

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Extra-Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 23rd August 2021 at approximately 7.40pm

COUNCILLORS: Cllr M Bisi (7.20pm), Cllr G Cook (Chair), Cllr D James, Cllr P Kirkham, Cllr K Plow, Cllr S Raggett,

IN ATTENDANCE: Beverly Cawley – Clerk,

Visitors: C. Cllr Lisa Dymock

APOLOGIES: Cllr Baicher, Cllr Bailey, Cllr Crook, Cllr Hopkins, Cllr Taylor, Cllr Wilson

Min
2021/22

88 Chair's Announcements

Councillors advised that the meeting was being recorded

88.1 To receive apologies for absence from Councillors

Apologies received as above. Cllr Bisi would be arriving late.

88.2 To receive any update and feedback on Chair's attendance at outside events/functions

None.

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

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

Cllr S Raggett - Min No. 94.1 - Rustic Bench to be sited in Community Orchard – MUCH Trustee

Cllr P Kirkham - Min No. 100.3 – Yarn Bombing for Christmas and Remembrance Sunday around Magor Square – Volunteer yarn bomber.

90 Minutes

90.1 To adopt the minutes of the Ordinary Meeting held remotely on 12th July 2021

A member questioned the lack of detail under minute number 57.1 in respect of positive support. The clerk pointed out the reasons for including concerns raised rather than support for issues already included and part of the background documentation presented with the agenda.

Resolved: To add to minute number 57.1 'A number of Councillors pointed out perceived benefits of moving the office, and access issues encountered with the current office.'

Resolved: To adopt the minutes of the Ordinary Meeting held on 12th July 2021 subject to the above approved change.

90.1.a Chair to sign the minutes

Chair to sign minutes in due course

90.2 **To adopt the minutes of the Planning Committee Meeting held remotely on 26th July 2021**

Resolved: *To adopt the minutes of the Planning Committee Meeting held on 26th July 2021*

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

Chair to sign minutes in due course

90.3 **To adopt the minutes of the Extra-Ordinary Meeting held remotely on 26th July 2021**

A member felt that the minutes were inconsistent in making reference to a 'named Councillor' and/or 'A Member'.

A member requested that under Minute no 79.1 (line 4) the word 'would' be changed to 'could'.

A member pointed out that the reason for not lending the litter picking equipment (Minute no 79.2) was down to short notice and Covid-19 restrictions and that the reason should be reflected in the minutes.

A member pointed out that reference should be made to the resident who had offered the flower tubs.

Resolved: To change Minute no 79.1 to read: '... going forward the Council could have a calendar of events ...

Resolved: To amend Minute Number 79.2 resolution to '... on this occasion due to the late request and continuing Covid-19 restrictions.'

Resolved: To change Minute no 80.1 (line 3) to read: '... she had been offered, as a gift from a resident, 4 tubs... and change the resolution to read: '... Council accept the gift from the resident of 4 tubs...'

Resolved: *To adopt the minutes of the Extra-Ordinary Meeting held on 26th July 2021 subject to the above approved changes.*

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

Chair to sign minutes in due course

90.4 **To adopt the minutes of the Extra-Ordinary Meeting held remotely on 19th August 2021**

A member requested that Minute number 84.3 (line 1 & 2), which makes reference to Underspent budgets, be expanded to note the need not to use allocated budgets.

A member wished that under Minute number 86.2 it be noted that Councillors recognised the need to draw up an action plan to prepare for the final WAO report (as already included/noted in resolution 86.3)

Resolved: To change Minute no 84.3 (line 2) to read: '... current financial year, without the need to utilise a budget already allocated.'

Resolved: To add to the end of Minute no 86.2: 'Members recognised the need to draw up an action plan to prepare for the final WAO report.'

Resolved: To adopt the minutes of the Extra-Ordinary Meeting held on 19th August 2021 subject to the above approved changes.

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

91 Finance

91.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st July 2021 (see appendices)**

Resolved: To confirm the Bank Reconciliation of the Council's Bank Accounts to 31/07/21

91.2 **To note list of amounts paid and banked during July 2021 (see appendices)**

Resolved: To note the list of payments and receipts as provided to end July 2021

92 Correspondence

92.1 **To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions**

Noted

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

93.1 **To consider:**

93.1.a **DM/2021/ 01272: Retrospective application for 2 No. timber stables with associated hay store and temporary storage cabins - Wesley House, Main Road, Undy**

Resolved: To recommend approval of planning application DM/2021/01272

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

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

Noted

94 Coronavirus Pandemic Commemorative Bench

94.1 **To agree the type of plaque and wording to be placed on the back rest of the Commemorative Bench in the Community Orchard**

[Cllr Raggett declared a personal interest as a Trustee of the Community Orchard](#)

The Clerk had identified a brass plaque in the shape of a butterfly. Members discussed the wording for the plaque, and agreed not to include any dates at present. Chair to discuss with MUCH (at their next open meeting) the actual siting of the bench within the Community Orchard.

