

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held
remotely on Monday 12th July 2021 at 6pm

COUNCILLORS: Cllr N Baicher, Cllr S Bailey, Cllr G Cook (Chair),
Cllr J Crook, Cllr C Hopkins, Cllr D James, Cllr P Kirkham,
Cllr K Plow, Cllr S Raggett, Cllr F Taylor (*arrived 6.04pm*),
Cllr J Wilson (*arrived 7.18pm*), Cllr A Zagozda (*arrived
7.19pm*),

IN ATTENDANCE: Beverly Cawley – Clerk,
C. Cllr Lisa Dymock (*arrived 7.01pm*)
Members of the Public (6) - (*left at various times*)

APOLOGIES: Cllr M Bisi,

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

Members of Public and Councillors advised that the meeting was being recorded

A member of the public addressed Council, on behalf of several residents in respect of Planning Application DM/2021/00528 – Hollybush, Vinegar Hill, stating that amendments to the original application did not change any of their concerns in respect of the impact the development would have on dwellings on Hunters Ridge and access onto Vinegar Hill, and that some comments had not been loaded on to the Mon CC Planning Portal.

Cllr Plow addressed Council as a member of the public, concerned with the lack of support to residents from Monmouthshire County Council in respect of pest control, in particular rats, and his belief that the increase in the rat population was due to lack of maintenance by Mon CC.

55 Chair's Announcements

55.1 To receive apologies for absence from Councillors

Apologies received as noted above
Cllrs Zagozda and Wilson would arrive late.

55.2 Chair proposed to bring forward agenda items 7 (planning) and 13 (Councillor's Motion) before dealing with the remainder of the agenda

Resolved: To invoke Standing Order 10.a.vi - bringing forward agenda items 7 & 13 before moving on to other agenda items.

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

56.1 Members concurred that most had experienced problems accessing the Mon CC Planning Portal, and as such were not able to access all plans and supporting documentation. Cllr Cook would take up the problems encountered with Monmouthshire County Council's Head of Planning Craig O'Connor.

To consider:

- 56.1.a **DM/2021/00445: Single garage at the front of property - 6 Landau Close, Undy**
Members noted amendment to plans, and that their concerns remained.
Resolved: *To recommend refusal for Planning Application DM/2021/00445 on grounds of already allocated parking, proposal is out of character/not in keeping with other properties in the area, adverse effect on neighbouring properties*
- 56.1.b **DM/2021/01000: Discharge of Condition: Discharge of condition 4, 5, 9, 11, 12, 14 and 15 relating to application DM/2020/00234 – Pathways, Vinegar Hill, Undy**
Resolved: *To request an extension, as members had not been able to access details of the conditions via the Mon CC Planning Portal.*
- 56.1.c **DM/2021/00528: Re-consultation: Proposed residential development of 4no. detached dwellings with private on-site parking. Altered existing access to provide new access road with turning area on site - Holly Bush, Vinegar Hill, Undy**
Resolved: *To recommend refusal for Planning Application DM/2021/00528 with concerns remaining the same as per previous consultation namely; highways, scale layout design and appearance, visual, biodiversity, drainage, and archaeology.*
- 56.1.d **DM/2021/01001: Extension to the existing yeast propagation building alongside associated works. An additional 266 sq. m of floor space, same height as existing and finished with Vandyke Brown sheets to match the existing - Magor Brewery, Newport Road, Magor**
Resolved: *To recommend approval of planning application DM/2021/01001*
- 56.1.e **DM/2021/00616: Refurbishment of an existing dwelling house and conversion of derelict outbuildings to residential use - Mead Farm, Llandeenny Road**
Members noted that this appeared to be Mead House, Llandeenny Road, and not Mead Farm.
Resolved: *To request an extension, as members had not been able to access details via the Mon CC Planning Portal.*
- 56.1.f **DM/2021/01057: Change of use from A1 shop to an A3 use for a coffee shop called Latte Art where local artist can display and sell their Art work. No external building work needed - Mayfair Stores, Main Road, Undy**
Resolved: *To request an extension, as members had not been able to access details via the Mon CC Planning Portal.*
- 56.1.g **DM/2021/01083: Demolish existing bungalow. Proposed new detached dwelling, detached garage and associated works – Kenways, Newport Road, Magor**
Resolved: *To recommend approval of planning application DM/2021/01083*
- 56.2 **Notice of proposal to install: Puffin Crossing, B4245, Undy**
Cllr Raggett declared a personal interest as a member of the MUCH group
Members noted the proposed position of the Puffin Crossing on B4245 (which was a condition of the Community Hub planning application), and noted that there were already several crossings in close proximity.
Resolved: *To recommend approval of the Puffin Crossing on the B4245 Undy.*

