

MAGOR WITH UNDY TOWN COUNCIL

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Minutes of the Ordinary Meeting of Magor with Undy Town Council held at Magor Baptist Church and remotely via Zoom Conference calling Monday 13th November 2023 at 7pm

COUNCILLORS:

(Chair) Deputy Mayor Cllr Frances Taylor - attended in person

Cllr Penny Kirkham (remotely)

Cllr Paul Cawley - attended in person

Cllr Neeta Baicher - attended in person

Cllr Mario Bisi - attended in person

Cllr Victoria Hammett-Johnson - attended in person

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

APOLOGIES:

Cllr Carole Hopkins	Cllr Catherine Baker	Cllr Donna James
Cllr Mike James		

OPEN FORUM

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

There was no attendance either physical or remotely by members of the public.

106 MAYOR'S ANNOUNCEMENTS AND REPORT

106.1 To receive apologies for absence from Councillors.

Apologies received as detailed above.

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

Deputy Mayor Cllr Frances Taylor chaired the meeting in the absence of Mayor Cllr Hopkins.

- The recently elected Councillors Mario Bisi and Victoria Hammett-Johnson were warmly welcomed as members of the Town Council.*
- Remembrance Sunday 12th November 2023. Thanks were extended to the Churches of Magor, the Royal British Legion, the Magor Churchmen, Volunteers and all who contributed the Remembrance Service. Thanks to Councillor Paul Cawley who lay a wreath on behalf of the Town Council and for the outstanding attendance of the members of the community despite the inclement weather.*

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

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

No Declarations of Interest were received.

108 CORRESPONDENCE

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

Members acknowledged receipt of correspondence

109 MINUTES

- 109.1 To adopt the draft minutes of Ordinary Meeting held remotely on 09th October 2023.

Resolution:

To adopt the minutes of the Ordinary Meeting held remotely on 09th October 2023.

To adopt the draft minutes of Extra-Ordinary Meeting held remotely on 23rd October 2023.

Resolution:

To adopt the minutes of the Ordinary Meeting held remotely on 23rd October 2023.

110 FINANCE

- 110.1 To receive Councils Bank Reconciliation reports on Microsoft Excel (Appendix A) and RBS Financial Software for month ending 31st October 2023.

Resolution:

The Banking Reconciliation reports received were agreed and it was further agreed that a virement of £112.00 from Village Improvement Budget to Outside Spaces Equipment Budget was required to facilitate the purchase of equipment for use by the Town Team.

- 110.2 To receive that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024, which have been agreed with SLCC and ALCC.

Resolution:

Receipt of correspondence received, recommendations accepted and agreed.

- 110.3 To adopt the new rates from SCP1 to SCP62 and to make salary back-payments for the period 1st April 2023 to 31st October 2023 for two employees in Councils November Salary run.

Resolution:

The changes of the salary scales are accepted and new scale and back payments to staff shall be attended to in salary administration on 30th November 2023.

111 LAND IDENTIFICATION FOR GYPSY&TRAVELLER PITCHES (update)

- 111.1 To receive update of process.

Councillor Taylor informed members that Monmouthshire County Council had commenced the consultation process in respect of the identification of areas of land which included a Green Field adjacent to Langley Close, Magor.

That all relevant information of the ongoing process will be shared with the communities of Magor and Undy advising of the requirement to re-submit earlier responses as those previously submitted

would not be included within the formal consultation process which commenced on 09th November 2023 and concludes on 22nd December 2023.

112 MUTC SCHEDULE OF FEES and ASSOCIATED POLICIES.

112.1 To review the fees applied to hire of MUGA court and action as necessary.

Members considered MUTC current fees for hire of the MUGA and also the cost of purchase of floodlight tokens for use of the facility during the hours of darkness against the Energy Supplier contract for supply of electricity at the facility.

It was resolved:

- ***That the cost of hire of a MUGA court shall be increased from £2.50 per hour to £3.50 per hour.***
- ***That the cost of floodlight tokens shall be increased from £1.00 to £2.00 per hour.***

112.2 To review rent applied to plots at Green Moor Lane, Sycamore Terrace and Undy Allotments and action as necessary.

Members were appraised of Allotment Fees of neighbouring Town and Community Councils in Monmouthshire. Consideration was also given to the fact that the Council allotment rent had not been increased for more than ten years. Further consideration was given over to the fact that a number of plots at all three allotments had been unused and uncultivated for lengthy periods despite the tenant having paid the rent and that the low rental was a contributory factor in this regard.

It was resolved:

To increase the annual rent for an allotment plot at Green Moor Lane and Undy Allotments (no water supply) to £35 per year.

To increase the annual rent for an allotment plot at Sycamore terrace (water supply) to £40 per year.

112.3 To review existing Allotment Tenancy Conditions and agree to proposed amendments.

It was resolved:

To adopt the reviewed conditions of the Allotment Tenancy Agreement.

