

# MAGOR WITH UNDY COMMUNITY COUNCIL

## Minutes of Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 26<sup>th</sup> April 2021 at 7pm

- COUNCILLORS:** Cllr N Baicher, Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook (left 21.33pm), Cllr J Crook, Cllr D James, Cllr P Kirkham, Cllr K Plow, Cllr S Raggett, Cllr F Taylor (left 20.51pm), Cllr J Wilson, Cllr A Zagozda
- IN ATTENDANCE:** Beverly Cawley – Clerk, Members of the public (8)
- APOLOGIES:** Cllr C Hopkins

Min  
2021/22

### Open Forum

#### Public Open Forum (15 minutes at discretion of Chair)

Several members of the public made representation in respect of planning application DM/2021/00528 a development at Hollybush, Vinegar Hill. They voiced their concerns with regards to access, scale, design, layout and appearance. Council advised the public to make individual representation on/to Monmouthshire County Council planning portal, and that the clerk would forward information on what issues are classed as material issues and reasons for objection.

### 111 Chair's Announcements

Cllr Taylor asked the Chair, to bring forward agenda item 9 (planning) to allow members of the public to listen and then leave if they so wished, and item 19 (Councillor Taylor's Item of Business for Discussion) as it had been deferred from the last meeting.

The Chair asked if Council would agree to the meeting being recorded (and retained only until the minutes were typed up), in order to assist the Clerk as a current health issue had an impact on the Clerk taking notes. Cllr Taylor requested a policy be put in place in to record.

**Resolved:** *To bring forward agenda items 9 (Planning) & 19 (Member Motion) as discussed.*

**Resolved:** *To allow the recording of the minutes to assist the Clerk at this present time, and to review the recording of meetings policy at the next meeting.*

#### 111.1 To receive apologies for absence from Councillors

Apologies received as noted above.

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

Chair had attended a remote meeting with AB-InBev (Magor Brewery) and would supply a written report for the May meeting.

Following issues with the Sycamore Playing Field the Chair attended a site meeting with the Head of Magor School, Cllr Bisi and the Clerk. The Chair would be attending a further meeting with the Governors, Clerk and Cllr Taylor on 27<sup>th</sup> April 2021 in an attempt to resolve some of the issues.

- 112 Planning Committee - View applications at**  
<http://www.monmouthshire.gov.uk/planning>
- 112.1 **To consider:**
- 112.1.a **DM/2021/00293: Retrospective planning consent for the change of use of former agricultural buildings to a B2 vehicle repair/restoration. Erection of security gates at the site entrance - Great House Farm, The Elms to Bridgend Farm Lane, Undy**  
***Resolved:*** *To recommend approval DM/2021/00293 – no comment*
- 112.1.b **DM/2021/00358- Reserved Matters – Provision of 5575m2 B1 employment space on parcel C1 – Rockfield Farm, The Elms, Undy.**  
***Resolved:*** *To recommend refusal DM/2021/00358 on the grounds of inadequate vehicle access which would impact on residential properties, and insufficient information in respect of SUDS/drainage etc.*
- 112.1.c **DM/2021/00445 - Single garage at the front of property - 6 Landau Close, Undy**  
***Resolved:*** *To recommend refusal DM/2021/00445 on grounds that it is out of character and keeping with other properties in the area, and could have a detrimental impact on neighbouring properties.*
- 112.1.d **DM/2021/00528 – 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 – Hollybush, Vinegar Hill, Undy**  
***Resolved:*** *To recommend refusal DM/2021/00528 on grounds of access, SUDS/drainage, scale, design, layout and appearance and missing reports essential to the consultation.*
- 112.1.e **DM/2021/00581 – extension to rear of house to extend kitchen/diner area, to convert current garage area to a play room, insert window to side of house to incorporate re-configured bedroom design and demolish and rebuild outhouse moving location closer to boundary line – Darlea, Bridewell Gardens, Undy**  
***Resolved:*** *To recommend approval DM/2021/00581 – no comment*
- 112.2 STR050 - Street Trading Consent Application - Mobile Trader - a mobile ice cream van, trading in all streets in Undy & Magor. (circulated)**  
***Resolved:*** *To recommend approval STR050 – no comment*
- 112.3 To note Mon CC weekly new and decided planning lists**  
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>  
*Noted.*
- 113 Councillors Items of Business For Discussion**
- 113.1 Motion: Cllr F Taylor - (b/fwd. from 8/3/21)**  
**“That this council agree to take such action as is necessary to secure and protect the land adjacent to Undy School on Penny-farthing Lane as a managed wild space for public use in perpetuity”.**  
 Cllr Taylor outlined her proposal, and a discussion took place regarding the need to bring the land in question into a ‘managed’ space. Members considered the possibility of a working group (comprised of Councillors and other bodies/members of the public) being set up to take the project forward.  
***Resolved:*** *To take such action as is necessary to secure and protect the land adjacent to Undy School on Penny-farthing Lane as a managed wild space for public use in perpetuity*  
***Resolved:*** *That Cllr Taylor would provide the Clerk with some Mon CC Officer contact details to enable enquiries to begin.*
- 114 Declarations of interest in items on the agenda – Forms to be completed**
- 114.1 To receive any declarations of interest in items on the agenda**

