

# 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 Wednesday 12<sup>th</sup> April 2023 between 19:00 and 21:11 hours.

## **COUNCILLORS**

Cllr C Hopkins (Chair), Cllr F Taylor, Cllr P Kirkham, Cllr D James, Cllr M James, Cllr A Graham, Cllr N Baicher, Cllr Paul Cawley

## **IN ATTENDANCE**

William Lewis – Clerk to Council (Zoom Host)  
John Crook – County Councillor (by invitation)  
Angela Sandles – County Councillor (by invitation)

## **APOLOGIES:**

None received

## **OPEN FORUM**

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

*There were no public attendees*

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

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

- *Council have provided a grant to Brownies and it was pleasing to note that they had also been raising their own funds.*
- *A grant was also provided to the group YUMMYUMs who meet on Friday afternoons, they are also looking for someone who can voluntarily assist with playing of a keyboard due to current costs for that entertainment.*
- *A grant was made to M.U.C.H in to assist them with unexpected solicitors search fees.*
- *Work on improvement to Green Moor Lane allotments has begun and thanks to Bill, Mike and Mon CC for this.*
- *Litter has become a recent problem with receipt of complaints from residents. An inspection of current provisions is needed and restructuring required. I would welcome assistance of members in this matter.*
- *Reminder of forthcoming workshop with Paul Sullivan-Monlife at The Hayloft to discuss year round youth activities that we should be involved in. Please make every effort to attend.*

## **227 DECLARATIONS OF INTEREST ITEMS ON THE AGENDA – Forms to be completed To receive any declarations of interest in items on the agenda.**

*Cllr F Taylor declared an interest in Agenda item 16.3 (Form to be completed and filed as soon as practicable)*

**228 CORRESPONDENCE**

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

*Council agreed that that correspondence relative to the Agenda had been received.*

**229 MINUTES**

229.1 To adopt the draft minutes of the Finance Meeting held remotely on 19<sup>th</sup> January 2023

**It was resolved:**

***To adopt the draft minutes of the Finance Meeting held remotely on 19<sup>th</sup> January 2023.***

***To be initialled and signed by Chair as soon as practicable.***

229.2 To adopt the draft minutes of Ordinary Meeting held remotely on 06<sup>th</sup> March 2023

**Unresolved:**

***The minutes were not formally adopted due to oversight and will be included in the Agenda for the next Council meeting.***

229.3 To adopt the draft minutes of Extraordinary Meeting held remotely on 27<sup>th</sup> March 2023

**Unresolved:**

***That consequent to matters of accuracy raised by members the Clerk shall listen to the Zoom Conference recording for confirmation of accuracy or otherwise, of minute No 225.1 and bring back to next Council Meeting.***

**230 FINANCE**

230.1 To note and accept list of payments and receipts banked during March 2023.

**Payments and Receipts were noted and agreed.**

230.2 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31<sup>st</sup> March 2023

**Bank Reconciliation of Council bank accounts were noted and agreed.**

**231 FINANCIAL REGULATIONS REVIEW**

231.1 To receive and adopt the draft Financial Regulations following a review of existing policy.

*The Chair referred to items on this meeting Agenda where quotes for services had been sought and the requirement for receipt of three quotes had not been achieved. The Chair referred to Finance Regulation 11.1(g) which clearly directs that Council may consider less than three quotes where it is demonstrated that Council strived to obtain three estimates.*

**It was resolved:**

***To receive and adopt the draft regulations as proposed to update the Policy and to upload to Town Council website as soon as practicable.***

**232 GRANTS AND FUNDING**

*Cllr D James referred to the Town Council Policy in respect of Community Grant Applications and that each of the three applications could not be determined under the policy due to timing provisions. Furthermore, clarification was required in respect of the budgetary considerations which were insufficient to cover the Grant Funding Applications to be considered at the meeting.*

- 232.1 To receive a Community Grant Application of £1720.00 under the provisions of Section 145(c) Local Government Act 1972 from St Marys Church Hall to upgrade lighting in the main hall with energy efficient LED lighting.  
*Cllr P Cawley expressed his concern in respect of the application (232.1) and whether it was a lawful to grant as it was made by a church warden for a church building. He stated that he had become aware of a past application from The Church which could not be processed for legal reasons which at this time could not be explained or identified to Council.*

*Cllr D James referred to the Town Council Policy in respect of Community Grant Applications and that each of the three applications could not be determined under the policy due to timing provisions.*

**It was resolved:**

***To seek clarification in respect of legal status of the body applying for grant and clarification of ownership of the Church Hall and bring back to next Council Meeting.***

- 232.2 To receive a Community Grant Application of £12,096.00 under the provisions of Section 145(c) Local Government Act 1972 from Magor RFC for the purchase of WRU recommended portable floodlights.

