

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Minutes of an Ordinary Meeting of Magor with Undy Town Council held remotely via Zoom Conference Meetings on Monday 13th February 2023 between 19:00 and 20:55 hours.

COUNCILLORS

Cllr C Hopkins (Chair), Cllr F Taylor, Cllr P Kirkham, Cllr D James, Cllr M James, Cllr A Graham, Cllr C Baker.

IN ATTENDANCE

William Lewis – Clerk to Council (Zoom Host)

APOLOGIES:

Cllr P Cawley, Cllr J Baynton

OPEN FORUM

Public Open Forum (15 minutes at discretion of The Mayor).

There were no public attendees

177 MAYOR'S ANNOUNCEMENTS AND REPORT

177.1 To receive apologies for absence from Councillors.

Cllrs P Cawley and J Baynton

177.2 To receive any update and feedback from the Mayor on remote meetings, any functions attended or matters arising.

Cllr Hopkins referred to the following topics:

- *A meeting had been held with Nigel Leaworthy of Mon CC regarding Green Moor Lane Allotments program of intended works.*
- *The donation £4000 from Rush Wall Solar Park to be used for 'Green Projects' in addition to £4000 received in November 2021 from the same source.*
- *That the scheduled meeting with CAB on 18/01/23 was cancelled due to Darren Williams (CAB) being snowbound.*
- *A progressive Action Sheet on projects and initiatives underway and proposed shall be published each month and shared with members at meetings and when required.*
- *A free-standing Notice Board is to be acquired and located outside The Hayloft so as to provide details of Opening Hours and Information to the Community.*
- *The Clerk will be taking annual leave between 20th and 24th February and the provisions to be arranged during that period.*

178 DECLARATIONS OF INTEREST ITEMS ON THE AGENDA – Forms to be completed

178.1 To receive any declarations of interest in items on the agenda.

- *Cllr P Kirkham. Agenda item 14 – Crafty Together*
- *Cllr C Baker. Agenda Item 6.1 – Grant Application - Magor Scouts and Guides*

179 CORRESPONDENCE

- 179.1 **To note that correspondence relative to matters on Meeting Agenda had been sent to Council Members**

Agreement that correspondence had been received.

180 MINUTES

- 180.1 **To adopt the draft minutes of the Ordinary Meeting held remotely on Monday 09th January 2023.**

No representations were made and minutes of 09th January 2023 were adopted as accurate

- 180.2 **Minutes to be initialled and signed by Chair as soon as practicable.**

Noted

181 FINANCE

- 181.1 **To note and accept list of payments and receipts banked during January 2023. (Appendix A).**

Noted and agreed

- 181.2 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st January 2023**

Noted and agreed

182 GRANTS AND FUNDING

- 182.1 **To receive a Community Grant Application of £3000.00 from Magor Scout Hut and Guide Management Committee to assist with projected increase in electricity charges for 2023/2024 under the provisions of Section 145(c) Local Government Act 1972.**

Cllr Baker left meeting.

It was resolved

Application was approved by Council and a grant of £3000 shall be given to Magor Scout Hut and Guide Management Committee under the powers and provisions of Section 145(c) Local Government Act 1972 as soon as practicable.

Cllr Baker re-joined meeting.

- 182.2 **To receive notification of Annual Membership from Gwent Wildlife Trust, and consider approval of renewed membership at the cost of £36 under provisions of Sec 137 Local Govt Act 1972.**

It was resolved:

To renew membership

- 183.3 **To consider and agree payment of invoices to a volunteer in respect of planting up tubs on behalf of the Council (refers OM 26/04/21 Min 122.1) totalling £39.90 under provisions of s112 LGA 1972**

It was resolved:

Payment was approved and a letter of thanks to be sent to Volunteer.

- 183.4 **To grant £5000 to the MUCH Group regarding funding as detailed in resolution of Minute number 115.1 of Ordinary Meeting of 14th November 2022 under provisions of Section 145(c) Local Government Act 1972**

It was resolved:

Application was approved by Council and a grant of £5000 shall be given to MUCH Trustees under provisions of Section 145(c) Local Government Act 1972 as soon as practicable.

