

# MAGOR WITH UNDY COMMUNITY COUNCIL

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## Minutes of an Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 10<sup>th</sup> January 2022 at 7pm

**COUNCILLORS:** Cllr N Baicher, Cllr J Crook, Cllr G Cook (Chair), Cllr C Hopkins, Cllr D James, Cllr P Kirkham, Cllr Plow, Cllr S Raggett, Cllr F Taylor, Cllr A Zagozda

**IN ATTENDANCE:** Beverly Cawley – Clerk,

**APOLOGIES:** Cllrs S Bailey, M Bisi and J Wilson,

Min  
2021/22

### Open Forum

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

The Chair confirmed that the meeting would be recorded.

No members of the public present.

Cllrs Plow and Baicher expressed concerns and observations, (as members of the public) in respect of Monmouthshire County Council. Firstly, regarding the time Mon CC takes to answer the phone to members of the public, and secondly regarding the lack of recycling bags available within the village. County Councillor Frances Taylor agreed to feedback to Monmouthshire County Council on both issues.

### 218 Chair's Announcements

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

Apologies received as noted above.

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

The Chair thanked Cllr John Crook for stepping up as Chair during December 2021. The Chair had no feedback.

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

#### 219.1 To receive any declarations of interest in items on the agenda

Cllr Crook – (Planning) Min No 223.1.b – proximity of property to son's house, and ex-neighbour.

### 220 Minutes

#### 220.1 To adopt the minutes of the Ordinary Meeting held remotely on Monday 13<sup>th</sup> December 2021

**Resolved:** To adopt the minutes of the Ordinary Meeting held remotely on 13<sup>th</sup> December 2021

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

220.2 **To adopt the minutes of the Finance Meeting held remotely on 16<sup>th</sup> December 2021**

**Resolved:** *To adopt the minutes of the Finance Meeting held remotely on 16<sup>th</sup> December 2021*

220.2.b **Chair to sign the minutes**  
Chair to sign minutes in due course

**221 Finance (see appendices)**

221.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 31<sup>st</sup> December 2021**

**Resolved:** *To confirm the Bank Reconciliation of the Council's Bank Accounts to 31/12/21*

221.2 **To note and accept list of amounts paid and banked during December 2021**

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

**222 Correspondence**

222.1 **To note that miscellaneous correspondence had been emailed direct to Members as appropriate.**  
Noted

222.2 **To note reports from Welsh Government in respect of Councillor remuneration and citizen engagement in Wales**  
Noted

222.3 **To note correspondence from Jane Hutt, Minister for Social Justice to Town and Community Councils in respect of (Part 4 of the Well-being of Future Generations (Wales) Act) - Shaping Wales' Future programme.**  
Noted

222.4 **To note correspondence from Rebecca Evans, Minister for Finance and Local Government in respect of regulations to be made under section 30(3) of the Local Government and Elections (Wales) Act 2021 ("the 2021 Act"), specifying the qualifications a clerk to a community council must hold in order to satisfy one of the three conditions for a council to resolve itself to become an eligible community council for the purpose of exercising the general power of competence.**  
Noted. The clerk answered several questions pertaining to the CILCA qualification in respect of salary grading and annual increments.

- 223 Planning - View applications at <http://www.monmouthshire.gov.uk/planning>
- 223.1 To consider:
- 223.1.a **DM/2021/01612: Mod or Removal of Condition. Removal of condition 4 relating to DM/2021/00684. The owners would like the limit of 5 cars to be increased to 20 when the petrol station is not in use for fuelling vehicles. The premises which is subject of this application shall be used as a petrol filling station, car wash and motor vehicle sales only and for no other use. There shall be no more than 5 vehicles displayed for sale, on the site at any one time whilst the petrol filling operations are in use. Should Petrol filling operations be suspended then the site can be used for the display and sale of up to 20 vehicles - Reliance House Newport Road, Magor**

Members discussed in full, and were pleased that the site was to be used rather than left empty and un-operational, however several concerns were raised in respect of movement of vehicles on and off site, adjacent to the B4245 e.g. drop off/pick up point for school, possible delivery and unloading of vehicles by transporter on B4245. Members also questioned whether the site was large enough to accommodate the number of vehicles and their movement on site.

***Resolved:*** To recommend approval of planning application DM/2021/01612 – subject to reassurance that full consideration is given to highways safety and the safe movement of vehicles on and off site.

- 223.1.b **DM/2021/01898: Householder Retention of outbuilding and attached gazebo – Camelot, Church Road, Undy**

***Resolved:*** To advise the Planning Authority that the limited paperwork provided does not give sufficient information for an informed decision to be made, and that from the limited paperwork available Council believe the ridge-line is too high, and the proposed gazebo will link the existing outbuilding to the main property, effectively making it an extension of the main dwelling.

