

# MAGOR WITH UNDY TOWN COUNCIL

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## Minutes of the Ordinary Meeting of Magor with Undy Town Council held remotely on Monday 11<sup>th</sup> September 2023 at 7pm

### COUNCILLORS:

Mayor Cllr Carole Hopkins  
Deputy Mayor Cllr Frances Taylor,  
Cllr Donna James  
Cllr Mike James  
Cllr Penny Kirkham  
Cllr Neeta Baicher  
Cllr Catherine Baker  
Cllr Paul Cawley (joined at 8.00pm)

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

### APOLOGIES:

Cllr Paul Cawley (advised of late attendance)		
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### MEETING COMMENCED AT 19:07 HOURS (SHORT DELAY OF 7 MINUTES) DUE TO CONNECTION ISSUES

#### OPEN FORUM

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

*Two members of the public joined the meeting and declared that they did not wish to raise comment or question but wished to observe.*

#### 64 MAYOR'S ANNOUNCEMENTS AND REPORT

64.1 To receive apologies for absence from Councillors.

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

- Mayor Hopkins referred to resignations of two Town Councillors, thanking them for their contribution and wishing them well.
- A suggestion that Council meet in person once each month for a welfare meeting where issues and ideas could be discussed.
- A need to move away from 'Remote only meetings'.
- Referred to the matter of Monmouthshire CC intentions to allocate previously identified amenity land in Magor and Undy for future development and how pleased she was with the public response to the meetings that were arranged.
- Expression of thanks to Cllr Frances Taylor for her hard work and professionalism exercised in hosting the meetings and the responses to all the questions and queries that were raised.

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

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

***Cllr Taylor ( Agenda item 6.3 MonCC Gypsy&Traveller Land identification)***

***Cllr Kirkham ( Agenda item 7.1 Christmas Tree acquisition quotes)***

**66 CORRESPONDENCE**

**66.1** To note and agree that correspondence relative to Agenda items has been sent and received by Council Members.

***Noted and agreed***

**67 MINUTES**

**67.1** To adopt the draft minutes of Ordinary Meeting held remotely on 10<sup>th</sup> July 2023.

Councillor D James referred to accuracy of minute no 43.1 which reads “***‘Council referred to the designated site for the Christmas Tree which in recent years could not be utilised as a consequence of the temporary structure used by the coffee shop would still be in situ for Christmas 2023.***’

***stating that this is inaccurate and was not stated.***

**It was resolved:**

***To adopt and approve minutes after edit of minute 43.1 to remove would still be in situ for Christmas 2023 from the sentence.***

**67.2** To adopt the draft minutes of (hybrid) Extraordinary Meeting held remotely on 17<sup>th</sup> July 2023 at Undy Church Hall.

**It was resolved:**

***To adopt the draft minutes of Extra - ordinary Hybrid Meeting held on 17<sup>th</sup> July 2023 at Undy Church Hall.***

**67.3** To adopt the draft minutes of Extra-Ordinary Meeting held remotely on 11<sup>th</sup> August 2023.

**It was resolved:**

***To adopt the draft minutes of Extra - ordinary meeting held remotely on 11<sup>th</sup> August 2023.***

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

***Noted.***

**68 FINANCE**

**68.1** To receive Excel Bank Reconciliation of General Reserve Account and Current Account for month endings:

a) 31/07/23 (Appendix A)

b) 31/08/23 (Appendix B)

***Reconciliations from both Excel records and RBS(Rialtas) were received, noted and agreed.***

**69 MON CC. GYPSY & TRAVELLER PITCH NEEDS - LAND IDENTIFICATION - UPDATE**

**69.1** To receive the report submitted to Mon CC in respect of their decision of Council Cabinet of 26<sup>th</sup> July 2023 that land at Langley Close and Dancing Hill shall remain in their process of identifying land for development despite recommendation of Scrutiny Meeting ***To not recommend any of the pieces of land to cabinet to formally consult upon.***

***Members acknowledged receipt of copy of representation which was noted and agreed.***

- 69.2** To note that the Mayor on behalf of the Town Council has registered a formal complaint with the Ombudsman concerning breaches of the Code of Conduct of Monmouthshire County Councillor Sara Burch.

***Members acknowledged receipt of copy of representation which was noted and agreed.***

- 69.3** To note Monmouthshire County Council Cabinet announcement that they will meet on Wednesday 4th October to review an updated shortlist of site options and decide when to start the public consultation for up to 13 Gypsy, Roma and Traveller pitches in the County.

***Cllr Taylor updated members in respect of the ongoing process being undertaken by Mon CC and the enormous amount of public interest and communications she had received from the communities. She then indicated her (DOI), excused herself and left meeting while this item was discussed.***

***Members acknowledged receipt of information. There was no further discussion in relation to this item.***

- 69.4** To note and receive the quotation from Andrea Pellegram Limited a specialist planning consultancy as required by resolution under minute number 63.2 at Extra-ordinary meeting of 11th August 2023.

