

# MAGOR WITH UNDY COMMUNITY COUNCIL

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## Minutes of an Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 14<sup>th</sup> March 2022 at 7pm

**COUNCILLORS:** Cllr N Baicher (19.33pm), Cllr S Bailey, Cllr Bisi (19.15pm), Cllr J Crook (Chair), Cllr C Hopkins, Cllr D James, Cllr P Kirkham, Cllr Plow (19.49pm), Cllr S Raggett (leaves 22.32pm), Cllr F Taylor (19.14pm),

**IN ATTENDANCE:** Beverly Cawley – Clerk to Council

**APOLOGIES:** Cllr J Wilson

Min  
2021/22

### Open Forum

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

There were no members of the public present

### 288 Chair's Announcements

288.1 Chair reminded members that they attend this meeting under the provisions of the Community Council's Code of Conduct and reminded members of their duty to show respect to fellow members and staff.

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

Apologies noted as above, and noted that Cllrs Baicher & Bisi would be arriving late.

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

Chair advised he had:

- i. Met with the Chair of Undy AFC in relation to the planting of a Platinum Jubilee Commemorative English Oak on AFC ground
- ii. Visited, with the Vice Chair a container supplier in Cwmcarn in connection with the replacement of the MUGA portakabin.
- iii. Attended the installation of the new 'Welcome Signs' at both Magor and Undy ends of the village

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

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

- i. Cllr Raggett – agenda item 8.1 – husband is a tenant at Undy Allotments - Min No 295.1
- ii. The Clerk – agenda item 8.1 – a resident of Common-y-coed – Min No 295.1
- iii. Cllr Raggett – agenda item 14.2.a – a member of MUCH Group delivering the Community HUB Min No 301.2.a
- iv. Cllr Kirkham – agenda item 14.2.a – one company supplying a quote is a client -

**290 Minutes**

**290.1 To adopt the minutes of the Ordinary Meeting held remotely on Monday 14<sup>th</sup> February 2022**

***Resolved:*** To adopt the minutes of the Ordinary Meeting held remotely on 14<sup>th</sup> February, 2022

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

Chair to sign minutes in due course

**290.2 To adopt the minutes of the Extraordinary Meeting held remotely on Monday 28<sup>th</sup> February 2022**

A councillor questioned the accuracy of Minute No 279.1, stating that Council had agreed to place an advert by 7<sup>th</sup> March. The clerk advised that she had no recollection of such an agreement, and referred to her notes, stating she had not noted that. She added that she recalled the 7<sup>th</sup> March being discussed at the meeting of 14<sup>th</sup> March, but that no resolution had been made. The clerk would listen to the recording of the meeting and feedback her findings to members.

The councillor questioned the wording of Minute No 281.3.a, which stated that the MUGA working group would present/offer 'two different proposals', and she noted that there were actually three quotes presented to Council. The working group clarified that it referred to two options, and not two quotes.

***Resolved:*** To amend Minute No 281.3.1 to read, at the end: '...bring a total package to Council at the 14<sup>th</sup> March meeting offering a replacement or a cheaper alternative.'

***Resolved:*** To defer the adoption of the Minutes of the meeting held remotely on Monday 28<sup>th</sup> February 2022 until the accuracy of Min No 279.1 could be determined from the recording.

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

Not applicable.

**The Chair confirmed that the meeting would be recorded.**

**291 Finance**

**291.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 28<sup>th</sup> February 2022**

***Resolved:*** To confirm the Bank Reconciliation of the Council's Bank Accounts to 28/02/22

**291.2 To note and accept list of amounts paid and banked during February 2022**

**Resolved:** To accept the list of payments and receipts as provided to end February 2022

**CLLR TAYLOR ENTERED MEETING AT 19.14PM**

**CLLR BISI ENTERED MEETING AT 19.15PM**

- 291.3 To receive notification of Annual Membership from One Voice Wales, and consider approval of renewed membership at the cost of £934 (*under Local Govt Act 1972 s143*)

**Resolved:** To renew the Annual Membership to One Voice Wales at the cost of £934 (*under LGA 1972 s143*)

- 291.4 To receive notification of Annual Membership from Gwent Wildlife Trust, and consider approval of renewed membership at the cost of £36 (*under Local Govt Act 1972 s137*)

**Resolved:** To renew the Annual Membership to Gwent Wildlife Trust at the cost of £36 (*under LGA 1972 s137*)

- 291.5 To note that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021 and to agree:

- a. To implement new rates with effect from March 2022 Salary.

