

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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## Ordinary Meeting of Monday 10<sup>th</sup> February 2025

### Minutes as approved (10<sup>th</sup> March 2025) of the meeting of Magor with Undy Town Council held at Magor Baptist Church and remotely via Zoom at 1900 hours Monday 10<sup>th</sup> February 2025

<b>Magor with Undy Town Council</b>	<b>In attendance / Apologies-Absent</b>
Mayor, Carole Hopkins (Chair)	Online
Deputy Mayor, Cllr Frances Taylor	In person
Cllr Penny Kirkham	Online
Cllr Victoria Hammett-Johnson	In person
Cllr Paul Cawley	In person
Cllr Dr Mario Bisi	Apologies Received
Cllr M James	Online
Cllr D James	Online
Cllr Neeta Baicher	Apologies Received
Cllr Catherine Baker	Apologies Received
<b>Officers</b>	
William Lewis – Clerk/RFO	In person
Rachel Jones – Business Support and Projects Officer	In Person
<b>County Councillors</b>	
John Crook	In person
Angela Sandles	In person
<b>Public attendance</b>	
In Person	5
Remotely via ZOOM	6 to 7 intermittent

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## Public Open Forum

**Cllr Carole Hopkins opened the meeting and welcomed all in attendance and read out the following paragraphs:**

Members of the public may make representations and ask questions in respect of the business on the agenda. This does not mean that members of the public can take part in debate, but they shall be given a reasonable opportunity to make representations about business to be discussed. (Standing Order 3.3(d)).

The Public Open Forum shall be for a period of not more than 15 minutes during which members of the public may comment upon any matter on the Meeting Agenda (Standing Orders 3.3(e)). Subject to standing order 3.3 (e), a member of the public shall not speak for more than 5 minutes. (Standing Order 3.3 (f))

*A member of the public in attendance (in person) asked questions and made comment.*

- *Residents questions are not recorded.*
- *Mayoral Chain of Office cost? How often is it worn.*
- *What progress has been made regards to dog walking space*

*The Chair requested that the Business Support and Project Officer may answer the question in respect of the dog exercise area.*

*It was noted that the questions raised did not pertain to items on this meeting agenda. The Chair advised that persons could attend the Council office for assistance.*

### **148 Chairs Announcements**

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

***Cllr N Baicher, Cllr C Baker and Cllr Dr M Bisi***

**148.2** To receive any update and feedback in respect of meetings, functions, events or matters arising.

***Updates in respect of projects and Working Groups are scheduled at Agenda items 9 and 10***

### **149 Declarations of Interest**

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

***Cllr Penny Kirkham declared an interest in Agenda Item (14) 14.1***

### **150 Correspondence**

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

***Members agreed receipt of said correspondence***

### **151 Minutes of Previous meetings**

**151.1** To adopt the minutes of the Extraordinary meeting of 02<sup>nd</sup> December 2024 (deferred at Ordinary Meeting of 13<sup>th</sup> January 2025 to allow the Clerk to check meeting recording).

Cllr D James asked that the minutes of this meeting, record that it was not her recollection that these minutes had been deferred and that they were adopted at the Council meeting of 13<sup>th</sup> January 2025 and that the Clerk shall check the recording of the meeting of 02<sup>nd</sup> December 2024 in respect points raised.

The Clerk informed the meeting that he had listened to the recording and in consideration of representations from members made during the meeting of 13<sup>th</sup> January 2025 has prepared a response.

As directed by the Chair the Clerk provided a response.

**Resolution**

**Amendment as agreed at Ordinary Meeting of 10/03/25 under Minute 169.1)**

***'It was agreed that the minutes of the Extraordinary Meeting of 02<sup>nd</sup> December 2024 were adopted at the meeting of 13<sup>th</sup> January 2025. The Clerk as directed by resolution under Min 141.1 had listened to the recording of 02<sup>nd</sup> December 2024 and that those amendments have been recorded as detailed at addendum one'.***

- 151.2** To adopt the minutes of the Ordinary Meeting of Monday 13<sup>th</sup> January 2025.

