

# 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 06<sup>th</sup> March 2023 between 19:01 and 20:19 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*

### **199 MAYOR'S ANNOUNCEMENTS AND REPORT**

199.1 To receive apologies for absence from Councillors.

*Cllrs P Cawley and J Baynton*

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

### **200 DECLARATIONS OF INTEREST ITEMS ON THE AGENDA – Forms to be completed**

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

*No declarations of interest were announced.*

### **201 CORRESPONDENCE**

201.1 To note that correspondence relative to matters on Meeting Agenda had been sent to Council Members

*Agreement that correspondence had been received.*

### **202 MINUTES**

202.1 To adopt the draft minutes of the Ordinary Meeting held remotely on Monday 13<sup>th</sup> February 2023.

*Cllr P Kirkham required amendment of draft minutes to show that she had announced a 'declarations of interest' in respect of Agenda item 14.1 'Crafty Together'.*

*Cllr C Baker required amendment of draft minutes to show that she had announced a 'declarations of interest' in respect of Agenda item 6.1 'Community Grant application Magor Scout and Guide Hut'.*

**It was resolved:**

*That the minutes of the Ordinary Meeting held remotely on Monday 13th February 2023 shall be amended as requested.*

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

*Noted and agreed*

**203 FINANCE**

**203.1 To note and accept list of payments and receipts banked during February 2023. (Appendix A).**

*Noted and agreed*

**203.2 To confirm the Bank Reconciliation of the Council's Bank Accounts to 28<sup>th</sup> February 2023**

*Noted and agreed*

**204 COUNCIL OFFICE/THE HAYLOFT**

**To receive update in respect of matters of accessibility for users of the Council Office.**

*The Mayor reminded Councillors of previous comments by Cllr P Cawley concerning accessibility within the Council Office at The Hayloft. Council were informed that following a meeting with Cllr Cawley and correspondence by email that these concerns have been addressed having consideration of the fact that The Hayloft is a listed building and that certain restrictions exist that need abiding by. However, the improvements that he felt were necessary have been implemented.*

***The Mayor invited any member comments.***

*No comment or responses were received from members.*

**205 GRANTS AND FUNDING**

**To receive a Community Grant Application of £500.00 from UNDY YUM YUMS to assist with spiralling costs associated with the hire of the hall, advertising, entertainment provision of entertainment and refreshments under Section 145(c) Local Government Act 1972.**

**UNDY YUM YUMS are a Volunteer Community Group operating out of Undy Church/Community Hall once each month providing an open door to members of the Community to meet, engage and enjoy a sociable afternoon of activity and refreshments.**

**It was resolved:**

*Council agreed that the application be granted under authority of Section 145(c) Local Government Act 1972.*

**206 TRAINING PLAN FOR COUNCILLORS AND STAFF.**

**To receive and agree to publish the 'Training Plan' for Magor with Undy Town Council in accordance with Section 67 of the Local Government and Elections (Wales) Act 2021.**

*Councillors reported that the plan had not been received by all.*

**It was resolved:**

*To defer this item for discussion at the next Ordinary Meeting.*

**207 MEMBERSHIP WITH ONE VOICE WALES**

**To consider invitation for renewal of membership with One Voice Wales:**

**Membership Fee: £1030 - Based on 2642 chargeable dwellings @ £0.390p per dwelling.**

**It was resolved:**

*To renew membership as quoted by One Voice Wales.*

**208**      **PLANNING - View applications at <http://www.monmouthshire.gov.uk/planning>  
[For consideration by Council](#)**

**208.1**      **DM/2023/00152 - Wesley House, Main Road, Undy  
Construction of Proposed Contemporary Entrance Porch**

**It was resolved:**

*That this application was not opposed by Council and that there was no representation to be made to Mon CC.*

**208.2**      **DM/2023/00205 - 1 Blenheim Drive, Magor  
Garage conversion to office/gym/private use**

*Cllr Taylor was having IT difficulties but declared an interest in this item.*

**It was resolved:**

*That this application was not opposed by Council and that there was no representation to be made to Mon CC.*

