

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 28th February 2022 at 7pm

COUNCILLORS: Cllr N Baicher, Cllr S Bailey, Cllr J Crook (Chair), Cllr C Hopkins, Cllr D James, Cllr P Kirkham, Cllr Plow, Cllr S Raggett, Cllr F Taylor,

IN ATTENDANCE: Beverly Cawley – Clerk to Council

VISITOR: Jane Lee (Mon CC)

APOLOGIES: Cllrs M Bisi and J Wilson

Min
2021/22

Open Forum

Public Open Forum (15 minutes at discretion of Chair)

Cllr Plow raised an issue (as a resident) in respect of a branch/tree overhanging the footpath at the rear of Magor Motors

272 Chair's Announcements

272.1 To receive apologies for absence from Councillors

Apologies noted as above.

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

Chair advised he had:

- i. met with several users of the MUGA Courts,
- ii. met with contractors in respect of quotes for replacing the MUGA Portakabin.
- iii. attended the MUGA site when the GWT Wildlife Warriors Youth Group had planted a new hedge-line of trees and copse.
- iv. attended an event 'Inter-Tidal', aimed at exploring and documenting the future intertidal zone of the Gwent Levels.

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

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

- i. Cllr Crook – a non-prejudicial interest in Planning Application DM2022/000254 – lives in same street as development. Min No. 277.1.d
- ii. Cllr Kirkham – a non-prejudicial interest in Crafty Together, yarn bombing Magor Square for Easter and Jubilee. Min No. 281.2.b
- iii. Cllr Hopkins, questioned whether as an ex- Director of Mencap she should declare an interest in Planning Application DM2022/000254, as the property had been used by the local branch for respite care. Min No. 277.1.d Her comments were noted.

- 274** **Magor Square Traffic Restrictions Consultation**
- 274.1 **To receive a copy of the Monmouthshire County Council feedback report ‘Magor Square Traffic Restrictions Consultation’ and ‘Resident’ Infographic’**
Received and noted.
- 274.2 **To receive a short presentation from Jane Lee, Monmouthshire County Council Project Manager for Regeneration & Place-making.**
Ms Lee summarised the results of the ‘Magor Square Traffic Restrictions Consultation’ and also mentioned the benefit that becoming a Town would have in respect of funding following the elections in May 2022.
Members then commented and discussed the feedback and the way forward. Some points raised included that the Square may look more appealing and open if there were shop canopies instead of marquees - If marquees were a shared space, then where did the responsibility lie in respect of their upkeep etc. Members asked if there was any other way the results of the survey could be shared with residents ie, enclosure with Tax reminders, or in Villager Magazine. It was noted that parking in the Square is still a problem with resident not abiding by rules. Members acknowledged that a response from 548 residents was in fact a good response compared with some surveys, and that the Council would need to take on board suggestions made, and work with partners to move any plans forward. The next steps would be in partnership design the way forward, consult, draft and comment and consult again.

***Resolved:** That Cllr Crook would discuss with the printers about putting the survey results in the next copy of The Villager Magazine.*

***Resolved:** To discuss the way forward, in general at the next meeting, and to set up a ‘steering group’ with Mon CC and other partners following the Elections in May 2022 to move ideas forward.*

The Chair confirmed that the meeting would be recorded.

- 275** **Chair’s Announcements (continued)**
- 275.1 The Chair advised that his first month as Chair had been difficult, and that after being challenged over certain items he had taken advice from One Voice Wales, and as a result of his conversation wished to remind all members of their duty to show respect to fellow members and staff. He also reminded members that they should be fully conversant, and abide by the Councils policies on; ‘Code of Conduct’, ‘Unacceptable Actions by Individuals’, and ‘Equality, Diversity & Inclusion’.

