

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Ordinary Meeting of Monday 10th March 2025

**Minutes (as adopted 14.04.25) of above meeting
held at Magor Baptist Church and remotely via Zoom
at 1900 hours Monday 10th March 2025**

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

Public Open Forum

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))

Comments were received from three Members of the public present in person.

- Expressed thanks to Mayor Hopkins for promptly responding to an email enquiry.
- Council minutes in terms of accuracy and content. Minutes should be more succinct.
- Councils General Risk assessment document was not an accepted format, not informative and should be reviewed more frequently.
- Financial Regulations are out of date and regarding Contracts and Procurement Act 2023.
- Councils Asset Register on website?
- Council website issues.
- Magor CiW hardstanding and Sycamore Field Deed of Covenant conflict.
- Cllr M James requested of the Chair to submit questions of a member of the public sent directly to him by email. He was requested by the Chair to share that email with the office.

Noting the comments of the members of the public the Chair responded in respect of the issues concerning some people who had been unable to join the previous meeting online.

In respect of the hardstanding at Magor CiW School a written response in respect of this will be provided.

166 Chairs Announcements

166.1 To receive apologies for absence from Councillors.

Mayor Hopkins apology given and accepted by Council

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

Chair commented on positive feedback of the Commonwealth Day service that morning at St Marys Church, Magor. Thanks Cllrs and Staff for their efforts.

War Memorial lighting and flowers. Sunday 09th March 2025 in recognition of Covid 19 'Day of reflection'. Thanks to Cllr Cawley and Cllr Kirkham

Placemaking and the work commenced on the footpath between The Magor and Community Hub (MUCH) and Multi Use Games Area (MUGA).

167 Declarations of Interest

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

Cllrs Cawley, Hammett-Johnson and Kirkham – Agenda item 5.4 (virement at bullet point 3) (these minutes 170.4)

Cllr Kirkham – Agenda item 9.2 (these minutes at 174.2)

168 Correspondence

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

Cllr D James referred to non-receipt of correspondence in respect of Agenda item 7.1

Chair reminded members that this item was deferred so Clerk could make further enquiries and bring back to Council. The documents were previously been shared and the Clerk shall provide update at that item on the agenda.

169 Minutes of Previous meetings

169.1 To adopt the minutes of the Ordinary Meeting of 10th February 2025.

Cllr D James requested some clarification about which set of minutes should record inaccuracies of previous meeting minutes as there is confusion between practice and what Council Standing Orders dictate. This observation was supported by Cllr Bisi stating that Standing Orders must be followed unless they were amended to reflect practice being followed.

The Chair acknowledged the comments indicating that Council will need to address this at a later time and if there were any points of accuracy to be raised.

Resolved

Minutes of Ordinary Meeting of 10th February 2025 are adopted subject to amendment in respect of inaccuracies as identified:

- a. Under minute 158.2 to delete line six bullet “Preparation of draft newsletter for inclusion on the Full Council Agenda 10th March 2025”.
- b. Under minute 156.2 to amend the date of the National Armed Forces Day from 25th June to “28th June
- c. Under minute 151.1 the resolution is amended to read: *‘It was agreed that the minutes of the Extraordinary Meeting of 02nd December 2024 were adopted at the meeting of 13th January 2025. The Clerk as directed by resolution under Min 141.1 had listened to the recording of 02nd December 2024 and that those amendments have been recorded as detailed at addendum one’.*

170 Finances

170.1 To receive Microsoft Excel Reconciliation report of bank accounting for month ending 28/02/25.
Received and agreed

170.2 To receive RBS Financial Software reconciliation reports for month ending 28/02/25.
Received and agreed

170.3 To note that Grant of £9,032 has been paid to Undy AFC following receipt of written confirmation of proposed use as required by Resolution 160.1.

