

MAGOR WITH UNDY COMMUNITY COUNCIL

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Minutes of an Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 11th October 2021 at 7pm

COUNCILLORS: Cllr G Cook (Chair), Cllr J Crook, Cllr D James, Cllr Plow, Cllr Taylor,

IN ATTENDANCE: Beverly Cawley – Clerk,
Members of the Public (5) - *(left at various times)*

APOLOGIES: Cllrs Baicher, Bailey, Bisi, Hopkins, Kirkham, Raggett,
Wilson, Zagozda

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

Two members of the public spoke in opposition to the Planning Application DM/2021/00528: Holly Bush, Vinegar Hill, Undy. Despite revised plans their concerns were still around the fact that the proposed development was not in keeping with other properties in the area, and access and egress on and off Vinegar Hill.

A member of the public raised concerns about the delay from Monmouthshire County Council in notifying/communicating with businesses in Magor Square about the licences for street furniture/marquee.

County Councillor Taylor responded advising that Monmouthshire County Council are to carry out a consultation across the various town/village centres in respect of retaining car free spaces, tables, shared space etc. The consultation would be in both paper and on-line format. The County Council were currently in the process of writing to explain to all businesses concerned. Licences had temporarily been extended.

137 Chair's Announcements

137.1 To receive apologies for absence from Councillors

Apologies were received as noted above, and that Cllrs Raggett and Baicher may arrive late.

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

The Chair had attended a meeting of the MUGA working group and circulated notes earlier in the day.

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

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

Cllr F Taylor – Min No 143.2 – Mon CC Dog Fouling Contract – a Council Member of Mon CC
Cllr Cook – Min No 141.1.d – Planning - applicant and property personally known

139 Minutes

139.1 To adopt the minutes of the Ordinary Meeting held remotely on 13th September 2021

A member stated that the amendment as noted under min No 109.1 was incorrect, that reference had been made to confidential minutes to be agreed by members and not confidential notes to be shared with members. Another member questioned why the closed part of the EXOM 19/08/21 had been transcribed. The Clerk explained the difference between confidential minutes and notes.

Resolved: *To defer the minutes for adoption until the next Ordinary Meeting.*

139.1.a Chair to sign the minutes

Not applicable

140 Motion (not requiring written notice)

140.1 It was proposed to bring forward agenda item 7 – Planning, as several members of the public would be waiting to hear Council’s discussion and resolution on Planning Application DM/2021/00528 (*refers Standing Order 10.a.vi*)

Resolved: *To bring forward agenda item 7 relating to Planning, (refers Standing Order 10.a.vi)*

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

141.1 To consider:

141.1.a DM/2021/00528: Holly Bush, Vinegar Hill, Undy

Members noted that revised plans had been submitted, that the proposed developments were still not in keeping with others properties in the area. It was noted that no SUDs and drainage proposals were available on the planning portal, neither were a hibernacula or ecology report, nor a proposal in respect of an archaeological watch. Members noted the differing opinions of highway engineers in respect of properties at the top and bottom ends of Vinegar Hill and believed that access and egress still posed a danger.

The Chair temporarily suspended the meeting, to allow a member of the public to speak (*refers Standing Order 10.a.xiv*)

The member of the public referred Council to the contents of a letter on the Planning Portal.

The Chair reopened the meeting.

Resolved: *To recommend refusal on the same grounds as previously submitted, but with extra emphasis on the properties being out of keeping, No SUDS, hibernacula or ecology reports, no proposal for an archaeological watch, and in particular to access and egress onto Vinegar Hill.*

141.1.b DM/2021/01483: 17 Tredegar Drive, Undy

Resolved: *To recommend approval – no comment*

141.1.c **DM/2021/01414: Unit 103, Wales 1 Business Park, Newport Road, Magor**

Resolved: *To recommend approval of 'change of use' – no comment*

141.1.d **DM/2021/01636: Blue Water House, Vinegar Hill, Undy**
Clr Cook declared an interest.

Resolved: *To recommend approval – no comment*

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

142 Minutes (continued from Minute No 139)

142.2 **To adopt the minutes of the Planning Committee Meeting held remotely on 27th September 2021**

Resolved: *To adopt the minutes of the Planning Committee Meeting held remotely on 27th September 2021*

142.2.a **Chair to sign the minutes**
Chair to sign minutes in due course

142.3 **To adopt the minutes of the Extra-Ordinary Meeting held remotely on 27th September 2021**

Resolved: *To adopt the minutes of the Extra-Ordinary Meeting held remotely on 27th September 2021*

142.3.a **Chair to sign the minutes**
Chair to sign minutes in due course

143 Finance

143.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 30th September 2021 (attached)**

Resolved: *To confirm the Bank Reconciliation of the Council's Bank Accounts to 30/09/21*

143.2 **To note and accept list of amounts paid and banked during September 2021**

Resolved: *To accept the list of payments and receipts as provided to end September 2021*

143.3 **To note changes to Barclays Bank monthly fees with effect from 11th September 2021**
Noted.

