

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)

web: [www.magorundy.org.uk](http://www.magorundy.org.uk)

## Ordinary Meeting

### Minutes of the Ordinary Meeting of Magor with Undy Town Council held At Undy Church Hall and remotely via Zoom Conference calling Monday 11<sup>th</sup> March 2024

#### COUNCILLORS IN ATTENDANCE

Chair: Deputy Mayor Cllr Frances Taylor <i>In Person</i>	Cllr Donna James <i>In Person</i>	Cllr Mike James <i>In Person</i>	Cllr Victoria Hammett-Johnson <i>In Person</i>	Cllr Paul Cawley <i>In Person</i>
Cllr Penny Kirkham <i>Remotely</i>	Cllr Neeta Baicher <i>Remotely</i>	Cllr Catherine Baker <i>Remotely</i>	Cllr Dr Mario Bisi <i>Remotely</i>	

**IN ATTENDANCE:** William Lewis – Clerk to Council  
County Councillor John Crook (Mon CC)

**MEMBERS OF PUBLIC:** Nil

#### APOLOGIES:

Mayor Cllr Carole Hopkins				
---------------------------	--	--	--	--

#### 190 OPEN FORUM

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

*No members of public in attendance either in person or remotely accessed.*

#### 191. MAYOR'S ANNOUNCEMENTS AND REPORT

191.1 To receive apologies for absence from Councillors.

*Mayor Carole Hopkins had served prior notice of absence and Deputy Mayor Frances Taylor Chaired the meeting.*

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

- *Chair expressed thanks to Councillors Cawley, Hammett-Johnson and Baicher for their organisation of and contribution to the Commonwealth Day Service held earlier today. The Clerk shall send letter of thanks to Deputy Lord Lieutenant Kate Beaven MBE. DL for her attendance and contribution.*

- *Chair gave a warm welcome to Cllr Kirkhams return to Council Meetings following a short period of absence.*

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

**192.1** To receive any declarations of interest in items on the agenda.  
**Cllr Kirkham declared a non-prejudicial interest in Item 6.4**

**193 CORRESPONDENCE**

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

*Members gave acknowledgement to receipt of correspondence relative to meeting.*

**194 MINUTES**

**194.1** To adopt the draft minutes of Ordinary Meeting held remotely on 12<sup>th</sup> February 2024.

**Resolved**

***To adopt the draft minutes was proposed and seconded.***

**194.2** To adopt the draft minutes of Extraordinary Meeting of 28<sup>th</sup> February 2024 held at Magor with Undy Town Council Office, The Hayloft, Magor Square at 10:00am Wednesday 28th February 2024 under the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved**

***To adopt the draft minutes was proposed and seconded.***

**195 FINANCE**

**195.1** To receive Microsoft Excel Reconciliation reports of bank accounting for month end February 2024 on Microsoft Excel (Appendix A).

**Resolved**

***Received and agreed***

**195.2** To receive RBS Financial Software reports for month ending 29<sup>th</sup> February 2024 (Correspondence sent)

**Resolved**

***Received and agreed***

**195.3** To agree to the following virement regarding acquisition of asset, Wolf-Garten FBM Multi-Change Weeding Brush Cleaning Tool Head for use by Town Team.

- £14.00 from Village Improvements 4800/150 to Equipment 4560/150

**Resolved**

***Received, proposed and seconded and agreed.***

**195.4** To agree and authorise payment for relocating the Christmas Tree pot at Undy Pound (Correspondence sent in advance).

**Councillor Kirkham DOI and disconnected remote access.**

*Members were appraised of the fact that when the contractor had removed the tree from Undy Pound the sleeve/pot had come away from the ground due to ground being saturated by heavy rain.*