184 TRAINING PLAN FOR COUNCILLORS AND STAFF.

184.1 To receive and agree the proposed training plan for Magor with Undy Town Council in accordance with Section 67 of the Local Government and Elections (Wales) Act 2021.

Councillor Frances Taylor reported that Mon CC Standards Committee had discussed this matter and it should be a key consideration of a Training Plan for Town and Community Councils to have particular regard for members to have completed 'Code of Conduct' training. While it was not a statutory requirement, if any complaint was referred to the Ombudsman, it would be of particular interest and importance to the Ombudsman whether the member had completed such training.

It was resolved:

That Council shall examine proposed plan for endorsement. To consider their training needs relevant to the needs analysis form and communicate to the Clerk with regard to enrolment on training sessions offered by One Voice Wales.

185 PUBLIC SPACE PROTECTION ORDERS

185.1 To receive proposals from Council Members of areas of the Community identified as potentially suitable for an application to be made for Public Space Protection Order. (Deferred from OM of 09/01/23)

It was resolved;

That Council complete a report for submission to Mon CC for PSPO to be considered in the areas identified.

186 ALLOTMENT SITES

186.1 To receive the report completed by Council Clerk and Cllr M James following their inspection of the three sites and consider any quotations which may be received.

The Clerk reported on the specifics of works required to bring all three allotment sites up to standard with particular emphasis on Green Moor Lane site which requires extensive work on clearance and disposal.

It was discussed and acknowledged that there was an urgency in respect of the works required at Green Moor Lane so that it could be commenced before Bird Nesting season.

A site meeting with Nigel Leaworthy of Mon CC has resulted in a quotation of £2753 for flail cutting and clearance of the large areas which have become overgrown.

It was proposed that due to the urgency and nature of the work to be undertaken that MWUTC Financial Regulation 10.3 be suspended and that Mon CC be contracted to commence work at Green Moor Lane at the earliest opportunity.

It was resolved:

To suspend MWUTC Financial Regulation 10.3 and contract with Mon CC to undertake the work required at Green Moor Lane Allotment Site and make payment of £2753.00

**187 PLANNING - View applications at <http://www.monmouthshire.gov.uk/planning>
For consideration by Council**

**187.1 DM/2022/00484 - Land At Former Tythe House, Church Road, Undy
Full planning application for the construction of 9 dwellings, including means of access, drainage, landscaping, associated engineering and infrastructure works.**

It was noted that Mon CC has granted this application with Conditions despite previous objections and representations from Consultees and residents. It was further noted that the application consent had been 'called in' by residents but no further update was available. In addition to the planning issue residents have raised concerns over whether contractor would begin using the site called 'Undy Pound' for parking plant vehicles, private vehicles and machinery.

It was resolved:

To communicate with Mon CC concerning Undy Pound to inform Site Contractor that it should not be used for parking any vehicles connected with the development of the land at the site of the former Tythe House.

187.2 DM/2023/00042 - Har Belle, Newport Road

New extension to rear of existing Bungalow. Full width of rear of property to have new dormer roof above. Alterations to existing roof to create habitable space.

It was resolved:

That there were no issues in respect of this application for Council to object or make representation to Mon CC.

188 FINGER POSTS

188.1 To receive and consider three quotations for the installation of finger posts corresponded to Council Members and to agree which will be accepted to undertake this work.

Council were informed by the Clerk that no quotations had yet been provided and were being chased.

It was resolved.

To defer to future meeting.

189 KING CHARLES III CORONATION – MAY 06TH 2023

189.1 To receive any update in respect of progress, consider and agree any further actions required.

Cllr Baynton was not present and details of progress were unavailable apart from a scheduled meeting with interested parties was due on 20th February 2023.

Councillor Kirkham left the meeting for the following item.

190 CRAFTY TOGETHER

14.1 To agree request of Crafty Together craft group for permission from Council to decorate the bollards for St David's Day 1st March 2023, Easter Holiday and Coronation of HRH King Charles III on 06th May 2023.

Councillor Kirkham left the meeting.

