

MAGOR WITH UNDY COMMUNITY COUNCIL

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Minutes of an Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 13th September 2021 at 6pm

COUNCILLORS: Cllr N Baicher (7.38pm) S Bailey, Cllr M Bisi (7.04pm), Cllr G Cook (Chair), Cllr J Crook, Cllr C Hopkins, Cllr D James, Cllr P Kirkham, Cllr S Raggett, Cllr J Wilson (7.04pm), Cllr A Zagozda (6.56pm)

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllr Plow, Cllr Taylor

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

There were no members of the public present

Councillors advised that the meeting was being recorded

107 Chair's Announcements

107.1 To receive apologies for absence from Councillors

Apologies for absence noted as above.

Chair also noted apologies from members who would be late joining the meeting

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

Chair proposed to defer agenda item 22 'Confidential Wales Audit Office Draft Consideration Report – March 2020', as he was taking advice on the matter, and would call an Extra-ordinary meeting at a future date

Chair had attended a MUGA Working Group meeting when the group had met with Kari Davies Tennis. Notes of the meeting would follow.

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

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

Cllr Raggett – Min No. 123.1.a – Commemorative Bench at Community Orchard – MUCH Trustee.

109 Minutes

109.1 To adopt the minutes of the Extra-Ordinary Meeting held remotely on 23rd August 2021

The amendments made in minute no 90.4 (23/08/21) did not include reference to the fact that the clerk confirmed that confidential notes in relation to discussions under minute No 86 (EXOM 19/08/21) would be held on file, and would be shared with Councillors.

Resolved: To annotate the minutes, that an omission had been made in Minute no 90.4 (23/08/21) in that confidential notes in relation to discussions under minute No 86 (EXOM 19/08/21) would be held on file, and would be shared with Councillors.

A member sought clarification from the Clerk in respect of Min No 105.1 The clerk confirmed there were both audio and visual audio recordings of meetings.

Members were concerned at the level of information in minute No 105.2 relating to C. Cllr Dymock's address to the Council. Members wished in future that the content be more concise.

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

Chair to sign minutes in due course

110 Finance

110.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st August 2021 (attached)**

Resolved: *To confirm the Bank Reconciliation of the Council's Bank Accounts to 31/08/21*

110.2 **To note and accept list of amounts paid and banked during August 2021 (attached)**

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

111 Quarterly Budget Analysis Review

111.1 **To receive and note the Budget Analysis/comparison Q2 (1st April 2021 to 31st August 2021)**

A member queried whether there was a maintenance budget for notice boards. The Clerk confirmed that there were earmarked funds of £4818

Resolved: *That the clerk provide the Budget Analysis/comparison monthly for information.*

112 Correspondence

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

Noted

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

113.1 **To consider:**

113.1.a **DM/2021/01371: Installation of EV charging station to include EV charging posts together with electrical infrastructure to include substations and HP cabinets/control units, formation of access and roads and associated works - Electricity Sub Station 49M from Wales 1 Day Nursery, Newport Road 8M from Unnamed Road.**

Members noted that SUDS had already been flagged up.

Resolved: *That Planning Application DM/2021/01371 be approved.*

113.1.b **DM/2021/00616: (re-consultation) - Refurbishment of an existing dwelling house and conversion of derelict outbuildings to residential use - Mead Farm, Llandevenny Road, Llandevenny, Magor**

Members noted that NRW had already flagged up SUDS and foul drainage, for which there was insufficient information available. Members had no issues with the actual building/structure side of the application.

Resolved: *That Planning Application DM/2021/00616 be approved, subject to any NRW and SUDS requirements being met and adhered to.*

113.2 **Agricultural Notification Only: DM/2021/01383: Steel portal frame livestock housing to provide more cubical housing and feed passages - Storefield Farm, Undy**
Noted.

113.3 **To note Mon CC weekly new and decided planning lists**
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>
Noted.

114 Residents Against Speeding

114.1 **To consider appointing another member to represent the Council on this resident led group**

Resolved: *That Council would not appoint another member to the Residents Against Speeding Group, at this meeting, but to write to the Group asking if they require another Councillor on their group.*

115 The Code of Conduct for members of local authorities in Wales

115.1 **To note guidance received from the Public Services Ombudsman for Wales for members of community and town councils**

Noted.

115.2 **To note training status of Code of Conduct for members, and agree if further training is required.**

Members noted that Cllrs Hopkins and Taylor had not attended Community Councillor Code of Conduct training.

The Chair encouraged members to attend refresher training. Training remains remote at present making it easier to attend.

The current training programme had been circulated, and members should let the clerk know if they wished to attend/book any courses.

Resolved: *That Councillors advise the Clerk of any training courses they wished to attend, including Code of Conduct refresher training.*

- 116 Virtual Public Meetings Protocol (attached)**
116.1 **To note and adopt amended Virtual Public Meetings Protocol as per minute number 105.1 (EXOM 23/8/21)**
Amendments noted.

Resolved: *To adopt the amended Virtual Public Meetings Protocol*

- 117 Operation London Bridge Protocol (attached)**
117.1 **To note and adopt amended protocol as per minute number 97.3 (EXOM 23/08/21)**
The clerk advised that she had added several additional items. Amendments noted.