- 56.3 **To note Mon CC weekly new and decided planning lists**
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>
 Noted.
- 57 **Members Items of Business (subject to receipt of background papers)**
C. Cllr Lisa Dymock joined meeting at 7.01pm
- 57.1 **Motion (Cllr Hopkins): That this Council agree in principle to take the lease of 5 Years on the Hayloft (formerly Magor Printing Company) in Magor Square from 1st September 2021**
 A member was concerned that as yet a business case was not available, and felt a final decision could not be made until the business case was completed. A member questioned the welfare facilities available and would like to view the site before making a decision. A member pointed out that if a business case did not support the proposal, then Council did not need to proceed. The Chair asked the Clerk for her thoughts on moving the office to Magor Square. The clerk reiterated that a 'HMT Five Case Model' business case would need to be undertaken before proceeding, that there would be other costs in addition to those mentioned in the background paper, and that Council would need to ensure that staffing levels were sufficient to deal with the number of residents that members were anticipating would call in to the office. A member told the clerk that her comments were not appropriate at present, and Council were only concerned with the strategic decision in line with the proposal and not operational matters. The Chair took a named vote: In favour (8) Cllrs Cook, Crook, Baicher, James, Plow, Kirkham, Hopkins & Taylor – Those against (2) Cllrs Bailey & Raggett
Resolved: *That this Council agree in principle to take the lease of 5 Years on the Hayloft (formerly Magor Printing Company) in Magor Square from 1st September 2021*
- 58 **Chair's Announcements**
- 58.1 **To receive any update and feedback from the Chair on remote meetings**
 Chair advised that he had attended a meeting with Monmouthshire County Council, the Vice Chair Cllr Crook and C. Cllr Taylor in Magor Square and a written report would follow.
Cllr Taylor left meeting at approx. 7.10pm
- 59 **Declarations of interest in items on the agenda – Forms to be completed**
- 59.1 **To receive any declarations of interest in items on the agenda**
- i. Cllr Raggett: Planning -Puffin Crossing – as a member of the MUCH Group
 - ii. Cllr Raggett: Finance – Community Grant Application – Magor Amateur Dramatic Society – as a member of the group.
 - iii. Cllr James: Minutes - WAO draft consideration report – as a major contributor
 - iv. Cllr Kirkham: Crafty Together Yarn Bombing, as a member of the group.
- 60 **Minutes**
- 60.1 **To adopt the minutes of the Ordinary Meeting held remotely on 14th June 2021**
 A member queried the accuracy of minute number 30 and wished it be amended to reflect that in Cllr Taylors's email dated 14th June 2021 18.53pm she had requested a 'copy of correspondence between the office, members and the internal auditor on the matter'. The clerk advised that reference was made to the email (which she did not see until the 15th June), but that no mention or reference was made at the meeting of copy correspondence.

(This point/fact not being picked up by the clerk until the email was read the following day.)

Resolved: *To adopt the minutes of the Ordinary Meeting 14th June 2021, subject to an amendment to minute number 30, which should now include: 'Cllr Taylor requested a copy of correspondence between the office, members and the internal auditor on the matter'.*

The clerk wished it recorded that she did not concur with this amendment to her minutes, as copy correspondence was not discussed.

60.1.a **Chair to sign the minutes**

Chair to sign minutes in due course

Cllrs Wilson (7.18pm) & Zagozda (7.19pm) joined the meeting

60.2 **To adopt the minutes of the Human Resources Committee Meeting held remotely on 14th June 2021**

Resolved: *To approve the minutes of the Human Resources Committee Meeting held on 14th June 2021*

60.2.a **Chair to sign the minutes**

Chair to sign minutes in due course

60.3 **To adopt the minutes of the Extra-Ordinary Meeting held remotely on 28th June 2021**

A member questioned the accuracy of minute number 48.1 in respect of circulating a non-redacted document.

Cllr James declared a personal interest in the WAO draft report as a major contributor

The Clerk asked members what was wrong with her minutes.