**208.3**      **DM/2023/00238 - Vinegar Hill Farm, Vinegar Hill  
Proposed two storey side extension to create larger master bedroom and kitchen/dining area.**

**It was resolved:**

*That this application was not opposed by Council and that there was no representation to be made to Mon CC.*

**208.4**      **DM/2023/00066 – Court Farm Bungalow 1, West End  
Erection of a single detached bungalow.**

**It was resolved:**

*That this application was not opposed by Council and that there was no representation to be made to Mon CC.*

**209**      **KING CHARLES III CORONATION – MAY 06<sup>TH</sup> 2023**

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

*Cllr Kirkham reported correspondence with Cllr Baynton and of a meeting with interested parties regarding proposed activities and that it was thought that the celebration should actually take place on Monday 08<sup>th</sup> May 2023 which follows the Coronation date of Saturday 06<sup>th</sup> May 2023 and a televised Concert on Sunday 07<sup>th</sup> May 2023. The general consensus was that the event on 08<sup>th</sup> May 2023 should be between 2.00pm and 5.00pm and children focussed with various entertainment in Magor Square.*

*A further meeting is scheduled for 6.00pm on 15<sup>th</sup> March 2023 at the Wheatsheaf which is advertised for all interested parties to attend.*

*The question of authority for provision of regulated entertainment was also raised and what was required to obtain such authorisation.*

*Cllr Kirkham raised the question of the presentation of a keepsake to primary school children in commemoration of the Coronation.*

**It was resolved:**

- *That Council would support the preparations and the event to be held in Magor Square on 08<sup>th</sup> May 2023.*
- *To consider presentation of commemorative keepsake for our primary school children.*
- *The Clerk shall apply to Mon CC for required road closure of Magor Square.*
- *The Clerk shall communicate with groups and interested parties a proforma in respect of volunteers and activities.*
- *The Clerk will seek the relevant legislation concerning the provision of regulated entertainment and advice parties accordingly.*

**210 EXCLUSION OF PRESS & PUBLIC**

**210.1 Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 Council to consider exclusion of the Press and Public to the agenda item 13 as some of the business to be transacted is considered confidential, the disclosure of which would be prejudicial.**

*It was agreed that the following item shall be considered with the exclusion of the press and public under the authority of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960*

**211 MAGOR POST OFFICE UPDATE**

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

***Content not for Public Disclosure as agreed and recorded in minute 210.1***

**212 BOUNDARY CHANGES UPDATE**

**212.1 To receive update concerning land at Common-Y-Coed and Undy Allotments and to agree a budget for any Legal Representation in order to apply to The Land Registry to obtain legal title.**

*Cllr Taylor informed Council that she had had with discussion with Rogiet Community and informed them that Magor with Undy Town Council owned the Allotments and that Common Y Coed had been managed by the former Community Council for very many years.*

*In respect of the allotments the Council have documents to substantiate ownership and legal entitlement, however it is not recorded with Land Registry.*

*In respect of Common Y Coed we have been unable to locate any documents to support ownership or legal entitlement, however the land at Common y Coed (Poor Land) has been in the management and control of the former Parish and Community Councils of Undy and Magor for very many years. This would allow the Council to follow a process of application 'Adverse Possession – a right to acquire land that does not belong to you'.*

*Cllr Kirkham enquired what the feelings of Rogiet Community Council were in respect of the areas of land.*

*Cllr Taylor advised that Rogiet CC were quite relaxed about proceedings and wished to know the income and expenditure figures but in general there was acceptance that the allotments were tenanted by residents of Magor with Undy.*

*In respect of Common Y Coed they may when all enquiries have been made wish to take control but even in that event we would need to proceed with the process of obtaining legal entitlement/Land Registration before any legal transfer of the land to Rogiet could be progressed.*

**It was resolved:**

*To make enquiries with Land Registry and follow steps required to achieve legal entitlement of the said areas of land and to employ legal representation to enable this in accordance with Min 169.1 of 19/01/23 - This was noted and agreed that any Legal Fees associated with arrangement with Rogiet Community Council would be covered by Council Budget for Professional Fees.*