113 ADDITIONAL MEMBER OF COUNCIL STAFF

113.1 To consider the draft business case for employment of someone in either the role of Projects Officer or Administration Assistant.

It was resolved:

To prepare a job description commensurate with the role will be prepared by the Clerk assisted by Councillors.

114 LITTER PICKER/TOWN WARDEN – UPDATE

114.1 To receive update from the Clerk in respect of applications received and action as required.

It was resolved:

That the applicants shall be invited to attend the Council Office for interview at the earliest opportunity.

115 PRE-PLANNING APPLICATION WALES 1

- 115.1** To consider a pre-planning application received on behalf of Daisyvale Ltd for permission to construct an Industrial Unit for B2/B8 use on land they control between the new Cubex development and the Ty Magor hotel on the B4245.

It was resolved:

To respond to the applicant details of concerns raised by Council in respect of the cumulative impact of this development regarding road safety and road infrastructure.

116 MON CC PLANNING APPLICATIONS

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

- 116.1 DM/2023/01371 - 24 Rockfield Grove, Undy**

Single storey side extension Granny Annexe.

Resolved:

No representation or objection subject to neighbours

- 116.2 DM/2023/01304 - Windy Ridge**

Tump Lane. Replacement dwelling and new car-port

Resolved:

A representation shall be served on Monmouthshire CC Planning Office highlighting concerns in respect of the footprint of the proposed application and its over-look of Undy Primary School.

- 116.3 DM/2023/01440 – Cartref, St Bride's Road**

Proposed two storey side extension.

Resolved:

No representation or objection subject to neighbours

117 EQUIPMENT FOR PURPOSING HYBRID MEETINGS

- 117.1** To note resolution 133.2 of 27/09/2021 which read:

Resolved: That the clerk speak with the Ebenezer Baptist Church with regards to the availability of rooms, Wi-Fi and restriction on numbers permitted etc. going forward.

Resolved: That the clerk investigate the cost of equipment and options available to run a hybrid meeting from any venue that has Wi-Fi, and to bring back the information to a future meeting for discussion.

It was resolved:

Members noted the resolutions of 27/09/2023 and agreed that the acquisition of Hybrid Meeting Equipment should be investigated.

- 117.2** To consider the acquisition of Owl 3 and Expansion Mic, a portable device to set up 'Hybrid' meetings where there is an internet connection.

Members were advised that the purchase price for this equipment varied between suppliers and that currently the best prices were being offered by direct sale from Owl Labs UK.

It was resolved:

To purchase the Owl Meeting 3 and accessories to facilitate the provision of Hybrid Meetings of the Town Council.

118 ROGJET TO UNDY – ACTIVE TRAVEL ROUTE CONSULTATION

- 118.1** To receive any responses and observations to this consultation and action as necessary.
The correspondence received from Rogiet Community Council with their representations was welcomed.
Cllr Cawley welcomed the proposal of the provision of a path but had concerns regarding its intended route on the southside of the B4245 which in his opinion presented a greater risk to the safety of users that if the path was on the northside.

It was resolved:

To submit a representation to Monmouthshire CC – Active Travel detailing the concerns and views of the Town Council.

119 SERVICE LEVEL AGREEMENT - TOWN TEAM STORAGE UNIT

- 119.1** To agree the transfer of Mon CC (Town Team) steel storage unit from Caldicot Car Park to Withy Close Car Park.

It was resolved:

To inform Mon CC Town Team Coordinator that the Town Council had agreed to the proposal of locating the storage until at Withy Car Park under the proviso that authority to do so had been received from Mon CC Car Parks.

120 MAGOR WITH UNDY WALKWAY STATION CONSULTATION

- 120.1** To receive any responses and observations to this consultation and action as necessary.

It was resolved:

That members will examine the details contained within the proposals and action as necessary.

121 COUNCIL OFFICE RELOCATION

- 121.1** To receive chronological report of actions and enquiries undertaken to date, make observations and agree any actions required.

Members were appraised of actions which had been undertaken to date: That confirmation of no penalties for early termination of the leasehold on the existing Council Office had been received; The requirement for a planning application for a change of use was under investigation; That builders had undertaken a survey of the works required to convert to office space; That the Town Council had instructed Legal Services of Roger James Clements and Partners of Bridge Street, Newport.

It was resolved:

To proceed with required actions and bring back to December Ordinary Meeting.

122.1 To receive and consider request for grant funding of an unspecified amount by Wales Air Ambulance registered charity.

Members questioned this funding request and whether a Town Council could lawfully grant as there was no specific spending power albeit that guidance from One Voice Wales suggested such grants may be considered under the provisions of Section 137 of the Local Government Act 1972.

To seek advice and guidance from Internal Auditor - IAC Audit & Consultancy Ltd and defer to Ordinary Meeting 11th December 2023

123.1 This meeting concluded at 21:17 hours following an agreed motion from the Chair at 20:58 hours to suspend Standing Orders to allow completion of remaining items on the Agenda.

123.4 Confirmed Finance Meeting 1900 hours Thursday 14th December 2023

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