**It was resolved:**

***To accept the quotation of £1000 plus VAT payable from Council 'Professional Fees' budget heading and engage the services of Andrea Pellegram Limited for the submission letter to provide evidence and reasoned argument in support a decision to discontinue with the site allocation assessment process for sites at Dancing Hill and Langley Close in line with Monmouthshire County Council's Scrutiny Committee recommendations and support an argument in favour of retention of open land for open space and, potentially, local nature reserve purposes, based on the availability of open space resources in the area***

**70 CHRISTMAS 2023**

- 70.1** To receive quotations received for Christmas Trees for Magor Square and Undy Pound having due regard to the siting requirements in respect of the tree at Magor Square.

***Cllr Kirkham (DOI) excused herself from this item and left meeting whilst this was discussed and decided upon.***

The Clerk requested that consideration be given to the purchase of a concrete block for securing the Christmas Tree should access to the purposed site at the bike rack be inaccessible due to the Marquee still being in position.

Members then had much discussion concerning the issues of locating the tree at the purposed site (bike rack) against making provision for the purchase of a concrete block to house the tree at an alternative location.

Cllr Taylor acknowledged that the preferred site of the tree should be where provision was purposed (bike rack) but concluded that if it became necessary, to have in place a contingency plan, that if the tree needed to be located elsewhere, she proposed that an agreement be reached for the acquisition of the concrete block.

This proposal was seconded by Cllr Baker.

Mayor Hopkins then sought agreement in respect of the supply of the trees and this was agreed upon. She informed the members that in consultation with the Clerk she will make enquiries in order to make a decision which would not be taken lightly. She then requested permission to proceed with the proposal of Cllr Taylor and which was seconded by Cllr Baker. This was opposed by Cllr D James and Cllr Baicher.

**It was resolved:**

***To accept the quotation for provision, erection and removal of 2 x 20ft Christmas Trees at a cost of £600.00 plus VAT.***

***Power to spend: Section 144 Local Government Act 1972.***

**It was further resolved.**

***That the decision to purchase the concrete block be considered subject to any further information in the coming days and if it is shown that there is no alternative we shall proceed with the purchase of the concrete block.***

***Power to spend: Section 144 Local Government Act 1972.***

- 70.2** To consider and agree actions in support of Magor Square Carol Service in scheduled for 6.30pm Friday 08<sup>th</sup> December 2023 in conjunction with the Netherwent Ministry Area and the Magor Baptist Church.

**It was resolved:**

***The Clerk shall submit application to Mon CC for a Road Closure Order.***

***To liaise with churches and purchase new Christmas Carol Sheets***

***Power to spend: Section 144 Local Government Act 1972.***

- 70.3** To consider and agree how much to donate to the Severn Tunnel Band if they are available for the Magor Square Carol Service.

**It was resolved:**

***The Clerk shall enquire with Severn Tunnel Band for their availability and that a donation of £300 from Civic Events Budget was agreed.***

***Power to spend: Section 144 Local Government Act 1972.***

**71 VILLAGE WARDEN/LITTER PICKER VACANCY**

- 71.1** To receive and agree the revised job description for the position of Village Warden and to agree to advertise for the appointment of a Village Warden.

**It was resolved:**

***To give further attention to amendment of the job description and once agreed to advertise the position for employment on a fixed term contract of 6 months as soon as practicable.***

**72 OUTSTANDING REVIEWS OF POLICIES**

- 72.1** To arrange workshop date(s) for completion of reviews of policies.

**It was resolved:**

***To complete outstanding policy reviews at workshops to be held at The Hayloft at 09:30 Friday 22<sup>nd</sup> September 2023 and 09:30 Friday 29<sup>th</sup> September 2023.***

**73 REMEMBRANCE SUNDAY 12<sup>th</sup> NOVEMBER 2023**

- 73.1** To note and consider arrangements for the Remembrance service on Sunday 12th November and agree any actions necessary.

**It was resolved:**

***The Clerk shall submit application to Mon CC for a Road Closure Order and arrange notification of service to residents, businesses and wider community.***

- 73.2** To note and consider an invitation to the Lord Lieutenant Office or Deputy Lord Lieutenant for Gwent.

**It was resolved**

***The Clerk shall attend to this requirement.***

- 73.3** To consider wreath requirements and amount of donation (under authority of Section 137 of Local Gov Act 1972).

**It was resolved:**

***To arrange for the provision of a wreath and from the Civic Events Budget and to donate £200.00 to the Royal British Legion.***

***Power to spend: Section 137 of Local Gov Act 1972.***

**74 ALLOTMENTS PROJECT UPDATE**

- 74.1** To note that program of works in respect of Green Moor Lane and Sycamore Terrace has been completed aside from marking out of the 8 previously dormant plots.