**Resolved**

***Received, proposed and seconded and agreed to make payment of invoice of £35 from Christmas budget.***

***Power to spend: Local Govt Act 1972 ss.144 & 145***

- 196 PURCHASE OF EQUIPMENT FOR MAINTENANCE PROJECTS.**
- 196.1** To agree purchase of power tools and accessories for exclusive use of officers of the Town Team (SLA) within the communities of Magor and Undy. Acquisition of such tools would be listed on Council Assets Register.
- Councillor Kirkham re-connected remote access**
- Clerk informed Council of a number of tasks to be undertaken by the Town Team which requires the use of power tools and for expedience it would be beneficial to have these tools available for immediate use and securely stored locally.
- The Clerk referred to correspondence provided to Council comparing prices of the tools required where it had been shown that the best cumulative price was offered by Fasteners and Engineering (Caldicot).
- The Clerk further advised that if there was agreement to purchase the power tools consideration for virement between budget headings would be required.
- Resolved:**
- To authorise the purchase of the power tools which shall be added to Council Assets Register and that the tools are exclusively for works and tasks to be undertaken within the communities of Magor with Undy.***
- (Power to spend) Section 19 Local Gov (Misc Provisions) Act 1976***
- and***
- To attend to virement of cost from Village improvements Budget to equipment Budget.***
- 
- 197 IRPW ANNUAL REPORT 2024**
- 197.1** To receive the annual report and note remuneration amounts remain unchanged and to note Determination 6: Community and Town Councils Mandatory payments
- Council acknowledged receipt of IRPW report 2024**
- 
- 198 COMMUNITY YOUTH PROVISION – TOOL KIT**
- 198.1** To consider options for introduction of Youth Provisions in Magor with Undy as detailed within the ‘Tool Kit’ and action as necessary.
- Councillor Taylor provided some background of previous arrangements with MonLife regarding funding for Youth Provisions.
- Council further discussed the options detailed within the Toolkit and what arrangements should be pursued with Mon CC Youth Team at the earliest opportunity.
- Resolved**
- Proposed and seconded that as a priority we engage with Mon CC Youth Provision services and seek a full breakdown of available services to which we could subscribe and configure for best purpose.***
- 
- 199 IAC INTERNAL AUDITOR**
- 199.1** To note that Councils appointed Internal Auditor IAC Audit and Consultancy shall conduct Councils Audit on 24<sup>th</sup> May 2024
- Noted and agreed.***
- 
- 199.2** To receive the observations of the Interim Internal Audit conducted by IAC on 27/11/23 and action as necessary.
- The Clerk presented the draft responses to Council for consideration and comment.*
- Resolved:**
- Proposed and seconded that the draft response to each observation have been considered, agreed and where appropriate, amended and shall be sent to the Internal Auditor.***

**200 COUNCIL OFFICE RELOCATION**

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

*The Clerk informed Council that a copy of the lease had been provided to Council Solicitors which has been examined and subject to further scrutiny was acceptable to agreement and signatures.*

*Clerk further advised that non-prejudicial agreement for early surrender of the lease for the current Council Office had been agreed.*

*In respect of refurbishment of the new premises for office use Council were advised contractors estimate for completion of works would take 3 to 4 weeks.*

**Resolved:**

***Clerks update was received and agreed.***

**201 ADDITIONAL MEMBER OF COUNCIL STAFF**

**201.1** To receive any update consequent to advertisement of Job Opportunity and determine the interview panel, date and venue for interview of candidates.

*Council were informed that the advert for the job vacancy had been posted by all available channels and that the Clerk had received a number of requests for application packs from interested persons.*

*The closing date for job applications is 21<sup>st</sup> March 2024 and the date and venue for interviews would be determined following this date.*

**Resolved:**

***That shortlisting of applications will be considered, if possible prior to Easter Holidays and interviews of shortlisted candidates will follow after the Easter Holidays. The interview panel will include The Mayor, the Clerk and one other member of the Council. The venue to conduct interviews was not determined.***

**202 POLICY REVIEWS**

**202.1** To consider the remaining policies to be reviewed, reach agreement to any amendments and to publish on Town Council website.

**Resolved:**

***Subject to agreement upon review, the policies detailed below shall be published on the Council website.***

**202.2** Press, Media & Publicity Policy.

**Resolution:**

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

**202.3** Safeguarding Policy (Child & Vulnerable Adults Protection)

**Resolution:**

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

**202.4** Social Media Policy

**Resolution:**

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

**202.5** Virtual Public Meetings Protocol

**Resolution:**

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

7:48pm Councillor Baker who was in attendance remotely left the meeting due to sound issues.