- 276** **MARKET – MAGOR SQUARE**
- 276.1 **To receive and note two short written reports from Cllr Crook in respect of Greentop Events – Street Markets’ proposal to hold regular markets in Magor Square, and agree any actions required.**
Members acknowledged that this project could only go ahead if it were viable and sufficient stalls could be accommodated, and that holding markets would tie in with the regeneration of Magor Square (refers Min No 274). The project was initially constrained by

feedback from business about the closure of Magor Square for the events. Members did not feel that the project could start in March 2022 as hoped, but that perhaps June/July 2022 would be a more feasible timescale.

Resolved: *To look into the event in more detail ie, licensing, and for Cllr Crook to approach the Magor Baptist Church with a view to using their 'rear' lawn and schoolroom for stall pitches.*

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

277.1 To consider:

277.1.a **DM/2022/00150 - Erection of storage unit, for storage of hay and other items of Machinery - Paddock at The Junction of Bencroft Lane and Silurian Road.**

Resolved: *To recommend approval of Planning Application DM/2022/00150*

277.1.b **DM/2022/00052 - Non-material amendment to planning reference DM/2021/00804 to substitute drawings to allow the removal of cladding on the north-eastern stairwell tower - Magor Brewery, Newport Road, Magor**

Resolved: *To recommend approval of Planning Application DM/2022/00052*

277.1.c **DM/2022/00200 - Single storey rear extension - 17 Badgers Walk, Undy**

Resolved: *To recommend approval of Planning Application DM/2022/00200 subject to a favourable consultation with neighbours*

277.1.d **DM/2022/00254 - Extension and alterations to an existing residential care home to provide two additional en-suite bedrooms - The Drive Care Home, Whitehall Gardens, Undy**

Cllrs Crook & Hopkins declared a non-prejudicial interest

Resolved: *To recommend approval of Planning Application DM/2022/00254*

277.2 **To note correspondence from Welsh Government to Monmouthshire County Council Planning Authority advising that WG have been requested to 'call in' Hybrid planning Application DM/2019/01937 - outline planning for 155 dwellings, and full planning for 72 dwellings both with associated open space and infrastructure at Vinegar Hill, Undy. Noted.**

Resolved: *That Council write to Monmouthshire County Council for more details as to the procedure for dealing with a 'call-in' from Welsh Government, whether the Community Council would be required to give any input going forward, and what was the rationale behind the 'call-in'.*

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

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

Noted.

278 Casual Vacancy

278.1 **To note that due to the timing of the Councillor's resignation, in relation to the May 2022 local elections, an election will not be held to fill the vacancy.**
Noted.

278.2 **To note and consider the option available, to Co-opt a person to fill the vacancy for the next 2 months, and agree any action.**

***Resolved:** That Council would not co-opt a new Councillor before the elections in May 2022.*

279 Staffing

279.1 **To receive feedback on the recruitment process to replace the Clerk and RFO and agree any actions required.**

The Chair advised that One Voice Wales had been appointed to undertake recruitment as per OM 14/2/22 Min No 254.2 and confirmed that an initial meeting was set for 3/3/22 to discuss Council's requirements.

The Chair noted that although Council had noted the drafted documents drawn from the staffing workshop, they had not adopted them at the OM on 14/2/22.

***Resolved:** That Council approve/adopt the three documents drafted; Job Advertisement, Job Description, and Person Specification.*

280 Boundary Changes and Elections May 2022

280.1 **To note that with effect from the 5th May, 2022 'Magor with Undy Community Council' will become 'Magor with Undy Town Council' following the recommendation made by Monmouthshire County Council (under LGA 1976 s.76) in the boundary changes, and the subsequent Order issued by Welsh Government 'The Monmouthshire (Communities) Order 2022'**

Noted.

280.2 **To ratify the changes, declaring the transition from Community Council to Town Council as from the 5th of May 2022, (under the LGA 1972 s.245B) and confirming that as from 5th May 2022 a Town Mayor will be elected by Council in preference to a Chair.**

***Resolved:** Having noted the recommendation made by Monmouthshire County Council (under LGA 1976 s.76) in the boundary changes, and the subsequent order issued by Welsh Government 'The Monmouthshire (Communities) Order 2022' Council approved the transition from a Community Council to a Town Council as from the 5th May 2022, to be known as Magor and Undy Town Council, with a Mayor being elected in preference to a Chair from the 5th May 2022.*

280.3 **To note that Nomination papers for the Magor with Undy Community Council wards are available from the clerk. Full details regarding the election process can be found at <https://mcc-elections-2022.webnode.co.uk/>**

The Chair reminded members who wished to stand for election on 5th May 2022 of the

importance of making sure they have the papers for the correct ward. The papers are available from the clerk, who would advise/guide members to the correct papers/ward.