**Resolved:** To implement the NJC new rates of pay with effect from March 2022 salary

- b. To make salary back-payment (from 1<sup>st</sup> April 2021 to 28<sup>th</sup> February 2022) in the March 2022 salary.

**Resolved:** To make the necessary salary back payment (from 1<sup>st</sup> April 2021 to 28<sup>th</sup> February 2022) in the March 2022 salary.

- 291.6 To note that the National Living Wage increases as at 1<sup>st</sup> April 2022 from £8.91 to £9.50  
Noted.

**292 Correspondence**

- 292.1 To note that miscellaneous correspondence had been emailed direct to Members as appropriate.

Noted.

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

- 293.1 To consider:

- 293.1.a DM/2022/00302: - Proposed single storey rear and side extension - 5 Rockfield Grove Undy

**Resolved:** To recommend approval of DM/2022/00302, subject to a positive

*consultation with neighbours, and stating that Council have concerns regarding the proximity of the extension to the boundary and fence-line of the next door neighbours, and concerns about the single storey being developed into a two storey in the future.*

293.2 **Notification of Pre-Planning:-**

293.2.a **Proposed industrial, storage and distribution warehouse (Use Classes B2 and B8 with ancillary B1), together with associated access, parking, landscaping and ancillary infrastructure - Land West of Wales 1 Business Park, Magor Road, Magor, Monmouthshire, NP26 3DG**

The clerk confirmed the usage codes for members: B1 Business – offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area. - B2 General industrial - Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste) - B8 Storage or distribution - This class includes open air storage.

Members had concerns regarding:

- access to the site as there was insufficient detail
- impact on local area, as there was little information of estimated usage/access/egress on to site, and of how traffic would access/egress site from the M4
- no indication of hours of operation.

***Resolved:*** *That a response is sent raising concerns with regards to access and egress to and from the site, stating that there is little information of estimated usage and no indication of hours of operation.*

#### **CLLR BAICHER ENTERED THE MEETING AT 19.33PM**

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

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

Noted

294 **Independent Remuneration Panel for Wales**

294.1 **To receive the Annual report from the IRPW for the year 2022 to 2023 [Independent Remuneration Panel for Wales: annual report 2022 to 2023](#) (refers Town & Community Councils: pages 47 - 59)**

Members noted receipt of the Annual Report

294.2 **To note that the IRPW Annual Report for the year 2021 to 2022 remains in place until the May 2022 elections, and that the new Report 2022-2023 comes in to effect on 8<sup>th</sup> May 2022.**

Members noted the anomalies in connection with the new report in relation to the May elections.

294.3 **To note a Council resolution is required to adopt (or not) non-mandatory determinations 46,47,48,49,50,51 (see table 12 of IRPW Annual Report 2021-2022)**

Members noted that determination 45 had been omitted from the agenda item.

***Resolved:*** *To add Determination 45 to the agenda for the 28<sup>th</sup> March 2022*

meeting.

#### CLLR PLOW ENTERED MEETING AT 19.49PM

**Resolved:** To adopt Determinations 46, 47, 48, 49, 50, 51

**Resolved:** That in respect of Determination 50, an allowance of £1000 would be made to the Mayor of the Council

**Resolved:** That in respect of Determination 51, an allowance of £500 would be made to the Deputy Mayor of the Council.