It was resolved.

To give permission requested and thank Crafty Together for their efforts.

Councillor Kirkham re-joined the meeting

191 MUGA COURTS (NETBALL POST)

191.1 To purchase another set of Netball Posts in consideration of the expansion of membership of Magor with Undy Netball Club and their regular bookings and use of both Netball Courts to facilitate numbers attending.

It was resolved.

To purchase an additional set of Netball Posts

192 FINANCIAL REGULATIONS - REVIEW

192.1 To note Financial Regulations were adopted at Ordinary Meeting on 13/1/22 Min No 234.3.b with changes ratified on 24/1/22 Min No 240.3 and agree a review date as soon as practicable.

It was resolved:

To defer this item to either March or April to allow Councillors to consider the current Financial Regulations and bring back to Council any content required for discussion in respect of changes to be made if required.

193 MAGOR POST OFFICE UPDATE.

193.1 To receive information from Post Office Limited in respect of the future of Magor Post Office and agree actions as necessary.

Cllr informed Council that the Post office was now being operated by a Post Master appointed through an agency and that while it was for a term of six months there was no guarantee that tied the person to that time. Council were further informed that as we had now registered and expression of interest with Post Office Limited that we would now be required to complete the next stage in the process by providing them with a Financial Assessment report on an online form with them.

It was resolved.

To complete the required Post Office Limited Financial Assessment as soon as practicable.

194 MAGOR BREWERY LIAISON

194.1 To reconvene previous arrangement with Magor Brewery for regular meetings between them and Magor with Undy Town Council.

It was resolved.

That Councillor Taylor will liaise with representative at the Brewery to discuss and that Councillors interested in assisting in this shall inform Cllr Taylor

195 BOUNDARY CHANGES

195.1 To receive update in respect of Common Y Coed and Undy Allotments consequent to "The Monmouthshire (Communities) Order 2022.

Cllr Taylor informed Council that research in respect of Legal Entitlement to the areas of land in question had been researched and was continuing. That the land at Undy allotments actually belonged to the Council and that an application to the Land Registry was required. That Rogiet Council had been provided information concerning income and expenditure associated with the allotments.

That no clear indications of Legal entitlement to the land at Common y Coed at yet been found but that as the Council had been in possession of it and managing its upkeep for many years there were provisions available to apply to Land Registry

It was resolved:

To continue searches in respect of Common y coed and make enquiries with Land Registry and defer to next Ordinary meeting for further updates.

196 MON CC – SERVICE LEVEL AGREEMENT

196.1 To receive feedback from Monmouthshire County Council in respect of potential for a Service Level Agreement for grounds maintenance works.

Cllr Taylor referred to the Town Council responsibilities in maintenance and grass cutting and previous discussion regarding the proposed employment of a Grounds Person/Maintenance and facilities officer. As an alternative to this Nigel Leaworthy of Mon CC has been consulted with in connection with the provisions of a Service Level Agreement with Mon CC, which could be for either 1 or 2 persons employed by Mon CC as dedicated personnel to cover the maintenance/grass cutting etc and could also encompass the tenders which have been undertaken by private contract for the maintenance of other areas in the community. The specifics of those private contracts being questionable in terms of the necessity.

Council were advised that the full scope and detail of the SLA for either 1 or 2 personnel should be available for March or April Ordinary Meeting when Council can consider the options of the employment of a Grounds Person/Maintenance and facilities officer or entering into a Service Level Agreement with Mon CC.

197 COUNCILLORS ITEMS OF BUSINESS

197.1 To receive report from Cllr Kirkham following her attendance at MUCH group meeting on 08th February 2023

As detailed in correspondence previously sent to members Cllr Kirkham informed Council that the MUCH trustees meeting revealed that they had projected financial loss for first 3 years of operation with an expectation of breaking-even in year 4. This however had not factored in any salary costs and it was now recognised that the effective running of the Hub could not be guaranteed by volunteers so there would be a need to employ personnel.

As such the trustees enquired about grant funding to cover salary payments until the Hub became self-sufficient.