281 Working Groups

281.1 Brewery Working Group

281.1.a To note that Cllr Carole Hopkins has resigned from the Brewery Working Group and consider and/or agree the appointment of a replacement Councillor

***Resolved:** That due to the timing, Council would leave the appointment until the Annual Meeting following the elections on 5th May 2022*

281.2 Queen's Platinum Jubilee Working Group

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

Members noted the report and recommendations, which the group were asking Council to approve 'in principle' so that work could progress on finding final costings. Cllr Kirkham advised that following the next working group meeting she should have a spreadsheet detailing costs involved, so that Council could make an informed decision. Cllr Raggett advised that the cost of commemorative mugs far outweighed the budget set by Council, and that an alternative could be sought, such as a commemorative crown coin), a book mark or a water bottle.

***Resolved:** That Cllr Baicher look at the cost of commemorative coins from the local banking systems, feeding back to the working group.*

***Resolved:** That the Clerk set up a Facebook Page for the Platinum Jubilee celebrations.*

***Resolved:** That the Working Group bring back more detailed costs to the OM 14/03/22 for consideration by Council.*

281.2.b To note that 'Crafty Together' are interested in 'Yarn Bombing' Magor Square for Easter and the Queen's Platinum Jubilee and are seeking Council's approval to proceed.

***Resolved:** Members supported and approved the Yarm Bombing or Magor Square for Easter and the Queen's Platinum Jubilee.*

281.3 MUGA Working Group

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

Noted. There were no actions required. Cllr Taylor wished to know the purpose behind replacing the portakabin. Cllr Kirkham advised that the working group were looking to replace the current building with one that provided better storage for groups and the Council, upgrading toilet facilities and allow for litter pickers etc. to shelter from the rain, make a drink, and dry clothes etc. The working group had spoken with users about their needs. Cllr Taylor stated that the new Community Hub would be open for everyone to use and that any facility Council provide should work in hand with the Hub. Cllr Kirkham advised that the working group would probably bring a total package to Council at the 14th March meeting, offering two different proposals.

282 Consultations

282.1 **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](#)**

Noted. Members should forward any comments to the clerk for collation.

283 Village Improvements

283.1 **Village Maps:**

283.1.a **To note feedback from the Clerk and agree any actions required.**

The clerk advised that the lay-flat village map was printed, and that as yet Mon CC had not approved the street furniture license, or confirmed that planning was not required, both requested in January 2022 – Cllr Taylor offered to chase up a response.

The clerk had raised two issues requiring a decision from Council:

- i. The Village Map to be sited at Undy Pound, would require the existing Walk Map to be moved to one side, but as the back of the walk map was in bad disrepair the installer suggested that the walk map was not put back until Council had arranged for it to be repaired.
- ii. Platform One (Village map designer) raised an issue that had been escalated at Gilwern, in that their map was not bilingual and a resident had objected. The clerk advised that this Council had not signed up to the Welsh Language Scheme, and suggested an option that: When Council print the Village map into a leaflet, they have that translated in to Welsh (bi-lingual), and that reference is made on the main maps, that a welsh version is available from the Council office.

