

MAGOR WITH UNDY COMMUNITY COUNCIL

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

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

IN ATTENDANCE: Beverly Cawley – Clerk,
3 Members of the public

APOLOGIES: Cllrs D James, C Hopkins & A Zagozda

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

The Chair invited members of the public to address/speak to/question Council. No member of the public took up the offer.

168 Chair's Announcements

168.1 To receive apologies for absence from Councillors

Apologies noted as above. A card would be sent to Cllr Hopkins and her husband wishing them well.

The Chair confirmed that the meeting would be recorded.

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

Chair confirmed that he had attended a meeting at the Hayloft, off Magor Square with the Clerk, Vice Chair, Cllr Taylor and the landlord to view and discuss the progress for the new office space.

169 Declarations of interest in items on the agenda

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

There were no declarations of interest

170 Minutes

170.1 To adopt the minutes of the Ordinary Meeting held remotely on 13th September 2021 (deferred OM 11/10/21 Min 139.1)

Following the query on these minutes at the 11th October 2021 meeting, the clerk read out exactly what had been said in relation to Min 90.4 (EXOM 19/08/21), and again reiterated the difference between confidential minutes and confidential notes.

Resolved: To adopt the minutes of the Ordinary Meeting held remotely on 13th

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

Chair to sign minutes in due course

170.2 **To adopt the minutes of the Ordinary Meeting held remotely on 11th October 2021**

A Member wished that Min No 139.1 (OM 11/10/21) be annotated to note that Council had not resolved for a transcript to be produced.

The member also wished Min No 146 (OM 11/10/21) be annotated to note that Council explicitly asked the Clerk if she was happy with the content and progress of the office at the Hayloft and for any comments or concerns.

A member queried Min No 154.1.a in respect of 6 signatures required to rescind a resolution already made by Council, in respect of the Sessile Oaks to be planted for the Queen's Platinum Jubilee (*refers also to Min No 163 EXOM 25/10/21*) when a sixth signature was not received. The Clerk advised that it was still possible for members to re-submit 6 signatures to reconsider the original motion. A member suggested that an alternative to revisiting or changing the existing resolution may be to purchase and plant a third tree. The member would submit a motion for the December Ordinary Meeting.

Resolved: *To adopt the minutes of the Ordinary Meeting held remotely on 11th October 2021 subject to:*

i. *Min No 139.1 (OM 11/10/21) being annotated to read '... had been transcribed, and that Council had not resolved for a transcript to be produced. The Clerk...'*
and

ii. *Min No 146 (OM 11/10/21) being annotated with 'Council explicitly asked the Clerk if she was happy with the content and progress of the office at the Hayloft, and for any comments or concerns'*

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

Chair to sign minutes in due course

170.3 **To adopt the minutes of the Extra-Ordinary Meeting (incorporating Planning) held remotely on 25th October 2021**

Resolved: *To adopt the minutes of the Extra-Ordinary Meeting held remotely on 25th October 2021*

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

Chair to sign minutes in due course

170.4 **To adopt the minutes of the Extra-Ordinary Meeting held remotely on 1st November 2021**

A member made reference to the notes pertaining to the Public Open Forum, and how residents were referred to, and questioned whether we should record their actual name. It was noted there is no protocol in place for this, and that it would be discussed further when Council review their Governance and Standing Orders.

A Member asked that 'The Chair does not have access to the Bank Accounts' be added to Min No 167.6 R.4 (EXOM 01/11/21)

A member pointed out a spelling mistake in the first line of paragraph one on page 5 (Min

No 167.7 EXOM 01/11/21) it should read 'Members felt...'

Resolved: To adopt the minutes of the Extra-Ordinary Meeting held remotely on 1st November 2012 subject to the following being added/corrected:

- i. 'The Chair does not have access to the Bank Accounts' be added to Min No 167.6 R.4 (EXOM 01/11/21)
- ii. The spelling correction to Min No 167.7 (first line of first paragraph) to read 'Members felt...'

