

MAGOR WITH UNDY TOWN COUNCIL

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Minutes of the Ordinary Meeting of Magor with Undy Town Council held remotely on Monday 12th June 2023 at 7pm

COUNCILLORS: Deputy Mayor-Cllr F Taylor (Chair), Cllr P Kirkham Cllr D James, Cllr M James, Cllr A Graham, Cllr C Baker and Cllr P Cawley

IN ATTENDANCE: William Lewis – Clerk to Council
Mon CC Cllr J Crook (Invited Guest)

MEMBERS OF PUBLIC: Nil

APOLOGIES: Mayor - Cllr C Hopkins and Cllr N Baicher.

OPEN FORUM

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

13 MAYOR'S ANNOUNCEMENTS AND REPORT

13.1 To receive apologies for absence from Councillors.

Apologies noted

13.2 To receive any update and feedback from the Mayor on remote meetings, functions, events, Aims & Objectives or matters arising.

Cllr Taylor presented updates:

- *Regarding the reported ASB at the MUGA and that Council were engaging with Gwent Police and Partner agencies to address concerns of users and the wider public.*
- *That 3 of the four Fingerposts had been installed but that the fourth could not be sited at Three Fields Car Park at this time because of MUCH contractors on site.*
- *Allotments Project. Confirmed that Mon CC were making progress with the scheduled works at Green Moor Lane and had commenced clearance of Sycamore Terrace.*
- *Floodlighting/SSE MUGA. Council were advised of the erroneous estimated bill for floodlighting at MUGA. It appears that the readings have been estimated for some considerable time. The Clerk had by request had the meter read by SSE. Furthermore that arrangements had been made for installation of a 'SmartMeter' scheduled for 14/06/23.*
- *Church Service at St Marys to mark the Kings Coronation: Chair informed members that she and the Mayor attended the service which was attended by a number of VIP guests and well supported by uniform organisations. That the Deputy Lord Lieutenant had communicated with Canon Rev Jeremy and Town Council detailing his appreciation of the wonderful service and that he would be passing this on to the King.*

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

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

No DOI were received

15 CORRESPONDENCE

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

Members acknowledged receipt of correspondence.

16 MINUTES

- 16.1 To adopt the draft minutes of Ordinary Meeting held remotely on 06th March 2023 (Consequent to an oversight Min 229.2 of Ordinary Meeting - 12th April 2023)**

It was resolved:

To adopt the draft minutes of Ordinary Meeting held remotely on 06th March 2023

- 16.2 To adopt the draft minutes of Extraordinary Meeting held remotely on 27th March 2023 (Consequent to matters of accuracy raised by members: Min 229.3 - Ordinary Meeting - 12th April 2023).**

Councillor D James acknowledged that the clerk had reviewed the recording of the meeting of 27th March 2023 (Minute 225 Town Council Assets Register) and that the reference to the period of ten years was correct but requested that her comment at the meeting of 27th March 2023 (minute 225.1) stating that recent and previous Internal Audit reports over the same period of time had recorded that Council had included in successive Annual Assets registers the items identified as being in storage at a local farm.

It was resolved:

To agree that the comments of Cllr D James be added to Minute 225.1 of Extra Ordinary Meeting of 27th March 2023 and adopted.

- 16.3 To adopt the draft minutes of Ordinary Meeting of 12th April 2023**

Councillor D James referred to minute 232 of 12/04/23 where in addition to policy considerations which would prevent the Council from considering Grant Applications listed, she had also sought clarification of the budgetary considerations as detailed in the budget published on the website for the Finance Meeting in January 2023 and were insufficient to cover the Grant Funding Applications to be considered at the meeting.

It was resolved

To amend the minute 232 of 12th April 2023 and adopt the minutes of the Ordinary Meeting of 12th April 2023.

- 16.4 To adopt the minutes of the Annual Meeting of 15th May 2023**

It was resolved

To adopt the minutes of the Annual Meeting of 15th May 2023

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

17 FINANCE

- 17.1 To note and accept list of income and expenditure banked during April 2023.**

Noted and agreed

- 17.2 To confirm the Bank Reconciliation of the Council's Bank Accounts to 30th April 2023.**

Noted and agreed

- 17.3 To note and accept list of income and expenditure banked during May 2023.**

Noted and agreed

- 17.4 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st May 2023.**

Noted and agreed

- 18 **INTERNAL AUDIT- AUDIT WALES - ANNUAL RETURN & GOVERNANCE STATEMENT**
18.1 To note that the Council Internal Auditor (IAC Audit and Consultancy Limited) is attending on 22nd June 2023 to conduct internal audit for year 2022-23 and that the Internal Auditor report shall be provided on 23rd June 2023.