Resolved: *That when the Walk Map at Undy Pound is taken up/out, it is not re-sited until such time that repairs are undertaken, allowing the Village Map to be installed as soon as is possible.*

Resolved: *That Platform One be instructed to produce the maps in their current version (English), but that reference is made on them, in Welsh, stating that ‘A welsh version is available from the Council Office’.*

Resolved: *That once the final Village Map graphics are handed over to Council, it produces a printed map, with Welsh translation included, in order to acknowledge the Welsh Language.*

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

283.2 **Welcome Signage**

283.2.a **To note feedback from the Clerk and agree any actions required**

Members noted feedback from the Clerk, and the Chair advised of delays, in particular the need for ‘Traffic Management’ in light of Health & Safety issued associated with the final installation and of the decision by the Clerk, Chair and Vice Chair to pay for ‘Traffic Management, at a cost of £1300 under Financial Regulation 4.1

Resolved: *To ratify the decision made by the Clerk, Chair & Vice Chair (refers Fin*

Regs 4.1) to pay the cost of Traffic Management System to mitigate Health & Safety issues and progress the installation of the Welcome Signs at the earliest possible time. (under LGA 1972 s.144 & Road Traffic Regulation Act 1984 s.72)

283.3 **Finger Posts**

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

Members noted the report from the clerk, that whilst Council had agreed the positioning of 4 finger posts (subject to street furniture licenses), they had not agreed the contents of the fingers/arms. The clerk had provided suggestions for all four finger posts, but it was unclear at present whether there would be sufficient room on the fingers for both English and Welsh translation, and if that was the case members suggested English on one side and Welsh on the other.

Resolved: *To go with the recommendations made by the clerk, and if necessary, have Welsh on one side, and English on the other, with the symbols/icons on both sides.*

Resolved: *That the clerk would obtain quotes as agreed above, for consideration/approval at the 14th March Council meeting.*

283.4 **Brown & White Tourism Signs**

283.4.a **To receive information from Cllr Taylor and agree any actions required.**

Cllr Taylor had obtained costs for directional Brown and White tourism signs to be sited adjacent to the Wheatsheaf Inn and Chestnut Close Magor, indicating 'Magor Square' and 'Ancient Building'. Cllr Raggett questioned whether these would be required as well as the Finger posts. Cllr Taylor advised that these would complement the finger posts and were aimed at vehicles rather than pedestrians.

Resolved: *To purchase the signs, as presented to Council, at the cost of £456.18 from Standard Signs (to include installation), via Monmouthshire County Council highways. (under LGA 1972 s.144 & Road Traffic Regulation Act 1984 s.72)*

284 **Policies**

284.1 **To note and confirm/ratify changes to the Council's 'Recruitment and Selection Policy' as agreed 10/01/22 Min No. 228.1**

Members noted the changes agreed 10/01/22 Min No 228.1

Resolved: *To adopt the changes (as agreed) and upload the new 'Recruitment and Selection Policy' to the Council's website.*

284.2 **To reconsider the 'Virtual Meetings' Protocol following a complaint from a member of the public, and agree any actions and/or changes.**

Members noted the recent problems incurred with a resident attending a 'virtual' Council meeting. Members revisited the 'Virtual Meetings' Protocol and were happy with the content. Members acknowledged that Common Law powers of the Chair are absolute right and that the Chair is entitled to remove anyone from a meeting if they are obstructive and do not comply with protocol. (refers standing Order 10.a.xiii)

285 Summer & Winter Planting

285.1 To consider and agree a plan (specification) for succession planting, maintenance and watering throughout Magor with Undy and agree any actions

The clerk had provided ex-councillor Cook with details of the specification, position and number of planters, including businesses approached to undertake the work. Members wished to revisit planting as a whole.

***Resolved:** To form a working group comprising of Cllrs Hopkins, Plow, Taylor & Kirkham, to look at Summer & Winter Planting as a matter of urgency, with the clerk copying in any relevant documents/lists*

286 Reports

286.1 Councillors

286.1.a Flooding: To receive any written reports in respect of flooding issues in the area, and agree any actions required.

Received and noted.

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

No report received.

286.1.c To receive any activity reports from Councillors

No report received.

286.1.d To receive any other reports from Councillor representatives on outside bodies

No report received.

287 Meeting Dates

287.1 Ordinary Meeting – 14th March 2022 at 7pm

Noted.

MEETING CLOSED AT 21.36PM