170.4.a Chair to sign the minutes

Chair to sign minutes in due course

171 Finance

171.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st October 2021 (see appendices)

Resolved: To confirm the Bank Reconciliation of the Council's Bank Accounts to 31/10/21

171.2 To note and accept list of amounts paid and banked during October 2021 (see appendices)

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

171.3 To note proposed changes to Barclays Bank Annual Price Plan, following a review, with effect from 13th January 2022
Noted

171.4 To reconsider the nomination of a Councillor, independent of cheque signing process to review monthly bank reconciliations periodically and at least quarterly in place of the Chair. (refers AM 6/5/21 Min 10.3 & Fin. Regs. 2.2)
Cllr Cook currently undertakes this role (refers Min No. 10.3 AM 06/05/21) Cllr Cook to stand down from this role.

Resolved: That Cllr John Crook would (as independent of cheque signing process) review monthly bank reconciliations periodically and at least quarterly.

171.5 To reconsider the signing authority with regards to the Community Councils Banking requirements at Barclays Bank plc (refers AM 6/5/21 Min 10.2 & Fin. Regs. 1.14)
The signing authority on the Council's Bank accounts currently stands as Cllr S Bailey, Cllr K Plow, Cllr P Kirkham & Cllr S Raggett (refers Min No. 10.2 AM 06/05/21).

Resolved: That Cllr Geoff Cook be added to the Barclays Bank signing authority with immediate effect, subject to completion of required documentation.

172 Audit Wales – Report in the Public Interest – Unlawful Expenditure and Inadequate Arrangements to Secure Value for Money

172.1 To prepare a written response to the report for consideration and approval by the Executive Director, Audit Services prior to being published in the public domain. (deferred EXOM 1/11/21)

Cllr Raggett wished the following proposal be recorded in full:

'I propose that Council accept Cllr Bisi' third version response because it is a neutral statement and it does not support one view or another of a divided Council on the issue. As a councillor I feel we need to draw a line under this and move forward. Any support of either view will just prolong the issue for many months to come. The Welsh Audit report is independent from Council and although some Councillors have their own view and I would agree it is their right to pursue the matter if they so wish outside of council, I feel it is not the Council's job to take the Welsh Audit Office or One Voice Wales to task. The public will expect Council to continue implementing the recommendations, not to repeat mistakes, and to move on. In my view it would be unacceptable to prolong the issue and leave it for any newly elected Councillor's in May to have to deal with. It needs to be put to rest.'

A member proposed that at a future meeting Council consider whether it would be helpful to append the recommendations and the agreed actions and agreed method of monitoring, adding them to the Council's website.

Resolved: *To accept Cllr Bisi' (third version) of the response for onward forwarding to the Wales Audit Office for approval before publishing in the public domain.*

Resolved: *To consider whether Council should append the recommendations, agreed actions, method of monitoring and action plan to its website pages at the Extra-Ordinary Meeting on 22nd November 2021*

172.2 To agree a process for responding to questions asked by the public and press

The Chair confirmed that several questions had been received, and shared with members. A member raised a question about disclosing the name of the resident/member of the public asking the question. The Chair proposed to defer a decision on the process for responding to questions until the Extra-Ordinary Meeting of 22nd November 2021.

Resolved: *To anonymise the questions before they are discussed and shared, with the relevant answers/statements being published on the Council's website.*

Resolved: *To defer a decision on how to discuss and respond to resident's questions until the Extra-Ordinary Meeting of 22nd November 2021.*

173 Correspondence

173.1 To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions
Noted.

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

174.1 To consider:

174.1.a DM/2021/01611 - Two storey extension to front of property - Wychwood House, Church Road, Undy