**213 MON CC – SERVICE LEVEL AGREEMENT**

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

*Cllr Taylor reported that she had been consulting with Nigel Leaworthy of Mon CC and that a broad outline of cost of two officers and a vehicle to facilitate maintenance and service needs within our community has been provided. This would be shared with Council to examine prior to further consultation with Mr Leaworthy.*

*Consideration should also then be given to whether we ourselves as a Council, employ a person externally recruited in the role of Maintenance and Facilities Officer.*

*Based upon what Mon CC can provide or whether Council seek to employ a person we would then need to consider what would be the best alternative in service to the community.*

**It was resolved:**

*To schedule a teams meeting with Nigel Leaworthy at 09.30am on Friday 10<sup>th</sup> March 2023 for available Council members to join. A summary of that meeting shall afterwards be shared with all members.*

**214 COUNCILLORS ITEMS OF BUSINESS**

**214.1 To receive report from Cllr Kirkham following her attendance at MUCH group meeting on 08<sup>th</sup> February 2023**

*The Clerk announced an apology for the inclusion of this item which had been attended to at the previous meeting of 13<sup>th</sup> February 2023.*

*Chair accepted and Cllr Kirkham advised that the next MUCH group meeting was scheduled for 15<sup>th</sup> March and that she would be attending.*

**215 ALLOTMENTS PROJECTS UPDATE**

**215.1 To receive update in respect of Allotment improvements as agreed at Full Council Meeting of 13/02/23 – Min 184.1**

*The Clerk informed Council that the areas identified at Green Moor Lane allotments had been flail cut and that a large amount of rubbish and debris required removal. Nigel Leaworthy has indicated that we the Council will need to engage with a skip hire company for the hire of at least three large skips. Mr Leaworthy will arrange for his team to load the skips with the rubbish that needs removal. Cllr Taylor announced that previous resolutions approved clearance of fly-tipping at Green Moor Lane(min 153.1 of 2020) which had not been completed and proposed that we agree to the offer from Mr Leaworthy and provide the skips for completion of this project and that a budget existed under General Allotment maintenance to facilitate such.*

*This proposal was seconded.*

**It was resolved:**

*To accept Mr Leaworthys offer to load the rubbish, liaise with Mr Leaworthy and his team and make arrangements as soon as practicable for the siting of skips for the removal of cuttings, rubbish and debris following the flail cutting conducted by Mon CC.*

**To consider details of any quotations received in response to tenders and agree actions.**

*Councillor Taylor informed Council that a quotation had been received from a company providing details of works on the three allotment sites. That Mr Leaworthy once a few queries had been answered by the Clerk could provide a further quote for the works identified at Sycamore Terrace and Undy Allotments.*

*Now that the flail cutting at Green Moor Lane had been completed we should go back to the company who has provided the initial quote to establish an undertaking for part or all of the work required and of possible obtain a third quotation to take forward to the April Ordinary Meeting.*

**It was resolved:**

*To provide Mr Leaworthy with the details of works required at Sycamore and Undy allotments. To contact the company who have provided quotation with updates on work required. To attempt receipt of a third quotation.*

*To bring back to Ordinary meeting in April.*

**To consider the introduction of DCWW main water supply to Green Moor Lane and Undy Allotments.**

*Cllr Taylor reported that enquiries had been conducted and that an enquiry/application would be required to be made with Dwr Cymru/Welsh Water, there is an initial cost of £91.00 which triggers a site visit by engineers of DC/WW who will then provide details of possibility of a connection and associated costs.*

*Once in possession of results provided by DC/WW the project can be brought back to Council for consideration.*

**It was resolved:**

*To contact DC/WW and make application for site visits to progress the provision of water supply to allotments at Green Moor Lane and Undy under Allotments Maintenance budget.*

**216**

**DATE OF NEXT MEETING**

216.1

**To agree date of the next Ordinary Meeting.**

*Cllr D James pointed out that the 10<sup>th</sup> April 2023 scheduled date for next Ordinary Meeting fell on Easter Bank Holiday Monday.*

**It was resolved:**

*To re-schedule the meeting to 1900 hours Wednesday 12<sup>th</sup> April 2023*

**The meeting was concluded at 2019 hours**