

# MAGOR WITH UNDY TOWN COUNCIL

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## Minutes of the Ordinary Meeting of Magor with Undy Town Council held remotely on Monday 09<sup>th</sup> October 2023 at 7pm

### COUNCILLORS:

Mayor Cllr Carole Hopkins  
Deputy Mayor Cllr Frances Taylor,  
Cllr Penny Kirkham  
Cllr Paul Cawley

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

### APOLOGIES:

Cllr Catherine Baker	Cllr Neeta Baicher	Cllr Donna James
Cllr Mike James		

### OPEN FORUM

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

*There was no public participation at this meeting*

### 81 MAYOR'S ANNOUNCEMENTS AND REPORT

81.1 To receive apologies for absence from Councillors.

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

- ***The Mayor spoke of the complaint made to the Ombudsman concerning conduct of County Councillor Sara Burch (Cllr Taylor declared an interest and left meeting) relating to her social media post about a public meeting in respect of Langley Close Land Identification. Members were informed that the Ombudsman had determined that the complaint would not be investigated.***

*(Cllr Taylor re-joined the meeting)*

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

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

### 83 CORRESPONDENCE

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

***Receipt of correspondence was acknowledged. Members had some discussion regarding a further extension of the TTRO at Vinegar Hill, its complications and impact on residents and need to publish on MUTC website.***

**Resolution: Clerk shall enquire with Mon CC to establish detailed update and will update Council website and FaceBook Account.**

**84 MINUTES**

**84.1** To adopt the draft minutes of Ordinary Meeting held remotely on 11<sup>th</sup> September 2023.

***Cllr Kirkham referred to minute number regarding employment of a Litter Picker highlighting that it was resolved the position would be advertised for a 6 month fixed term contract.***

***It was resolved:***

***Minutes of 11<sup>th</sup> September 2023 meeting shall be amended accordingly.***

**85 FINANCE**

**85.1** To receive MUTC Excel Bank Reconciliation (Appendix A) and RBS Reconciliation (correspondence to follow) for month ending 30<sup>th</sup> September 2023.

Cllr Kirkham referred to Annual Budget disclosure which identified some overspend on budget lines.

***It was resolved:***

***Excel and RBS reconciliations received and agreed.***

***End of Second Quarter of year 23/24 Annual Budget – By Centre was received and members agreed to virements of:***

- £350 from Other Civic Events budget to Carol Service Budget.***
- £120 from Play parks maintenance budget to Play park leases budget***
- £300 from Coronation budget to Events utilities budget.***

**85.2** To note that the date for Annual Finance Meeting is 14<sup>th</sup> December 2023 and to schedule a workshop to prepare for that meeting.

***It was resolved:***

***To hold a workshop at 0930 on Friday 24<sup>th</sup> November 2023 which shall be both at The Hayloft of by remote access via Zoom.***

**86 MON CC. GYPSY & TRAVELLER PITCH NEEDS - LAND IDENTIFICATION – CANDIDATE SITES**

**86.1** To receive update on Mon CC process in respect of the sites identified at Dancing Hill and Langley Close.

***Update received from Councillor Taylor concerning Mon CC decisions in respect of Land Identification. A public meeting shall be arranged as soon as practicable to discuss the public consultation as determined by Mon CC in respect of land at Langley Close and two other sites in neighbouring parishes.***

**86.2** To receive details of actions undertaken by MUTC and others regarding protection of MUTC Amenity Land and Green Open Spaces from development. (Correspondence served).

***To note that the fee payable to Andrea Pellegram Limited (APL) - Planning Consultancy had increased to £1,579.53+VAT consequent to further work identified in consultation with APL since the Ordinary Meeting of 11/09/23 (resolution number 694.1) that enabled the preparation of a report by (APL) to serve on behalf of MUTC directly to MON CC, for the protection of amenity land and space from development.***

- 86.3** To employ the services of an Ecology expert for the assessment of Candidate Sites (Langley Close and Dancing Hill) pursuant to protection of MUTC Amenity Land and Green Open Spaces from development.