Clerk – Seed Merchants - husband works for one of the seed merchants - (Min No 122.2)  
Cllrs Baicher, Bailey, Bisi, Plow & Taylor – Members of ‘Residents Against Speeding’ - (Min No 118.1)  
Cllrs Raggett, Cook – Members of MUCH (Min No 125.1)

- 115 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 agenda item 5.3.b 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**
- 115.1 Chair advised this would only be necessary if Councillor discussions went into detail regarding personnel under agenda item 5.3.
- 116 Minutes (attached)**
- 116.1 **To adopt the minutes of the Ordinary Meeting held remotely on 8<sup>th</sup> March 2021**  
***RESOLVED:*** *To approve the minutes of Ordinary Meeting held remotely on 8<sup>th</sup> March 2021*
- 116.1.a **Chair to sign the minutes**  
*Chair to sign the minutes in due course*
- 116.2 **To adopt the minutes of Planning Committee Meeting held remotely on 22<sup>nd</sup> March 2021**  
***RESOLVED:*** *To approve the minutes of Planning Committee Meeting held remotely on 22<sup>nd</sup> March 2021*
- 116.2.a **Chair to sign the minutes**  
*Chair to sign the minutes in due course*
- 116.3 **To adopt the minutes of the Human Resources Committee Meeting held remotely on 1<sup>st</sup> March 2021, and any recommendations. (deferred 8/3/21)**  
***RESOLVED:*** *To approve the minutes of Human Resources Committee Meeting held remotely on 1<sup>st</sup> March 2021*
- 116.3.a **Chair to sign the minutes**  
*Chair to sign the minutes in due course*
- 116.3.b **To consider recommendations of the Human Resources Committee Meeting (attached)**  
Members were referred to Committee Terms of Reference – ‘No discharge of functions’/‘To make recommendations to Full Council’. Clerk also advised of Wales Audit criticism that Councillors did not scrutinise recommendations of committees.  
***Resolved:*** *To accept the recommendations of the Committee (as below), with the exception of min 16.3 which was no longer relevant.*  
***Resolved: Min HR 12.1*** *That members be crystal clear as to the role and responsibility of the Clerk/Proper Officer in respect of Human Resources and Health & Safety, and that Council agree what actions both the Clerk/Proper Officer and selected Councillors will take to upskill themselves in respect of Human Resources and Health and Safety, in order to ask the right questions to make correct use of any commissioned service provider going forward.*  
***Resolved: Min HR 13.1*** *That the Clerk draw up a Recruitment and Retention policy for presentation to Council*  
***Resolved: Min HR 13.2*** *That Council need to understand what is needed as a minimum inclusion into a Staff Handbook before the office do any work on a handbook.*  
***Resolved: Min HR 14.2*** *That Council seek immediate advice in respect of the support workers, and that they are referred to as people in the employment of the Council*

**Resolved: Min HR 15.1.b** That the clerk draw up a draft business case.

**Resolved: Min HR 15.1.c** That a list of contracted roles the Council has in place for maintenance is provided to enable members to consider what jobs the new member of staff could do to complement the contractors, so that the required hours can be agreed.

**Resolved: Min HR 17** That a recommendation be made to Full Council that as Council do not have the knowledge and/or experience in the short term, that Council seek specialist advice in order to get everything put right and in order, and that Council use Ellis Whittam to achieve that goal, asking Ellis Whittam to recommend what training Councillors and Officers need to undertake going forward.

