

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Ordinary Meeting of 19:00am Monday 14th April 2025

Amended Minutes (subject to resolution 14.1 of 19/05/25) of above meeting of Magor with Undy Town Council held at Undy Church Hall & remotely via Zoom adopted by Council on 09th June 2025 under resolution 27.1

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Carole Hopkins	Apology received & accepted
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	Virtually via Zoom Meetings
Cllr M James	Virtually via Zoom Meetings
Cllr D James	Virtually via Zoom Meetings
Cllr Neeta Baicher	Virtually via Zoom Meetings
Cllr Catherine Baker	Virtually via Zoom Meetings
Officers	
William Lewis – Clerk/RFO	Yes
Rachel Jones – Business Support and Projects Officer	Yes
County Councillors	
John Crook	In person
Angela Sandles	Apology (conflicting appointment)
Public attendance	
In Person	6 MoP
Remotely via ZOOM	6 MoP

In consideration of the absence of Mayor Carole Hopkins and by virtue of Standing Order 3.3m the duty of the Chair of this meeting fell to Deputy Mayor, Cllr Frances Taylor

There were sound difficulties which required some attention before the meeting could commence at 19:07hrs

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, a member of the public shall not speak for more than 5 minutes. (Standing Orders 3.3(f)).

A member of the public referred to previous issues raised by residents which she felt had not been addressed. The Chair advised that it was her understanding that responses had been provided. The member of the public appeared to level criticism of Council staff and was requested by the Chair to desist with this behaviour and indicated that representations previously dealt with would not be repeated.

A second member of the public referred to the report by the Clerk in respect of the Agenda Item 8.1 Dog Exercise Space and under what authority the Clerk had prepared this report. The member of the public was critical of the content of the report.

The Chair responded to a number of the issues raised by that member of the public to clarify certain points raised and to also explain the role of the Clerk to the Council. The Proper Officer does not require an authorisation from any member of the Council to bring forward any reports and recommendations which in the opinion of the Clerk is in the best interest of the Council.

Cllr Mario Bisi motioned that Agenda Item 8.1 should be brought forward for discussion while members of the public remained present.

Cllr Baicher (online) addressed the Chair stating that she wished to impart an email message from a resident in regard to the dog walking working group. The Chair requested that the email be forwarded to the clerk.

A third member of the public announced that they were having difficulty hearing the proceedings. The Chair invited them to take a seat closer to the audio-visual equipment if they felt that it would aid and convenience them. The member of the public expressed much dissatisfaction at the audio-visual set up of the meeting and of the invitation to be seated nearer stating that the meeting venue and arrangements needed to be fully inclusive. This member of the public, visibly annoyed¹ was disruptive and talking over the Chair. The Chair requested this person to desist from disruption of the meeting. *This person was advised by the Chair that Council were doing as much as they could to attend to adjustments as reasonable and practicable having regard to the fact that Council do not have fixed venue for meetings. The Chair requested this person to desist from disruption of the meeting any further and clarified that the invitation to be seated closer to the audio-visual equipment was intended as an offer to aid that person to better hear proceedings.*²

Cllr D James seconded the motion of Cllr Bisi to have Agenda Item 8.1 brought forward. The motion was carried by a show of hands.

198 Chairs Announcements

198.1 To receive apologies for absence from Councillors.

¹ The description 'clearly annoyed' is substituted with 'visibly annoyed'.

² This entry is removed, re-worded and recorded under minute 201.1 at paragraph 9 underlined.

The clerk received notification of illness from Mayor Hopkins at 18.15hrs

- 198.2** To receive any update and feedback in respect of meetings, functions, events or matters arising.
Due to late absence notice of the Mayor Hopkins the Chair Cllr Taylor had no representations in this regard.
- 198.3** To note that complaints have been received from staff in respect of the Councils 'Dignity at Work Policy'. Legal advice in line with policy will be sought.
The Chair informed the meeting that consequent to a complaint from a members of staff subject to the Councils 'Dignity at Work' Policy that Council³ was seeking legal assistance.
- 199** **Declarations of Interest**
- 199.1** To receive any declarations of interest in items on the agenda.
Cllr Hammett-Johnson – Agenda item 6.1 (PTFA Grant application) and 10.1(Planning consultation)
Cllr Bisi – Agenda item 6.1 (PTFA Grant Application)
Cllr Taylor – Agenda item 10.1 (Planning consultation)
- 200** **Correspondence**
- 200.1** To note that correspondence relative to agenda items has been received by Council Members.
- 201** **Dog Exercise Space (Agenda Item 8.1 brought forward following motion of Cllr Bisi)**
- 201.1** To receive report from Clerk of the Town Council and agree any actions as necessary.

The Clerk addressed the meeting presenting the context of the report which he had compiled and presented to Council for consideration.

Cllr Baicher read out to the meeting an email received from a member of the Dog Exercise working Group who was unable to attend this meeting. The context of that email referred to Sycamore Field having been removed by the PSPO from the dog walking communities. A challenge to the amount of work and time expended by staff dealing with this project and a proposal that the working group must continue to actions to provide a secure space.