***It was resolved:***

***To employ the professional services of an Ecology Expert who had previously been contacted and/or to seek further assistance from another body engaged in Ecology surveys.***

- 86.4** To consider the contracting of an Ecology expert and discuss budgetary considerations to facilitate this.

***It was resolved:***

***That the contracting of an Ecology Survey of Candidate Sites for protection shall be met from MUTC Professional Services under the provisions of Financial Regulations where Section 11.1 states that procedures as to contracts are laid down as follows:***

***a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:***

***i. ....***

***ii. for specialist services such as are provided by legal professionals acting in disputes;***

**87 TRAFFIC MANAGEMENT FOR COMMUNITY EVENTS**

- 87.1** To receive that training and authorisation is required to apply for and execute road closures in respect of community events. (Correspondence served).

***It was resolved:***

***That training is required.***

- 87.2** To agree that the Clerk and two members of the Magor Churchmen/Events Group shall attend the training arranged by Mon CC at Raglan Training Centre on 11<sup>th</sup> October 2023. (Correspondence served)

***It was resolved:***

***That the Town Clerk shall attend the training and it was further agreed that two members of the Churchmen/Events Group shall also undertake the training so as to ensure that there is resilience in attending to events and services held annually in Magor and Undy.***

- 87.3** To note that the cost of training is £205 per person and to discuss and agree budgetary considerations to meet the cost.

***It was resolved:***

***That the cost of the training for each attendee (3 x £205) shall be made from MUTC Training Budget.***

***Power to spend –***

**88 TOWN WARDEN/LITTER PICKER**

- 88.1** To consider the revised job description and agree to advertise this employment opportunity as soon as practicable. (Correspondence served).

***It was resolved:***

***The revised job description was agreed and advertising of the position shall be expedited as soon as practicable.***

- 88.2** To agree that the appointed post-holder shall be paid in accordance with current National Living Wage. (Correspondence served).

***It was resolved:***

***That the appointed post holder shall receive a salary in accordance with the current National Living Wage.***

**89 PROJECTS OFFICER/ADMINISTRATIVE ASSISTANT**

- 89.1** To consider the appointment of a Projects Officer or Admin Assistant to support the office of Town Clerk and agree for the preparation of a business case.

***It was resolved:***

***That a business case shall be prepared relative to the roles identified together with the duties currently performed by the Clerk, the functions and requirements needed for improved service delivery.***

**90 DOG WASTE BINS and PSPO**

To receive correspondence from Merlin Environmental Services advising of a price increase per bin collection from 1<sup>st</sup> April 2024 and consider any actions. (Correspondence served).

***It was resolved:***

***That the price increase is acknowledged and MUTC will continue with the contract.***

- 90.1** To consider a request from a member of the community for the provision of an additional dog waste bin at Silurian Road, Undy. (Correspondence served).

***It was resolved:***

***The Clerk shall arrange for the installation of a dog waste bin at Silurian Road.***

- 90.2** To receive report from Give Dog Fouling the Red Card meeting of 14<sup>th</sup> September 2023 and consider any actions necessary. (Correspondence served).

***It was resolved:***

***That contact shall be made with group coordinator for provision of public notices. The Clerk shall publish further advise/instruction on MUTC website and Facebook account.***

- 90.3** To note that Monmouthshire County Council have begun a consultation on a Draft Public Space Protection Order and to share this information to afford residents the opportunity to respond.

***It was resolved:***

***To publish the information in respect of the Public Space Protection Orders consultation process on MUTC website and Facebook account in order that residents are aware.***

**91 EXTENSION OF TEMPORARY CLOSURE OF FOOTPATHS in MAGOR WITH UNDY**

- 91.1** To receive from Mon CC Rights of Way Enforcement Officer of extension of closure orders of footpaths, his reply to concerns of members of MUTC and to consider any actions necessary.