The Trustees were informed that MUTC were reviewing the Grant Application (forms and procedures) which may result in a monitoring and evaluation process for larger sums and that they should get their application together.

The Trustees were anticipating a hand-over of the Hub on 07th August 2023 and operational in the following 2 to 3 weeks afterwards.

198 NEXT MEETING

198.1 To agree that the next Ordinary Meeting be brought forward to 06th March 2023 consequent to the unavailability of the Town Clerk on 13th March 2023.

It was resolved.

To reschedule Ordinary Meeting to 1900 hours on 06th March 2023.

Appendix A

Income

09/01/23	FP 0326		BARCLAYS BANK	LOYALTY REWARD	0.75
10/01/23	FP 0327		TENNIS SQUAD	MUGA COURT HIRE	180.00
20/01/23	FP 0329		LEIGH PP&AK	ALLOTMENT FEE 22/23	12.00
20/01/23	FP 0330		RUSHWALLTURB	COMM CONTRIBUTION	4,000.00
20/01/23	FP 0331		SAUNDERS S	ALLOTMENT FEE 22/23	12.00
23/01/23	FP 0333		A BARBER X 3 plots	ALLOTMENT FEE 22/23	36.00
24/01/23	FP 0334		KARI DAVIES	F'LIGHT TOKENS x20	20.00
25/01/23	FP 0336		A ROBINSON	ALLOTMENT FEE 22/23	12.00
25/01/23	FP 0337		J DAVIES	ALLOTMENT FEE 22/23	12.00
27/01/23	FP 0350		RIALTAS	REFUND PAYMENT	395.15

Expenditure

3/1/23	SO 0320	NJ RIORDAN WHILD	HAYLOFT RENT (4 WEEKS)	675.00
4/1/23	DD 0321	RESTORE DATASHRED	CONFIDENTIAL WASTE.DEC 2022	68.34
5/1/23	DD 0322	ZOOM	CONFERENCE CALLING	14.39
9/1/23	DD 0323	BARCLAYS BANK	CHARGES 14/11/22-12/12/22	11.50
9/1/23	BACS 0324	COOLHEAT PLUMBING	BURST/FROZEN PIPE - P'CABIN	192.00
9/1/23	BACS 0325	MERLIN ENVIRONMENTAL	DOG WASTE BINS - DEC 2022	998.40
17/1/23	DD 0328	EE LIMITED	MOBILE PHONE CONTRACT	24.00
23/1/23	DD 0332	SOLUTIONS IN TECHNOLOGY	TEELPHONE AND BROADBAND	71.98
25/1/23	DCD 0335	AMAZON	DRAUGHT PROOFING HAYLOFT	25.97
26/1/23	BACS 0338	JOHN REECE	CHRISTMAS TREES	720.00
26/1/23	BACS 0339	MICROSHADE	SOFTWARE HOSTING	111.48
26/1/23	BACS 0340	MON CC	LEASE FOR SYCAMORE FIELD	5.00
26/1/23	BACS 0341	RIALTAS (payment error- FP 0350)	RBS SOFTWARE&SUPPORT	395.15
26/1/23	BACS 0342	SLCC	MEMBERSHIP FEE	279.00
26/1/23	BACS 0343	NJ RIORDAN WHILD	OFFICE ELECTRIC 241122-240123	179.26
26/1/23	SO 0344	NJ RIORDAN WHILD	HAYLOFT RENT (4 WKS due 310123)	675.00
26/1/23	BACS 0345	STAFF SALARIES	FOR JANUARY 2023	2,565.10
26/1/23	BACS 0346	HMRC	STATUTORY DEDUCTIONS-JAN	1,080.66
26/1/23	BACS 0347	TORFAEN CBC	PENSION CONTRIBUTIONS-JAN	710.09
26/1/23	BACS 0348	CHEPSTOW ACCOUNTANCY	SALARY ADMIN JAN 2023	16.50
26/1/23	BACS 0349	CITY ILLUMINATIONS	CHRISTMAS LIGHTING	6,000.00
26/1/23	BACS 0351	RIALTAS (Corrected payment)	RBS SOFTWARE&SUPPORT	395.15