Resolved: *To approve planning application DM/2021/01611 – no comment.*

- 174.2 **To note Mon CC weekly new and decided planning lists**
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>
 Noted.
- 175 **Remembrance Day & Remembrance Sunday**
- 175.1 **To note RBL Remembrance Day observation to be held at the War Memorial, Magor Square at 11am**
 Noted.
- 175.2 **To note Remembrance Sunday Parade, with Deputy Lord Lieutenant for Gwent, RBL and Uniformed Organisations to be held at the War Memorial, Magor Square 10.45am**
 Noted.
 Cllr Taylor confirmed that Monmouthshire County Council would be removing the planters prior to the parade.
- 176 **Christmas 2021/22**
- 176.1 **To consider an Open Air Carol Service in Magor Square (subject to Covid-19 restrictions), in conjunction with the Netherwent Ministry Area and the Magor Baptist Church on Friday 10th December 2021**
- Resolved:** To proceed with the Open Air Carol Service in Magor Square in conjunction with the Netherwent Ministry Area and the Magor Baptist Church on Friday 10th December 2021*
- Resolved:** That the clerk make contact with the Severn Tunnel Band to support the singing at the event, and that a decision about a donation to the Band be deferred until the Extra-Ordinary Meeting on 22nd November 2021*
- 176.2 **To receive quotes for the 2021 Christmas Festive Lighting and agree any action required.**
 Quotations had been sought from five companies, of which only four had responded, and only two quoted. Members noted a need to obtain quotes earlier in the year, and to consider in future going for a longer term contract with a supplier e.g. over 3 or 5 years instead of 1 year. Members considered the quotes received.
- Resolved:** To waive Financial Regulations (refers Fin. Regs. 11.1.g) in view of fact that only four companies out of the five approached responded, with only two quoting to provide festive lighting for 2021.*
- Resolved:** To accept the quote from City Illuminations at the cost of £4650 plus any cost to repair defects on living tree at Magor Car Park. (under Local Govt Act 1972 s144) and draw up and issue a 1-year contract for signature.*
- 177 **Commonwealth Day 2022**
- 177.1 **To note 2022 Commonwealth Day is Monday 14th March 2022**
 Noted.

177.2 To consider holding a Commonwealth Day Civic Service at Magor Church (subject to Covid-19 restrictions), and agree any actions required.

A member suggested that the event be advertised to the public, so they could attend. The Clerk and another member confirmed that members of the public had attended past services which had been advertised in the church newsletters, the Council's notice boards, website and Facebook pages, with many personal invitations being sent to various groups and dignitaries.

Resolved: *To hold a Commonwealth Day Civic Service at Magor Church (subject to Covid-19 restrictions) sending invitations to Year 6 at both Magor and Undy Primary Schools.*

Resolved: *To arrange for the programmes to be professionally printed instead of undertaking the print 'in-house'.*

178 Councillor Representation on Outside Bodies and Working Groups

178.1 To reconsider the position and replacement of Cllr Bisi on the 'Residents Against Speeding Group' at the next Ordinary Meeting (refers EXOM 13/09/21 Min No 114.1 & EXOM 25/10/21 Min No 159.1)

Resolved: *To appoint Cllr Penelope Kirkham as a Council representative on the Residents Against Speeding Group.*

179 The Hayloft, Magor Square

179.1 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 advised that he had met on site with Cllrs Crook and Taylor together with the landlord and the Clerk.

Cllr Raggett wished her comments and question be recorded in full:

"I don't disagree with moving the office in principle, however I do not agree with Council spending this large amount of money when we have just been criticised by press and public over the unlawful spend of £86,000 pounds. In my opinion the public would expect to see some consultation as to whether the office in the square is a priority, and whether they would consider it value for money.

My question to you Chair is 'can you reassure me that due process in regards to the Hayloft project has been carried out in full and that actions taken so far meet financial regulations and would this stand up to scrutiny and comply with the Welsh Audit's recent recommendations and requirements. Chair, I would like a yes or no to my question please." The Chair responded yes, and agreed to forward a copy of his response to questions raised by Cllr Bailey. Cllr Bailey confirmed that she was happy for the Chair to share her questions.

Chair invoked Standing Order No 3.v to extend the meeting beyond 9pm

A member referred to wording in the background paper for the Motion to move the office to the Hayloft (refers Min No 57.1 OM 12/07/21) which said that 'All relevant agreements and matters will be brought back to August Council for agreement and final ratification', the member noted this had not yet happened.