- 223.1.c **DM/2021/01900: Householder Proposed garage conversion - 19 Blenheim Drive Magor**

***Resolved:*** To recommend approval of planning application DM/2021/01900 – no comment

- 223.2 **Pre-Application Consultation for Rush Wall Solar Park: - Notice under articles 8 and 9(2) of 'The Developments of National Significance (Procedure) (Wales) Order 2016' Installation of a solar park on land near the village of Redwick, south east of Newport, Wales <https://britishrenewables.com/projects/rush-wall-solar-park>**

Members discussed this pre-application in-depth, and noted the work completed on the biodiversity aspect of the planning application. However, whilst Council supports the ethos of renewable energy, they are mindful of the cumulative impact such a project has on the Gwent Levels. The Levels are a sensitive and iconic estuarine landscape of International significance with adjacent RAMSAR, SPA, SINC's, SSAI and SSSI sites and noted as a Landscape of Outstanding Historic Interest emanating from natural fens consisting of alluvium over peat with ridge & furrow, and an ancient drainage system of 'grips, ditches, reens, pills and penstocks' as well as being recognised for their high visual, sensory, and

cultural importance. The area as a whole makes a significant contribution to the quality of life for the people who live and work here. Members agreed that the project would be better suited to a 'Brown Field' site.

**Resolved:** *To support the pre-planning application in principle, but raise concerns as to the cumulative impact such a project will have of on a sensitive landscape of historical and international significance, and which has the potential to detract from the current visual, sensory and cultural nature of the site.*

**223.3 To note Mon CC weekly new and decided planning lists**

<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>

Noted

**224 Consultations**

**224.1 The Welsh Government: - The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils (closes 17/03/22) Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance GOV.WALES**

Councillors wished to have a further opportunity to consider this consultation.

**Resolved:** *To add the consultation to the February agenda for discussion.*

**224.2 Monmouthshire County Council: - Community Council precept payments for 2022/23 (closed 07/01/22)**

Members noted this consultation had already closed, and the limited time given by Monmouthshire County Council to the consultation.

**Resolved:** *To advise Monmouthshire County council that Council would be happy to continue with the current format of three payments per year.*

**225 Village Maps**

**225.1 To receive notes from the Village Improvements & Signage Working Group (see also agenda item 14.2.a)**

Noted – see also Min No. 230.2.a

**225.2 To note that work on the Village Maps needs to be concluded soon, in order that £5k grant funding is not lost.**

Noted

**225.3 To note that an interim invoice (£1422.50 +vat) has been received from Platform One for the artwork, and has been paid from/by the Living Landscapes Project grant funding.**

Noted

**225.4 To receive and accept the village map text and drawings (version 4) (subject to slight layout adjustments).**

The working group would be re-visiting an earlier suggestion of printing the map off as a village walk leaflet at a future working group meeting.



**Resolved:** To approve the Village Map text and drawings, acknowledging that slight adjustments would be made to the final layout.

225.5 To note and consider recommendations made by the working group and agree any further actions:

- i. The siting of the maps at Undy Pound and Magor Square (subject to street furniture licence from Mon CC).

**Resolved:** To approve the suggested siting of the maps at Undy Pound and Magor Square, subject to street furniture licence from Mon CC.

- ii. That both maps be enclosed in 'Plaza' with 2.5m posts, in black, size AO

**Resolved:** That both maps be enclosed in 'Plaza' with 2.5m posts, in black, size AO

- iii. That the map for Magor Square be double sided (map either side)

**Resolved:** That the map in Magor Square would be double sided (map either side)

- iv. That a 'lay-flat' print of the map be held by/displayed in the Council office for use at displays, consultations or lending out to schools etc.

**Resolved:** That a lay flat print of the map be purchased, it would be portable for use at events, and meanwhile could be displayed in the Council Office.

226 MUGA Working Group

226.1 To note that Cllr Geoff Cook has stepped down as a member of the MUGA Working Group.  
Noted

226.2 To appoint a replacement Councillor to the MUGA Working Group.

**Resolved:** To appoint Cllr John Crook as a member of the MUGA Working Group, to replace Cllr Cook.

227 MUGA Courts

227.1 To note correspondence from a resident regarding the tennis nets on the MUGA courts, and agree any actions.  
Noted.

**Resolved:** That the MUGA Working Group would look at the long-term management of the MUGA Courts in order to ensure that there is a good balance between booked and ad hoc use of both Tennis and other sport.