144 Correspondence

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

Noted.

144.2 **To note correspondence from Welsh Government in respect of a survey Town & Community Councillors are expected to complete, and which will create vital evidence, critical to shaping the role and support available for councillors in the future**

The clerk confirmed two emails had been sent to Councillors which included the link to the on-line survey. Only three Councillors had confirmed they had completed the survey. The Chair encouraged members to complete the survey as soon as possible.

145 Motion (not requiring written notice)

145.1 It was proposed to bring forward agenda item 14 –The Hayloft, Magor Square, as the landlord was in attendance to listen to member’s discussions (*refers Standing Order 10.a.vi*)

Resolved: *To bring forward agenda item 14 relating to the Hayloft, Magor Square, (refers Standing Order 10.a.vi)*

146 The Hayloft, Magor Square

To receive feedback on the progression made in respect of the office space at The Hayloft Magor Square, and agree any actions required.

The Chair asked Cllr Crook to give a verbal report, and thanked him for taking the project on board.

Cllr Crook stated that he had been in discussions with the landlord and potential builders. He advised that he had met on site with the clerk to look at the space available and the office requirements/refit, and that he would continue to manage the project with input from the clerk. Discussions were underway with Mon CC in respect of change of use planning, which would cost £230. The landlord had asked for reassurance of the Council’s intentions before she proceeded further with her side of matters. Members considered three quotes for building works in respect of the office layout, and noted the lead time for one of the builders.

Resolved: *To issue a letter of the Council’s intent to lease the Hayloft, Magor Square to the landlord.*

Resolved: *To accept the quotation from Martin Cochrane of Caldicot to refit the office at the cost of £2856.47*

147 Dog Fouling

147.1 **To note correspondence from Merlin Waste (dog waste collection service) notifying their change of name to ‘Merlin Environmental Services Ltd’**

Noted.

147.2 **To note correspondence from Mon CC’s ‘Give Dog Fouling the Red Card’ Working Group in**

respect of setting up a contract with Merlin Waste (Merlin Environmental Services Ltd), and to agree any action required.

CLlr Taylor declared an interest

The Clerk confirmed that she had sighted a copy of Raglan Community Council's contract with Merlin Waste, and that it would require some updating before it could be used. Members considered the proposal that Mon CC set up a contract on behalf of Town & Community Councils across Monmouthshire, and that if there were any issues with the contractor going forward that Mon CC would have more influence than a smaller Community Council. Members also considered the recent report of dog fouling adjacent to the MUGA courts.

Resolved: *To advise Monmouthshire County Council that this Council support the proposal for a county-wide contract for dog waste collection managed by Monmouthshire County Council as outlined in their correspondence.*

Resolved: *To ask Monmouthshire County Council if they could arrange for the redundant (closed down) dog waste bin at the end of Badgers Walk to be re-sited in close proximity to the MUGA Court.*

148 Councillor Representation on Outside Bodies and Working Groups

148.1 **To note that Cllr Bailey is no longer able to continue on the following working groups:**

- i. **Sycamore Playing Field working group**
- ii. **Brewery working group**

Noted.

148.2 **To consider the need to replace the representative on the above mentioned groups, and appoint if necessary:**

Chair advised that Cllr Kirkham would be interested in joining the Brewery working group.

Resolved: *That due to the lack of members present, the appointment of members to the Sycamore Playing Field and Brewery working groups would be deferred to the next available meeting.*

149 MonLife October Half Term Outreach in Magor & Undy

149.1 **To note request from MonLife to use the MUGA courts for Outreach sessions during October half term and agree any fee/action.**

The clerk advised that MonLife had invited Kari Davies Tennis and the Nicola Bartlett Netball to do free coaching for those attending the Outreach sessions. MonLife to provide details to enable the events to be advertised on various local social media sites.

Resolved: *To waive the hire fee for the courts in respect of MonLife's Outreach sessions during October half term.*

150 Grass Cutting Contracts

150.1 **To note that the Grass Cutting Contracts are due for renewal for the year 2022**

Noted.

150.2 **To consider the requirements of the contracts and agree the specifications to go out for quotes.**

Members noted the sample specification that had been used for quotes in previous years, but were mindful of the need to consider biodiversity and the climate change and therefore a need to review specifications. A member made reference to Monmouthshire County Council assisting with grass-cutting in certain areas, as a gesture of good-will. Mon CC had been asked for details of the areas of grass they are responsible for.

Resolved: *That due to the lack of members present, the consideration of specifications for grass-cutting contracts would be deferred to the next available meeting.*

151 **Winter/Spring Planting**

151.1 **To consider the need for Winter/Spring planting in the Council's flower tubs/containers etc. and agree any actions required.**

A member suggested that Dave Cochrane be added as a possible contractor for supplying and planting up tubs/containers etc. The clerk had a list and positions of Council owned tubs/containers. Members noted that Mon CC owned several containers within Magor Square. Members wished to adopt succession planting going forward.