Members were advised that discussions had taken place with the Clerk regarding requirements and layout in the new office space and a layout plan had been drawn up, and that discussions had been held with the landlord regarding water and electric metering.

180 Consultations

180.1 New – to consider

180.1.a Welsh Government: - Consultation on Updating Earnings Thresholds for Council Tax Recovery (by 31/12/21) <https://gov.wales/income-thresholds-attachment-earnings-orders>

Noted. Members should submit any comments to the clerk by mid November 2021.

180.2 Closed (Feedback/results) – to note

180.2.a Mon CC:- Proposed Establishment of an all through (3-19) School in Abergavenny www.monmouthshire.gov.uk/schoolreorganisation

Noted.

181 Community Boundary Review

181.1 To note correspondence from One Voice Wales in respect of the Monmouthshire County Council Community Boundary Review

Noted.

181.2 To note correspondence from Monmouthshire County Council in respect a proposed forum with interested parties to discuss questions arising from changes to Community boundaries in May 2022

Noted.

181.3 To note that the Local Government, Wales 'The Monmouthshire (Communities) Order 2021' has been published. [The Monmouthshire \(Communities\) Order 2021 \(legislation.gov.uk\)](https://legislation.gov.uk).

Noted. Members were advised to read the document carefully, as it would have an impact on the Council going forward. The Clerk advised that there would be a meeting for Town & Community Councils affected by the new Order, together with a checklist of actions Council would need to take prior to the 2022 elections.

182 Model Informal Local Resolution Policy

182.1 To note changes to the Model Informal Local Resolution Policy have been made in that repetitive low level and frivolous complaints should now be considered for informal resolution.

Noted.

182.2 To consider whether to accept the changes and incorporate them into Council's own policy.

Resolved: To accept the changes to the Model Informal Local Resolution Policy and to incorporate them into the Council's own policy, bringing them back at a future meeting for final ratification.

183 Reports

183.1 Clerk

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

The Clerk advised that the new notice board and footpath map had been installed in Magor Square, and that the old notice board had buckled on removal.

The Clerk advised that following complaints from allotment tenants about overhanging branches and briars scratching vehicles she had sought approached three contractors to cut back the track hedges at Undy and Greenmoor Allotments and arranged for the work to be completed (*under Fin. Regs 4.1*)

Resolved: *To write off and dispose of the old notice board (removing from the asset list).*

Resolved: *To ratify the hedge cutting work, commissioned by the clerk under Financial Regulations 4.1, to the Undy and Greenmoor Allotments.*

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

Noted

183.2 Working Groups

183.2.a To receive written reports of recent MUGA Working Group meetings and agree any actions required. (*subject to receipt of papers*)

The meeting had been postponed and rescheduled.

183.3 Councillors

183.3.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*)

Cllr Crook confirmed that some progress had been made, and that he had met with John Griffiths SM, and had been interviewed by the South Wales Argus. Network Rail had cleared a culvert of vegetation, and improvements to the Mill Stream were due to be undertaken between the end of November and the beginning of December 2021. He would provide a written update for the next meeting.

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

Cllr Plow reminded Councillors to advise him of any areas they felt needed attention.

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

None received.

Members were advised of an Open Day to be run by the Undy Memorial Hall Trustees.

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

Reports were received and accepted from Cllr Plow in respect of One Voice Wales' Larger Councils meeting, and the Monmouthshire Area Meeting.

184 Meeting & Workshop Dates

184.1 **Extra-Ordinary Meeting (incorporating Planning) – Monday 22nd November 2021 at 7pm**
Noted

184.2 **Budget Workshop – Thursday 11th November 2021 at 7pm**
Noted

184.3 **Budget Workshop (*provisional – if required*) – Thursday 18th November 2021 at 7pm**
Noted

184.4 **Ordinary Meeting – Monday 13th December 2021 at 7pm**
Noted. Cllr Cook extended his apologies for this meeting.

184.5 **Finance Meeting – Thursday 16th December 2021 at 7pm**
Noted. Cllr Cook was unsure of his attendance and extended his apologies for the meeting should he not be available.