**It was resolved:**

***That the Clerk shall arrange with Mon CC for this work to be progressed as soon as practicable.***

- 74.2** To note that work required at Undy Allotments has escalated since original specification resulting in an increase in cost.

**It was resolved:**

***Council acknowledged and approved the additional work to be undertaken at Undy Allotments.***

- 74.3** To consider virement of monies to Allotment budget in order to facilitate revised cost of project.

**It was resolved:**

***That virement of funds was not required as closer inspection confirmed that the budget for the allotments 2023/24 was sufficient to cover the additional costs.***

**75 COUNCIL VACANCIES**

- 75.1** To note the resignations of two Town Council members for Magor East Ward and Undy Ward and consider advertisement of vacancies.

**It was resolved:**

***That in accordance with legal requirement that this matter would be referred to Mon CC and proceeded with accordingly.***

- 75.2 To agree an advert and timescale for advertisements, and agree a process of selection.

***Not required for determination at this time by virtue of minute no 75.1***

**76 PLANNING APPLICATIONS - View applications at <http://www.monmouthshire.gov.uk/planning>**

- 76.1 DM/2023/01184 – Rose Cottage, Knollbury

**It was resolved:**

***Council make no representations***

- 76.2 DM/2023/01191 – The Paddocks, Knollbury

**It was resolved:**

***Council make no representations***

- 76.3 DM/2023/01193 – 17, Elm Avenue

**It was resolved:**

***Council make no representations***

- 76.4 DM/2023/01205 – 22, Hunters Ridge

**It was resolved:**

***Council make no representations***

- 76.5 DM/2023/01045 – Tesco Wind Turbine – to note that due to time constraints a representation opposing this application has been served upon Mon CC Planning Office.

**It was resolved:**

***Council noted that a representation has been served on Mon CC Planning opposing the application.***

- 76.6 E23/311 – Blackwall Lane – Unauthorised Works. To note that following reports received and observations conducted by Cllr Cawley a report was served on Mon CC Planning Office in respect of alleged unauthorised works.

**It was resolved:**

***Council has received acknowledgement but no further information or correspondence has been provided by Mon CC***

**77 FINGERPOSTS ISSUE**

- 77.1 To note that an English to Welsh translation error on three arms of the installed fingerposts has been identified and agree to the arrangements for remedial action.

Council were informed by the Clerk that error had occurred in the fabrication but that this should have been identified in the computerised visuals provided by the contractor. That the contractor has agreed to attend to the amendments to the fingerpost arms at their cost if Council were content to pay the carriage costs of send and return.

**It was resolved:**

***The arms shall be returned to the contractor for repair at cost to them and Council will pay for carriage cost.***

***Power to spend: PHA 1875 S. 164 & OSA 1906 SS. 9 & 10***

**78 GRANT APPLICATION**

- 78.1** To consider an application for a Local Community Support Grant from Severn Area Rescue Association (SARA) for grant/donation of £900.00 to assist in meeting the rising costs for maintaining service levels associated with Search and Rescue.

**It was resolved:**

***Application for grant funding of £900 is approved from Grants and Funding Budget.***

***Power to spend: Section 234 Public Health Act 1936***

- 78.2** To consider an application for a Local Community Support Grant from Phoenix Netball Club (formerly Magor and Undy Netball Club) for grant/donation of £2000.00 for the purchase of new equipment such as balls, training equipment, hire of the courts. Also, to put leaders without first aid training through their first aid training course.

**It was resolved:**

***Application for grant funding was not approved consequent to insufficient details in respect of purposes for which grant funding has been requested. Applicant to be contacted for provision of further detail and application can be re-considered at the next Council Meeting.***

**79 MAGOR AND UNDY COMMUNITY HUB (MUCH) – YOUTH ACTIVITY PROVISION.**

- 79.1** To note that the MUCH is now open and they have block-booked each Tuesday between 4:00pm and 7:00pm for youth activities. However, they have not received any expression of interest response from organisations or clubs to run any activity.

Councillors discussed disappointment at what was being offered and provided. Cllr Kirkham who represents MUTC and attends the MUCH trustee meeting informed Council that the trustees would like to meet with the Council at the earliest opportunity to have discussion in respect of provision of youth activity.

**It was resolved:**

***To make arrangement to progress a meeting.***

**80 DATE OF NEXT MEETING**

**Monday 09<sup>th</sup> October 2023 at 1900 hours**

**MEETING CONCLUDED AT 21:07 hrs**

## APPENDIX A – JULY 2023 EXPENDITURE

[illegible]



## APPENDIX B – JULY INCOME

[illegible]

## APPENDIX C – AUGUST 2023 EXPENDITURE

[illegible]

## APPENDIX D – AUGUST 2023 INCOME

[illegible]