

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

Ordinary Meeting

**Minutes of the Ordinary Meeting of Magor with Undy Town Council held
At Magor Baptist Church and remotely via Zoom
at 1900 hours Monday 09th September 2024**

COUNCILLORS IN ATTENDANCE (In Person)

Cllr Frances Taylor (Chair)	Cllr Penny Kirkham	Cllr Victoria Hammett-Johnson	Cllr Neeta Baicher	Cllr Mike James
Cllr Donna James				

COUNCILLORS IN ATTENDANCE (Remotely Online)

Cllr Catherine Baker	Cllr Dr Mario Bisi			
----------------------	--------------------	--	--	--

APOLOGIES for absence

Mayor: Cllr Carole Hopkins	Cllr Paul Cawley			
----------------------------	------------------	--	--	--

MAGOR with UNDY TOWN COUNCIL OFFICERS

William Lewis – Clerk to Council	Rachel Jones – Business Support and Project Officer			
----------------------------------	---	--	--	--

MON COUNTY COUNCILLOR(S)

John CROOK

Angela SANDLES

MEMBERS(s) OF THE PUBLIC (MoP) IN ATTENDANCE

In Person – 6

Remotely online – 4

Public Open Forum

Cllr Donna James motioned to suspend Standing Orders (3.3.e) to extend the Public Open Forum to hear from residents for as long as required.

Motion was seconded by Cllr M James and agreed.

A number of residents spoke and some of the representations and questions raised were:

- Patients Voice/Grayhill and Magor Surgery
- Indiscriminate and illegal parking of vehicles obstructing highway
- Proposed pedestrian Active Travel route between Undy and Rogiet.
- Matters concerning Sycamore Playing Field in respect of the PSPO and Deed of Covenant.
- Previous meetings minutes
- Virtual Meetings and technical failures
- Proposed allocated new area for Dog walking/exercise
- Legal Opinion – PSPO/Deed of Covenant
- Provision and siting of picnic benches at Sycamore Field

County Councillor Sandles made a representation to council concerning members not attending civic wide events.

19:43 hrs: Councillor Mike James requested Chair that meeting be recorded: This was seconded by Cllr Donna James.

The Clerk advised the meeting that the recording of meetings was governed by the Councils Virtual Meetings Protocol. That as we were not a Principal Authority and upon the advice on Mon CC Monitoring Officer were not compelled to record meetings. The Clerk further added that the sound quality of the recordings made by our equipment in this environment was poor and playback difficult to interpret.

Cllr Mike James disputed this stating that he has listened to recordings of Council Meetings and said they were as clear as day.

Members debated the proposal a vote by show of hands was carried to record the meeting.

19:45 Zoom/Owl 3 recording was commenced.

60 Chairs Announcements

60.1 To receive apologies for absence from Councillors.

The Mayor – Cllr Carole Hopkins

Cllr Paul Cawley

60.2 To receive any update and feedback from the Mayor in respect of meetings, functions, events or matters arising.

No business was brought to Council's attention.

61 Declarations of Interest

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

Cllr P Kirkham declared an interest in respect of Agenda Item 8

62 Correspondence

62.1 To note and agree that correspondence relative to agenda items has been received by Council Members.

Received and agreed

63 Minutes of Previous Meetings

Clerk reminded the Council that the correspondence (tracked changes of minutes relative to the meetings of 29/05/24 and 10/06/24) from Cllr Bisi received by the Clerk on 10/07/24 had been shared by email with Council on 13/07/24 for consideration at Council Meeting of 15th July 2024. Council had resolved to defer the adopting of minutes due to the correspondence relating to Cllr Bisi proposed amendments being provided as late correspondence consequent to a member of council suggesting that the consideration of these documents could have been deemed as unlawful.”

The Clerk informed the Council that following the meeting of 15th July 2024 the question of correspondence had been raised with the legal department of One Voice Wales who has confirmed that the service of correspondence in respect of business on a meeting agenda was not an unlawful action and therefore permitted.

63.1 To adopt the draft minutes of Extraordinary Meeting of 29th May 2024 (*Deferred at Extraordinary meeting of 15th July 2024*) in consideration of proposed changes and amendments corresponded electronically with Council on 13/07/24 and re-sent on 02/09/24.

Cllr Bisi proposed that Council accept his version of the minutes as edited and corrected for inaccuracies. Proposal seconded By Cllr James and agreed by show of hands.

