

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held
remotely on Monday 10^h May 2021 at 7pm

COUNCILLORS: Cllr N Baicher Cllr S Bailey Cllr M Bisi, Cllr G Cook (Chair),
Cllr J Crook, Cllr D James, Cllr P Kirkham, Cllr K Plow,
Cllr S Raggett, Cllr J Wilson,

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllrs C Hopkins, F Taylor, A Zagozda,

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

There were no members of the public present.

12 Chair's Announcements

12.1 To receive apologies for absence from Councillors

Apologies received as noted above

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

Chair confirmed he had been in conversation with Brownies regarding seed bombing planters

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

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

Cllr Bisi – Item 18.1 – children at Magor CiW Primary School

Cllrs Bailey & James – Item 18.1 – signatories of the deed between Council and Mon CC.

14 Minutes

14.1 To adopt the minutes of the Ordinary Meeting held remotely on 26th April 2021

Resolved: To approve the minutes of the Ordinary Meeting held remotely on 26th April 2021

14.1.a Chair to sign the minutes

Chair to sign the minutes in due course

14.2 To adopt the minutes of Annual Meeting held remotely on 6th May 2021

Resolved: To approve the minutes of the Annual Meeting held remotely on 6th May 2021

14.2.a Chair to sign the minutes

Chair to sign the minutes in due course

15 Finance

15.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 30th April 2021

Resolved: To confirm the Bank Reconciliation of the Council's Bank Accounts to 30/4/21

15.2 To approve list of payments (see appendix 1)

Resolved: To approve the list of payments and receipts as provided

16 Correspondence

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

Noted.

- 17 Planning Committee - View applications at <http://www.monmouthshire.gov.uk/planning>**
- 17.1 To consider:**
- 17.1.a DM/2021/00623: first floor extension over an existing single storey section of building to the side and rear of the main house, the construction of a pitched roof to replace the existing flat roof over the side entrance and lean-to, plus internal alterations – Hillcrest, Grange Road, Undy.**
Resolved: *To recommend approval of Planning Application DM/2021/00623 – no comment*
- 17.1.b DM/2021/727: Modification of condition relating to DM/2019/00951; Condition 2: The development shall be carried out in accordance with the list of approved plans. Approved planning drawings not in compliance with the Section 278 Highways agreement. – Land South East of Tesco Distribution, Bareland Street, Llandeenny**
Resolved: *To recommend approval of Planning Application DM/2021/00727 – subject to full consultation with, and approval of proposal by Natural Resources Wales, taking note that this proposal is within the Gwent Levels Redwick & Llandeenny SSSI area.*
- 17.2 To note Mon CC weekly new and decided planning lists**
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>
Noted.
- 18 Magor Church In Wales School and Sycamore Playing Field**
- 18.1 To receive a letter from Magor CiW School Governors in respect of the Sycamore Playing Field and the current deed signed and in place between the Community Council and Monmouthshire County Council, and agree any actions.**
Members acknowledged that Cllrs Bailey and James had signed the original deed and had an interest to that extent only. The letter received from Magor CiW School Governors was discussed and Members wished to keep an open dialogue with the School regarding the issues which could take some time to resolve.
Resolved: *To set up a working group, initially comprising of Cllrs Bailey, Bisi, James & Plow, with the addition of School Governors, Parents and Residents at a future date. Cllr Bailey to lead on the Working Group.*
Resolved: *That the Clerk would circulate some dates for the first meeting when the working group would draw up some Terms of Reference and look at the possible first steps towards addressing the issues.*
- 19 Village Improvements**
- 19.1 To consider and give feedback on sample sketches for the Village Maps, as produced by Platform One, prior to them moving on to the next design stage.**
Members considered the draft maps provided, and identified several issues mostly relating to place names. Members also considered adding facilities such as play parks, but the consensus was to keep the map ‘historical’ and ‘places of interest’ based.
Resolved: *That Council ask the graphic designer to incorporate both Magor and Undy villages onto one map. Thereby producing the same map for installation in Magor Square and on Undy Pound.*
- 20 Policy**
- 20.1 To note the decision to look at re-introducing a ‘audio recording of meetings’ policy, and that this may need to be dealt with under Standing Order Number 7.a as a decision to remove the policy was made in February 2021.**

Members noted that the 'audio recording of meetings' policy had been withdrawn at the February Council Meeting.