Resolved: *That the clerk would issue the list and positions of Council owned tubs/containers to the Chair.*

Resolved: *That the clerk would enquire with Monmouthshire County Council as to whether they would be planting up their tubs/containers with winter and spring plants/flowers*

Resolved: *That due to the lack of members present, the requirements for Winter/Spring planting would be deferred to the next available meeting.*

152 **Grants & Financial Support**

152.1 **To receive a 'Community Support Grant' application from Magor RFC for £2000 to assist with the purchase of portable lighting.**

Members considered the grant application, and noted that the RFC and Cricket Club were in discussions with Mon CC regarding pitches at the Knollbury, Undy and that they were due to be accepted into a local league.

Resolved: *To grant the sum of £2000 to Magor RFC towards the purchase of portable lighting. [under Local Government (Misc Provisions) Act 1976.s19]*

153 **Consultations**

153.1 **Monmouthshire county council: Polling District and Polling Place Review (by 22/10/21) (attached)**

Noted. Members were happy with the proposals contained within the Polling District and Polling Place review. Chair encouraged members, if they had any other observations to

either respond in their capacity as an individual councillor, or to send comments in to the clerk for collation before the closure date.

Resolved: To respond to Monmouthshire County Council in support of the proposals for Magor and Undy Community contained within the consultation document 'Polling District and Polling Place Review'

153.2 **Independent Remuneration for Wales – Draft Annual Report 2022/2023 (by 26/11/21)**
<https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2022-2023>

Noted. Chair encouraged members to either respond in their capacity as an individual councillor, or to send comments in to the clerk for collation before the closure date.

153.3 **Public Service Ombudsman for Wales: Proposed Guidance on “Principles of Good Administration” and “Good Records Management”. (by 01/11/21)**

<https://www.ombudsman.wales/principles-of-good-administration/>
https://www.ombudsman.wales/good_records_management_matters/

Noted. Chair encouraged members to either respond in their capacity as an individual councillor, or to send comments in to the clerk for collation before the closure date.

154 Reports

154.1 **Clerk**

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

Received and noted.

The Clerk further reported on a meeting with Cllr Crook at the Sycamore Allotment site in respect of a particular crack willow tree badly overhanging the Scouts allotment plot. A councillor questioned whether the tree was the responsibility of the Council or Mon CC. The Clerk confirmed the tree was within the Allotment boundary and therefore Council’s responsibility.

Resolved: That the clerk obtain three quotes from a local tree surgeon to undertake work to make the tree and boundary safe and bring back to Council for a final decision.

Cllr Crook made reference to an item in the Clerk’s report in respect of the Sessile Oak to be planted in Undy, confirming that Undy AFC would be happy for the tree to be planted on their curtilage (*refers EXOM 27/09/21 Min No 134.1*). He also brought Council’s attention to the fact that at it had already agreed the planting sites (*refers OM 13/09/21 Min No 124.1*) and that Undy AFC was an alternative to the one already agreed for Undy. The clerk referred members to Standing Order 7.a *“A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.”*

Resolved: That the clerk send out suitable wording for Councillors to use in an email requesting the item be reconsidered, and that an email (due to lack of face to face meetings during Covid-19) be acceptable as a Councillors signature.

- 154.1.b **To receive a copy of the on-going action plan and note the current status**
Noted
- 154.2 **Working Groups**
- 154.2.a **To receive a written report of the Village Improvements (Signage) Working Group meeting, and agree any actions required.**
The Clerk confirmed the work was progressing on the Village Maps, but there were no actions for Council at present.
- 154.2.b **To receive written reports of recent MUGA Working Group meetings and agree any actions required.**
Cllr Cook had forwarded written notes earlier in the day. He confirmed there were no actions for Council at present.
- 154.3 **Councillors**
- 154.3.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)**
Received and noted. Cllr Crook advised that issues and discussions were still on-going
- 154.3.b **Village Assessment: To receive any written reports in respect of the Village assessment and monitoring (subject to receipt of papers)**
Cllr Plow confirmed there was no written update, but reminded Councillors to submit any issues to himself and Cllr Hopkins.
- 154.3.c **To receive a written report from Cllr Kirkham in respect of the One Voice Wales Innovative Practice Conference.**
Received and noted.
- 154.3.d **To receive any activity reports from Councillors (subject to receipt of papers)**
None received.
- 154.3.e **To receive any other reports from Councillor representatives on outside bodies (subject to receipt of papers)**
None received.
- 155 Meeting Dates**
- 155.1 **Planning Committee Meeting – Monday 25th October 2021 at 7pm**
Noted.
- Resolved:** To hold an Extraordinary Meeting following the Planning Committee meeting to discuss several deferred agenda items. (*refers Min Nos 148.2, 150.2 & 151.1*)
- 155.2 **Ordinary Meeting – Monday 8th November 2021 at 7pm**
Noted.

155.3 **To agree a date/s in October/November for a Budget workshop/s**

Resolved: To hold a budget workshop on Thursday 11th November 2021 at 7pm and provisionally book a second date for 18th November 2021 if required.

MEETING CLOSED AT 8.50PM