**It was resolved:**

***To defer this application to the next Council Meeting consequent to the matters raised in respect of current Grants and Donations Policy which provides that such applications are considered half yearly on 31<sup>st</sup> Jan and 31<sup>st</sup> July.***

- 232.3 To receive a Community Grant Application of £22,000.00 under the provisions of Section 145(c) Local Government Act 1972 from MAGOR and UNDY COMMUNITY HUB (MUCH) to assist with part salary payment of a Hub Manager to be recruited in time for the Hubs opening to the public August 2023.

**It was resolved:**

***To defer this application to the next Council Meeting consequent to the matters raised in respect of current Grants and Donations Policy which provides that such applications are considered half yearly on 31<sup>st</sup> Jan and 31<sup>st</sup> July.***

**233 BIODIVERSITY REPORT**

- 233.1 To receive and agree The Biodiversity and Resilience of Ecosystems Duty report 2022 for publishing on MUTC website.

**It was resolved:**

***To receive and adopt The Biodiversity and Resilience of Ecosystems Duty report 2022 and upload to Town Council website.***

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

- 234.1 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.  
*Deferred from Ordinary Meeting of 06<sup>th</sup> March 2023.*

**It was resolved:**

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

**235 MAYORAL CHAIN/PENDANT/INSIGNIA**

- 235.1 To receive details in respect of pendants/insignia for the role of Mayor and Deputy Mayor consequent to the status of 'Town Council' and decide upon requirements and acquisition of such.

Members discussed the details separately corresponded in respect of pendant design and costings.

**It was resolved:**

***To defer to a future meeting consequent to the current economic situation with a view to exploring the acquisition of a pendant/insignia from alternative (local) suppliers for a cost-effective alternative.***

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

**236.1 DM/2023/00229 – Green Meadow Farm, Llandevenny.**  
Agricultural metal building with concrete base.

**It was resolved:**

***To make no representation or comment in respect of this application.***

**236.2 DM/2023/00322 7 – The Willows, Undy**

Remove existing garden fence and replace. Fence to be moved 150-160cm closer to property boundary. Boundary is next to footpath of highway used by vehicles. Fence to be slightly shorter than existing - approx. 185cm in height. Fence to be extended approx. 5m to be in-line with front of house

**It was resolved:**

***To make no representation or comment in respect of this application.***

**236.3 DM/2023/00353 – 11, Mill Reen**

Erection of a timber pre-fabricated single storey granny annexe for ancillary use to the main dwelling.

**It was resolved:**

***To make no representation or comment in respect of this application.***

**236.4 DM/2023/00367 – Moorgate(1)**

Demolish existing flat roof extension. Construct single storey, side extension with glass link. Remove pvc windows and fit timber windows with simple design.

**It was resolved:**

***To make no representation or comment in respect of this application.***

**236.5 DM/2023/00398 – Moorgate (2)**

Demolish flat roof side extension and construct new 1 ½ storey side extension with glazed link.

**It was resolved:**

***To make comment to Mon CC Planning that while Council were not opposed to the granting of this applications there were questions in respect of the proposals not being in keeping with existing environment.***

**236.6 DM/2023/00432 27 – Hunters Ridge**

Conversion of existing garage into a room.

**It was resolved:**

***To make no representation or comment in respect of this application.***

**236.7 DM/2023/00467 – Camelot, Church Road, Undy**

Double storey front extension.

**It was resolved:**

***To make no representation or comment in respect of this application.***

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

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

*The Clerk informed Council that all products to assist with Magor Square Coronation Street party had been acquired and we were awaiting delivery of commemorative drinks bottles for presentation to schools of Magor and Undy primary.*

*That Council had 300 metres of Bunting left over from Queens Platinum Jubilee 2022 and arrangement had been made with Mon CC to hang in the Square prior to Coronation.*

*That Council were well within the budget allocation for the Coronation and that arrangements for preparation of planters in Magor Square specifically for the Coronation Street party can be achieved within budget.*

## **238 EXCLUSION OF PRESS & PUBLIC**

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 items **14, 15 and 16 (below)** as some of the business to be transacted is considered confidential and for the reasons of **commercial sensitivity**, the disclosure of which would be prejudicial.