Cllr James addressed Council in respect of Minute 141.1 in respect of the absence of detail concerning the contribution and comment of a member of the public at the meeting of 02<sup>nd</sup> December 2024.

The Clerk gave further clarification that he had listened to the recording and was satisfied that comments from a member of the public did not require inclusion in the minutes.

Cllr D James also requested that the minutes of this meeting should record that the email communicated to Council before that meeting by Cllr Dr Mario Bisi referring to his observations under Minute 141.1 of 13<sup>th</sup> January 2025 was not read out at the meeting.

**Resolution**

***Proposal to adopt the minutes of the 13<sup>th</sup> January 2025 was seconded subject to Proposed amendments.***

- 151.3** To adopt the minutes of the Finance Meeting of Monday 20<sup>th</sup> January 2025.

On a point of accuracy Cllr D James requested that the detail within Minute 153.1 *"That what was being suggested in respect of the budgeting for provision of toilets would result in insufficient funds for running costs in general reserves OR the precept would need to be further increased."*

Should be amended to: *"That what was being suggested in respect of the budgeting for **a number of projects** would result in insufficient funds would result in insufficient funds for running costs in general reserves OR the precept would need to be further increased."*

Cllr Kirkham declared her support of this amendment.

Cllr D James requested whether Council would be publishing a document regarding the agreed projects and the budget set for them.

**Resolved**

***Proposal to adopt the minutes of the Finance Meeting of 20<sup>th</sup> January 2025 was seconded subject to provision of the Budget Setting report as an appendix to these minutes.***

- 152** **Finances**

- 152.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 31/01/25 (included with Agenda documents).

***Received and agreed***

- 152.2** To receive RBS Financial Software reconciliation reports for month ending 31/01/25 (included with Agenda documents).

***Received and agreed***

**153.3 Rushwall Wind turbine**

To note receipt on 27/01/25 of £4000.00 community contribution associated with the existing Rushwall Turbine.

***Receipt was noted and that this is the third annual receipt of this contribution. It was queried how long would these contributions would be received.***

**154 Budget Engagement Session for Town and Community Councils in Monmouthshire**

**154.1** To note Monmouthshire County Council is commencing a four-week consultation on 2025-26 budget, from the 23rd January – 22nd February 2024. To receive invitation to dedicated engagement session and action as necessary.

***Invitation to join the engagement session scheduled for 11<sup>th</sup> February 2025 was noted by Councillors.***

**155 Interim Audit 28<sup>th</sup> November 2024 Observations**

**155.1** To note the **revised** observation report of the IAC Audit and Consultancy of the interim Audit, agree Council responses and agree any actions necessary.

In respect of Observation 1 “The Clerk is not CiLCA qualified but is pursuing the qualification”. The Clerk declared that due to exigencies of his duties and role he was having to expend much of his personal time attending to preparation work for the qualification. Members discussed affording the Clerk study time within his working hours and agreed that this should be included in a future Meeting Agenda.

**Resolution**

***Responses to Interim Audits observations were approved for submission to IAC Audit and Consultancy.***

**156 National Events**

**156.1 VE day: 08<sup>th</sup> May 2025.**

To agree any actions necessary in commemoration of VE Day.

**Resolution**

***To liaise with Royal British Legion and Magor Events Group and bring ideas considerations to the next Council Meeting***

**156.2 Commonwealth Day: 10<sup>th</sup> March 2025.**

To agree any actions necessary in celebration of Commonwealth Day.

It was announced that the office workload at this time could not contribute to the arrangement of this service this year.

Councillor Cawley and Councillor Hammett-Johnson kindly responded that they would each work together with the schools to arrange the service.