Noted and agreed

- 18.2 To note deadline of 30th June 2023 for the submission of the Annual Return and Annual Governance Statement for submission to Wales Audit Office.

Duly Noted and accepted

- 18.3 To note that an Extra-Ordinary Meeting requires scheduling between 26th and 29th June 2023 for the purpose of transacting the following business:
- To receive Internal Audit Report from IAC Audit and Consultancy Limited and consider any recommendations (attached).
 - To receive Annual Return for Year Ended 31 March 2023.
 - To consider Annual Governance Statement for Year Ended 31 March 2023.
 - To approve Annual Return and Annual Governance Statement for submission to Wales Audit Office by 30th June 2023.

It was resolved:

Chair has scheduled by agreement with Councillors present that an Extra Ordinary Meeting shall be held remotely at 1900 hrs on Tuesday 27th June 2023.

- 19 **TOWN COUNCIL INSURANCE**
19.1 To note that the Council Insurance Policy that was due for renewal on 01st June 2023 and that following receipt of a renewal annual premium quotation of £ 3,113.87 provided by Zurich Municipal (existing insurance provider) the Clerk sought further quotations. BHIB Councils Insurance Brokers provided a quotation of a single year premium of £1,878.29 and three year fixed annual premium of £1,757.04
No further quotations were received.

Cllr Cawley sought assurance that the policy was not a policy of last resorts and that we receive confirmation by the broker.

The Clerk advised that the Policy taken out was like for like and it satisfied the Council Insurance requirements.

- 19.2 To note that The Mayor and RFO considered the proposed insurance schedules provided by Zurich Municipal and BHIB Councils Insurance and under the provisions of 4.1 of MUTC Financial Regulations and determined to accept the proposal of BHIB Councils Insurance for a three-year fixed annual premium.

Noted, agreed and accepted

- 20 **COUNCIL POLICIES AND PROCEDURES**
20.1 To note that a review of Council Policies listed below was commenced at a Council Workshop meeting on 05th June 2023 and that policies listed below were completed. As soon as practicable the revisions to these policies shall be implemented and published.

- Standing Orders
- Code of Conduct
- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equality & Diversity

Chair asked Council to note that the above policies had been reviewed and that the revised versions should be published as soon as is practicable. Chair thanked Cllr Baker for her work in review of Standing Orders based on One Voice Wales – Model Standing Orders publication. It was acknowledged that OVW had issued further amendments since this Agenda was published and that additional review of the Councils Standing Orders was required.

It was resolved

To complete the review of the Standing Orders in accord with further amendments issued by OVW and defer to the next Full Council Meeting for agreement

20.2 To review the below policies at a series of workshops to be scheduled as soon as practicable.

- Freedom of Information
- General Privacy Notice
- Health & Safety
- Information & Data Protection
- Local Resolution
- Lone Working
- Overtime
- Press, Media & Publicity
- Publication Scheme
- Recruitment & Selection
- Safeguarding
- Sickness
- Social Media
- Unacceptable Actions by Individuals
- Virtual Public Meetings
- The effectiveness of Internal Audit
- Internal Control Procedures
- Allotment Tenancy Agreement
- Schedules of fees for MUGA and Allotments

Chair announced that the above policies needed to be reviewed at Workshops to be arranged as soon as possible.

It was resolved:

That as soon as practicable the remaining policies for review shall be attended to at Workshops.

21 GRANTS AND FUNDING POLICY AND GUIDANCE

21.1 To review and agree the proposed changes to the Grants and Funding Policy and Guidance.

Chair expanded upon the key changes to the policy and guidance in an effort to make the application process clearer for anyone seeking grant funding.

There was strong debate between members concerning the proposed changes to the policy specifically in respect of the removal of the twice yearly condition which could give rise to several applications coming in at the start of the financial year which could have impact on the Grant Funding Budget for the remainder of the year. Also to conditions to be attached to any grant requiring the recipient to provide the Council with detail and evaluation on how the grant was spent.

Chair suggested that Council could add guidance to suggest that normally the Council would seek to make modest Grant applications. Further debate agreed that £5000 and under should be written into the policy, as guidance. However, the Chair also indicated that Council should also be allowed to consider larger Grant Funding amounts where circumstances prevail.

Cllr D James stated that it had been previously agreed by Council that all the Council Policies would be set for review at a series of workshops and that she was surprised that this policy had been especially listed for this meeting and asked why the Grant Funding Policy had been specifically placed on the agenda when a previous agreement determined that it would be included in a workshop. Cllr James expressed her discomfort that it could be interpreted that Council had made provision for this for a specific purpose.