Resolved: *To adopt the amended Operation London Bridge Protocol*

- 118 Remembrance Sunday – 14th November 2021**
118.1 **To note and consider offer to attend and participate in service from Deputy Lord Lieutenant for Gwent**

Resolved: *To accept the offer from the Deputy Lord Lieutenant for Gwent to attend the 2021 Remembrance Sunday Parade.*

- 118.2 **To consider wreath requirements and amount of donation (under Local Govt Act 1972 s137)**

Resolved: *To place an order with the Royal British Legion for wreath style 'G' and give a donation of £150 (under Local Govt Act 1972 s137 - to be taken from the Civic Events budget.*

- 119 Health & Safety Documentation**
119.1 **To consider and adopt draft documentation prepared by Ellis Whittam:**

- i. **Client Certificate**
- ii. **Health & Safety Policy Manual**
- iii. **Health & Safety Employee Handbook**
- iv. **Health & Safety Policy Statement**

Members noted the above list of documents. The Clerk confirmed that Ellis Whittam ran extensive on-line H&S training, which would be available to all.

Resolved: *To adopt the draft documents prepared by Ellis Whittam in respect of Health & Safety.*

- 119.1.a **Chair to sign Health & Safety Policy Statement**
Chair to sign in due course

- 119.2 **To note and adopt additional documents prepared by Ellis Whittam for inclusion in the Council's Health & Safety File:**

- i. Lone Working Risk Assessment
- ii. Employers Guide to Violence and Lone Working
- iii. Covid-19 Policy
- iv. Covid-19 Return to Work form
- v. Covid-19 Daily Cleaning Checklist
- vi. Covid-19 Emergency Action Plan

Members noted the above list of documents.

Resolved: *To adopt the draft documents prepared by Ellis Whittam in respect of Health & Safety.*

120 Internal Audit Report (attached)

120.1 To receive and note the revised Internal Auditor's Report from Auditing Solutions Ltd

Noted.

A member objected to the use of the word 'demanded' on page 7, item d of the document.

120.2 To consider adoption of the three recommendations as contained in the Internal Auditors Report

Members noted that there were three new recommendations and that one was still outstanding from the interim report. The MUGA working group would look at the outstanding recommendation in respect of a lease for regular users of the MUGA.

Resolved: *To adopt the three new recommendations:*

- i. *R6. All members of the Council should avail themselves of the current version of the 'Good Councillors Guide' so that they may appraise themselves of the roles, duties and responsibilities of the Chair, the Community Councillor and the Clerk as Proper Officer.*
- ii. *R7. Members should consider providing all new councillors and any Member who is not aware of proper council procedures with training for Councillors from One Voice Wales, which provides training sessions in modular units of 2.5 hours each, which may be delivered in the evening for ease of access.*
- iii. *R8. The Clerk and Members should ensure that the Clerk is furnished with a current copy of 'Charles Arnold-Baker: Charles Arnold-Baker on Local Council Administration, often referred to as 'the yellow bible' is a complete statement of the law relating to community and parish councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. Now in its 12th edition this book remains the key text for councils in Wales and England, Local Authorities, barristers and solicitors practising in local government law and public and administrative law.*

CLlr Andy Zagozda joined the meeting

Resolved: *That the clerk resend the link to the Good Councillors Guide to all Councillors.*

Resolved: *That the clerk continue to send out the One Voice Wales training dates to all Councillors.*

Resolved: *That the clerk arrange to purchase the most up-to-date copy of the 'CAB –*

121 Annual Governance Statement and Annual Return for Year Ending 31st March 2021

121.1 To receive Annual Return for the Year Ended 31 March 2021 (attached)

Noted.

121.2 To receive Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2021

Noted.

121.3 To approve Annual Return and Annual Governance Statement for immediate submission to Wales Audit Office.

Resolved: To approve the Annual Return and Annual Governance Statement as presented.

121.4 Chair to sign the Annual Return and Annual Governance Statement

Chair to sign in due course

CLIs Bisi & Wilson joined the meeting

122 Consultations

122.1 Welsh Government: Local taxes for second homes and self-catering accommodation (by 17/11/21) <https://gov.wales/local-taxes-second-homes-and-self-catering-accommodation>

Noted. Chair encouraged members to either respond in their capacity as a resident, or to send comments in to the clerk for collation a week before the closure date.

122.2 Gwent Public Service Board: Well-being Plan Survey for Monmouthshire

<https://online1.snapsurveys.com/vs0vtm>

Noted. The Clerk stressed the importance of this consultation as it would shape the aims and objectives for Town & Community Council's in meeting the Welsh Government's and Monmouthshire County Council's Well-Being of Future Generation plan. Chair encouraged members to either respond in their capacity as a resident, or to send comments in to the clerk for collation a week before the closure date.

122.3 Welsh Government: Shaping Wales' Future - Using national milestones and indicators to measure our Nation's progress - Early notification (by 26/10/21) <https://gov.wales/using-national-milestones-and-indicators-to-measure-our-nations-progress>

Noted. Chair encouraged members to either respond in their capacity as a resident, or to send comments in to the clerk for collation a week before the closure date.