**Resolution**

***Cllr Cawley and Cllr Hammett-Johnson volunteered to make appropriate arrangements for a much scaled down service to be held at St Marys Church involving Magor CIW School and Undy Primary School.***

***By permission of the Chair under this agenda heading County Councillor Angela Sandles (In Person) provided detail of an event National Armed Forces Day 28<sup>th</sup> June (Date amended to 28<sup>th</sup> as agreed at Ordinary Meeting of 10/03/25 under Minute 169.1)an expected large event at***

***Caldicot Castle it is the first time in Severnside and whether Council would be having a presence there as it is something that we should all celebrate.***

***The Chair thanked Councillor Sandles for this information and declared that it is a matter for which further enquiries shall be made.***

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

**157.1** To receive update and note the Public Consultation dates of 14<sup>th</sup> February 2025 at Magor Baptist Church and 15<sup>th</sup> February 2025 at The Hub.

**Cllr Penny Kirkham reported:**

At the placemaking plan, steering group on the 31st of January, we had feedback from the Consultants and Monmouthshire CC on the 2 workshops that were held recently, where the proposals were shared with both the organization stakeholder group, and also the businesses stakeholder group. They did feedback that the Organizations group on the 23rd of January had a disappointing turnout.

There was some debate about the gateway into Magor narrowing the carriageway and preventing the informal arrangements on the B 4245. Businesses were keen on the idea of a gateway signage directing people to the square. A little worry about parking being removed. However, that's not part of the proposal and there are no plans to limit parking in Magor Square.

There was discussion on how the Town Council can help local businesses and organizations by promoting on our website. We shared with them that the Town Council newsletter initiative could help with this and provide a spotlight on local businesses.

Posters have been erected advertising the Public Consultation and the town council drafted a letter to residents which were hand delivered around 3,000 to residences by Council Staff, Councillors and Volunteers which was a huge feat at such short notice.

The advertising and poster have a QR Code with which to access the survey that that will go live on the 14th of February. It suggests to have a look at the interactive map when it's available before actually completing the survey. The more responses submitted, the more valuable the information. The public consultation closes on the 9th of March.

The Chair expressed her thanks to all the persons involved in delivery of and preparation of the thousands of letters to the residences of Magor and Undy.

**158 Working Groups Updates.**

**158.1** Undy Play Park

The Business Support and Projects Officer informed the meeting that Council have commenced the tender process via 'Sell2Wales' following statutory compliance. The office has received many enquiries and a number of tenders. The consultation for tender ends on 24<sup>th</sup> February 2025 after which the tenders provided through 'Sell2Wales' shall be considered.

**158.2** MUTC Newsletter

Cllr Kirkham provided a detailed update which is summarised:

- To receive from Councillors material information for content by 28<sup>th</sup> February 2025
- Arrangements for production.
- Formal approach to Magor Churchmen for Newsletter to be included with the May Fayre Magazine.
- Arrangements for distribution coincidental with the May Fayre Magazine.
- Cost implications.
- ~~Preparation of draft newsletter for inclusion on the Full Council Agenda 10<sup>th</sup> March 2025.~~
- ***Above line deleted as agreed at Ordinary Meeting of 10/03/25 under Minute 169.1***
- Final editorial control lies with the office, the Mayor and the Deputy Mayor.
- Acknowledgement that Newsletter will need to go to press for the end of March.

**Resolution**

***To make formal approach to Magor Churchmen for agreement that Newsletter shall be included into the May Fayre Magazine. Material for Newsletter shall be submitted to office by 28<sup>th</sup> February 2025 for consideration of inclusion in the Newsletter. Business shall be included on Agenda for Ordinary Meeting of 10<sup>th</sup> March 2025.***

**158.3** MUTC Noticeboards

Cllr Kirkham provided a detailed update which is summarised:

- The working group had been waiting on the return to work of the liaison officer of Monmouthshire County Council.
- On the 17th of January 2025 Mon CC officer and the asset management engineer together with members of the working group visited all the notice board sites
- Council are waiting for them to come back to us with a quote for removal and installation.

**159** MUCH

**159.1** To receive update from Cllr Kirkham.

Summary:

- Cllr Kirkham attended the trustees meeting on the 21st of January.
- Trustees wish the recycling bin taken back into ownership by the Town Council.
- Trustees were very supportive and interested in our Newsletter, Noticeboards and initiatives.
- Trustees wish to proceed with 'Friends of the Hub Group' and welcome any assistance of the Council to promote this when the notice boards are in a much more accessible condition.
- Trustees wish to introduce a 'Cinema Club' and would welcome someone in the community who would be interested in running a cinema club.
- Finances: December income £5,000. Expenditure £4,000. A £4000 insurance premium is imminent. Currently still in the free lease period but leasehold payments estimated to be £2,600 per quarter to Mon CC shall commence in August 2025.