Resolved: To purchase the brass plaque at an approximate cost of £35, with the engraving of "Remembering those who have died, lost loved ones, or supported others throughout the Coronavirus Pandemic"

95 20MPH Pilot Areas Severnside

95.1 **To note information received in respect of 20mph pilot in Severnside - Magor, Undy, Rogiet, Caldicot, Portskewett and Caerwent (attached)**

Noted.

96 One Voice Wales Innovative Practice Conference

96.1 **To consider remote attendance at the OVW Innovative Practice Conference on Wednesday 22nd September 2021 at the cost of £40 per delegate. (attached)**

Resolved: *That Cllr Penelope Kirkham attend the OVW Innovative Practice Conference on behalf of the Council at the cost of £40.*

97 Operation London Bridge

97.1 **To receive guidance notes, produced to assist Community & Town Councils, to consider in advance the implications the passing of H M Queen would have on the activities of the Council and to help the Council plan what actions it wishes to take when the event occurs. (attached)**

Noted.

97.2 **To note drafted protocol referred to during Operation Forth Bridge (attached)**

Noted

97.3 **To agree a protocol and any other actions required in preparation.**

Subject to changing several references to 'Town' and adding a note in relation to an e-book of condolence should the Coronavirus Pandemic still be prevalent at the time of Operation London Bridge members were happy with the drafted protocol referred to by Council during Operation Forth Bridge.

Resolved: *That Council adopt the draft protocol subject to the amendments, as discussed in relation to 'Town' and an e-book of condolence.*

98 Footpath No. 372/1/1 Undy

98.1 **To note and consider request from a resident that Council undertake maintenance of this footpath, as Mon CC has advised the resident it does not have the capacity to do so. (attached)**

The location of the footpath was confirmed by the clerk, and noted that Monmouthshire CC's footpath team could not commit any resources to maintaining the footpath. The Chair invited C. Cllr Lisa Dymock to comment. Cllr Dymock agreed to look into this matter with Mon CC department.

Resolved: *That the clerk would forward details of the footpath and resident request to Cllr Dymock who would make the necessary enquiries with the relevant department, to come to a resolution.*

98.2 **To note that Cllr Crook has queried with Mon CC the ownership and future of the track**

(green lane) that runs parallel with footpath 372/1/1 to ensure it does not get enveloped by the proposed development of Tythe Farm Undy, and that it remain open.

Members noted Cllr Crooks involvement in this, and the Clerk confirmed that this track runs parallel to the footpath (as mentioned in the previous agenda item). The clerk confirmed that both Countryside and Estates department were involved within Mon CC, but the issues had still not been resolved after over 9 months.

Resolved: *That the clerk would forward details (copy emails) of the Green Lane query to Cllr Dymock who would make the necessary enquiries with the relevant department at Mon CC in order to reach a suitable outcome.*

99 Residents Against Speeding

99.1 **To note that Cllr Bisi has stepped down as one of the Council's representatives on this resident led group**

Noted.

99.2 **To consider appointing another member to represent the Council on this resident led group**

Resolved: *To defer appointing another member to represent the Council on the 'Residents Against Speeding' group until the September meeting*

100 Christmas 2021

100.1 **To consider requirements for Christmas Lighting, Christmas Trees etc., to enable the necessary quotations to be sought.**

Resolved: *To keep the requirements as per previous year, and obtain at least three quotes for the Xmas lighting.*

100.2 **To consider whether to run the Christmas Window Competition for businesses in Magor and Undy**

Members agreed this was good for the businesses to participate in, and that it created a bit of competition decorating shop windows and fronts for Christmas.

Resolved: *To run the Christmas Window Competition, and ask the same judges to participate as in 2020.*

100.3 **To note that 'Crafty Together' are interested in 'Yarn Bombing' Magor Square for Christmas/New Year 2021/2022 and also in the run up to Remembrance Sunday**
Cllr Kirkham declared a personal interest as a volunteer yarn bomber.

Members were really impressed with the displays so far.

Resolved: *To support the Yarn Bombing within the Magor Square area for both Christmas and the run up to Remembrance Sunday.*

101 Sycamore Lane

101.1 **To consider £15.5k budget set aside to tarmacadam the Council's Sycamore Lane from the**

bottom of Sycamore Terrace to the Tennis Courts and whether to go out for quotes to undertake works prior to the winter months, subject to contractor availability.