Noted and agreed

170.4 To agree the following Virements between budget lines.

- £1,200 from 4000 110 (Staff Salaries) to 4030 110 (PAYE & NIC)
- £600 from 4080 110 (Training) to 4190 110 (IT)
- £1,000 from 4375 190 (Village Produce Show) to 4210 110 (Grants & Donations)

Resolution

To approve the proposed virements.

171 Staff Salaries

171.1 To note and agree that Council Staff in accordance with existing contracts of employment shall receive an incremental pay increase in line with National Joint Council for Local Government Services (NJC) pay scales 2024/2025.

Noted and approved.

172 Dog Waste Collection Contract Renewal

172.1 To consider appointment of a service provider for collection of dog waste.

Members gave this considerable debate. Cllr Baichers proposal that Council proceed with contracting the existing Service Provider was seconded by Cllr Kirkham with recommendations that Clerk make further enquiries with the second service provider to obtain details for future consideration.

Resolution

To note that collection of dog waste is a niche service with a very limited availability and agreement was reached to waive Financial Regulation (10.3, 11.1a(i) and 11.1g) to contract Councils existing service provider for year 2025-2026. The Clerk shall correspond with the second service provider to obtain further details in preparation for contract renewal the following year.

Power to spend: Litter Act 1983 ss 5 & 6

173 Magor with Undy Town Regeneration-Placemaking Plan

173.1 To receive update following Public Consultations of 14th and 15th February 2025.

The Chair referred to significant efforts made to support the public consultations on the 14th and 15th of February, and a public consultation was opened where people could access both online and by completing physical papers from the Council Office.

Awaiting scheduling of next Steering Group meeting.

It is worth noting in our minutes was that there were a lot of resident engagement and in excess 200 consultation responses have been submitted.

174 Working Groups Updates.

174.1 Undy Play Park

Business Support and Projects Officer informed the meeting that Council had received 6 tenders and that targeted consultation of the tenders had been conducted with provisions for further consultation arranged. The results of which shall be examined by the working group in order to present their conclusions and recommendations to Council.

174.2 MUTC Newsletter

Cllr Kirkham referred to document (Appendix 1) shared with Council earlier that evening detailing the costings and options for production of 3,200 newsletters.

Cllr D James stated that as she had not received the documentation to which Cllr Kirkham was referring and felt disadvantaged.

Cllr Kirkham acknowledged that it had been a late submission with reasonable excuse.

The Chair invited Cllr Kirkham to continue aware that the correspondence had been shared prior to the meeting.

Chair reminded that Council had previously agreed a budget and it was a question of looking at the costings contained in the document.

Members asked questions regarding the proposed options which were clarified and answered by Cllr Kirkham.

20:12 hrs: Consequent to the Declaration of interest of Cllr Kirkham at the commencement of the meeting she left the hall.

Members deliberated upon the information provided and also considered proposals concerning the delivery of the newsletters.

It was proposed that Council proceed with production of the Newsletter under option B1 and that a charitable contribution shall be made to the Magor Churchmen Events Group.

The Chair wished it to be noted that Cllr Kirkham had expended a lot of time and effort in researching and bringing this information to Council and expressed her thanks for her hard work.

Resolution

To proceed with production and publishing off the newsletter under option B1 at a cost of £578 and to make a charitable donation of £250 to the Magor Churchmen Events Group. The cost and contribution shall be from the Newsletter Budget.

Power to spend:

Local Gov Act 1972 s 142

20:25hrs Cllr Kirkham re-joined the meeting at 20.25

174.3 MUTC Noticeboards

Cllr Hammett-Johnson informed the meeting that this project was in progress and enquiries continuing in respect of costings for replacement and relocation after which a public consultation using Councils survey provisions shall be proceeded with.

174.4 Dog Exercise Space

The meeting was apprised of the scheduled meeting of the Working Group at The Hub on 12/03/25 at 6pm.