A member felt there was nothing wrong with the minutes other than another element to the discussions regarding the circulation of the response to WAO. The member asked that a question be recorded: 'why wasn't advice sought a year ago regarding the redaction or non-redaction of member's responses to WAO?'

Resolved: *To adopt the minutes of the Extra-Ordinary Meeting held on 28th June 2021*

60.3.a **Chair to sign the minutes**

Chair to sign minutes in due course

61 Finance

61.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 30th June 2021 (appendices)**

Resolved: *To confirm the Bank Reconciliation of the Council's Bank Accounts to 30/06/21*

61.2 **To note list of amounts paid and banked during June 2021 (appendices)**

Resolved: *To note the list of payments and receipts as provided to end June 2021*

61.3 **To note Valuation and Interim Certificate No 5, from Colin Lang QS in respect of the Retention figure for the refurbishment of the MUGA Courts**

Noted.

- 61.3.a **To note payment of corresponding invoice to South Wales Sportsgrounds Contractors Ltd for the sum of £3180.26 [(under Financial Regulations 5.5.a) (under Local Govt (Misc) Provisions Act 1976 s.19 (b))]**
Noted
- 61.4 **To receive a Community Grant Application from Magor Amateur Dramatic Society for the sum of £700 for pop-up banners as a substitute for scenery.**
CLlr Raggett declared a pecuniary interest and temporarily left the meeting during discussions.
 Members considered the application and details of funds already held by the society, as provided.
***Resolved:** To make a contribution of £350 from the Community Grant Fund to Magor Amateur Dramatic Society towards the purchase of pop-up banners as a substitute for scenery. (under LGA 1972 s.145)*
- 62 Correspondence**
- 62.1 **To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions**
Noted.
- 63 Dog Bins**
- 63.1 **To receive feedback on the recent problems encountered with emptying the 30 dog waste bins, and any feedback from the Mon CC ‘Give Dog Fouling the Red Card’ working group meeting.**
 The Clerk referred members to the Facebook posts made since the last meeting, and advised members of the verbal abuse received by her, and the contractor from members of the public in respect of dog waste bins. The contractor appeared to have resolved his issues, following the increase in costs to the Council, and no further complaints had been forthcoming from members of the public.
 Cllr Crook advised that he had attended a meeting of the Monmouthshire County Council ‘Give Dog Fouling the Red Card’ group to discuss the problems encountered across the whole of Monmouthshire with the contractor Merlin Waste and referred members to the next agenda item.
- 63.2 **To consider briefing note and options from Mon CC as a result of the ‘Give Dog Fouling the Red Card’ (GDFRC) working group meeting.**
 Members considered the 5 options presented by the Give Dog Fouling the Red Card working group. Members considered options 1 and 3 were feasible at present with option 5 as a last resort. The clerk would feedback Council’s decision to the working group.
***Resolved:** To go with option 1 at present: ‘Continue same arrangement with Merlin Waste @ £6.25 per empty - per bin, with no guarantee that service costs will not be increased’.*
- 64 Policies**
- 64.1 **To confirm and adopt amendments to the draft “Terms of Reference for Working Groups**

(Specific)" as per ExOM 28/6/21 minute No. number 51.3

Resolved: *To adopt the amendments to the draft 'Terms of Reference for Working Groups (Specific)*

65 Crafty Together

65.1 To receive a request from 'Crafty Together' to yarn-bomb Magor Square for the Summer from 9th August 2021

CLlr Kirkham declared a personal interest as a member of Crafty Together.

Members were all impressed with previous yarn-bombing.

Resolved: *To agree to support 'Crafty Together' proposal to yarn-bomb Magor Square for the Summer months.*

66 Consultations

66.1 **Welsh Government: Consultation on Qualifications of Clerks in Wales Regulations (by 24th September 2021)** <https://gov.wales/community-council-clerk-qualifications-regulations>

Resolved: *That Councillors forward any comments/observations to the Clerk, for collation, no later than 31/8/21*

66.2 **Monmouthshire County Council: Active Travel Consultation (by 31st August 2021)**

<https://mccactivetravelconsultation.commonplace.is/>

The Chair encouraged members to respond in their capacity as a resident.

