

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Ordinary Meeting

Minutes of the Ordinary Meeting of Magor with Undy Town Council held remotely via Zoom Conference calling Monday 08th January 2024

COUNCILLORS:

Chair: Mayor Cllr Carole Hopkins
Deputy Mayor Cllr Frances Taylor
Cllr Donna James
Cllr Mike James
Cllr Paul Cawley
Cllr Neeta Baicher
Cllr Mario Bisi
Cllr Victoria Hammett-Johnson
Cllr Catherine Baker

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

APOLOGIES:

Cllr P Kirkham		
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OPEN FORUM

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

There were no members of the public in attendance

145 MAYOR'S ANNOUNCEMENTS AND REPORT

145.1 To receive apologies for absence from Councillors.

As detailed above

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

Mayor Hopkins thanked Councillors involved in the judging of the Christmas Window competition. Referred to the Magor Walkway Railway Station Consultation and need to collate Council responses.

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

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

There were no declarations of interest.

- 147 **CORRESPONDENCE**
147.1 To note and agree that correspondence relative to Agenda items has been sent and received by Council Members.
Council agreed that correspondence had been received.
- 148 **MINUTES**
148.1 To adopt the draft minutes of Ordinary Meeting held remotely on 11th December 2023.
Resolved:
Draft minutes of Ordinary meeting of 11/12/23 received and adopted.
- 149 **FINANCE**
149.1 To receive Councils Bank Reconciliation reports on Microsoft Excel (Appendix A) and RBS Financial Software for month ending 31st December 2023.
Resolved:
Bank Reconciliation reports were received and agreed.
- 150 **LAND IDENTIFICATION FOR GYPSY&TRAVELLER PITCHES.**
150.1 To note that the consultation period ended on 22/12/23 and the representation of MUTC was served on Mon CC.
Duly noted
- 150.2 To receive any updates.
Confirmation that the consultation period had expired and that more than 40 representations had been copied to specific email address of Town Council. It is not known at this time how many representations were filed with Mon CC by post or online but that Cllr Taylor will be seeking to retrieve this information and update at future meeting.
- 151 **COUNCIL OFFICE RELOCATION**
151.1 To receive an update from Clerk of actions and enquiries undertaken to date, make observations and agree any actions required.
Confirmation of approval of the planning application for a change of use was announced and that solicitors for the Town Council have been instructed to proceed with previous resolution for acquisition of the lease. Council were further informed that three quotations had been sort from builders in respect of internal works at Unit 3 Salisbury House. Of the three one withdrew interest and two were submitted to Mayor Hopkins. The completion of leasehold is not known at this time. The internal works is estimated to be 4-5weeks from date of commencement. Disabled access to the office shall be facilitated at the communal entry point to next to Armstrong and North Opticians.

Resolved:
To bring further update and progress to future meeting.
- 152 **ADDITIONAL MEMBER OF COUNCIL STAFF**
152.1 To receive proposed job description and agree actions as necessary.
Council gave further discussion to the job description and the title of the position to be offered.
Resolved:
Members shall communicate their views to the clerk in the next week to present final draft at next meeting.
- 153 **TOWN REGENERATION PLACEMAKING PLAN**
153.1 To consider the draft document shared by Daniel Fordham, Regeneration Manager, Monmouthshire County Council and action as necessary.
Members raised concerns in respect of omissions and proposals identified in the draft as not being an accurate reflection of suggestions raised during steering group meetings in 2023.

Resolved:

Clerk to email Mon CC Regeneration Manager detailing concerns raised.

154 POLICY REVIEWS

To consider policies subject of review, reach agreement to any amendments and to publish on Town Council website.

154.1 Recruitment and Selection Policy

Resolution:

In second paragraph to substitute the terms 'Equal Opportunities' and 'Data Protection' with 'Equality & Diversity' and 'Information & Data Protection Policy'.

Amendments of draft review agreed and approved for publishing.