A member suggested several companies to obtain quotes from. A member mentioned the different levels/dips and the fact that kerbstones may be required.

Resolved: To draw up a specification for works and obtain at least three quotes to tarmacadam the Sycamore Lane.

102 Consultations

102.1 **Welsh Government: Proposal to Reduce Speed Limit to 20mph on residential Streets and restricted Roads (by 30/09/2021)** <https://gov.wales/proposal-reduce-speed-limit-20mph-residential-streets>

Noted. Members were encouraged to undertake the consultation as an individual

102.2 **Monmouthshire County Council: Public Spaces Protection Order (PSPO) on Dog Controls in Monmouthshire (by 26/10/21)** <https://www.monmouthshire.gov.uk/public-spaces-protection-order-on-dog-controls-in-monmouthshire/>

Noted. Members were encouraged to undertake the consultation as an individual

102.3 **Welsh Government: Priorities for the Sixth Senedd (by 17/09/21)**
<https://business.senedd.wales/mgConsultationDisplay.aspx?id=424>

Noted. Members were encouraged to undertake the consultation as an individual

102.4 **Independent Remuneration Panel Wales: Review of the Remuneration Framework for Community and Town Councils (by 27/08/21)** <https://gov.wales/review-remuneration-framework-community-and-town-councils-html#section-76331>

Noted.

103 Local Government & Elections (Wales) Act 2021

103.1 **To receive guidance from Welsh Government on the LGE (Wales) Act 2021 in respect of Multi Location meetings and meeting notices**

Members noted the guidance.

Resolved: To defer guidance on the LGE (Wales) Act 2021 in respect of Multi Location meetings and meeting notices to an extraordinary meeting (following the planning committee meeting) on 27th September 2021.

104 Reports

104.1 **Clerk**

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

A member queried the installation of the Village 'Welcome' signs. The clerk confirmed there had been a delay with the lead time for these.

104.2 **Councillors**

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

agree any actions required.

Cllr Crook had included a short paragraph regarding a meeting with the NRW Rivers Inspector in his activity report for the month

104.2.b Village Assessment: To receive any written reports in respect of the Village assessment and monitoring

No written report received. Cllr Plow confirmed he and Cllr Hopkins were still reviewing areas of the villages and members were requested to report any areas of concern.

104.2.c To receive any other reports from Council representatives on outside bodies

Cllr Cook submitted a short report from the MUGA working group
Cllr Crook submitted a monthly activity report

104.3 To receive a copy of the on-going action plan and note the current status

Members noted the action plan and agreed that 'completed' items should be removed.

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

105.1 Motion (Cllr Geoff Cook): That this Council resolve to amend the 'Virtual Public Meetings Protocol' – 'Audio Recording of Meeting' section by removing: "The recording will be deleted by the Clerk immediately following the completion of the minutes." (attached)

A member raised the fact that 'recordings' for zoom meetings were in both video and audio recordings. Following detailed discussion Cllr Cook proposed his motion be amended.

Resolved: To amend the Virtual Public Meetings Protocol taking into account the following two points:

- i. The 'Audio Recording of the Meeting' section have the word 'Audio' removed.
- ii. The 'Recording of the Meeting' section be amended to read:
'For the purpose of taking minutes, meetings may, or can be recorded. If the meeting is to be recorded, prior to the start the Chairman will advise all present. Exempt and confidential agenda items will not be recorded. The video recording will be deleted by the Clerk immediately following the completion of the draft minutes. Following a resolution which confirms the accuracy of the minutes of a meeting the draft minutes or any remaining recording(s) of the meeting for which approved minutes exist shall be destroyed.'

105.2 Motion (Cllr Sally Raggett): That this Council agree to lend the kid's litter picking equipment to C. Cllr Lisa Dymock for the 're-arranged' Community Litter pick on Saturday 18th September, 2021 working out of Undy Memorial Hall. (attached)

Chair invited C. Cllr Lisa Dymock to comment on the motion.

C. Cllr Dymock thanked Cllr Raggett for bringing this motion to the table. She added that she was disheartened and upset at the Council's decision on 26th July 2021 not to support the litter pick she had arranged - to boost morale amongst residents who had been shielding, isolating and not socialising during 'lock-down' - with the knowledge that Wales Government were to lift restrictions on outside activities that weekend. Cllr Dymock further emphasised that she had undertaken full Risk Assessments and would not have put anyone at risk. She thanked those Councillors who had sent messages of support, and pointed out that as C. Cllr for the Elms Ward she was limited to venues and whilst the Undy Memorial Hall is in Undy she did acknowledge that it was within the Mill Ward and had

written to the Ward member for the Mill advising her of the event. She advised members that she was hurt by the decision not to lend the kids litter picking equipment and taken it as a personal affront.