**160** Local Support Grant approved at Ordinary Meeting of 11/11/2024 to Undy AFC.

**160.1** To receive a report in respect of the grant of £9,032 awarded to Undy AFC (which remains unpaid) and to agree actions necessary.

**Resolution**

***The Clerk shall request written confirmation from Undy AFC of the intended use of the difference between the amount of the Local Support Grant and the actual cost of the work for which Council approved the grant and bring back to Ordinary Meeting of 10<sup>th</sup> March 2025 for ratification.***

**161** Dog Waste Collection Contract Renewal

**161.1** To consider appointment of a service provider for collection of dog waste. To note that this is a niche service with a limited number of providers in this locality. To consider the contracts presented for this service and to consider waiving Financial Regulation 11.1(g) allowing Council to agree with whom to contract for this service. (Correspondence sent to Council Members)

**Resolution**

***Defer to next Ordinary Meeting to allow Council Office to research reviews of the companies who have supplied quotes/contracts.***

**8.44pm** Consequent to her DOI Cllr Kirkham absented herself from the meeting.

**162 Magor Events Group/Churchmen Storage Shed.**

**162.1** To receive proposal from Magor Events Group for locating their storage shed and action as necessary.

*It was reported by Cllr Taylor that an enquiry with the Monmouthshire Car Parks office indicated that they would not oppose the siting of the storage unit alongside the existing Mon CC storage unit insofar that existing parking provisions are not impacted.*

*Cllr D James raised a query on behalf of Cllr Baicher lead officer of the Public Facilities working group regarding that location as a potential site for an ongoing project.*

**Resolution**

***Magor Town Council are not opposed to the siting of the storage shed in Withy Car Park on the proviso that consent is approved by Monmouthshire County Council.***

**8.53pm** Cllr Kirkham was readmitted to the meeting.

**163 Consideration of Planning Consultations**

**View Link:** <https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

**163.1** To note that by virtue of Minute number 134.8 of 2023/24 the following consultations where the end date falls prior to this Council Meeting were shared with Cllrs Paul Cawley and Victoria Hammett Johnson. Their observations on behalf of Magor with Undy Town Council were communicated to the Clerk and responses have been forwarded to Mon CC Planning

- a) **DM/2024/01499.** 2 Arlington Close - No material planning concerns were identified and there are no representations from Magor Town Council.
- b) **DM/2025/00021.** 18 Mill Reen - No material planning concerns were identified and there are no representations from Magor Town Council.
- c) **DM/2024/01444.** Kingfisher Cottage - No material planning concerns were identified and there are no representations from Magor Town Council.
- d) **DM/2024/01492.** Great House Farm – Magor Town Council have made representations in respect of this consultation and submitted them to Monmouthshire Planning Department.

***Consultations and responses were noted. Cllr M James queried the content of the representation in respect of (d) above. Clerk to provide members with copy of the report sent to Mon CC planning.***

**163.2 DM/2025/00047. 13 Millfield Park**

Two Storey Side Extension and Single Storey Rear Kitchen Extension.

**Resolved**

***No material planning concerns have been identified and no representation shall be submitted.***

**163.3 DM/2025/00073. Rhondaville, Newport Road**

Proposed upper extension and two storey rear extension.

**Resolved**

***A representation shall be served upon Monmouthshire Planning Department to determine if the property lies within the conservation area and requesting clarification that the issues in regard to parking under Highway Development and SuDs has been resolved.***

**164 MUTC and Heddlu Gwent Police Collaborative Surgeries**

**164.1** To note that a surgery has been arranged taking place at the Magor and Undy Community Hub (MUCH) at 3pm on Monday 17th February 2025.

