

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of ExtraOrdinary Meeting of Magor with Undy Community Council held remotely on Monday 28th June 2021 at 7pm

COUNCILLORS: Cllr S Bailey, Cllr M Bisi, Cllr J Crook (Vice Chair),
Cllr C Hopkins Cllr D James, Cllr P Kirkham,
Cllr S Raggett, Cllr F Taylor (*arrived 7.07pm*),
Cllr J Wilson, Cllr A Zagozda

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllr N Baicher, Cllr g Cook (Chair) Cllr K Plow

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

There were no members of the public present.

46 Chair's Announcements

46.1 To receive apologies for absence from Councillors

Apologies received as noted above

19.03pm Members advised that the meeting was being recorded

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

Cllr Crook advised that he had attended a remote meeting with the Brewery. He expressed his concern, and embarrassment, that out of those Councillor acting as representatives of the Council, he was the only one who attended. He reminded members of their duty to attend scheduled meetings and to offer apologies prior to the meeting if they are unable to attend.

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

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

It was noted that Cllr James was unsure whether she needed to declare an interest, but would do so as and if required during discussions.

48 Internal Audit & Annual Return & Governance Statement for Year Ending 31st March 2021 (*deferred from OM 14/06/21*)

Chair advised that an email sent by Cllr Taylor regarding these agenda items had not been received until 5.54pm and was considered too late for inclusion at this meeting. Some members had not been copied in with the email. The Clerk would forward it to those not included in the mailing list

Cllr Taylor entered meeting

48.1 To receive Internal Audit Report from Auditing Solutions Ltd. and consider any recommendations

Members discussed this in length. Following some comments, the Chair reminded members that they were considering the Internal Audit Report from Auditing Solutions Ltd, and not

the External WAO report as there appeared to be some confusion as to which report they should be discussing.

Some members went on to challenge the accuracy of the Internal Auditor's Report, and its reference to the Wales Audit Office Draft Report, which some members stated they had not had sight of. The Clerk confirmed the WAO Draft Consideration Report had been sent to members in March 2020 and again on the 14th June 2021, and that some of the members had actually submitted comments and observations on the report.

Some members had asked for a copy of the response sent to the WAO in April 2020 and had been sent a redacted copy, as some Councillors did not wish their comments and observations to be shared. Cllr Bailey advised that due to the amount of contradiction in the comments made on the WAO report. The comments had been sent off in full, and a 'Council' response/stance had not been made.

Members queried why they had not had the final report. The Clerk advised that the Council was currently outstanding the 2017/18, 2018/19 and 2019/20 Audit reports from WAO, and that the WAO had advised at the joint OVW/SLCC Conference that they had over 300 outstanding audits that they were aiming to clear by December 2021. The Chair reminded members again, that the WAO report was not on the agenda for discussion. Members reverted to discussing the Internal Auditor's report and wished to challenge some of the content.

Resolved: *That the clerk seek clarification on whether members' comments and observations could be withheld/redacted from other Councillors, in this situation.*

Resolved: *To add the Wales Audit Office Draft Consideration Report to the July agenda for discussion*

Resolved: *To add the response to the Wales Audit Office Draft Consideration Report to the July agenda - subject to guidance on the redaction of comments*

Resolved: *Not to accept the Internal Audit Report from Auditing Solutions until clarification had been sought on points that members wished to challenge. Members to send specific details to the clerk of the details/items they wished to challenge, detailing what they believed to be incorrect, and why.*

48.2 To receive Annual Return for the Year Ended 31 March 2021

Members noted the inclusion of the document in their papers.

48.3 To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2021

Members noted the inclusion of the document in their papers.

48.4 To approve Annual Return and Annual Governance Statement for submission to Wales Audit Office by 30.06.2021

The Clerk advised that this should be with WAO by 30th June 2021. Members felt they could not sign it until they adopted the Internal Auditors Report. The Clerk advised that the figures in the Annual Return had already been presented to and adopted by Council at its Annual Meeting (6/5/21 Min No 10.1), and that it just needed to adopt them in this format.

Members wished to defer this until September 2021 pending a satisfactory response from

the internal auditor on her report. The clerk advised that delaying will require Council to publish a public statement as to why it had failed to sign off the Annual Return and Governance Statement by the 30th June. Failure to do so could result in a qualified audit opinion, with delays beyond the 1st September giving rise to the need for more public statements in respect of the timetable for public inspection etc.