117

## Finance

117.1

### To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st March 2021

**RESOLVED:** To confirm the Bank Reconciliation of the Councils Bank Accounts to 31/03/21

117.2

### To approve list of payments

#### PAYMENTS

Payee	Description	Net	VAT	Gross
CLlr N Baicher	Remuneration	37.50		£37.50
CLlr S Bailey	Remuneration	287.50		£287.50
CLlr Mario Bisi	Remuneration	37.50		£37.50
CLlr G Cook	Remuneration	162.50		£162.50
CLlr C Hopkins	Remuneration	37.50		£37.50
CLlr D James	Remuneration	37.50		£37.50
CLlr P Kirkham	Remuneration	37.50		£37.50
CLlr K Plow	Remuneration	37.50		£37.50
CLlr S Raggett	Remuneration	162.50		£162.50
CLlr F Taylor	Remuneration	37.50		£37.50
CLlr J Wilson	Remuneration	37.50		£37.50
CLlr A Zagozda	Remuneration	37.50		£37.50
Merlin Waste	dog bin maintenance March	585.00		£585.00
Harrison's Packaging Ltd	Dog poo bags	225.00	45.00	£270.00
Amazon Marketplace	x4 LED Spotlights	163.28	32.68	£195.96
Various	staff salaries	6,131.24		£6,131.24
Various	statutory deductions	3,274.92		£3,274.92
Chepstow Accountancy Services	salary admin	27.50		£27.50
Solutions In Technology	telephony	108.98	21.80	£130.78
Zoom GB	monthly fee	14.39		£14.39
Microshade Business Consultants	Off-site cloud storage - March	94.90	18.98	£113.88
Stage Depot Ltd	Yellow Lighting gel	22.35	4.47	£26.82
EgoFragrance (S> Raggett)	expenses re 23 march event	72.96	14.64	£87.60
Undy AFC SNR Football	MUGA Covid-19 closure refund	75.00		£75.00
Undy AFC Junior Section Football	MUGA Covid-19 closure refund	7.50		£7.50
Barclays Bank plc	Commission	18.90		£18.90
British Telecom	telephony	36.99	7.39	£44.38
Magor RFC	MUGA Covid-19 closure refund	15.00		£15.00
Alison Sandiford	expenses & Mileage	15.10		£15.10
Sudbrook Girls Football	MUGA Covid-19 closure refund	7.50		£7.50

Caldicot Amateur Men's Football	MUGA Covid-19 closure refund	7.50		£7.50
Information Commissioners Office	data protection registration fee	35.00		£35.00
Morgan & Horowskyj Architects	QS management fees re Proc' Hse	1,828.75	365.75	£2,194.50
Marsh & Co	repairs to Proc' House Val 1	9,925.87		£9,925.87
<b>TOTAL INVOICES</b>				<b>£24,154.34</b>

#### RECEIPTS

	Description	Gross
WPD	wayleave	18.77
various	Allotment rent	12.00
various	Allotment rent	29.00
Barclays Bank	Loyalty Reward	3.23
Kari Davies Tennis	MUGA Courts hire	225.00
E Whitmore	MUGA Courts hire	2.50
G Hopkins (E Harris)	MUGA Courts hire	2.50
Kari Davies Tennis	MUGA Courts hire	50.00
various	Allotment rent	24.00
Kari Davies Tennis	MUGA Courts hire	117.50
<b>TOTAL RECEIPTS</b>		<b>£484.50</b>

**RESOLVED:** To approve the list of payments as provided

- 117.3 **To note that the RBS Finance Package needs to be converted across from Receipts and Payment to Income and Expenditure in readiness for the 2021/2022 Financial Year, as the Precept will have been in excess of £200k for three years.**

Noted

- 117.4 **Torfaen County Borough Council LGPS:- To note the LGA (the Local Government Association) has issued LGPS pension contributions table for the 2020/21 financial year – an increase of 0.5%.**

Noted

- 117.5 **To approve remote attendance of clerk to the joint OVW/SLCC event 13<sup>th</sup> May 2021 at the cost of £45**

**RESOLVED:** To approve the attendance of the Clerk to the Joint OVW/SLCC event at the cost of £45 (under Local Gov Act 1972 s143)

- 117.6 **To note that the cost of emptying dog waste bins (Merlin Waste) will rise by 10p to £4 per bin with effect from 1<sup>st</sup> April 2021**

Noted.

