

# 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 12<sup>th</sup> February 2024

#### COUNCILLORS IN ATTENDANCE

Chair: Mayor Cllr Carole Hopkins	Cllr Donna James	Cllr Mike James	Cllr Victoria Hammett-Johnson	Cllr Paul Cawley
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IN ATTENDANCE: William Lewis – Clerk to Council  
County Councillor John Crook (Mon CC)

GUEST SPEAKERS: Jamie Charters (CCLA)  
Josh Klein (Mon CC Youth Services)  
Claire Rogers (Mon CC Youth Services)

MEMBERS OF PUBLIC: Nil

#### APOLOGIES:

Cllr Neeta Baicher	Cllr Frances Taylor	Cllr Catherine Baker	Cllr Mario Bisi	Cllr Penny Kirkham
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*The meeting commenced at 1901 hrs and Cllr Donna James provisionally held the Chair due to technical difficulties experienced by Mayor Hopkins.*

*Cllr James held the chair in relation to Minute Nos 170 and 171.*

*Mayor Hopkins was reinstated to the chair from Minute no 172*

*1901 hours – Meeting commenced*

#### OPEN FORUM

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

#### 170 INVITATION TO JAMIE CHARTERS - CCLA

- 170.1 To receive a presentation from Mr Jamie Charters of The Public Sector Deposit Fund/CCLA:  
*The Chair referred to a recommendation of Councils Internal Interim Audit of 27/11/23 which detailed that Council had a significant bank balance and should consider investments that provide higher levels of interest.*  
*The Chair welcomed Mr Charters who presented a detailed overview of the history and provisions of the CCLA Public Sector Deposit Fund.*  
*The Chair extended thanks to Mr Charters for attending the meeting and providing the information.*

**Resolution:**

***Details of the investment scheme shall be shared with members who are not present and that the matter be deferred to a future meeting to decide if an investment into the CCLA should be proceeded with.***

**171 INVITATION TO JOSH KLEIN - MON CC**

**171.1** To receive information regarding development of a youth provision program.

The Chair referred to the Council Finance meeting 22/01/24 where it was resolved to pursue an arrangement of a dedicated youth worker for the provision of youth activities and the utilisation of the Magor and Undy Community Hub (MUCH) facilities.

The Chair welcomed Mr Josh Klein (Mon CC Youth Services) who was accompanied for this presentation by Claire Rogers (Mon CC Youth Services).

Mr Klein provided an expansive overview of Mon CC Youth Services, of the options available to facilitate the provision of Youth Activities for children and young persons of the community and answered queries raised by members.

The Chair extended the thanks of the Council to Josh and Claire for their attendance and presentation.

**Resolution:**

***That Council members should receive the copy of the Tool kit referred to in Mr Kleins presentation and direct any questions to the Clerk for further engagement with Mon CC Youth Services. That this matter is listed for a future meeting agenda for a final decision.***

**172 MAYOR'S ANNOUNCEMENTS AND REPORT**

**172.1** To receive apologies for absence from Councillors.

***Received and detailed as above.***

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

**The Mayor extended commiserations and warmest wishes on behalf of the Council to Cllr Neeta Baicher consequent to a family bereavement. Also, to Cllr Penny Kirkham our best wishes in her speedy recovery following her accident and illness.**

**The Mayor announced that Council shall be required to hold an Extraordinary Meeting hopefully within the next two weeks, this meeting shall be closed and confidential and ideally held in person at a suitable venue. This is consequent to receipt of a report from Audit Wales. The Mayor emphasized its importance of this intended meeting and that all members should make every effort to attend.**

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

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

***There were no declarations received.***

**174 CORRESPONDENCE**

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

***Members agreed that correspondence had been served and received.***

**175 MINUTES**

**175.1** To adopt the draft minutes of Ordinary Meeting held remotely on 08<sup>th</sup> January 2024.

***Cllr D James identified that date in heading and attendees required amendment.***

**Resolution:**

***Amendments proposed were seconded and minutes adopted.***

**175.2** To adopt the draft minutes of Finance Meeting held remotely on 22<sup>nd</sup> January 2024.

***Cllr James identified need to amend details of minute 166.1 in respect of the amounts budgeted in respect of (a) Place making Plan and (b) Protection of Land and Amenity Space.***

**Resolution:**

***Amendments proposed were seconded and minutes adopted.***

**176 FINANCE**

**176.1** To receive Councils Bank Reconciliation reports on Microsoft Excel (Appendix A).

***Received and agreed***

**176.2** To receive RBS Financial Software reports for month ending 31st January 2024 (Correspondence sent)

***Received and agreed***

**176.3** To agree to the following virements:

- £462 from Councillors Allowances 4090-110 to Mayoral Regalia 4091-110
- £193 From Grass Cutting 4445-150 to Service Level Agreement 4440-150
- £76 From Maintenance 4300-170 to Inspections 4550-170

***Proposed virements received, seconded and agreed***

**177 COUNCIL OFFICE RELOCATION**

**177.1** To receive an update from Clerk of actions and enquiries undertaken to date, make observations and agree any actions required.