Resolved: *Not to approve/adopt the Annual Return and Annual Governance Statement for submission to WAO by 30.6.21 until a satisfactory response had been received in respect of the Internal Auditor's Report.*

Resolved: *To request an extension for sending off the Annual Return and Annual Governance Statement and supplementary supporting documentation to the Wales Audit Office until September 2021*

Cllr Mario Bisi wished it recorded that he objected to the decision to defer these agenda items yet again.

48.4.a **Chair to sign the Annual Return and Annual Governance Statement**

Resolved: *To defer until further notice.*

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

49.1 **To consider:**

49.1.a **DM/2021/00684: - Extension of existing use classes to cover motor vehicle sales on courtyard - Reliance House, Newport Road, Magor**

Resolved: *To recommend approval of Planning Application DM/2021/00684 – no comment*

49.1.b **DM/2021/00998: - Two single storey side extensions and dormer roof windows to principal elevation of existing two storey detached house - Clear Mount, Vinegar Hill Undy**

Resolved: *To recommend approval of Planning Application DM/2021/00998 – no comment*

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

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

Noted

50 **Dog Bins**

50.1 **To note continued problems with the emptying of the Council's 30 dog waste bins and the adverse publicity on social media.**

Noted, in particular the problems with the Contractor and the fact that members of the public were abusing the bins by filling with bulk waste and nappies etc.

50.2 **To receive feedback and note actions already taken**

Members noted the advice from Mon CC to close down bin at the Junction of Vinegar Hill and Badgers Walk following a complaint to Environmental health. Mon CC were currently in discussions with a possible alternative supplier to service all of Monmouthshire.

Cllr Taylor applauded Cllr Crook's efforts to alleviate some of the problems by emptying some of the bins, and picking up those bags dumped at the base of the bins.

A meeting of the Mon CC 'Give Dog Fouling the Red Card' working group would be held on 6th July. An update would be given at the July Council meeting.

50.3 To note and consider letter received from Merlin Waste advising of their decision to increase the cost of emptying the dog waste bins by 56.25%

Members were mindful that Merlin Waste are currently the only contractor within the area. They noted also, that Council is not tied into a contract, so could change service provider at any time.

Resolved: To accept the price increase from Merlin Waste of £6.25 per bin per week.

51 Policies (deferred from OM 14/06/21)

51.1 To confirm and adopt amendments to the 'Virtual Public Meetings Protocol' as per OM 10/05/21 Minute No. 20.1

Resolved: To adopt the amendment to the 'Virtual Public Meetings Protocol' as per OM 10/05/21 Minutes No 20.1

51.2 To consider 'draft' Terms of Reference for Working Groups (General)

Resolved: To adopt the draft 'Terms of Reference for Working Groups (General) subject to amendment to item 1.b reading: 'The Working Party must consist of at least four people, any one of which may be a councillor.'

51.3 To consider 'draft' Terms of Reference for Working Groups (Specific)

Resolved: To make several minor amendments to the draft 'Terms of Reference for Working Groups (specific) and present the document for final approval at the July 2021 meeting.

51.4 To consider 'draft' Lone Working Policy

Members noted that this policy would be reviewed by Ellis Whittam Employment Law and H&S Ltd in the future

Resolved: To adopt the draft 'Lone Working Policy'

52 Procurators House (deferred from OM 14/06/21)

52.1 To note that repair/restoration works have been completed on the Procurators House, and to consider recommendations for a maintenance plan and agree any actions.

Members noted the recommendations and agreed a maintenance plan was required.

Resolved: To defer consideration of this item until the Budget Workshop and Finance

Meeting in November/December 2021 when a budget could be considered.

53 Members Items of Business (subject to receipt of background papers)

In the absence of Cllr Plow, Cllr Hopkins advised that these 3 discussion items should be withdrawn as a Members Motion, and confirmed that they would both provide written monthly reports/feedback.

53.1 State of road signs (old, dirty & illegible) – Cllr Keith Plow (Papers awaited)

Resolved: *To withdraw this Members Motion*

53.2 Reinstatement of flower pots at war memorial – Cllr Carole Hopkins (Papers awaited)

Resolved: *To withdraw this Members Motion*

53.3 State of village – Cllr Keith Plow (Papers awaited)

Resolved: *To withdraw this Members Motion*

54 Meeting Dates

54.1 Ordinary Meeting – Monday 12th July 2021 at 6pm

Noted.

MEETING CLOSED AT 21.03PM

Signed: _____
Chair to the Council