Resolved: *That the Council's 'Virtual Public Meetings Protocol' be amended to state that: 'For the purpose of taking minutes, meetings may or can be recorded. If the meeting is to be recorded, prior to the start the Chairman will advise all present. Exempt and confidential Agenda Items will not be recorded. The recording will be deleted immediately following the completion of the minutes by the Clerk.'*

21 Consultations

21.1 British Telecom: proposals to remove 3no payphones within Monmouthshire (ends 14th July 2021)

Members noted the positioning of the payphones. But had no comments or thoughts regarding their proposed removal.

22 Flooding

22.1 To receive any reports in respect of flooding issues in the area, and agree any actions required.

Cllr Crook confirmed that he was expecting feedback from agencies by 12th May 2021 and would feedback to the next Full Council Meeting.

23 Reports

23.1.a To receive the Clerk's written Report and any verbal update in respect of on-going issues and agree any actions

Members noted the report and two items that required action.

Resolved: *That the clerk source a new gate for the Sycamore Allotment site*

Resolved: *That the non-native trees/shrubs planted by someone at the Common-y-coed Plantation be removed, and that an appropriate statement be posted on the Council's web and Facebook pages.*

Cllr James queried play equipment on the Undy Allotment site. This would be looked at by the Allotment working group.

23.1.b To note actions taken in respect of 'Operation Forth Bridge' (b/fwd. 26/4/21)

Noted.

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

a. Cllr Plow – One Voice Wales

b. Cllr Bailey – In-Bev Brewery meeting

c. Cllr Bailey – Allotment visit

d. Cllr Bailey – Meeting with Chair of Governors Magor CiW Primary School

e. Cllr Baicher - gave a verbal report stating that Undy Primary School Governors were hopeful to return to face-to face meetings in June 2021.

23.3 To receive a copy of the on-going action plan and note the current status

Noted

24 Future Meeting Content

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

Cllr Plow requested that Council consider what action needs to be taken in respect of old,

dirty and illegible road signs.

25 Meeting Dates *(all Virtual via Zoom)*

25.1 **Planning Committee – Monday 24th May 2021 at 7pm**

25.3 **Ordinary Meeting – Monday 14th June 2021 at 7pm**

25.4 **Human Resources Committee – Wednesday 19th May 2021 at 11am**

Cllr Wilson extended her apologies for this meeting.

MEETING CLOSED AT 20.07pm

Signed: _____
Chair to the Council

APPENDIX 1 follows:

| Receipts | | | Nominal Ledger Analysis | | | | |
|------------------------|--------------------|-----------------|-------------------------|-------|------------|------------|------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 12,442.44 | | | | 12,442.44 | |
| FP000001 | Banked: 06/04/2021 | 5.00 | | | | | |
| FP000001 | E Whitmore | 5.00 | | | 1300 170 | 5.00 | MUGA fees |
| COM000002 | Banked: 07/04/2021 | 2.06 | | | | | |
| COM000002 | Barclays Bank | 2.06 | | | 1090 100 | 2.06 | Loyalty Reward |
| FP000003 | Banked: 08/04/2021 | 5.00 | | | | | |
| FP000003 | G Worgan | 5.00 | | | 1300 170 | 5.00 | MUGA fees |
| FP000004 | Banked: 09/04/2021 | 24.00 | | | | | |
| FP000004 | John Adams | 24.00 | | | 1200 120 | 24.00 | Allotment Rent |
| FP000006 | Banked: 13/04/2021 | 32.50 | | | | | |
| FP000006 | Kari Davies Tennis | 32.50 | | | 1300 170 | 32.50 | MUGA Fees |
| | Banked: 13/04/2021 | 12,000.00 | | | | | |
| TFR000005 | General/Reserve | 12,000.00 | | | 210 | 12,000.00 | BPA1 to CA Internal Transfer |
| fp000029 | Banked: 19/04/2021 | 35.00 | | | | | |
| fp000029 | N Bartlett | 35.00 | | | 1300 170 | 35.00 | MUGA Fees |
| | Banked: 29/04/2021 | 10,000.00 | | | | | |
| TFR000007 | General/Reserve | 10,000.00 | | | 210 | 10,000.00 | BPA1 to CA Internal Transfer |
| BACS000028 | Banked: 30/04/2021 | 92,466.00 | | | | | |
| BACS000028 | Mon CC | 92,466.00 | | | 1076 100 | 92,466.00 | Precept#1 |
| Total Receipts | | 114,569.56 | 0.00 | 0.00 | | 114,569.56 | |
| Cashbook Totals | | 127,012.00 | 0.00 | 0.00 | | 127,012.00 | |