Resolved: *That Councillors forward any comments/observations to the Clerk, for collation, no later than 16/8/21*

66.3 **Monmouthshire County Council: Replacement Local Development Plan 2018-2033 Preferred Strategy Consultation and Second Call for Candidate Sites (by 31 August 2021)**

<https://www.monmouthshire.gov.uk/planning-policy/plan-preparation/preferred-strategy/>

The Chair encouraged members to respond in their capacity as a resident.

Resolved: *That Councillors forward any comments/observations to the Clerk, for collation, no later than 16/8/21*

67 Reports

67.1 Clerk

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

Noted.

67.2 Councillors

67.2.a **Flooding: To receive any written reports in respect of flooding issues in the area, and agree any actions required.**

CLlr Crook advised that meetings and negotiations were still on-going, but there was no specific update at present.

67.2.b **Village Assessment: To receive any written reports in respect of the Village assessment and monitoring**

CLlr Plow advised that he and CLlr Hopkins were continuing to work on the Village

assessment. There was no written report at present, but he encouraged members to report to them any areas in the villages that need closer scrutiny and investigation.

67.2.c To receive any other reports from Council representatives on outside bodies

- i. Cllr Raggett confirmed that with Cllr Crook she had undertaken a basic Risk Assessment of the Council office, and booked an Occupational Health assessment.
- ii. Cllr Kirkham, advised that she had attended a local meeting of One Voice Wales. The Leader of Monmouthshire County Council had been the speaker. She apologised that her written report had only been circulated earlier in the day.
- iii. Cllr Plow confirmed that he continued to attend the 'Residents Against Speeding' group, and that members were now working with GoSafe and undertaking training.

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

The Clerk apologise that this had not been sent out, and would send out over the next few days, when this meeting's actions had been added.

68 Future Meeting Content

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

None received.

69 To Resolve - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following 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

No action taken.

70 Wales Audit Office

70.1 To receive a 'confidential' draft report from WAO dated March 2020 for Financial Year 2018/2019, and to confirm or query the report's factual accuracy (as provided March 2020 and June 2021)

All members had been sent another copy of the WAO draft consideration report. Monmouthshire County Council Monitoring Officer had indicated that the WAO final report was imminent.

Resolved: *That confirmation or query regarding the WAO draft consideration report's factual accuracy be deferred.*

70.2 To receive a full copy of the responses sent off to the WAO (subject to receipt of guidance)

Guidance had been received from Monmouthshire County Council's Monitoring Officer, but the Clerk was still awaiting guidance from SLCC, therefore the response document had not been circulated as yet.

Resolved: *That this item be deferred.*

71 Internal Audit & Annual Return & Governance Statement for Year Ending 31st March 2021 (deferred from 14th & 28th June 2021)

An extension to the deadline of 30th June 2021 had been sought from the Wales Audit Office until the September meeting (ref Min No. 48.4 28/6/21)

Resolved: *That all items under this agenda heading be deferred to September 2021 meeting.*

- 71.1 **To receive Internal Audit Report from Auditing Solutions Ltd. and consider any recommendations**
Deferred to September 2021 meeting
- 71.2 **To receive Annual Return for the Year Ended 31 March 2021**
Deferred to September 2021 meeting
- 71.3 **To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2021**
Deferred to September 2021 meeting
- 71.4 **To approve Annual Return and Annual Governance Statement for submission to Wales Audit Office by 30.06.2021**
Deferred to September 2021 meeting
- 71.4.a **Chair to sign the Annual Return and Annual Governance Statement**
Deferred to September 2021 meeting
- 72 Meeting Dates**
- 72.1 **Planning Committee – Monday 26th July 2021 at 7pm**
Confirmed.
- 72.2 **Ordinary Meeting – Monday 12th August 2021 at 7pm (currently provisional)**
Resolved: *To cancel this provisional meeting 12th August 2021 – due to Clerk’s Annual Leave*
- 72.3 **Planning Committee – Monday 23rd August 2021 at 7pm (currently provisional)**
Cllr Wilson extended her apologies for this date.
Resolved: *To change the Planning Committee meeting to an Extra-Ordinary Meeting (incorporating Planning) on Monday 23rd August, 2021 at 7pm*

MEETING CLOSED AT 8.01PM

Appendices Following:

Signed: _____
Chair to the Council

Date: 07/07/2021
Time: 12:30

Magor with Undy Community Council
Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c