#### 294.4 To consider item 13.40 of the IRPW Annual Report 2022-2023:

- a. To resolve when the payment is actually to be made to the member

**Resolved:** To make payments at the end of the month Quarterly.

- b. To resolve how many payments, the total amount payable is broken down into;

**Resolved:** That amounts be paid over four (4) quarterly payments (June, September, December & March)

- 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 slightly in arrears this item would be irrelevant.

#### 295 Boundary Changes May 2022

##### 295.1 To consider the need for a working group to discuss the handover of assets to Rogiet Community Council, and agree any actions.

Two member expressed an interest in sitting on a working group, and discussion ensued. Members did not want to hand over either of the two properties affected by the Boundary change to Rogiet CC. Members noted the key considerations published by Welsh Government, SLCC and OVW in respect of the Boundary changes, which state 'Councils affected by the alteration, abolition or constitution of any area by Order have the power to reach agreements about any property, income, rights or liabilities affected by the change, and any financial relations between the parties to the agreement.' Members also noted that the Monitoring Officer had already recommended negotiating/talking with Rogiet Community Council. It was also noted that the allotment site, at the last major boundary change, had remained in the ownership of Magor with Undy Community Council, and that Rogiet CC had passed management of their allotments over to Rogiet Allotment & Leisure Garden Society. Members also noted the distance of the Common-y-coed plantation from the main village of Rogiet.

#### CLLR RAGGETT DECLARED AN INTEREST CLERK DECLARED AN INTEREST

**Resolved:** *That this Council wished to retain ownership and management of the Undy Allotment Site, and the Common-y-coed Plantation.*

**Resolved:** *To write to Rogiet Community Council stating that this Council wished to retain Undy Allotment site, and ask if they were prepared to forego transfer and ownership of the property. If Rogiet CC were not prepared to forego ownership, this Council would wish to place a legal covenant on the allotment site, preventing Rogiet CC from passing management of the site to a third party before this Council had been given the option to take over management, or possibly lease the allotments.*

**Resolved:** *To write to Rogiet Community Council stating that this Council wished to retain Common-y-coed Plantation, and ask if they were prepared to forego transfer and ownership of the property, stating that if Rogiet CC were not prepared to forego ownership, that this Council would wish to place a legal covenant on the land preventing Rogiet CC from selling the land, or passing over management to a third party, before this Council had been given the option to take over management, or possibly lease the plantation.*

**296 Monmouth and Parkwall Ambulance Stations**

296.1 **To receive a letter from Cllr Richard John, Leader Monmouthshire County Council seeking support to object to the proposal to remove the Rapid Response Vehicles (RRVs) based at Monmouth and Parkwall (between Caldicot and Chepstow) stations and agree any actions required.**

Members noted the content of the letter.

**Resolved:** *To write to Welsh Ambulance Services NHS Trust out-lining Council's concerns at the proposal to remove the Raid Response Vehicles (RRVs) based at Monmouth, and particularly at Parkwall stations.*

**297 Regeneration of Magor Square**

297.1 **To discuss the way forward, in general, in preparation for a steering group to be set up with Mon CC and other partners following the Elections in May 2022**

Members noted the need for this to be progressed but were mindful of the up-and-coming elections, when there could potentially be a change of Councillors.

**Resolved:** *That membership of a steering group be added to the May Annual Meeting agenda, in that Members would work with relevant officers from Monmouthshire County Council at the earliest opportunity following the Annual meeting.*

297.2 **To receive feedback on the proposed Markets in Magor Square, and agree any actions required.**

Cllr Crook advised that due to space constraints within the Square, it was not viable for Greentop events to run the market unless the number of stalls could be increased. He

further advised that the Magor Baptist church had been approached in respect of using the lawn at the rear of the church, and that there was another possibility that would be looked into. He would continue to work with Greentop Events on the matter of the market.

***Resolved:*** *That the regeneration steering group appointed at the Annual Meeting could follow the market project up as part of the regeneration of Magor Square.*

**298 The Hayloft – proposed new Council Office**

**298.1 To receive feedback on progress made, and agree any actions.**

Cllr Crook confirmed that the Council's solicitor was waiting for a copy of the draft lease from the landlord's solicitors, and that he had spoken with the landlord regarding the matter.