***Council were informed that we are now waiting on solicitor of the landlord who in regards to the proposed 10year lease needs to provide additional plans to Council solicitors consequent to legislative requirements.***

**178 ADDITIONAL MEMBER OF COUNCIL STAFF**

**178.1** To receive any update of the business case, job description. To determine appropriate job title and action necessary.

Members acknowledged receipt of the latest Draft Bbusiness case and job description. Cllr Donna James identified some details of the Business Case and the Job Description/Employee Specification which members discussed.

**Resolution:**

***The suggested amendments were proposed, seconded and agreed.***

**179 TOWN REGENERATION PLACEMAKING PLAN**

**179.1** To consider actions dependant on receipt of information and update from Mon CC.

***Members were informed that no further information had been received from Mon CC since prior to previous ordinary meeting.***

**180 POLICY REVIEWS**

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

**180.1a** Committee Terms of Reference

**Resolution:**

***The amendments to policy were proposed, seconded and agreed.***

**180.1b** Freedom of Information Policy

**Resolution:**

***The amendments to policy were proposed, seconded and agreed.***

**180.1c** Health & Safety Policy

**Resolution:**

***The amendments to policy were proposed, seconded and agreed.***

**180.1d** Information & Data Protection Policy

**Resolution:**

***The amendments to policy were proposed, seconded and agreed.***

**180.1e** Lone Working Policy

**Resolution:**

***The amendments to policy were proposed, seconded and agreed.***

- 180.1f Overtime Policy  
**Resolution:**  
***The amendments to policy were proposed, seconded and agreed.***
- 181 MON CC PLANNING APPLICATIONS – Please access the portal link to view the following applications  
<http://www.monmouthshire.gov.uk/planning>
- 181.1 DM/2023/01754 – 6 St Stephens Court, Undy – Install an Air Source Heat Pump to rear of property for provision of central heating and hot water. Initial survey by installers indicates that planning permission is required due to expected noise levels (48Db) and associated proximity to neighbours house.  
**Resolution:**  
***Council determined to make no representations subject to a favourable consultation with neighbours.***
- 181.2 DM/2023/01764 – Celtic Close, Undy - Proposed single storey rear extension, and altered/increased width parking access and alteration to existing garage frontage.  
**Resolution:**  
***Council determined to make no representations subject to a favourable consultation with neighbours.***
- 182 PROVISION OF A BENCH ADJACENT TO WITHY BUS STOP (Cllr Baicher)
- 182.1 To receive report from Clerk dependant on information being provided by Mon CC Passenger Transport Unit.  
***Members were informed by the Clerk that despite repeated emails to Mon CC Public Transport Unit no response has been give to the enquiry.***
- 183 COMMONWEALTH DAY - 11th of March 2024.
- 183.1 To receive an update on proposed service.  
***Councillors Cawley and Hammet-Johnson have proceeded with the arrangements, the service will be conducted by The Reverend Hilary Prest at St Marys Church, Magor. All participants and attendees have been consulted with attendance confirmed. Formal invitations to be sent.***
- 184 SOLAR FARM PROJECT – FUTURE ENERGY LLANWERN
- 184.1 To give preliminary observation in respect of the proposed development.  
***Members acknowledged that correspondence had been either received or viewed on-line. Discussion raised concerns regarding this Solar Farm project that will if permitted encroach the geographical boundary of the Community area of Magor with Undy. Matters were raised about the loss of farmland, impact of Gwent Levels and designated SSI, of 40 year leasehold of the project where the estimated lifespan of these solar panels is 25 years. Further reference was given to the fact this this adds to two other similar proposed developments of Rushwall Solar Park and Magor Net Zero which also impacts the communities of Magor with Undy. A watching brief is being kept and further information will be communicated as and when it becomes available.***
- 185 FUTURE COUNCIL MEETINGS
- 185.1 Ordinary Meeting scheduled for 19:00 hours Monday 11<sup>th</sup> March 2024

