Litter & Fly-tipping Prevention Plan for Wales <https://gov.wales/litter-and-fly-tipping-prevention-plan-wales> (by 22/04/21)

RESOLVED: That Members submit any comments to the Clerk by the end of March in order for a response to be collated and submitted.

- 104.2 **Monmouthshire County Council (RLDP) - Sustainable Settlement Appraisal (deferred 22/2/21)**

To review and confirm the accuracy of the data contained in the revised Sustainable Settlement Appraisal based upon 3 principles:

- Principle 1 – The level of sustainable transport and accessibility in and around settlements
- Principle 2 – The availability of local facilities and services in and around settlements
- Principle 3 – The level of employment opportunities in and around settlements

(by 5th March 2021)

Council discussed the data contained in the revised Sustainable Settlement Appraisal and noted the closing date for response.

RESOLVED: That Members submit their comments to the Clerk by 10/03/21 in order for a response to be collated and submitted to Mon CC as soon as possible

105 Council Policies & Public Documents

- 105.1 To note written evidence and provision of source details as requested by Cllr F Taylor, [of the advice given by the Clerk at the Ordinary Meeting (8/2/21) in respect of proposed new standing order 1.s] before Councillors consider whether to accept the Clerk's advice

RESOLVED: To accept the clerk's recommendation not to include the proposed new standing order 1.s

- 105.2 **At the Policy Workshop (18/1/21) members recommended that Council adopt the policies and documents (as per attached version) (deferred from 8/2/21)**

- 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//

RESOLVED: *To adopt the above policies as circulated (with the exception of xxi, whereby proposed new standing order 1.s is to be excluded)*

106 Flooding

106.1 To Note a written report from Cllr John Crook in respect of flooding issues in the area, and agree any actions required

Council commended Cllr Crook's report in respect of flooding issues in the area

106.2 To note any responses from Natural Resources Wales and Monmouthshire County Council Flood Risk Manager in respect of letters of concerns sent following the January Ordinary Meeting

Council noted a response from Monmouthshire County Council Senior Engineer (Flood Risk) acknowledging Council's concerns and advising a public meeting is being arranged in this matter.

106.3 To accept any further issues with flooding, and agree any actions required.

There are currently no further issues with flooding

107 Census – 21st March 2021

To note, and receive Councillors Handbook in respect of the 2021 Census (forwarded)

Council noted and received the Councillors Handbook explaining what the census is all about, why it matters and how it can help spread the word in the council and community

108 Village Improvements

108.1 To consider how to proceed with the summer planting in and around the villages

Council considered how to proceed with summer planting in and around the villages and acknowledged the difficulties in watering the numerous planters over the past few years.

RESOLVED: *To go out to tender for the supply, planting and watering of Summer planting*

108.2 To note information from Monmouthshire County Council regarding proposals for 20MPH zones across Severnside (including Magor & Undy)

Noted

109 Reports

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

The Clerk provided an update in relation to lighting up the War Memorial on 23/03/21 stating

information on battery operated lighting as suggested by County Councillor Lisa Dymock at the Extraordinary meeting held 22/02/21 and the outcome of Cllr F Taylor liaising with the Golden Lion had not been forthcoming.

A further update was provided to Council on commencement of works to the Procurators House and dates for staff training.

RESOLVED:

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

b) *To reaffirm Council's decision to delegate 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)*

109.2 To note a further, expanded 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 and to why no reference was made to Standing Order 10 (a)(xv)

Noted

109.3 To receive any reports from Council representatives on outside bodies and agree any actions

i. Living Levels Focus Group Workshop – Cllr J Crook

Council noted written report from Cllr Crook

ii. OVW Larger Councils – Cllr K Plow

Council noted written report from Cllr Plow

iii. Any other reports

There were no other reports

109.4 To receive report on the MUGA Working Group meeting held 3rd March 2021

Cllr S Raggett outlined the written report of the MUGA Working Group meeting 03/03/21 and advised of a proposed change from 3 days to 7 days' cancellation period from the hirer.

RESOLVED: *To accept the recommendations of the MUGA Working Group:*

a) *To pursue the purchase of a replacement portakabin rather than hire*

b) *To accept the amendments to the MUGA Booking Conditions*

c) *To accept the draft Hire Agreement for Regular Users*

d) *To agree block bookings are permitted up to a maximum of 3 months at a time with the onus on the group to re-book*

e) *Seven days' notice of cancellation required by the Hirer*

On approach to 9pm the Chair advised she was closing the meeting as stated in Min 98 above and confirmed future meeting dates:

110 Meeting Dates

110.1 Planning Committee – Monday 22nd March 2021 at 7pm

110.2 Ordinary Meeting – Monday 12th April 2021 at 7pm

110.3 Planning Committee – Monday 26th April 2021 at 7pm

110.4 Annual Meeting – Thursday 6th May 2021 at 7pm

110.5 Ordinary Meeting – Monday 10th May 2021 at 7pm

RESOLVED: *To close the meeting and defer the following agenda items to Ordinary Meeting 12/04/21:*

14 Independent Remuneration Panel for Wales: Annual Report 2021 to 2022

14.1 To receive the IRPW Annual Report 2021 to 2022 (*refers Town & Community Councils: pages 40–47, 48, 54 & 55*)

<https://gov.wales/independent-remuneration-panel-wales-annual-report-2021-2022>

- 14.2 To note a Council resolution is required to adopt (or not) non-mandatory determinations 43,45,46,47,48,49 (see table 9 – pages 45 & 46 of IRPW Annual Report 2021-2022)
- 14.3 To consider item 13.36 of the IRPW Annual Report 2020-2021:
 - a. To resolve when the payment is actually to be made to the member (determinations 42,43,48,49).
 - b. To resolve how many payments, the total amount payable is broken down into;
 - c. To resolve whether and how to recover any payments made to a member who leaves their role during the financial year

15 Councillors Items of Business For Discussion

Motion: Cllr F Taylor -

“That this council agree to take such action as is necessary to secure and protect the land adjacent to Undy School on Penny-farthing Lane as a managed wild space for public use in perpetuity”

16 Future Meeting Content

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

The meeting closed at 9.01pm

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Chair/Vice Chair