- 203 **MON CC PLANNING APPLICATIONS – Please access the portal link to view the following applications**  
<http://www.monmouthshire.gov.uk/planning>
- 203.1 **DM/2024/00080 - - Mod or Removal of Condition** Site Of Tanhurst, Main Road, Undy  
Variation of condition no. 2 (list of approved plans) of planning consent DM/2018/01111.  
**Resolved:**  
***Council note the variations of plans for dwelling and an addition of a garage structure and require clarification from Mon CC Planning as to whether this application for variation is suitable for amendment under material planning grounds.***
- 203.2 **DM/2024/00259 – Planning application** - Magor Marshland Reserve - Alterations to an existing education centre and associated car parking area, and the construction of a new vehicle store.  
**Resolved:**  
***Council determined to make no representations and support this application.***
- 203.3 **DM/2023/01617 – Planning Appeal** - Rose Cottage Grange Wood Knollbury - Proposed new boundary wall and gateway to dwelling house.  
**Resolved:**  
***This application is an appeal and for noting only.***
- 203.4 **DM/2023/00511 – Re-consultation** - Jubilee Cottage, Vinegar Hill - Rear two storey extension with carport below.  
**Resolved:**  
***Council determined to make no representations subject to neighbours.***
- 204 **PROVISION OF A BENCH ADJACENT TO WITBY BUS STOP (Cllr Baicher)**
- 204.1 To receive report from Clerk dependant on information being provided by Mon CC Passenger Transport Unit.  
*The Clerk informed Council that despite repeated efforts for information from Mon CC Passenger Transport that there had to date been no response.*  
**Resolved:**  
***Clerk shall liaise with Councillor Taylor with a view to follow up enquiries.***
- 205 **SUMMER PLANTING IN TOWN/VILLAGE**
- 205.1 To note that advertisement of this has been posted on website, social media and by direct communication by email to four businesses engaged in such work and that as of 06<sup>th</sup> March 2024 Clerk informed Council that only one quote had been provided.  
**Resolution**  
***Council determined that the item was not worded to seek authorisation of agreement and in that regard to defer to next Council Meeting to consider the quote and action as appropriate.***
- 206 **D-DAY 80 FLAG OF PEACE - COMMUNITY & TOWN COUNCILS**
- 206.1 To consider the purchase of a commemorative flag as detailed in correspondence from One Voice Wales with due regard to this Councils particular circumstance and the Motion of Cllr Cawley (Agenda item 20.4)  
**Resolution:**  
***Council proposed and seconded the purchase of the D Day Commemorative Flag at a cost of £28.80 to be reconciled against the 'Events' budget.***  
***Power to Spend. Local Govt Act 1972 ss.144 & 145***

**207 ADDITIONAL DOG WASTE BIN AT SILURIAN ROAD**

**207.1** To consider requests of residents to County Councillor John Crook for locating another dog waste bin at Silurian Road.

*County Councillor John Crook who was in person at the meeting was invited by the Chair to expand upon the detail of this item and he informed Council that the field to the south of Silurian Road was used by dog walkers but that he had observed and received complaints about dog waste not being picked up but also of dog waste bags once used being hung on the bushes in the field or just dropped on the ground.*

*Members discussed this item and it was noted that a dog waste bin is in situ at Silurian Road opposite Pankhurst Drive and disappointment was voiced that dog owners could not walk the 60 or 70 yards from this field to that bin. Given the significant expenditure currently attached to the 33 dog waste bins located in the communities, members were opposed to the additional expense of another bin when there was already a bin a short walk away.*

**Resolved:**

***Proposed and seconded that the Clerk shall conduct an enquiry with Merlin Environmental Services to evaluate the use of the existing dog waste on Silurian Road and whether relocating that bin to the top of that field was a feasible option.***

**8:20pm Councillor Baicher who was in attendance remotely left the meeting due to sound issues.**

**208 COMMUNITIES LITTER PICK**

**208.1** To consider the arrangement of a Community Litter Pick in the communities of Magor and Undy. *The Chair Cllr Taylor wished Council to consider the arrangement of a Community Litter Pick.*

**Resolved:**

***It was agreed that this proposal should proceed in May or June and be brought back to Council at a future meeting to discuss finer arrangements.***

**209 MEMBERS ITEMS OF BUSINESS (subject to receipt of background papers)**

**209.1 MOTION: (Councillor Paul Cawley) MONMOUTHSHIRE COUNCIL, PROPOSED BUS SCHEDULE**

That this Council approach Monmouthshire County Council Transport Department and request a service stop at Redwick Road Magor for people travelling to and from Underwood especially during business hours ie 8.30am and 5.30 pm.

Councillor Cawley informed Council that persons who live in Underwood and work in Magor face a one mile walk from the B4245 near the Brewery into Magor as there is no direct service available and no return service available after 5.30pm.