227.2 To note that as a Riparian Landowner of the Sycamore Sports Field the Community Council has a legal responsibility under common law for the maintenance of the Millbrook

**grip and culvert under the Sycamore Lane.**

Members agreed that they needed to understand and clarify their position and responsibilities (as lessee) and those of the local Authority (actual landowner) and the Environment Agency and adjacent Riparian Landowners, albeit they believed they were responsible for the culvert under the Sycamore Lane.

**227.3 To consider any works and/or actions required, and any budget requirement for works.**

One quote had already been obtained to clear the culvert at Sycamore Lane. Members also noted issue with dog fouling despite installation of a dog waste bin. The clerk confirmed signs were available stating 'No Dogs' but were yet to be put up on the MUGA Court gates.

**Resolved:** *To obtain a further two quote for works to clear the culvert at Sycamore Lane.*

**Resolved:** *That Cllr Crook would erect the 'No Dog' signs on the MUGA court gates.*

**228 Recruitment Policy**

**228.1 To receive and consider a draft Recruitment Policy**

Members made two amendments to the document.

**Resolved:** *To add on page 2, under 'Selection & Interview' section paragraph 2 "...HR consultant (if applicable), and such other panel members as Council deems necessary."*

**Resolved:** *To add on page 2, under 'Making the Appointment' heading "(Note in the case of appointing a new clerk, the actions of the clerk as stated below will be undertaken by the Chair, Vice Chair or a Councillor as designated by Full Council)"*

**229 Staffing**

**Resolved:** *To defer all items under this agenda heading for discussion at a future workshop and Full Council meeting.*

**Resolved:** *That the Clerk provide several job descriptions, person specifications and other relevant documentation for a workshop on 31<sup>st</sup> January 2022 at 7pm*

**229.1 To note the intention of the clerk/RFO to retire in May 2022. (refers AM 161221 Min No 215.1)**

Members noted Minute Number 215.1 which stated that "the matter of staffing would be added to the January 2022 agenda, as Council needed to start the recruitment process as a matter of urgency."

Two members highlighted the need to appoint a replacement clerk and administrative assistant as a matter of urgency.

**Resolved:** *To defer this item to a future workshop and meeting.*

**229.2 To consider and agree in principle the hand-over period required following the**

### **appointment of a new clerk and RFO**

Some members felt this could not be discussed at present, because they had not agreed the details for appointing a new clerk.

**Resolved:** *To defer this item to a future workshop and meeting.*

#### **229.3 To consider and agree how to proceed with advertising and appointing a new clerk/RFO**

Some members felt this could not be discussed at present, because they had not agreed the details for appointing a new clerk.

**Resolved:** *To defer this item to a future workshop and meeting.*

#### **229.4 To consider the business case**

Some members felt this could not be discussed at present, because they had not agreed the details for appointing a new clerk.

When questioned by a Councillor as to why a business case had been drafted when one had not been requested, Cllr Sally Raggett (Chair of Human Resources) confirmed that following discussions at the December workshop and Finance meeting and resolution under minute number 215.1, she had drafted the business case with the assistance of the clerk, as a starting point for members in order to save time prior to starting the Recruitment and Selection process.

**Resolved:** *To defer this item to a future workshop and meeting.*

#### **229.5 To consider and agree the need to appoint an Admin Assistant or Deputy Clerk, and the need to draw up a business case for that position.**

One member commented that there was no requirement for a second member of staff.

**Resolved:** *To defer this item to a future workshop and meeting.*

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

### **230 Reports**

#### **230.1 Clerk**

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

Noted.

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

Received and noted.

#### **230.2 Working Groups**

##### **230.2.a To receive any written reports from Working Groups**

###### **i. Village Improvements and Signs Working Group (notes for 14/12/21 meeting)**

Received and noted.

#### **230.3 Councillors**

##### **230.3.a Flooding: To receive any written reports in respect of flooding issues in the area, and**

**agree any actions required.**

Received and noted.

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

None received.

- 230.3.c **To receive any activity reports from Councillors**

i. **Cllr John Crook**

Received and noted.

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

i. **Cllr Penelope Kirkham – One Voice Wales, Larger Council's Meeting**

Received and noted.

**231 Meeting Dates**

- 231.1 **Extra-Ordinary Meeting – Thursday 13<sup>th</sup> January 2022 at 7pm**

Noted.

- 231.2 **Planning Committee - Monday 24<sup>th</sup> January 2022 at 7pm**

Noted.

- 231.3 **Ordinary Meeting – Monday 14<sup>th</sup> February 2022 at 7pm**

Noted.

