

# MAGOR WITH UNDY COMMUNITY COUNCIL

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## Minutes of an Extra-Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 24<sup>th</sup> January 2022 at 7pm

- COUNCILLORS:** Cllr S Bailey, Cllr M Bisi, Cllr J Crook (Chair),  
Cllr C Hopkins, Cllr P Kirkham, Cllr S Raggett,  
Cllr J Wilson, Cllr F Taylor
- IN ATTENDANCE:** Beverly Cawley – Clerk,  
County Councillor Lisa Dymock (*left 19.25pm*)
- MEMBERS OF PUBLIC:** 4
- APOLOGIES:** Cllr D James, Cllr K Plow, Cllr N Baicher (*received late via email*)

Min  
2021/22

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

### **Open Forum**

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

Several members of the public, and C. Cllr Dymock commented on Planning Application DM/2021/02078. They referred to a previous application for the dwelling to be built, when the applicant had been told to withdraw the proposal, so that the remaining dwellings could be agreed. Matters of concern at that time, were still relevant to this new application, for the same dwelling, namely; the property would overlook the first floor of Walnut House, extensive excavation of bedrock could cause structural damage to properties to the south of the proposed dwelling, construction traffic access and egress to the site would pose and expound the existing problem for users of Vinegar Hill. Road safety on Vinegar Hill was of a major concern, and it was noted the Mon CC Highways were not consistent in their approach to access onto Vinegar Hill. Members of the public, and C. Cllr Dymock urged Councillors to consider the application carefully before making any recommendations to Mon CC Planning Department.

### **236 Chair's Announcements**

- 236.1 Cllr Crook advised that he would be taking the Chair for the meeting, as Cllr Cook had resigned as a Councillor with immediate effect.  
The Clerk confirmed that the election for a new Chairman would be added to the February agenda, and that a card expressing Council's appreciation to Cllr Cook for his contribution over the years would be sent out.
- 236.2 **To receive apologies for absence from Councillors**  
Apologies received as noted above.

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

237.1 **To receive any declarations of interest in items on the agenda**

There were no declarations of interest

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

238.1 **To consider:**

238.1.a **DM/2021/02078 - Erection of 1 x 4 bedroom detached residential dwelling – Pathways, Vinegar Hill, Undy**

Members noted the comments and observations made by members of the public, during the open forum, and also of written representation sent before the meeting.

Members acknowledged that concerns remained the same, and all previous issues raised on DM/2020/00234 remain relevant.

***Resolved:*** *To recommend that planning application DM/2021/02078 be refused based on accumulative impact additional traffic will have on Vinegar Hill, which will be exacerbated by the proposed Bovis development at the top of Vinegar Hill, the proximity of the new dwelling to Walnut House, its size and the fact that it will overlook, and referring to other matters raised in the Council's response to the original application DM/2020/00234*

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

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

Noted.

**239 MonLife**

239.1 **Outreach in Magor & Undy - Tuesday 22<sup>nd</sup> February 2022**

239.1.a **To note a request from MonLife to use the MUGA courts for Free Outreach sessions during February half term and agree any fee/action.**

Noted.

***Resolved:*** *To waive the hire fee for the courts in respect of MonLife's Outreach sessions during February half term.*

239.2 **Annual Play-Schemes**

239.2.a **To receive a report on the Monmouthshire Play Activities held during 2021**

Received and noted.

239.2.b **To note and consider a request from MonLife for funding towards the 2022 Play Activities, at the same level as 2021, and agree any actions.**

***Resolved:*** *To support MonLife's 2022 Play Activities with a grant of £4000 (under LG (Misc) Provisions Act 1976 S.19)*

**240 Policies**

240.1 **To note and confirm/ratify changes to the Council's Equality & Diversity Policy as agreed 13/01/22 Min No. 234.1.c**

***Resolved:*** *To accept the changes to the 'Equality & Diversity Policy' as discussed at OM 13/01/22 Min No 234.1.c and upload the new/amended version to the Council's*

website.

- 240.2 **To note and confirm/ratify changes to the Council's Standing Orders as agreed 13/01/22 Min No. 234.2.b**

**Resolved:** *To accept the changes to the 'Standing Orders' as discussed at OM 13/01/22 Min No 234.2.b and upload the new/amended version to the Council's website.*

**To note that a member of the public indicated as 'X' attempted to access the meeting then withdrew from the Zoom waiting room.**

- 240.3 **To note and confirm/ratify changes to the Council's Financial Regulations as agreed 13/01/22 Min No. 234.3.b**

**Resolved:** *To accept the changes to the 'Financial Regulations' as discussed at OM 13/01/22 Min No 234.3.b and upload the new/amended version to the Council's website.*

**To note that a member of the public indicated as 'Neighbour' attempted to access the meeting then withdrew from the Zoom waiting room.**

## **241 Governance & Internal Control**

- 241.1 **To note the requirements of the Internal Audit and their relevance to the completion of the Annual Governance and Annual Return Statements**

Noted.

- 241.2 **To review the effectiveness of the Internal Auditor and agree any actions**

Members noted that the internal auditor undertook a robust audit and provided a detailed report, which had picked up several issues in the past. Members noted however, that the internal auditor had not picked up the issue of contracts, which 'year on year' accumulated over the years should form a larger contract.

**Resolved:** *That Council seek guidance/clarification on accumulative contracts from the Internal Auditor, and/or One Voice Wales.*

**To note that a member of the public indicated as 'Brian' attempted to access the meeting and was admitted to the meeting.**

**The Chair asked the member of the public several times to identify themselves, and/or switch on the video or on line photo/video with the Council's Virtual Meeting policy.**

**The person did not speak or respond in any way. The Chair asked again, and advised that if the Council's policy was not met it would have no option but to remove the member of the public from the meeting.**

**The member of the public was given several minutes to respond. The member of the public did not speak or respond, and the clerk was advised to remove the member of the public from the Zoom meeting.**

241.3 **To note the requirements of the Council and its relevance to the completion of the Annual Governance and Annual Return Statements**

Members noted the Annual Governance and Annual Return Statements which form part of Council's annual return to the external auditor (Wales Audit Office).

241.4 **To review the effectiveness of Council's Internal Control Procedures in respect of Governance and agree any actions**

Members noted a document provided by the Clerk, who referred to several recommended amendments.

Members questioned some points raised at a previous meeting; Performance Management for Senior staff, Declaration of Interest for senior staff, and the Council's Risk register. The clerk confirmed that a copy of the Risk Register had be forwarded to all, and that the Clerk's declaration of interest had been completed again, and forwarded to the Chair and Vice Chair and had been placed on the staff file. It was suggested that the Development working group look at the expenditure in the future, looking at the Risk Register at the same time, bringing back any recommendations.

***Resolved:*** *That the Human Resources Committee look at developing a robust system of 'performance management' for senior staff.*

***Resolved:*** *That following the review by Ellis Whittam Consultants of employee contracts, Human Resources Committee should meet to consider any amendments required to update staff contracts and make recommendations to Full Council.*

**MEETING CLOSED AT 20.35PM**