123 Reports

123.1 Clerk

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

The Clerk advised that autumn/winter bookings for the MUGA were starting to come in, and

that there were not enough of the electricity tokens to go round without emptying the token box every week.

Resolved: *To purchase an additional 100 tokens at the cost of £48 plus £6 delivery. (under Local Govt (Misc) Provisions Act 1976 s19 (b))*

The Clerk advised that she had mis-calculated the amount of grass reinforcement mesh and J-pegs required to complete the MUGA field pathway in line with the layout in the landscaping plan.

Resolved: *That members of the MUGA working group would look at the pathway as already laid, and feedback to full Council on whether there is a need to complete the pathway layout as per the landscaping plan. The Clerk to re-send the plan to the MUGA working group.*

Clerk confirmed the Commemorative Bench was ready for installation at the Community Orchard.

ClIr Raggett declared an interest as a trustee of the MUCH group

123.1.b **To receive a copy of the on-going action plan and note the current status**

Noted.

123.2 **Councillors**

123.2.a **Flooding: To receive any written reports in respect of flooding issues in the area, and agree any actions required. (subject to receipt of papers)**

Noted written report from ClIr Crook.

123.2.b **Village Assessment: To receive any written reports in respect of the Village assessment and monitoring (subject to receipt of papers)**

No update received.

123.2.c **To receive any activity reports from Councillors (subject to receipt of papers)**

None received, but ClIr Cook confirmed that notes from the MUGA working group would follow shortly.

123.2.d **To receive any other reports from Councillor representatives on outside bodies (subject to receipt of papers)**

None received

124 Members Items of Business (subject to receipt of background papers)

124.1 **Motion (ClIr Sally Raggett) – in four parts (attached):**

- a. That Council consider a budget for the Queen's Platinum Jubilee at its November/December 2021 Budget Meeting and subsequent Finance Meeting
- b. That the Council consider holding a beacon for the Queen's Platinum Jubilee similar to that held for her 90th Birthday celebrations, or purchase a gas fired beacon as an alternative, and budget accordingly
- c. That the Council agree to purchase and plant two 50 litre pot grown English Oak (Quercus Robur) Trees on Council owned land (a. Common-y-coed Plantation and b. MUGA Wildflower Meadow parkland) at an approximate cost of £420 each plus

delivery, planting and staking, and for each tree to be marked accordingly with a suitably engraved plaque.

- d. That the Council appoint a working group, to work with local organisations to plan other celebrations such as street and tea parties, concerts and entertainment etc.**

Members discussed the four parts of the motion as a whole. A member suggested that a Sessile Oak (an unofficial emblem of Wales) be purchased instead of an English Oak and that an upper limit of £1500 should be appropriate. Cllr Raggett agreed for her motion to be amended to read 'Sessile Oaks'.

Resolved: *To consider a budget for the Queen's Platinum Jubilee at the November/December 2021 Budget Meeting and subsequent Finance Meeting*

Resolved: *To purchase two sessile oaks, (subject to quotes to be provided at the Extraordinary Meeting of 27/09/21) to be planted at the MUGA field and Common-y-coed plantation and for two appropriate plaques to be purchased.*

Resolved: *That a working group comprising of Cllrs Raggett (lead Councillor), Kirkham and Wilson be set up to work with local groups and organisation to consider plans, events and celebrations, including a possible beacon, and working towards itemising/estimating costs required in readiness for consideration at the November/December budget setting meetings.*

125 Meeting Dates

Cllr Raggett asked the Chair for a date to re-schedule the Meeting to review the Clerk's Occupational Health Assessment. The Chair advised he and the Vice Chair would now be dealing with the matter, and not Human Resources.

125.1 Planning Committee Meeting – Monday 27th September 2021 at 7pm

Noted

125.2 Extraordinary Meeting – Monday 27th September 2021 (to follow Planning Committee meeting)

Noted

125.3 Ordinary Meeting – Monday 11th October 2021 at 7pm

Noted

126 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

Decision no longer required as the following items are to be deferred to a future date

127 Confidential Wales Audit Office Draft Consideration Report – March 2020

127.1.a To note and develop the points annotated in a draft Action Plan in respect of the proposed Recommendations made by Wales Audit, and agree how the action plan will be implemented and monitored.

Deferred to a future date

127.1.b **To note paper on Bank Signatories**

Deferred to a future date

127.3 **To agree any actions necessary to prepare for the final report**

Deferred to a future date

127.4 **To note advice obtained from Mon CC Monitoring Officer and SLCC advisor in respect of sharing the confidential responses sent to WAO in April 2020 (*in respect of the Confidential WAO draft consideration report March 2020*) from specific Councillors in April 2020 and agree any action (*deferred from EXOM 28/6/21 min No 48.1 & OM 12/7/21 Min No 70.1*)**

Deferred to a future date

Clr Baicher attempted to join the meeting as it closed.

MEETING CLOSED AT 19.38PM