Page 1
User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/06/2021		2,373.87
			<u>2,373.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,373.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,373.87
		Balance per Cash Book is :-	2,373.87
		Difference is :-	0.00

Time: 12:29

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/06/2021	FP000093		32.50	32.50		R	Receipt(s) Banked
04/06/2021	FP000094		12.00	12.00		R	Receipt(s) Banked
07/06/2021	DRCD000080	14.39		14.39		R	Zoom Video Communications
07/06/2021	COMM000086	16.50		16.50		R	Barclays Bank
07/06/2021	COMM000092		2.63	2.63		R	Receipt(s) Banked
09/06/2021	FP000091		1,005.00	1,005.00		R	Receipt(s) Banked
10/06/2021	DD000081	49.65		49.65		R	British Telecom
11/06/2021	BACS000058	65.34		65.34		R	Microshade Bus Consultants Ltd
15/06/2021	BACS000059	65.34		65.34		R	Microshade Bus Consultants Ltd
15/06/2021	BACS000060	21.60		21.60		R	Vision ICT Ltd
15/06/2021	BACS000061	171.97		171.97		R	Konica Minolta Bus Sols
15/06/2021	BACS000062	29.39		29.39		R	Konica Minolta Bus Sols
15/06/2021	BACD000064	69.00		69.00		R	Clt G Cook
15/06/2021	BACS000065	37.50		37.50		R	Clt N Balcher
15/06/2021	BACS000066	37.50		37.50		R	Clt S Bailey
15/06/2021	BACS000067	37.50		37.50		R	Clt M Blai
15/06/2021	BACS000068	287.50		287.50		R	Clt G Cook
15/06/2021	BACS000069	37.50		37.50		R	Clt C Hopkins
15/06/2021	BACS000070	37.50		37.50		R	Clt D James
15/06/2021	BACS000071	37.50		37.50		R	Clt P Kirkham
15/06/2021	BACS000072	37.50		37.50		R	Clt K Plow
15/06/2021	BACS000073	162.50		162.50		R	Clt S Raggett
15/06/2021	BACS000074	37.50		37.50		R	Clt F Taylor
15/06/2021	BACS000075	37.50		37.50		R	Clt J Wilson
15/06/2021	BACS000076	37.50		37.50		R	Clt A Zagazda
15/06/2021	BACS000077	1,296.00		1,296.00		R	Pearce Seeds LLP
15/06/2021	BACS000078	1,324.80		1,324.80		R	GCL Products
15/06/2021	TFR000057		5,000.00	5,000.00		R	Receipt(s) Banked
18/06/2021	BACS000063	480.00		480.00		R	Merlin Waste
22/06/2021	FP000096		15.00	15.00		R	Receipt(s) Banked
23/06/2021	DD000079	130.78		130.78		R	Solutions in Technology
24/06/2021	PIB000096		260.00	260.00		R	Receipt(s) Banked
28/06/2021	000082	3,968.84		3,968.84		R	Salaries
28/06/2021	BACS000083	1,407.66		1,407.66		R	HMRC
28/06/2021	BACS000084	1,035.58		1,035.58		R	Terfaen CBC
28/06/2021	BACS000085	22.00		22.00		R	Chepstow Accountancy
28/06/2021	BACS000067	5.00		5.00		R	Natural Resources Wales
29/06/2021	BACS000088	143.70		143.70		R	Ellis Whittam
29/06/2021	BACS000089	102.84		102.84		R	Monmouthshire Fencing Supplies
29/06/2021	BACS000090	3,816.31		3,816.31		R	South Wales Sports Ground Cont
29/06/2021	TFR000097		7,000.00	7,000.00		R	Receipt(s) Banked
		<u>15,061.69</u>	<u>13,327.13</u>				

Date: 07/07/2021
Time: 12:31

Magor with Undy Community Council
Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - General/Reserve

Page 1
User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	30/06/2021		222,746.96
			<u>222,746.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			222,746.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			222,746.96
		Balance per Cash Book is :-	222,746.96
		Difference is :-	0.00

Bank Reconciliation up to 30/06/2021 for Cashbook No 2 - General/Reserve

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/06/2021	TFR000057	5,000.00		5,000.00		R <input type="checkbox"/>	Current Bank A/c
29/06/2021	TFR000097	7,000.00		7,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>12,000.00</u>	<u>0.00</u>				