***Noted***

- 165 Date of Next Ordinary Meeting**  
**165.1** Monday 10<sup>th</sup> March 2025 at Magor Baptist Church.

### **Addendum 1**

#### **Minutes of Extraordinary Meeting of 02<sup>nd</sup> December 2024 - Amendments**

##### **Finance - Minute 115.1**

Acknowledgement of a formatting error, where Agenda item “Multi Use Games Area (MUGA) Portacabin” had been merged under that minute number that is headed as Finance.

That the Resolution required the date to be amended from 27<sup>th</sup> July 2022 to 26<sup>th</sup> July 2022 so that resolution reads:

To proceed with the resolution 68.1 agreed at Extraordinary Meeting of 26th July 2022.

To encourage and promote greater use the facility having due regard to the works identified in the report of the Town Clerk at the meeting of 02<sup>nd</sup> December 2024 subject to pre planning advice regarding any requisite planning consent of Monmouthshire County Council Planning Department.

##### **Declarations of Interest - Minute 110.1 shall include this additional information**

Cllr Baker questioned the absence of a Public Open Forum and whether the public in attendance would be afforded an opportunity to speak in respect of a statutory provision allowing public participation.

Chair acknowledged this requirement and declared to receive public contribution during the meeting as there was no public open forum at the beginning of the agenda as is the usual process in respect of Extraordinary Meetings.

Cllr D James stated the legal context that the person presiding on the meeting must give the public in attendance a reasonable opportunity to make representations about the business to be discussed at the meeting, unless doing so is likely to prejudice the conduct of the meeting.

##### **Waiver of six-month Councillor attendance rule - Minute 113.1 is amended to read:**

**Cllr Frances Taylor (Chair):** Declared her thanks to the views of adding that the legislation does allow us to approve of the reason for non-attendance provided that the approval is given before the expiry of the 6-month period. Whilst this the legislation does pertain to attendance at formal meetings of council it doesn't talk about is the work that happens outside of formal meetings of council, and that, could be argued that the number of hours put in by members in their respect roles including Councillor Hopkins, is far greater outside of the formal meetings of Council. Whilst Councillor Hopkins couldn't attend for reasons of being very unwell, with a severe Covid infection she remained active up until the period when she was hospitalised and concurred that being in hospital is probably a very good reason for absence from formal meetings.

Cllr Taylor **(Chair)** proposed, having heard all the representations by members that Council waiver the 6-month attendance rule and agree to approve the reason for non-attendance and extend the six-month period. The Chair informed Council that Councillor Hopkins has communicated to her that she anticipates making a full recovery which will enable her returning to council business at the earliest opportunity. Councillor Hopkins has been instrumental in building a team within the council and providing support for staff. This was seconded by Cllr Cawley.

##### **Under paragraph Cllr Taylor (Chair) An additional paragraph is inserted that reads:**

The Chair referred to the proposal and requested that members vote on waiving the six-month rule and allowing an extension of the absence of the Mayor from attendance at meetings.



All members in attendance voted and the Chair erroneously sought to use her casting vote. Cllr Baker pointed out that there was no equality in the votes and that the Chair's casting vote could not be used. This was acknowledged by the Chair who apologised for her error.

**Audit Wales – Additional Fees 2018/19 Audit - Minute 114.1 - Representation of Cllr D James Shall be amended to read:**

Announced that she and Cllr M James had attended a SLCC training event the previous week, where a similar issue was brought to the attention of attendees. The Clerk had been trying to find out if any other Councils had the same issues. Cllr James advised that at that training session a very small Council representative was at the training and that they had a bill £16,000 for an audit.

The WAO officer who was presenting at this training event commented that the fee structure for audits had changed in 2016. The fee will have to be paid, Council was made aware of the fee structure.

**RDLP – Dancing Hill and Langley Close Minute 117.1 is amended to read:**

'To not request the services of Andrea Pellegram Planning Consultancy for drafting of a response to the RDLP consultation.

Cllr D James shall prepare a brief statement reiterating Council position in support of Magor and Undy with reference community engagement during the last six months about open space, the use of open space and the enjoyment of the use of those spaces.'