- 117.7 **To note that the Information Commissioners Office registration has been renewed as at 24<sup>th</sup> March 2021 at the cost of £35**

Noted

- 117.8 **To consider renewal of contract with Chepstow Accountancy Services Ltd in respect of salary administration for the financial & tax year commencing April 2021.**

**RESOLVED:** To renew the contract with Chepstow Accountancy Services Ltd in respect of salary administration for the financial & tax year commencing April 2021 and to review options in 2022 to ensure that Council was still receiving value for money.

- 117.9 **To consider renewal of One Voice Wales Membership for 2021-2022 at the cost of £885 (under LGA 1972 s 143)**

**RESOLVED:** To renew membership of One Voice Wales for 2021-2022 at the cost of £885

- 117.10 **To note that holiday back pay, as previously discussed, has been paid to Litter Pickers as**

per HMRC and ACAS guidance.

Noted

- 117.11 **To consider renewal of Gwent Wildlife Trust Membership for 2021-2022 at the cost of £36 (Under LGA 1972 s137)**  
*RESOLVED: To renew membership of Gwent Wildlife Trust for 2021-2022 at the cost of £36*
- 117.12 **To note Valuation and Interim Certificate No 1, from Morgan & Horowskyj Architects in respect of the Procurator House repairs**  
Noted
- 117.12.a **To note payment of corresponding interim invoice to Marsh & Co for the sum of £9925.87 [(under Financial Regulations 5.5.a) (under OSA 1906 s.9 & 10 and LGA 1972 s144)]**  
Noted
- 117.12.b **To note payment of interim invoice from Morgan & Horowskyj Architects for professional services in connection with management of Quinquennial works on Procurators House for the sum of £1828.75 [(under Financial Regulations 4.1) (under OSA 1906 s.9 & 10 and LGA 1972 s144)]**  
Noted
- 118 Start-Up Grants**
- 118.1 **To receive and consider Start-Up grant application for £500 from newly formed resident led group 'Residents Against Speeding'**  
Cllrs Baicher, Bailey, Bisi, Plow and Taylor declared an interest.  
Members considered the application from the new 'resident led' group.  
*RESOLVED: To award a start-up grant of £500 subject to confirmation/proof of new bank account being opened (under HA 1980 s.274A & LG & RA 1997 s.26)*
- 119 Correspondence**
- 119.1 **To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions**  
Noted
- 120 Staffing (note: to exclude press and public only if discussions dictate)**
- 120.1 **To note that the Administration Assistant had tendered her resignation of employment which concludes with the Council on 16<sup>th</sup> April 2021.**  
Noted
- 120.2 **To consider Council staffing needs**  
*RESOLVED: To refer the matter of staffing needs to the Human Resources Committee for consideration and to feedback recommendations to Full Council.*
- 121 Independent Remuneration Panel for Wales: Annual Report 2021 to 2022 (b/fwd. from 8/3/21)**
- 121.1 **To receive the IRPW Annual Report 2021 to 2022 (refers Town & Community Councils: pages 40–47, 48, 54 & 55)**  
<https://gov.wales/independent-remuneration-panel-wales-annual-report-2021-2022>  
Noted.
- 121.2 **To note a Council resolution is required to adopt (or not) non-mandatory determinations 43,45,46,47,48,49 (see table 9 – pages 45 & 46 of IRPW Annual Report 2021-2022)**  
*RESOLVED: To adopt the non-mandatory IRPW determinations for 2021-2022: 43,45,46,47,48,49*
- 121.3 **To consider item 13.36 of the IRPW Annual Report 2020-2021:**

- 121.3.a **To resolve when the payment is actually to be made to the member (determinations 42,43,48,49).**  
**RESOLVED:** *To make payment at the end of the month Quarterly*
- 121.3.b **To resolve how many payments, the total amount payable is broken down into;**  
**RESOLVED:** *That determination amounts be paid over four (4) quarterly payments (June, September, December & March)*
- 121.3.c **To resolve whether and how to recover any payments made to a member who leaves their role during the financial year**  
*Members noted that as payment would be made in arrears this item would be irrelevant.*

*The Chair invoked Standing Order No. 3.v to allow the meeting to continue past 9pm for no longer than half an hour.*

## **122 Costs for Works/Materials**

### **122.1 To consider quotations received in respect of summer planting and watering for Community Council owned planters/pots.**

Members noted that numerous quotations had been sought, but none received. Cllr Cook offered to undertake the clearing and planting up of the various tubs/planter with his wife and other volunteers. The Clerk reminded members that non-Councillor volunteers would need to register as a volunteer in order to be covered by the Council's insurance whilst undertaking the tasks. Members considered the problem of watering and several options were considered. Several members offered to assist.