***Resolved:*** *That Council chase their solicitor again for an update.*

**299 Dog Waste Management**

**299.1 To note that information regarding Council's dog waste bins has been sent to Mon CC in respect of the proposed new contract.**

Noted.

**299.2 To note feedback from Merlin Environmental Waste in respect of dog waste bins that are continually overflowing, and agree any actions.**

It was noted although there were severe problems with two dog waste bins constantly overflowing, there were another two almost as bad. Members noted that the cost of emptying dog waste bins, was already over budget, due to an unexpected increase in costs earlier in the year.

***Resolved:*** *To initially purchase two new dog waste bins, from Earth Anchors at the cost of £378 (under Litter Act 1983 s5 & 6)*

***Resolved:*** *To contract Merlin Environmental Services to install the bins, upon receipt, at the cost of £40 (under Litter Act 1983 s5 & 6)*

***Resolved:*** *To vire monies from the outside spaces maintenance budget to the Litter, Bins & Benches budget to cover the cost of the new bins and installation.*

**299.3 To note that the office no longer has a stock of dog waste bags to supply to the outlets, and consider purchasing a stock at the cost of £20.54 per 1,000 (under Litter Act 1983 s5 & 6)**

***Resolved:*** *To purchase 10,000 dog waste bags (under Litter Act 1983 s5 & 6)*

**300 Village Improvements**

**300.1 Village Maps:**

300.1.a **To receive feedback from the Clerk and agree any actions required.**  
Members were advised that the maps had been updated with 'A welsh version of this map is available from the Council Office' 'Mae fersiwn Gymraeg o'r map hwn ar gael gan Swyddfa'r Cyngor' as agreed EXOM 28/02/22 Min No 283.1.a. The contractor had now been advised to proceed with production, and installation was due by the end of March

300.2 **Welcome Signage**

300.2.a **To receive feedback from the Clerk and agree any actions required**

The signs had been installed on 10/03/21 and Council had received positive feedback via Facebook.

300.3 **Finger Posts**

300.3.a **To receive feedback from the Clerk and agree any actions required.**

Several companies had been approached for quotes, and to date only one had been received – two others were expected to respond. Members noted the cost of the Quote received, but that delivery and installation costs were not included. Now that mock-ups/dimensions were available, they could be used to apply for the Street Furniture Licence from Mon CC. Members queried that the Post Office icon was not on the mock-up. The clerk had been advised by Mon CC officers that Finger posts are designed to direct visitors to areas of interest rather than for the benefit of local residents and must comply with MCC Signage Policy, an icon for 'Shops' or 'shopping area' is acceptable.

***Resolved:*** To set a maximum budget of £12k for the clerk and Chair to work within to expedite the purchase, delivery and installation of the fingerpost.

300.4 **Brown & White Tourism Signs**

300.4.a **To receive feedback and agree any actions required.**

As per OM 28/02/22 Min No 283.4.a, the signs had been ordered via Monmouthshire County Council.

300.5 The Chair made reference to OM 14/02/22 Min No 250.1 relating to Village Improvements and council's resolution to produce printed information and/or investigate working with The Villager magazine, with a maximum budget of £2k. He reported that he had approached Jonathan Croft regarding the publication of the Villager magazine as soon as possible, and regarding the Council taking a few pages out, for reports and advertising the Queen's Diamond Jubilee etc.

***Resolved:*** To work with Magor Printers to initially produce the Villager Magazine at the earliest opportunity.

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

301 **Working Groups**

301.1 **Queen's Platinum Jubilee Working Group**

301.1.a **To receive a report from the working group, and agree any recommendations.**

The group confirmed that a new Facebook page had been set up (ref EXOM 28/02/22

Min No 281.2.a) The cost of Commemorative coins proved too expensive, and the group proposed a commemorative mug for all primary school children. It was noted that the entertainment would cost £150. The group also presented more detailed information. The estimated cost for the celebrations was estimated at £3367 against a budget (22/23) of £2500.