CLlr Kirkham who had responded with questions in respect of the information provided in the original email from the enforcement officer stated that the response to her questions lacked clarity and did not fully answer her questions. This was agreed by members.

***It was resolved:***

***To communicate with the enforcement officer and seek further clarification of the intended works and its impact on residents and members of the community.***

**92 TTRO CONSULTATION 11<sup>th</sup> – 17<sup>th</sup> OCTOBER**

**92.1** To receive notification from MCC of an application for a TTRO at Silurian Road, Undy to implement a physical barrier to traffic, allowing for a pedestrian/cycle walkway to be installed across Silurian Road and consider any actions as necessary. (Correspondence served).

***It was resolved;***

***That the Clerk shall make further enquiries with the sources of the correspondence shared with Council for clarification of intended works.***

**93 MCC PLAY – MONLIFE SUMMER REPORTS**

**93.1** To receive Monlife report on delivery of service activities for young persons & children during summer 2023 and consider any actions necessary.

***It was resolved:***

***To arrange a workshop to include Paul Sullivan of Monlife, Kari Davies manager of the HUB and the Town Council to be held at the HUB as soon as practicable.***

**94 POLICY REVIEWS**

**94.1** To receive and agree review of 'General Risk Assessment Policy' completed at workshop on 29/09/23. (Correspondence served).

***It was resolved:***

***To adopt/publish the policies as drafted but to revisit these in the next month to six weeks to attend to a small number of amendments which are identified.***

**94.2** To receive and consider proposed amendments to 'Effectiveness of Internal Audit' policy and agree to actions necessary for completion of its review.

***It was resolved:***

***To adopt/publish the policies as drafted but to revisit these in the next month to six weeks to attend to a small number of amendments which are identified.***

**94.3** To receive and consider proposed amendments to 'Internal Control Procedures' policy and agree to actions necessary for completion of its review.

***It was resolved:***

***To adopt/publish the policies as drafted but to revisit these in the next month to six weeks to attend to a small number of amendments which are identified.***

**95 MONCC PLANNING APPLICATIONS**

<http://www.monmouthshire.gov.uk/planning>

- 95.1 DM/2023/01249** Change of use of existing traditional barns to provide a residential dwelling, associated domestic outbuilding and curtilage - Location: Magor Pill Farm.  
**Resolution: No representations**

- 95.2 DM/2023/01297** Proposed construction of a two-storey side and rear extension. Location: 6 Arlington Close.  
**Resolution: No representations subject to neighbours.**

- 95.3 DM/2023/01312** Second storey side extension, rear/side ground floor extension and replace rear doors and side lights with bi fold doors. Location: 9 Windsor Drive.  
**Resolution: No representations subject to neighbours.**

**96 MAYORAL PENDANT**

- 96.1** To receive graphics and cost of a Mayoral Pendant and agree upon which design should be acquired. (Correspondence served).

*Members discussed that as we were designated as a Town Council in May 2022 that the acquisition of a Mayoral Pendant should be pursued in recognition of the elected role of Mayor which identifies their status during attendance at services, functions and civic events.*

**2101hrs Agreement to suspend Standing Orders to conclude business.**

***It was resolved:***

***To order the Mayoral Pendant unanimously agreed by members at a cost of £452.50***

***Power to spend: Local Government Act 1972, s.245B***

**97 COMMUNITY GRANT APPLICATION**

- 97.1** To note receipt of letter of thanks from Severn Area Rescue Association (SARA) in respect of grant of their application for £900 agreed at Ordinary Meeting of 11<sup>th</sup> September 2023.

The Mayor stated how pleasing it was to have received this acknowledgement of gratitude which members further agreed.

***It was resolved:***

***To ensure that awards of future grant funding applications are suitably publicised for the information of the communities of Magor and Undy.***

**98 Meeting was concluded at 21.10pm**

**99 Date of Next Ordinary Meeting is Monday 13<sup>th</sup> November 2023**

## APPENDIX 1 – EXCEL RECORDS OF PAYMENTS AND RECEIPTS TO 30/09/2023

[illegible]