Resolution:

The draft minutes of Extraordinary Meeting of 29th May 2024 are amended commensurate with proposed amendments served on Town Clerk on 10th July 2024 by Cllr Mario Bisi.

63.2 To adopt the draft minutes of Ordinary Meeting of 10th June 2024 (*Deferred at Extraordinary meeting of 15th July 2024*) in consideration of proposed changes and amendments corresponded electronically with Council on 13/07/24 and re-sent on 02/09/24.

Cllr Bisi proposed that Council accept his version of the minutes as edited and corrected for inaccuracies. Proposal seconded By Cllr James and agreed by show of hands.

Resolution:

The draft minutes of Ordinary Meeting of 10th June 2024 are amended commensurate with proposed amendments served on Town Clerk on 10th July 2024 by Cllr Mario Bisi.

63.3 To adopt the draft minutes of Ordinary Meeting of 08th July 2024

Members discussed published draft minutes and proposals were made for amendment of minutes. Amendments proposed are underlined. Each proposed amendment was seconded. The Chair proposed that the minutes of the 08th July 2024 should be amended as proposed which was seconded by Cllr Baker and agreed show of hands.

Resolution:

To approve draft minutes of 08th July 2024 subject to resolution amendments detailed below.

- Minute numbers 39.3 and 39.4 are amended to read – “Cllr Bisi to provide a copy of draft minutes with ‘tracked changes’ of his observations for consideration by the Council.”
- Minute number 44.1 is amended to read – “Proposal was seconded and unanimously agreed that MUTC will undertake associated costs of for the defibrillators for a period of three years.”
- Minute 44.1 is amended to read – “Working Group to undertake a public engagement activity to conducted both online and by provision of public notices in Council Notice Boards.”
- Minute 46.2 is amended to read – “To note that having striven to obtain three quotes but only received two that Financial Regulations are suspended and agree to accept three- year contract offer from Blachere Illuminations. Costed at £7,241.41 for 2024/25

and £7,643.41 for year 2025/26 and year 2026/27. Power to spend: Sections 144 and 145 of The Local Government Act 1972.

- Minute 49.1 is amended to read – “To approach the schools of Magor and Undy and by community engagement to look at options for development of a Council Logo”

63.4 To adopt the draft minutes of Extraordinary Meeting of 15th July 2024

- Cllr Bisi queried discussion at the meeting where a member referred to the CILCA Course Training to be undertaken by the Clerk. Cllr Baker confirmed that it was she who mentioned this within minute 58.1. The Chair acknowledged and confirmed that she had responded to Council at that meeting detailing the matter had been explored and that the Clerk was in the process of securing a start date.
- Cllr Kirkham proposed that the resolution under 58.1 should be amended to include ***“and that the Clerk shall seek to commence CILCA Training Course very shortly.”***
- Cllr Donna James proposed amendment to minute 59.1 and 59.2 and reminded Council that she had requested that the minutes would record her comment in respect of the correspondence received from the Councillor the morning of the meeting which indicated that it would have been unable to consider the circulated correspondence as it could be seen unlawful.”

Resolution:

To approve draft minutes of 15th July 2024 subject to amendments (underlined) detailed below.

Min 58.1

Cllr P Kirkham proposed to accept the Annual Return for submission to Audit Wales which was seconded by Cllr Hammett- Johnson and agreed by all and that the Clerk shall seek to commence CILCA Training Course very shortly.

Min 59.1 and 59.2

Following a submission from Councillor D James concerning the serving of Cllr Bisi proposed changes to the minutes of 29th May and 10th June 2024 on Council on 15th July 2024 where she stated in her opinion the serving of that correspondence was unlawful and that the adoption of the minutes could not be proceeded with.

20:20hrs – The Chair proposed an amendment to the order of the Agenda to bring forward (item 14) Mill Common Woodland, as a guest speaker had been invited to the meeting, (items 6) Allocated Space for Dog walking, (item 7) Sycamore Playing Field both of which are of particular interest to the public and (item 22) Motion by Cllr Baicher in respect of Public Toilet to be considered in Magor.

Proposal was seconded by Cllr Kirkham and agreed by show of hands.