A member who had not been at the meeting also advised that when he learned of the decision he was flabbergasted, especially when litter picks had been run for several months throughout Wales and some local ones had personally been supported by Jessica Morden MP.

A member added that the decision had been due to short notice and coming out of lockdown and was nothing personal against C. Cllr Dymock.

C. Cllr Dymock added that insurance cover was not required as she had paid that herself. Cllr Raggett wished it recorded that she had been disillusioned and shocked at the decision on the 26th July, and urged members to now support the re-arranged litter pick and lend the litter picking equipment.

Resolved: To support the re-arranged litter pick by lending the sets of children's litter picking equipment to C. Cllr Dymock

106 Meeting Dates

106.1 Ordinary Meeting – Monday 13th September, 2021 at 6pm

Chair reminded members that this meeting was at the earlier time of 6pm.

106.2 Planning Committee – Monday 27th September, 2021 at 7pm

Noted.

106.3 Extraordinary Meeting – Monday 27th September 2021 (to follow Planning Committee Meeting)

Members noted this additional meeting to discuss how to deliver the requirements of the LG&E (Wales) Act 2021.

MEETING CLOSED AT 20.40PM

Signed: _____

Chair to the Council

Appendices:

**Bank Reconciliation Statement as at 31/07/2021
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	31/07/2021		10,115.51
			<u>10,115.51</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,115.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,115.51
		Balance per Cash Book is :-	10,115.51
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2021
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	31/07/2021		207,246.96
			<u>207,246.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			207,246.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			207,246.96
		Balance per Cash Book is :-	207,246.96
		Difference is :-	0.00

Bank Reconciliation up to 31/07/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/07/2021	DRCD000103	14.39		14.39		R <input type="checkbox"/>	Zoom Video Communications
05/07/2021	COMM000102	14.75		14.75		R <input type="checkbox"/>	Barclays Bank
05/07/2021	COM000119		2.19	2.19		R <input type="checkbox"/>	Receipt(s) Banked
12/07/2021	DD000101	49.65		49.65		R <input type="checkbox"/>	British Telecom
12/07/2021	BACS000089	260.00		260.00		R <input type="checkbox"/>	Workare Ltd
12/07/2021	FP000085		90.00	90.00		R <input type="checkbox"/>	Receipt(s) Banked
15/07/2021	BACS000107	504.00		504.00		R <input type="checkbox"/>	Rustic Summerhouse Co Ltd
15/07/2021	BACS000106	65.34		65.34		R <input type="checkbox"/>	Microshade Bus Consultants Ltd
15/07/2021	BACS000105	2.50		2.50		R <input type="checkbox"/>	R A I Herbert
15/07/2021	BACS000104	30.00		30.00		R <input type="checkbox"/>	One Voice Wales
15/07/2021	TFR000108		2,000.00	2,000.00		R <input type="checkbox"/>	Receipt(s) Banked
16/07/2021	FP000118		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
19/07/2021	FP000120		456.25	456.25		R <input type="checkbox"/>	Receipt(s) Banked
23/07/2021	DD000100	130.78		130.78		R <input type="checkbox"/>	Solutions in Technology
26/07/2021	FP000117		46.25	46.25		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	BACS000114	725.00		725.00		R <input type="checkbox"/>	Merlin Waste
28/07/2021	BACS000113	130.50		130.50		R <input type="checkbox"/>	Merlin Waste
28/07/2021	BACS000112	22.00		22.00		R <input type="checkbox"/>	Chepstow Accountancy
28/07/2021	BACS000110	1,407.46		1,407.46		R <input type="checkbox"/>	HMRC
28/07/2021	BACS000111	1,035.58		1,035.58		R <input type="checkbox"/>	Torfaen CBC
28/07/2021	TFR000115		5,500.00	5,500.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	TFR000116		8,000.00	8,000.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2021	BACS000109	3,966.10		3,966.10		R <input type="checkbox"/>	Salaries
		<u>8,356.05</u>	<u>16,099.69</u>				

Bank Reconciliation up to 31/07/2021 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>
15/07/2021	TFR000106	2,000.00		2,000.00		R <input type="checkbox"/>	Current Bank A/c
26/07/2021	TFR000115	5,500.00		5,500.00		R <input type="checkbox"/>	Current Bank A/c
28/07/2021	TFR000118	8,000.00		8,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>15,500.00</u>	<u>0.00</u>				