Furthermore, that there is no provisions for shelter at the stop near the Brewery

**Resolved:**

***Council supports that this matter shall be jointly addressed by Cllr Taylor and Clerk to bring to the attention of Mon CC Passenger Transport Department.***

**209.2 MOTION: (Councillor Paul Cawley) COMMON-Y-COED PLANTATION**

That this Council set up a maintenance schedule with a specialist contractor to return the site to its former status, and that Council consider setting aside any surplus budget to undertake the

development of the lower section into a wildflower meadow as per the design plans produced to Council by the Wildlife Warriors in their presentation in July 2014.

*Councillor Cawley provided historic information of the previous project of improvements and an overview of the current condition of Common-y-coed plantation which is in need of significant maintenance to the hedgerows and provision of facility for visitors.*

*Councillor Taylor advised that Common Y Coed had been subject to negotiation with Rogiet Community Council as consequent to the Monmouthshire Boundary changes of May 2022 that parcel of land fell within the area of Rogiet. The conclusion of those negotiations was that Rogiet declared that they did not wish to take it on and it would therefore stay with Magor with Undy Town Council. In that respect enquiries have begun with Land Registration which at this time have not been concluded and not yet registered.*

*For these reasons the budgetary considerations for the forthcoming financial year were applied to facilitate grass cutting and general maintenance.*

*Council acknowledged the information and discussed what actions were available in relation to the budgetary considerations applied to Common Y Coed for year 2024/25*

**Resolved:**

***Proposed and seconded that the Council continue actions to secure the deeds and land registration and to instruct the Town Team under the directives of the Service Level Agreement to visit and give feedback as to what maintenance they would be able to attend to and to arrange grass cutting as required.***

**209.3 MOTION: (Councillor Paul Cawley) STATE OF HIGHWAYS AT NEW BOVIS DEVELOPMENT**

That this Council request Monmouthshire County Council Highways to conduct regular checks at these sites, to prevent further damage and resident inconvenience.

*Members shared several instances of reported disruption for road-users consequent to the development in progress and the conduct of the contractors in their disregard of road safety and damage being caused to the road and verges in the vicinity of the site.*

**Resolved:**

***County Councillor John Crook on behalf of Magor with Undy Town Council take these issues forward with Mon CC Highways and report back in due course.***

**209.4 MOTION: (Councillor Paul Cawley) 80TH ANNIVERSARY OF D-DAY**

That this Council create a small working group to arrange a beacon and all associated Risk Assessments, advertisement etc.

*Councillor Cawley informed Council that a previous commemoration was well received and the proposed lighting of a Beacon would need to take place at 9.45pm on 06<sup>th</sup> June 2024 at Salisbury Farm.*

**Resolved:**

***Council were mindful to support this event subject to provision of an operational plan to be presented at a future Council Meeting.***

**209.5 MOTION: (Councillor Paul Cawley) VILLAGE PRODUCE & HANDICRAFT SHOW**

That this Council once again revive the Annual Village Produce and Handicraft Show, and set up a small working group of Councillors and/or residents.

*Members were fully supportive that this proposal.*

**Resolved:**

***That a detailed operation plan shall be prepared for presentation at a future Council Meeting.***

**210 FUTURE COUNCIL MEETINGS**

**210.1** Ordinary Meeting scheduled for 19:00 hours Monday 08<sup>th</sup> April 2024





**EXCEL RECORD OF INCOME**

DATE	REF	5 Re s	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	VAT	ALLOTMENT	PRECEPT	GRANTS	GENERAL RECEIPTS	TOTAL
B/fwd					-£137,584.08	£561,989.66	£19,955.68	£843.50	£320,193.00	£4,000.00	£2,281.99	£771,679.75
1.2.24	FP 0411	R	P DYER	ALLOTMENT RENT				£12.00				£12.00
5.2.24	FP 0412	R	BARCLAY'S	LOYALTY AWARD							£1.50	£1.50
12.2.24	FP 0413	R	P SMITH(MUGA HIRE)	MUTC-23-24 - Inv 092							£9.00	£9.00
15.2.24	FP 0414	R	R DANIELS (Sycamore)	ALLOTMENT RENT				£17.00				£17.00
26.2.24	TRFR 0415	R	BPA1 TO CA	FUNDS TRFR	£20,000.00	-£20,000.00						£0.00
26.2.24	FP 0416	R	KARI DAVIES	OUTSTANDING MUGA FEES							£175.00	£175.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
												£0.00
					-£117,584.08	£541,989.66	£19,955.68	£872.50	£320,193.00	£4,000.00	£2,467.49	£771,894.25