64 Mark Cleaver of Monmouthshire County Council was welcomed to present an overview of the ‘Mill Common Woodland Project’ (Agenda Item 14)

- 64.1** Mr Mark Cleaver - Monmouthshire County Council’s Green Infrastructure Strategy Officer presented to the meeting an expansive overview of a major project of improvement of woodland located between Penny Farthing Lane and Dancing Hill to include attending to diseased trees access, improvement of paths and steps and introduction of signage. In respect of this project, two public presentation sessions originally scheduled for 16th September 2024 have been re-scheduled for date to be confirmed.

65 Addition of an allocated space for Dog Walking (Agenda Item 6)

- 65.1** To receive a report regarding details of work to be undertaken in the creation of an allocated area for dog walking and dog exercise and to proceed with the proposed development as detailed in the report and agree any further actions necessary.

A full report of the details for this proposal was referred to By Cllr Taylor (Chair) and Council debated the content at length.

Cllr Donna James proposed that Council put together a working group with residents to progress this project. Seconded by Cllr Baker and agreed by show of hands.

Resolution:

A working group comprised of Councillor Donna James, Councillor Victoria Hammett, Johnson, Councillor Neeta Baicher, and other interested councillors and residents shall be formed to consider an additional dog walking space within the Magor area and any update would then be reported back to council in November.”

A working group comprised of Cllr Donna James, Cllr Victoria Hammett-Johnson, Cllr Neeta Baicher, and other interested councillors and residents shall be formed to consider the proposal within the next six weeks and report back to the November Council Meeting (11/11/24).

20:50 hrs – Cllr Bisi gave apology and disconnected virtual access to meeting

20:51 Hrs – Chair proposal that Standing Orders (3.3 v) shall be suspended to allow the meeting to continue until 21:30hrs and that any business not transacted at this meeting is deferred to a future Council Meeting. Seconded by Cllr Kirkham and was agreed by show of hands.

- 66 Sycamore Playing Field – PSPO/Deed of Covenant/Picnic Benches/Waste Bins (Agenda Item 7)**

- 66.1** To note that in accord with a previous resolution (Min 17.1) the Town Council have received written confirmation from Roger James Clements and Partners (Solicitors). Their independent legal opinion is that that the PSPO does not breach the Deed of Covenant.

The Clerks report was referred to in respect of this item which attracted comment from some members of the public in attendance.

The matter was discussed and the Chair proposed that in order to assist members of the public Council will seek clarification to explain the meaning of legal privilege.

- 66.2** To receive and note the details in respect of the acquisition and installation of picnic benches in accordance with resolution (Min 245.1)

The rationale for siting of the benches was discussed in full and detailed in the report from the Clerk. (Min 245.1 Year 2023/24)

Resolution:

To obtain from Mon CC Grounds Maintenance confirmation of the advice regarding the most appropriate conditions for the siting of Picnic Benches at this location.

- 66.3** To note that with the introduction of picnic benches littering has increased and to agree the acquisition of new litter bins to be located at the site of the picnic benches.

Members acknowledged an increase in litter consequent to the placement of the picnic benches and noted the practical aspect of placement of litter bins on Sycamore playing Field in consideration of existing arrangements for collections.

Chair proposed that enquiry be made with Monmouthshire CC. Proposal was seconded by Cllr D James and agreed by show of hands.

Resolution:

To note that there is a budget to facilitate additional litter bins and that subject to advice and representation from Monmouthshire CC a litter bin is placed in the most appropriate location.

- 66.4 To note that the litter bin in the Children’s Play Park is insufficient to meet need and agree to the acquisition of an additional bin.

Resolution:

To enquire with Monmouthshire CC for the placement of an additional bin with recycling provisions within the Children’s Play Park and if collections can be included within the existing arrangements.

21:06 hrs – The Chairs proposal to bring forward Agenda item 22 (Motion of Cllr Neeta Baicher) in respect of provision of public toilets in Magor was agreed by members.

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

- 67.1 **MOTION: Councillor Neeta Baicher.** That this Council start preliminary investigation into the possible provision of public toilets within Magor with Undy Town and that a working group be created to work with our Business Support and Projects Officer to facilitate this.

Councillor Baicher presented to the meeting of her awareness from businesses and members of the community that there is a need for provision of public toilets in Magor. Cllr shared some correspondence and images of facilities and details of an on-line presentation scheduled for 12th September 2024 by a company who engage in the provision of such facilities.

Members debated this business having regard for timescale, locating such facility and ongoing management and maintenance of such together with providers for construction of facilities.

Cllr Baicher proposed that a working group be established to further enquire into this matter. This was seconded by Cllr Baker and agreed by show of hands.