***Resolved:*** *To increase the budget to £3500 and earmark £1000 from the 2021/2022 Civic Events Budget to be vired to the 2022/2023 Platinum Jubilee Budget.*

301.2 **MUGA Working Group**

301.2.a **To receive a report from the working group and agree any actions**

The group advised that they had received three quotes to directly replace the current portakabin, and currently one quote for a lower cost option of a toilet and storage area. Regardless of which option was agreed, the trees and overgrowth would need to be removed. A proposal was made in respect of the working groups recommendation, and then withdrawn following a debate on the need for a 'like for like' replacement and whether there was a need for a toilet facility now that the Community HUB would be built. Cllr Raggett reminded members that the HUB and the MUGA were separate entities.

**CLLR KIRKHAM DECLARED AN INTEREST**  
**CLLR RAGGETT DECLARED AN INTEREST**

***Resolved:*** *That the MUGA working group contact the MUCH group to enquire how Council could work with them so that the MUGA facilities complement the HUB facilities in the future.*

301.3 **Summer & Winter Planting Working Group**

301.3.a **To receive feedback from the working group and agree any actions**

***Resolved:*** *To defer this item to the next meeting.*

**302 Reports**

302.1 **Councillors**

302.1.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)**

No papers received.

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

No papers received.

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

No papers received.

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

No papers received.

**303 Exclusion of Press & Public Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**

To consider exclusion of the Press and Public to the following agenda item pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as *some of the business to be transacted is considered confidential, the disclosure of which would be prejudicial*

***Resolved:*** To exclude the Press & Public from the following agenda item, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

**Meeting recording was halted for the duration of the confidential item**

**304 Staffing**

**304.1 To receive feedback, and a report from One Voice Wales, on the recruitment process to replace the Clerk and RFO and agree any actions required. (to follow)**

The Chair gave feedback of the meeting held with Paul Egan of One Voice Wales to initiate the recruitment process, and referred to Mr Egan's concerns that the salary being offered by the Council was not commensurate with the job, but that to provide an accurate grading the Council and work required would need to be evaluated under the National Agreement on Salaries and Conditions of Service for Local Council Clerks 2004. Mr Egan had pointed out that the proposed salary would probably not attract the number or quality of applicants particularly in today's market. Cllrs Crook, Kirkham and Raggett had taken the decision to ask Mr Egan to evaluate the Magor with Undy Community Council to provide the correct grading for the position of Clerk & RFO. The Clerk had confirmed that this could be done under Financial Regulations 4.1 & 4.5 as there was in place a budget 'for that class of expenditure in the approved budget'. Members noted that despite the receipt of the evaluation report it could not reverse its decision regarding the salary without a motion from six signatures, which would further delay the advertisement of the vacancy and would need to proceed as previously agreed, with the lower salary. Members noted that if the advertisement was unsuccessful, then it may need to reconsider the report and recommendation at a future date.

***Resolved:*** To ratify the decision made for Paul Egan, recruitment consultant from One Voice Wales to evaluate the grading at the cost of £180, as there was a budget in place for professional fees. (under Fin Regs 4.1)

***Resolved:*** That Council could not consider the evaluation report and recommendation from Paul Egan, recruitment consultant for One Voice Wales at the present time, as it is outside of Standing Order 7, and that if necessary the report could be revisited at a future date.

**CLLR RAGGETT LEAVES MEETING AT 22.32PM**

***Resolved:*** That Paul Egan, recruitment consultant from One Voice Wales be asked to proceed with recruitment as a matter of urgency using the salary as

*agreed at the EXOM 28/02/22 Min No 279.1*

**305 Meeting Dates**

**305.1 Planning Meeting – 28<sup>th</sup> March 2022 at 7pm**

Date noted, but the meeting would be an Extraordinary meeting, incorporating planning, to pick up some outstanding items.

**MEETING CLOSED 22.37PM**