MEETING ENDED AT 21.25PM

Bank Reconciliation Statement as at 31/10/2021
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/10/2021		17,784.94
			<u>17,784.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			17,784.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			17,784.94
		Balance per Cash Book is :-	17,784.94
		Difference is :-	0.00

Time: 15:32

Bank Reconciliation up to 31/10/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/10/2021	FP000222		12.00	12.00		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2021	COMM000208	24.00		24.00		R <input type="checkbox"/>	Barclays Bank
04/10/2021	FP000223		47.00	47.00		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2021	COMM000224		4.00	4.00		R <input type="checkbox"/>	Receipt(s) Banked
05/10/2021	DRCD000210	14.39		14.39		R <input type="checkbox"/>	Zoom Video Communications
05/10/2021	DD000209	16.88		16.88		R <input type="checkbox"/>	DWR Cymru
07/10/2021	DRCD000211	205.80		205.80		R <input type="checkbox"/>	Viking Direct
11/10/2021	DD000212	49.65		49.65		R <input type="checkbox"/>	British Telecom
11/10/2021	FP000225		157.50	157.50		R <input type="checkbox"/>	Receipt(s) Banked
14/10/2021	FP000226		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
18/10/2021	DRCD000213	623.70		623.70		R <input type="checkbox"/>	Newsquest Media Group
18/10/2021	FP000227		7.50	7.50		R <input type="checkbox"/>	Receipt(s) Banked
25/10/2021	DD000218	130.78		130.78		R <input type="checkbox"/>	Solutions in Technology
26/10/2021	BACS000235	45.00		45.00		R <input type="checkbox"/>	Mon CC
26/10/2021	BACS000234	60.00		60.00		R <input type="checkbox"/>	Mon CC
26/10/2021	BACS000233	60.00		60.00		R <input type="checkbox"/>	Mon CC
26/10/2021	BACS000229	22.00		22.00		R <input type="checkbox"/>	Chepstow Accountancy
26/10/2021	BACS000221	78.88		78.88		R <input type="checkbox"/>	SSE/SWALEC
26/10/2021	BACS000220	1,260.00		1,260.00		R <input type="checkbox"/>	South Wales Sports Ground Cont
26/10/2021	BACS000219	221.70		221.70		R <input type="checkbox"/>	Viking Direct
26/10/2021	BACS000217	15.00		15.00		R <input type="checkbox"/>	Magor Baptist Church
26/10/2021	BACS000215	65.34		65.34		R <input type="checkbox"/>	Microshade Bus Consultants Ltd
26/10/2021	BACS000214	750.00		750.00		R <input type="checkbox"/>	Merlin Environmental Services
26/10/2021	BACS000199	10,800.00		10,800.00		R <input type="checkbox"/>	Llanvair Landscapes
26/10/2021	TFR000228		15,000.00	15,000.00		R <input type="checkbox"/>	Receipt(s) Banked
27/10/2021	DRCD000236	151.00		151.00		R <input type="checkbox"/>	Post Office Counters
28/10/2021	PIB000237		109.00	109.00		R <input type="checkbox"/>	Receipt(s) Banked
29/10/2021	BACS000230	3,796.45		3,796.45		R <input type="checkbox"/>	Salaries
29/10/2021	BACS000231	1,387.06		1,387.06		R <input type="checkbox"/>	HMRC
29/10/2021	BACS000232	1,035.58		1,035.58		R <input type="checkbox"/>	Torfaen CBC
		<u>20,813.21</u>	<u>15,367.00</u>				

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 2 - General/Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	31/10/2021		242,246.96
			<u>242,246.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			242,246.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			242,246.96
		Balance per Cash Book is :-	242,246.96
		Difference is :-	0.00

Date: 04/11/2021

Magor with Undy Community Council

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Time: 15:25

Bank Reconciliation up to 31/10/2021 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>
26/10/2021	TFR000228	15,000.00		15,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>15,000.00</u>	<u>0.00</u>				