Resolution:

A working group comprised of Cllrs Baicher, Cllr Baker, Cllr D James and interested residents shall be formed to commence preliminary investigations into the possibility of providing public toilets in Magor.

68 Finances

- 68.1 To receive Microsoft Excel Reconciliation report of bank accounting for month ending 31th July and 31st August 2024 (**Appendix A**)

Cllr Kirkham pointed out a typographical error in the Excel reconciliation documents and moved to defer consideration to the next Council Meeting. Seconded by Cllr Taylor and agreed by show of hands.

Resolution:

Business deferred to next Ordinary Meeting.

- 68.2 To receive RBS Financial Software reports for month ending 31st July 2024 and 31st August 2024. Cllr Kirkham pointed out a typographical error in the Excel reconciliation documents and moved to defer consideration to the next Council Meeting. Seconded by Cllr Taylor and agreed by show of hands.

Resolution:

Business deferred to next Ordinary Meeting.

69 Magor Square Christmas Carol Service

- 69.1 To consider and agree actions in support of Magor Square Carol Service in conjunction with the Netherwent Ministry Area and the Magor Baptist Church.

Council debated the holding of this annual event and shall as in previous years support this event and liaise with St Mary's and Baptist Churches and The Events group. If necessary, any further considerations shall be brought to the next Council meeting.

69.2 To consider and agree how much to donate to the Severn Tunnel Band if they are available for the Magor Square Carol Service.

Cllr D James proposed that Council should donate £300 to Severn Tunnel Band. This was seconded by Cllr M James and agreed by show of hands.

Resolution:

The Clerk shall enquire with Severn Tunnel Band for their availability and that the sum of £300 from Civic Events Budget shall be donated.

Power to spend: Section 144 Local Government Act 1972.

70 **Monmouthshire CC Planning Application Consultations**
Please access the portal link to view the following applications
<http://www.monmouthshire.gov.uk/planning>

70.1 **DM/2024/02067 – 24 Netherwent View, Magor** – Proposal for constructing a front porch extension to add a main entrance to the property. The extension will incorporate a cloakroom, enhancing the residence's functionality and curb appeal.

Resolution:

Council make no specific representations and offer no concerns subject to neighbours.

21:24 hrs - Cllr Baker gave apology and disconnected virtual access to meeting

71 **Magor with Undy Town Regeneration-Placemaking Plan**

7.1 To note that the Steering Group Meetings have been arranged for 13th September 2024, 08th November 2024 and 13th December 2024 and agree actions to be taken following the meetings.

Resolution:

Actions, Information and Notes to come out of the Steering Group meeting of 13th September 2024 shall be shared with Council and listed on October Ordinary meeting agenda.

72 **Town Council Notice Boards**

72.1 To receive report from the Council Working Group and agree actions necessary.

Members discussed elevation of the proposals at the meeting of 08th July 2024 where it was determined that the Town Council noticeboards required significant reparation or replacement and/or relocating. It was deemed necessary to conduct an on-line survey in conjunction with public notices on social media and on Council noticeboards. Further discussed a need for a face to face resident engagement meeting in relation to this business and agreed that a face to face public meeting shall be convened on Tuesday 24th September 2024 at Undy Memorial Hall.

It was proposed by Cllr Kirkham that Council subscribe to 'Survey Monkey' for a 1year period at a cost of £240 to progress this business and any other business (e.g. public toilets) that will require public engagement. This was seconded by Cllr Hammet-Johnson and agreed by show of hands.

Resolution:

To set up subscription with 'Survey Monkey' in accord with Council budget line. To arrange public engagement provisions with on-line and physical notices being displayed in respect of this business.

73 **Agenda Items not transacted due to time expended on other business. Deferred to next Ordinary Meeting**

- 73.1**
- 8 Christmas Trees
 - 12 Current projects: Undy - Undy Play Park working group

- 13 Magor with Undy Newsletter
- 16 Remembrance Sunday 10th November 2024
- 17 Magor and Undy Community Hub (MUCH)
- 18 Gypsy and Traveller Land Identification Update
- 19 Undy & Magor Horticultural Society Home and Produce Show
- 20 Magor Surgery
- 21 Mill Common Playpark

74 Date of Next Meeting

74.1 To agree date of next meeting and receive apologies if applicable.

Business was not transacted due to time expended on other business although the next scheduled meeting is 7:00pm Monday 14th October 2024