- 231.4 **To agree dates for Working Group Meetings:**

i. **MUGA Working Group**

ii. **Allotments Working Group**

iii. **Village Improvements and Signage Working Group**

iv. **Sycamore Playing Fields Working Group**

**Resolved:** *That the working group leads would set a date for their meetings*

**MEETING CLOSED AT 21.19PM**

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Current Bank A/c**

User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/11/2021		131,602.14
			<u>131,602.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/12/2021 CHQ106116 RBL Poppy Appeal		150.00	
			<u>150.00</u>
			131,452.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,452.14
		<b>Balance per Cash Book is :-</b>	<b>131,452.14</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 05/01/2022

Magor with Undy Community Council

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Time: 15:19

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 2 - General/Reserve**

User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	30/11/2021		212,269.76
			<u>212,269.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			212,269.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			212,269.76
		Balance per Cash Book is :-	212,269.76
		Difference is :-	0.00

Time: 15:27

## Bank Reconciliation up to 31/12/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/12/2021	FP000297		12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2021	DRCD00293	14.39		14.39		R <input checked="" type="checkbox"/>	Zoom Video Communications
06/12/2021	COMM00291	22.40		22.40		R <input checked="" type="checkbox"/>	Barclays Bank
06/12/2021	COMM00298		3.60	3.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2021	DD00269	49.65		49.65		R <input checked="" type="checkbox"/>	British Telecom
13/12/2021	FP00299		12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/12/2021	FP00300		43.75	43.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/12/2021	BACS00292	22.00		22.00		R <input checked="" type="checkbox"/>	Chepstow Accountancy
17/12/2021	BACS00290	120.00		120.00		R <input checked="" type="checkbox"/>	Severn Tunnel Band
17/12/2021	BACS00289	206.40		206.40		R <input checked="" type="checkbox"/>	Rialtas Business Solutions
17/12/2021	BACS00277	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr N Baicher
17/12/2021	BACS00278	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr S Bailey
17/12/2021	BACS00279	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr M Bisi
17/12/2021	BACS00280	287.50		287.50		R <input checked="" type="checkbox"/>	Cllr G Cook
17/12/2021	BACS0028	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr C Hopkins
17/12/2021	BACS00282	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr D James
17/12/2021	BACS00283	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr P Kirkham
17/12/2021	BACS00284	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr K Plow
17/12/2021	BACS00285	162.50		162.50		R <input checked="" type="checkbox"/>	Cllr S Raggett
17/12/2021	BACS00286	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr F Taylor
17/12/2021	BACS00287	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr J Wilson
17/12/2021	BACS00288	37.50		37.50		R <input checked="" type="checkbox"/>	Cllr A Zagozda
17/12/2021	BACS00276	30.00		30.00		R <input checked="" type="checkbox"/>	One Voice Wales
17/12/2021	BACS00275	65.34		65.34		R <input checked="" type="checkbox"/>	Microshade Bus Consultants Ltd
17/12/2021	BACS00274	892.50		892.50		R <input checked="" type="checkbox"/>	Merlin Environmental Services
17/12/2021	BACS00273	264.00		264.00		R <input checked="" type="checkbox"/>	Merlin Environmental Services
17/12/2021	BACS00268	9.28		9.28		R <input checked="" type="checkbox"/>	Beverly Cawley
17/12/2021	BACS00267	10.22		10.22		R <input checked="" type="checkbox"/>	Beverly Cawley
17/12/2021	CHQ106116	150.00			150.00	<input type="checkbox"/>	RBL Poppy Appeal
17/12/2021	TFR00296		10,000.00	10,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2021	BACS00270	3,965.19		3,965.19		R <input checked="" type="checkbox"/>	Salaries
23/12/2021	DD00295	168.58		168.58		R <input checked="" type="checkbox"/>	Solutions in Technology
23/12/2021	FP00301		92,467.00	92,467.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/12/2021	BACS000251	53.81		53.81		R <input checked="" type="checkbox"/>	Konica Minolta Bus Sols
30/12/2021	BACS000251	-53.81		-53.81		R <input checked="" type="checkbox"/>	Konica Minolta Bus Sols
31/12/2021	BACS00271	1,415.06		1,415.06		R <input checked="" type="checkbox"/>	HMRC
31/12/2021	BACS00272	1,035.58		1,035.58		R <input checked="" type="checkbox"/>	Torfaen CBC
		<u>9,265.59</u>	<u>102,538.35</u>				

## Bank Reconciliation up to 31/12/2021 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>
17/12/2021	TFR00296	10,000.00		10,000.00		R <input type="checkbox"/>	Current Bank A/c
31/12/2021	CRINT 0030		22.80	22.80		R <input type="checkbox"/>	Receipt(s) Banked
		<u>10,000.00</u>	<u>22.80</u>				