175 Consideration of Planning Consultations

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

175.1 To receive observations of Cllrs Cawley and Hammett-Johnson in respect of DM 2025 00155 – Reserved matters re landscaping at Magor Motors, Newport Road, Magor

Resolution:

Clerk to correspond with Monmouthshire CC Planning to seek further detail on land ownership and an extension of time to provide an informed response.

**175.2 DM/2025/00147 – Agricultural building for storage of plant and farm machinery.
Land off Norton Lane, Whitewall, Undy**

Resolution:

Clerk to correspond with Monmouthshire CC Planning the observations in respect of material planning considerations relating to drainage and a change of use.

176 General Risk Assessment Review

176.1 To receive and adopt the reviewed document or agree actions as necessary.

Cllr D James highlighted a number of areas within the document that required further observation and discussion in respect of inconsistency with scoring system. Similar observations were voiced by other Councillors.

20:52 Cllr Hammett Johnson reminded the Chair of the time and the Chair proposed that Standing Order 3.3v to extend the meeting beyond 2100 hours be suspended to complete business remaining. This proposal was not carried by a vote of 5 to 4 against.

The Chair advised the meeting that items 14 to 20 on the Agenda could not be transacted and shall be deferred to future meetings whether Ordinary or Extraordinary as soon as reasonably practicable.

Agenda Items 11 – 21 (these minutes 176 to 186) shall be deferred to future meeting.

This Ordinary meeting was concluded at 20:58 hrs.

177 Internal Control System Review

177.1 To receive and adopt the reviewed document or agree actions as necessary.
Business not transacted

178 Annual Investment Strategy Review

178.1 To receive and adopt the reviewed document or agree actions as necessary.
Business not transacted

179 Town Clerks CiLCA Qualification

179.1 To receive extract from Section 2 of CiLCA Portfolio Guide and agree actions necessary.
Business not transacted

180 One Voice Wales – Membership Renewal

180.1 To note that annual membership fee has increased by £58 from £1084 to £1142 for year 2025/26 and agree to renewal of membership.
Business not transacted

181 Summer and Spring Planting 2025-2026

181.1 To note that Council advertised for tender on Council Facebook account, Council website and emails direct to contractors, consider quotations received and agree actions as necessary.
Business not transacted

182 Community Litter Pick and Spring Clean

182.1 To support the arrangement of a community litter-pick & spring clean and agree actions necessary.
Business not transacted

183 Additional Pedestrian Crossing Facility

183.1 To note the recent RTI on the B4245/Rockfield Gove and to consider writing to Monmouthshire Council to request additional pedestrian crossings be suitably located near Rockfield Grove bus stop and agree any other actions necessary
Business not transacted

184 Exclusion of Press & Public.

184.1 To agree the exclusion of the Press and Public to the following agenda item (20.1) pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as some of the business to be

transacted has commercial interest of others and considered confidential, the disclosure of which would be prejudicial.

Business not transacted

185 Proposed Legal Challenge to the Town Council

185.1 To note correspondence has been received from elected members of the Town Council and agree actions as necessary.

Business not transacted

186 Date of Next Ordinary Meeting

186.1 Monday 14th April 2025 – venue TBA

Appendix 1

SUPPLIER:	A	B1	B2	C
PAPER WEIGHT:	100gsm uncoated	130gsm paper	120gsm	130gsm gloss paper
Proposal 1 - A4 booklets (A3 folded)				
A4 Booklets (ie. 4 sided) - stapled on spine	n/a	£432	£362	£439
A4 Booklets (ie. 6 sided) - stapled on spine	n/a	n/a	n/a	£575
A4 Booklets (ie. 8 sided) - stapled on spine	£672	£578	£500	£599
				so 2 blanks
Option 2 - single A4 sheets, stapled				
2 sheets A4 stapled top left (ie. 4 sided)	£391	£380	£360	£495
3 sheets A4 stapled top left (ie. 6 sided)	£544	£540	£520	£635
4 sheets A4 stapled top left (ie. 8 sided)	£696	£665	£649	£745