***20:13 hours – Meeting Concluded***



January 2024 – Record of Receipts

DATE	REF	CO	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	VAT	ALLOTMENT	PRECEPT	GRANTS	GENERAL RECEIPTS	TOTAL
B/fwd					-£147,584.08	£571,989.66	£19,955.68	£361.00	£320,193.00	£4,000.00	£2,264.83	£771,180.09
8/1/24	FP 0331 A	R	WESTERN POWER(1120)	WAYLEAVE (CHEQUE)							£16.78	£16.78
5/1/24	FP 0332	R	J POVEY - Undy a'ment rent	ALLOTMENT RENT				£12.00				£12.00
5/1/24	FP 0333	R	K WRIGHT - undy ament	ALLOTMENT RENT				£12.00				£12.00
5/1/24	FP 0335	R	D YOUNG - GML	ALLOTMENT RENT				£6.00				£6.00
8/1/24	FP 0336	R	J ADAMS - UNDY	ALLOTMENT RENT				£24.00				£24.00
8/1/24	FP 0337	R	E MARKIWICZ - GML	ALLOTMENT RENT				£12.00				£12.00
8/1/24	FP 0338	R	A GRAHAM - UNDY	ALLOTMENT RENT				£12.00				£12.00
8/1/24	FP 0339	R	A COOPER - UNDY	ALLOTMENT RENT				£12.00				£12.00
8/1/24	FP 0342	R	M REES - UNDY	ALLOTMENT RENT				£24.00				£24.00
8/1/24	FP 0343	R	L NEEDS - UNDY	ALLOTMENT RENT				£12.00				£12.00
9/1/24	FP 0344	R	J SOUTHGATE-SYCAMORE	ALLOTMENT RENT				£8.50				£8.50
9/1/24	FP 0346	R	J GRIMSLEY - GML	ALLOTMENT RENT				£12.00				£12.00
9/1/24	FP 0347	R	BARCLAYS	LOYALTY AWARD				£0.38				£0.38
10/1/24	FP 0349	R	DIANA DAVIES - UNDY	ALLOTMENT RENT				£12.00				£12.00
10/1/24	FP 0350	R	G&M BAILEY JBAILEY, LPASK	P.O CREDIT OF 3 CHQS				£48.00				£48.00
11/1/24	FP 0351	R	G HASSALL - GML	ALLOTMENT RENT				£12.00				£12.00
11/1/24	FP 0352	R	BECCA PANTRY - GML	ALLOTMENT RENT				£6.00				£6.00
11/1/24	FP 0353	R	M&R WEBSTER - UNDY	ALLOTMENT RENT				£12.00				£12.00
12/1/24	FP 0354	R	S SAUNDERS - UNDY	ALLOTMENT RENT				£12.00				£12.00
15/1/24	FP 0355	R	L THOMAS - UNDY	ALLOTMENT RENT				£12.00				£12.00
16/1/24	FP 0356	R	B WATERS-DUXBURY - GML	ALLOTMENT RENT				£6.00				£6.00
17/1/24	FP 0358	R	H JONES GML	ALLOTMENT RENT				£12.00				£12.00
17/1/24	FP 0359	R	HITCHINGS - UNDY	ALLOTMENT RENT				£12.00				£12.00
19/1/24	FP 0360	R	L MOY - UNDY	ALLOTMENT RENT				£24.00				£24.00
19/1/24	FP 0361	R	CRESWELL LEIGH, THOMPSON	P.O CREDIT OF 3 CHQS				£36.00				£36.00
22/1/24	FP 0362	R	P FORD - UNDY	ALLOTMENT RENT				£12.00				£12.00
22/1/24	FP 0363	R	C ROBINSON - UNDY	ALLOTMENT RENT				£12.00				£12.00
22/1/24	FP 0364	R	SIAN ELLIOT - GML	ALLOTMENT RENT				£12.00				£12.00
22/1/24	FP 0365	R	E DAVIES - GML	ALLOTMENT RENT				£6.00				£6.00
22/1/24	FP 0366	R	BETH FORD (P DYER) - UNDY	ALLOTMENT RENT				£12.00				£12.00
23/1/24	FP 0367	R	A FLETCHER - GML	ALLOTMENT RENT				£6.00				£6.00
23/1/24	FP 0368	R	P WOOD - GML	ALLOTMENT RENT				£12.00				£12.00
24/1/24	RFND 0370	R	BETH FORD (P DYER) - UNDY	REFUND OF FP 0366				-£12.00				-£12.00
26/1/24	FP 0372	R	TONY RAGGET - UNDY	ALLOTMENT RENT				£24.00				£24.00
29/1/24	FP 0373	R	K BARBER - UNDY	ALLOTMENT RENT				£36.00				£36.00
29/1/24	FP 0374	R	J DAVIES - UNDY	ALLOTMENT RENT				£12.00				£12.00
29/1/24	TRFR 0375	R	BPA1 TO CA	FUNDS TRFR	£10,000.00	-£10,000.00						
					-£137,584.08	£561,989.66	£19,955.68	£843.50	£320,193.00	£4,000.00	£2,281.99	£771,679.75