154.2 General Privacy Notice

Resolution:

Amendments of draft review agreed and approved for publishing.

154.3 Local Resolution Protocol

Resolution:

Amendments of draft review agreed and approved for publishing.

154.4 Publication Scheme

Resolution:

Under the Section 'Additional Information' to include reference to the publishing of the Town Council Annual Report.

Amendments of draft review agreed and approved for publishing.

154.5 Sickness

Resolution:

Amendments of draft review agreed and approved for publishing.

154.6 Unacceptable Actions by Individuals policy

Resolution:

Amendments of draft review agreed and approved for publishing.

155 MON CC PLANNING APPLICATIONS – Please access the portal link to view the following applications

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

155.1 DM/2023/01717 - Land At The West Side Of Black Wall Lane - Construction of wooden stable block and wooden field shelter.

To receive report from Councillors Cawley and Hammett-Johnson.

The land is located within an area designated as a SSSI (Site of Special Scientific Interest) and the proposals of the application is suggestive of the laying of concrete and hardcore for the purpose of stabling horses which does not satisfy the requirements of compliance with developments within a SSSI.

Resolved:

The Town Council shall submit a representation to Mon CC Planning opposing the grant of the application.

156 PROVISION OF A BENCH ADJACENT TO WITBY BUS STOP (Cllr Baicher)

156.1 To consider purchase and locating a bench seat adjacent to bus stop where waiting facilities are restrictive for the disabled and elderly.

Resolved:

To conduct further enquiries with Monmouthshire CC.

157 COMMONWEALTH DAY - 11th of March 2024.

157.1 To receive an update on proposed service.

Cllr Hammett-Johnson and Cllr Cawley informed Council that preliminary enquiries had been commenced and contact made Rev Canon Jeremy Harris (who unfortunately will not be available

on Commonwealth Day) and both Magor and Undy Primary Schools. Cllr Baicher provided valuable information consequent to her involvement in previous Commonwealth Day Services.

Resolved:

The Clerk assisted by Councillors Baicher, Cawley and Hammett Johnson shall progress the arrangements to be made to ensure that the celebration of the Commonwealth of Nations proceeds as planned.

158 SCHOOL GOVERNOR APPOINTMENT

158.1 To consider the appointment of a member of the Town Council as Minor Authority Representative to Magor Church in Wales Primary School.

Members agreed that they had received the statements of Councillors Bisi and Hammett-Johnson the candidates for the appointment and were satisfied that no further discussion was required.

Both candidates were placed in the remote waiting room while remaining Councillors at the meeting communicated their chosen candidate to the Clerk by email and phone text.

Candidates then re-joined the remote meeting.

Resolved:

The Clerk announced that all members had voted and that Cllr Victoria Hammett-Johnson shall be nominated to represent Magor with Undy Town Council on the Governing Board of Magor CIW Primary School.

159 D-DAY 06th JUNE 2024 – LAMP LIGHT OF PEACE

159.1 To consider whether the Council should engage in this event.

Resolved:

Council shall not engage in this event as the detail and requirement is deemed not an adequate acknowledgement of the Town Council in respect of this occasion and will instead make arrangement for an alternative event (lighting of the beacons) to commemorate D-Day on 06th June 2023.

160 FUTURE COUNCIL MEETINGS

160.1 Finance Meeting scheduled for 1900 hours Monday 22nd January 2024

Ordinary Meeting scheduled for 19:00 hours Monday 12th February 2024

APPENDIX A

Agenda item 5.1 Copy of Excel Bank Account reconciliation to 31/12/23

Current account statement		
balance as at		
31/12/2023		15,493.29
less outstanding cheques		
	0.00	0.00
Current Account Balance		15,493.29
Current Account	15,493.29	15,493.29
BPA1 - Gen Dep	571,989.66	571,989.66
TOTAL		587,482.95
Total Receipts inc balances b/fwd		771,180.09
less total payments		<u>183,697.14</u>
		<u>587,482.95</u>