*It was noted that while there were no members of the public had joined the Meeting that Mon CC Cllrs John Crook and Angela Sandles were present following invitation, both of whom acknowledged accepted the confidentiality requirement in respect of the following items for discussion.*

### **It was resolved:**

***To accept that items 14, 15 and 16 of the agenda be discussed under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960***

## **239 FINGERPOST INSTALLATION QUOTES (Correspondence provided)**

**239.1** To receive the quotations provided for the installation of Fingerposts and agree upon which to accept for completion of project.

239.2 Quotation 1 (restricted)

239.3 Quotation 2 (restricted)

*The Clerk informed Council that every effort had been made under Financial Regulations to obtain three quotes to complete this specialised work, that only two had been submitted and a third was unable to attend to the work due to restrictions.*

### **It was resolved:**

***To acknowledge that Council had strived to obtain three quotes as required by Financial Regulations, and to agree to suspend Financial Regulations 11.1.g (under Fin Regs 17.2) and for the Chair and Clerk (under Fin Reg 4.1) to accept the quote, and proceed with an order, subject to satisfactory clarification of details from the company providing the quote and receipt of their PLI. (under PHA 1875 S. 164 & OSA 1906 SS. 9 & 10)***

## **240 SUMMER PLANTING (Correspondence provided)**

To receive quotations provided and agree upon actions.

Quotation 1 – (restricted)

No other quotations were received.

*The Clerk informed Council that every effort had been made under Financial Regulations to obtain three quotes to complete this work, that only one had been received, details of which had been corresponded to them.*

### **It was resolved:**

***To acknowledge that Council had strived to obtain three quotes as required by Financial Regulations, and to agree to suspend Financial Regulations 11.1.g (under Fin Regs 17.2) and for***

***the Chair and Clerk (under Fin Reg 4.1) to accept the quote, and proceed with an order, subject to satisfactory clarification of details from the company providing the quote and receipt of their PLI. (under PHA 1875 S. 164 & OSA 1906 SS. 9 & 10)***

**241 ALLOTMENTS IMPROVEMENT PROJECT (correspondence provided)**

To receive update on work commenced for clearance of Green Moor Lane Allotments.

To receive quotations provided in respect of the work required to re-introduce dormant plots at Green Moor Lane and remedial works at Sycamore Terrace and Undy Allotments.

Quotation 1 – (restricted)

Quotation 2 – (restricted)

*The Clerk informed Council that every effort had been made under Financial Regulations to obtain three quotes to complete this work, that only two had been received details of which had been corresponded to them.*

*Clerk brought to the attention of the Chair that time was 2100 hours.*

***Chair invoked Standing Order No 3.v to extend the meeting beyond 9pm (all agreed)***

***It was resolved:***

***To acknowledge that Council had strived to obtain three quotes as required by Financial Regulations, and to agree to suspend Financial Regulations 11.1.g (under Fin Regs 17.2) and for the Chair and Clerk (under Fin Reg 4.1) to accept the quote, and proceed with an order, subject to satisfactory clarification of details from the company providing the quote and receipt of their PLI. (under PHA 1875 S. 164 & OSA 1906 SS. 9 & 10)***

**242 Mon CC – Neighbourhood Services – Grounds Maintenance 2023/24**

In respect of the above minute number 222.1 of 27/03/23.

Enquiries have been made and it has been established that such agreement between public bodies is permitted. However consequent to Councils undertaking of entering into a Service Level Agreement with Mon CC this work shall be incorporated into that agreement.

***It was resolved:***

***This was noted and agreed.***

**243 DATE OF NEXT MEETING**

To agree date of the next Ordinary Meeting.

Councillors discussed the date of the Annual Meeting (scheduled for 15<sup>th</sup> May 2023 by virtue of minute 13.1 of Annual Meeting 12<sup>th</sup> May 2022)

Further discussion was held in respect of the date of the next Ordinary Meeting.

***It was resolved:***

***The next Ordinary Meeting shall be convened on a date to be confirmed as soon as practicable following the Annual Meeting.***

**Meeting concluded at 21:11 hours**