Current Bank A/c

| Payments | | | | Nominal Ledger Analysis | | | | | |
|----------------------------|--------------------------------|------------|--------------|-------------------------|--------|------|----------|------------|------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 06/04/2021 | Zoom Video Communications | DD000026 | 14.39 | | | | 4190 110 | 14.39 | monthly fee on-line platform |
| 07/04/2021 | Barclays Bank | COM000025 | 14.21 | | | | 4100 110 | 14.21 | Barclays Bank |
| 12/04/2021 | British Telecom | DD000024 | 44.38 | | 7.39 | 4170 | 110 | 36.99 | Telephony |
| 13/04/2021 | Morgan Horowskyj Architects Lt | BACS000022 | 2,194.50 | | 365.75 | 4480 | 150 | 1,828.75 | QS Management Proc House |
| | | | | | | | 326 0 | -1,828.75 | QS Management Proc House |
| | | | | | | | 6000 150 | 1,828.75 | QS Management Proc House |
| 13/04/2021 | Marsh & Co Tredegar | BACS000023 | 9,925.87 | | | | 4480 150 | 9,925.87 | Procurator House repairs |
| | | | | | | | 326 0 | -9,925.87 | Procurator House repairs |
| | | | | | | | 6000 150 | 9,925.87 | Procurator House repairs |
| 15/04/2021 | Mon CC | DD000030 | 642.00 | | | | 4240 170 | 642.00 | National Non Domestic Rates |
| 23/04/2021 | Solutions in Technology | DD000020 | 130.78 | | 21.80 | 4170 | 110 | 108.98 | Telephony |
| 23/04/2021 | UK Safety Store | DRCRD00021 | 84.92 | | 14.15 | 4300 | 150 | 70.77 | No Dog Signs for parks |
| 29/04/2021 | M S Group Ltd | BACS000008 | 864.00 | | 144.00 | 4480 | 150 | 720.00 | War Memorial wreath wires |
| 29/04/2021 | Vision ICT Ltd | BACS000009 | 126.00 | | 21.00 | 4180 | 110 | 105.00 | Vision ICT Ltd |
| 29/04/2021 | Gwent Wildlife Trust | BACS000010 | 36.00 | | | 4130 | 110 | 36.00 | Membership |
| 29/04/2021 | One Voice Wales | BACS000011 | 885.00 | | | 4130 | 110 | 885.00 | Membership |
| 29/04/2021 | Microshade Bus Consultants Ltd | BACS000012 | 65.34 | | 10.89 | 4190 | 110 | 54.45 | off-site clouds storage |
| 29/04/2021 | Viking Direct | BACS000013 | 37.72 | | 6.29 | 4150 | 110 | 31.43 | Stationery |
| 29/04/2021 | Torfaen CBC | BACS000027 | 5,000.00 | | | | 4040 110 | 5,000.00 | Pension - secondary payment |
| 29/04/2021 | Torfaen CBC | BACS000026 | 1,203.01 | | | | 4040 110 | 1,203.01 | Pensions |
| 29/04/2021 | HMRC | BACS000014 | 1,386.26 | | | | 4030 110 | 1,386.26 | Statutory Payments |
| 29/04/2021 | Salaries | BACS000015 | 4,364.83 | | | | 4000 110 | 4,364.83 | Salaries |
| 29/04/2021 | Merlin Waste | BACS000016 | 480.00 | | | | 4460 150 | 480.00 | Dog Bin Maintenance |
| 29/04/2021 | Chepstow Accountancy | BACS000017 | 27.50 | | | | 4115 110 | 27.50 | Salary Admin |
| 29/04/2021 | Chepstow Accountancy | BACS000018 | 75.00 | | | | 4115 110 | 75.00 | Salary Admin EOY |
| 29/04/2021 | SLCC Enterprises Ltd | DRCRD00019 | 54.00 | | 9.00 | 4080 | 110 | 45.00 | Conference Fees |
| Total Payments | | | 27,655.71 | 0.00 | 600.27 | | | 27,055.44 | |
| Balance Carried Fwd | | | 99,356.29 | | | | | | |
| Cashbook Totals | | | 127,012.00 | 0.00 | 600.27 | | | 126,411.73 | |