Chair reminded Council that the Grant Applications on this agenda had been deferred from Ordinary Meeting of 12th April 2023 and that while in agreement that the Council Policies were to be reviewed at Workshops as directed in the Annual meeting of 15th May 2023 it was necessary to bring forward the review and agree any changes to the Grant Funding Policy on this agenda so that council would be able to give consideration to the Grant Applications on this agenda.

It was resolved:

To agree the draft changes to the Grant Funding Policy and Guidance presented at the meeting with a proviso that the Policy shall be included in a forthcoming workshop for further consideration and improvement of the Policy considerations.

- 21.2 9.2a - to review the amount available for 2023/24 Grants and Funding and,
 9.2b - to agree any virement of funds, if necessary.**

Cllr Kirkham confirmed that in total the budget for Grant Funding for year 2023 -2024 was £58,000 which was not specified for any groups or organisations and made up of this years budget of £13,000 and EMR of £45,000.

Cllr D James requested explanation of how that budget had been calculated as it did not appear to tally with the Finance Meeting report of January 2023 where Council had received a report that recorded that the Grant Funding Policy amounted to £28,000. Where has the additional funds been acquired from?

Cllr Kirkham referred to the Annual Meeting of 15th May 2023 (min 10.1) where the proposed Annual Investment Strategy for the year 2023/2024 was presented explaining the rationale behind the Ear-Marked Reserves for 2023/2024 and adopted subject to clarification re the sums allocated under the Grants and Donations budget to be heard at the next Ordinary Meeting.

It was resolved:

The Clerk shall prepare a report giving explanation to the query raised by Cllr D James.

22 GRANTS AND FUNDING APPLICATIONS

- 22.1 To consider the applications for grant funding which were deferred at the Ordinary Meeting of 12th April 2023 as a consequence of policy considerations.**

22.2 To receive a Community Grant Application of £1720.00 St Marys Church Hall to upgrade lighting in the main hall with energy efficient LED lighting, having due regard for NALC guidance L01-18.

*Council debated this matter and it was agreed that under the provisions of the NALC guidance that Council could not legally approve the application for funding as requested.
It was suggested that Council should liaise with the applicant to discuss other ways in which assistance could be provided.*

It was resolved:

That in view of the Legal implications raised by NALC guidance and agreement of such from One Voice Wales that the application could not be granted.

22.3 To receive a Community Support Grant application from Magor RFC of £12,096.00 for the purchase of WRU recommended portable floodlights.

The Chair informed Council that Magor RFC had today confirmed that they had received funding from Sports Wales and were now only looking for 20% of the cost of the floodlighting and that their grant application may be adjusted accordingly.

It was resolved

To defer the application for grant funding in order that Magor RFC formally amend their application to show what amount is required in view of the 80% funding that they have secured from Sport Wales.

22.4 To receive a Start-up Grant Application of £22,000.00 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.

Council debated at length the details provided by the applicant and that there was little information within the application about what actions and initiatives had been exercised in accessing other streams of funding and about the long-term arrangements of the MUCH group in respect of the purpose of the requested grant and would they be seeking further financial assistance of MUTC for the same purpose next year.

Chair proposed that Council supported the grant application and was seconded. Chair requested a show of hands which returned 4 to 3 in support.

There was further discussion in respect of the payment of the grant in 'tranches' and with a requirement of the MUCH group to attend provide MUTC regular updates conditions.

**21:56 during discussion of this item Chair noted the time and as there were a number of items still to be considered sought agreement of Council to suspend Standing Orders for the meeting to continue.
Noted and Agreed.**

It was resolved:

The approve the 'Start Up' Grant funding application and to release payment of the grant in 'Tranches' with conditions be considered and attached to the grant.

22.5 To consider payment of ground maintenance grants for the churchyards of St Mary's Magor and St Mary's Undy of £1000 each as per monies set aside in the 2022-2023 budget - under Local Govt. Act 1972 s214 (6)

It was resolved:

- 23** **PROPOSED BASE STATION (Mobile Mast) INSTALLATION UPGRADE, VINEGAR HILL**
- 23.1** Proposed upgrade to the existing 20m High R&T Swann Lattice Tower. Existing 3No. Antennas to be removed and replaced with proposed 3No. Antennas. Proposed 3No. Antennas and 1No. GPs Module to be installed and associated ancillary works. Existing Equipment Cabin to be utilised for proposed upgrade.
- It was resolved:*
To note the proposal and offer no representation.
- 24** **PLANNING - View applications at <http://www.monmouthshire.gov.uk/planning>**
For consideration by Council
- 24.1** **DM/2023/00568 Dinch Hill Farm House** - Proposed first floor rear extension to the existing single storey rear extension with single storey porch to front elevation.
- It was resolved:*
To note the application and offer no representation.
- 24.2** **DM/2021/00528 Holly Bush, Vinegar Hill** - Proposed residential development of 2no. detached dwellings with private on-site parking.
- Mon CC Cllr Crook informed Council that this application has already been granted.*
- It was resolved:*
No further action could be taken.
- 24.3** **DM/2023/00609 High Grove, Main Road Undy** - Erection of new detached dwelling.
- It was resolved:*
To note the application and offer no representation.
- 24.4** **DM/2023/00511 Jubilee Cottage, Vinegar Hill** - Rear two storey extension with carport below.
- It was resolved:*
To note the application and offer no representation.
- 24.5** **DM/2023/00588 Kings Court House, St Brides Road** - Change of use of converted garage to holiday let/air bnb.
- It was resolved:*
To note the application and offer no representation.
- 24.6** **DM/2023/00592 Pathways, Vinegar Hill** - Erection of 1 x 2-bed detached dwelling.
Mon CC Cllr Crook informed Council that this application has already been granted.
It was resolved:
No further action could be taken.
- 24.7** **DM/2023/00537 The Old Temperance Hall, West End, Magor** - Proposed single storey rear extension and canopy to front elevation. Rear first floor extension. Minor internal alterations and amendments to window openings to front elevation.

It was resolved

To object to the application in its current form and to acknowledge and support the recommendations raised by Kate Young of Mon CC Planning Authority.

- 24.8 DM/2023/00619 Oakland, Main Road, Undy** - Proposed single storey rear extension with detached garage.

It was resolved:

To note the application and offer no representation.

25 CHRISTMAS FESTIVE LIGHTING

25.1 To consider quotations for Christmas Lighting.

- City Illuminations (Christmas 2022 contractor)
- New provider quote – Blachere Illuminations
- New provider quote – The Festive Lighting Company

Council acknowledged receipt of details of the quotations and what each company had offered. Costs and budgetary considerations were debated which resulted in requirement for further details to be obtained.

It was resolved

To defer this item for agreement at the Ordinary meeting of 10th July 2023

26 CHRISTMAS TREE ACQUISITION AND INSTALLATION

26.1 To discuss the acquisition of Christmas Trees for Magor Square and Undy Pound specifically with regard to the positioning of the Christmas tree in Magor Square which last Christmas was located outside The Golden Lion/Magor House and presented difficulty in securing it. (Clerk to expand details)

Council referred to the designated site for the Christmas tree in Magor Square which in recent years could not be utilised as a consequence of the temporary structure in place used by the coffee shop.

It was noted that Mon CC and the Town Council are in the early stages of a developing a place making plan for Magor . It would however be unlikely that any resolution in respect of the wider placemaking plan would be implemented by Christmas 23.

Costs and budgetary considerations were debated and it was noted that Council had previously paid Mon CC to install electrical works and a fixing base to enable the Christmas tree to be sited next to the bike rack in Magor Square at the side of the temporary structure.

It was agreed that there was a requirement for further details to be obtained and further discussed at the next ordinary meeting .

It was resolved

To defer this item for agreement at the Ordinary meeting of 10th July 2023

27 BOUNDARY CHANGES RE COMMON Y COED/UNDY ALLOTMENTS

27.1 To note that the clerk has made application to HM Land Registry for index search of the parcels of land at Common y Coed and Undy allotments and to agree to provide an update to Rogiet Community Council.

Actions were noted and agreed. Clerk shall update Rogiet Community Council accordingly.

28 ANTI SOCIAL BEHAVIOUR AT MUGA

28.1 To note that following an escalation of incidents of anti-social behaviour by groups of youths intimidating, harassing and causing distress to users at the MUGA that the MUGA was locked when not being used by persons and groups who had pre-booked its use in accordance with Council Procedures.

Following a period of two weeks Council revised the restriction, however further disorderly conduct from a large group of youths towards a user coaching tennis to children was reported on the evening of 05th June 2023 which requires further steps and measures to be implemented.

The Clerk and Cllr Taylor have arranged for site visits by Police Crime Prevention together with Mon CC community and Partnership Team.

Chair attended to this item in 'Mayors Announcements, Minute 13.2

Council noted that further enquiries and actions were under review.

28.2 To discuss and agree measures proposed to remediate problems of anti-social behaviour occurring at the MUGA.

Chair attended to this item in 'Mayors Announcements, Minute 13.2

29 DATE OF NEXT MEETING

29.1 To agree date of the next Ordinary Meeting.

The next Ordinary Meeting is scheduled for 1900hrs Monday 10th July 2023

30 Meeting was concluded at 21:25 hrs.