**RESOLVED:** *That Cllr Cook would take this planting project forward with volunteers, and liaise with the clerk regarding budget etc. with a decision about watering to be agreed as soon as possible.*

### **122.2 To consider quotations received in respect of grass 80% and wildflower 20% mix for the landscaping of Sycamore Sports Field, adjacent to the MUGA**

Clerk declared an interest.

Members considered the three quotes received.

**RESOLVED:** *To accept quote from Pearce Seeds to purchase 30kg of seed at the cost of £1080 (at a rate of 20kg per acre at a ratio of grass 80% and wildflower 20% seed mix)(under PHA 1875 s 164 & OSA 1906 ss. 9,10).*

### **122.3 To consider costs to purchase Turf Reinforcement Mesh and J pegs for the landscaping (footway) of Sycamore Sports Field, adjacent to the MUGA**

Members considered the three quotes received.

**RESOLVED:** *To accept quote from GCL Products Ltd for 5No 2m x 30m rolls of GM640 turf reinforcement mesh and 800No 11" J pin/ground spikes at the cost of £1062 plus delivery cost ) (under PHA 1875 s 164 & OSA 1906 ss. 9,10).*

## **123 Local Government and Elections (Wales) Act 2021**

### **123.1 To note a summary of the key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector**

Noted

## **124 War Memorial**

### **124.1 To note positive feedback in respect of the Covid-19 Families (Wales) event on 23<sup>rd</sup> March 2021 when the War Memorial was lit up yellow.**

Noted

### **124.2 To note that Monmouthshire CC contractor has undertaken an investigation of the old floodlights and claims they have never been connected/worked.**

Noted

- 124.2.a **To consider whether to pursue costs to repair/install/replace**  
Members noted that there was no specific budget for these works, but would consider at a future date whether to use the Village Improvement budget.  
**RESOLVED:** *To pursue cost/quotes to replace and install new lighting with energy efficient lights which have less night-sky pollution.*

**125 Coronavirus Memorial Bench (Covid-19 Families Wales)**

- 125.1 **To consider options for a rustic memorial bench to be sited in the Community Orchard**  
Cllrs Raggett and Cook declared an interest as members of MUCH (Community Orchard site)  
Members considered the several examples and costs provided. Members also acknowledged that access to the bench when sited should be DDA compliant.  
**RESOLVED:** *To order the 'straight solid oak rustic bench from The Rustic Company at a cost of £370 plus delivery cost (under PCA 1957 SS 1 (1) & 7) using monies carried forward from the 2020/2021 Emergency Fund budget as agreed at OM 08/02/21 Min No 91.2.c.*

**126 Consultations**

- 126.1 **Welsh Government: The General Power of Competence (Commercial Purpose) (Conditions) (Wales) Regulations 2021** <https://gov.wales/local-authority-power-trade> (by 11th June 2021)  
No comments made. Members advised to forward any comment to the Clerk for collation no later than 17<sup>th</sup> May 2021.

**127 Flooding**

- 127.1 **To Note a written report from Cllr John Crook in respect of flooding issues in the area, and agree any actions required. (attached)**  
Noted. It was also advised that a meeting had been held with several agencies and a written report would be available for the May Ordinary meeting.

**128 Reports**

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

Chair noted the time and reminded members to check dates for future meetings and closed the meeting:

Annual Meeting – Thursday 6<sup>th</sup> May 2021 at 7pm via zoom.

Ordinary Meeting – Monday 10<sup>th</sup> May 2021 at 7pm via zoom.

**RESOLVED:** *To close the meeting and defer the following agenda items to Ordinary Meeting 10/05/21:*

**18 Reports**

- 18.1.b **To note actions taken in respect of 'Operation Forth Bridge'**  
18.2 **To receive any reports from Council representatives on outside bodies and agree any actions.**  
18.3 **To receive a copy of the on-going action plan and note the current status**

**MEETING CLOSED AT 21.33PM**