Cllr Donna James made representations to the meeting regarding the recommendations in the Clerks report and proposed the Working Group should be continued for further enquiries to be conducted.

Cllr James further stated her acknowledgement that the office had a heavy workload at this time and that the working group would undertake the further investigations.

Cllr Bisi proposed an amendment to Cllr D James Donna's proposal, to reject the Clerk's report and continue with the working group to allow them to report back at the next council meeting in full in order for full information to be provided from residents.

Cllr Hammett-Johnson informed the meeting of her understanding of the work undertaken by the office and the time and effort invested into the identification of an area that is acceptable for this purpose. She reminded the meeting that Council had fulfilled the resolution whereby enquiries have been made to identify an area to be developed to facilitate dogs being exercised off lead. That areas proposed on land owned by Monmouthshire CC could not be fenced or secured. That other areas were privately owned. That the office had made enquiries about 14 separate parcels of land and that furthermore a proposal for a 123 square meter parcel of land adjacent to the

³ Reference to 'Cllr Hopkins' has been replaced by 'Council'

Multi Use Games Area which Cllr Taylor had taken forward as an option but which was rejected by the working group as being too small and having a potential risk of tick infestation.

Cllr Baker acknowledged that a number of land parcels had been investigated and found not to be able to be developed for this purpose and that was need for this information to be fed back to the working group.

The Clerk by permission of the Chair sought to clarify a number of points raised during this business and in respect of his report. That this report was not a recommendation from the working group but his recommendations are based upon the success of actions so far and that Council should look at our resources, capacity and ability to deliver.

The Chair at this point referred to the issue in the Public Open Forum and addressed the member of the public advising that she had invited that person to come forward so that she could hear Members of the Council and not be disadvantaged. That Council were doing as much as they could to attend to adjustments as reasonable and practicable having regard to the fact that Council do not have fixed venue for meetings. ⁴

The Chair recapped: The community orchard is for everyone to use and can be used for incidental dog walking. It has been rejected by Monmouthshire County Council in terms of a secure dog exercise area, this information has been shared with the with the working group. That confirmation of this has been provided by Monmouthshire CC estates department advising it cannot be made into a secure area due to the fact that the management of the orchard is such that it is managed as a biodiverse orchard. It is also subject of a deed of pre-emption on it.

The Chair invited proposals:

Cllr D James proposal was that the working group is not disbanded. To note the Clark's report, and gratefulness for the work that's been put in alongside by the office and work of the residents.

There was further discussion regarding land at Pennyfarthing Lane where enquiries regarding accessibility has been commenced with Mon CC and acknowledgement that the office would continue with outstanding items as referenced in his report.

Cllr Bisi proposed that Council reject the Clerks report and recommendations for now and allow the working group to properly report back to council to consider all the options.

Cllr M James seconded the proposal of Cllr Bisi

Resolution:

To reject the Clerks recommendations for the time being and allow the working group to report back fully at a future meeting ⁵ of the Council. That in recognition of the high workload of the office any further enquiries shall be undertaken by the working group.

That a pragmatic approach to this issue shall see that compromise is adopted insofar if any area identified does not fully satisfy the working group then a partial fulfilment is given due consideration.

⁴ Reference was re-worded and re-located as represented under Minute 14.1 of Ordinary Meeting 19/05/25

⁵ 'next meeting' replaced with 'future meeting'

- 202.1** To adopt the minutes of the Ordinary Meeting of 1900hrs 10th March 2025.
Resolution:
Draft minutes were adopted.
- 202.2** To adopt the minutes of the Extraordinary Meeting of 11:00am 21st March 2025.
Resolution:
Draft minutes were adopted subject to amendment in respect of acceptance of apologies given by named members.
- 202.3** To adopt the minutes of the Extraordinary Meeting of 10:30am am 28th March 2025.
Resolution:
Draft minutes were adopted subject to amendment in respect of acceptance of apologies given by named members.
And
Noting that Cllr Baicher gave apology leaving the meeting at 11:50am.
- 203** **Finances**
- 203.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 31/03/25.
(Appendix A).
Agreed.
- 203.2** To receive RBS Financial Software reconciliation reports for month ending 31/03/25.
 Cllr M James sought clarification on two expenditure entries and accepted response of the Clerk.
Resolution:
Reports shall be signed by Cllr M James and the RFO as soon as reasonably practicable.
- 204** **Community Grant Applications**
- 204.1** To receive a Local Support Grant Application from the PTFA of Magor CiW Primary School for contribution towards funding of the PTFA 'End of Year Fun Day'.
- Cllr Hammett-Johnson (DOI) left the room.
 Cllr Bisi having declared a Personal Interest did not participate in this business.
- Council considered the application and questions were raised in respect of the whether the grants purpose was to fund the Fun Day. A member of Magor CiW PTFA present (online) confirmed that the 'Fun Day' is an annual Fund-Raising Event to support the work of the PTFA during the year and that the event is Open to the community to attend.
 Approval of grant application was proposed, seconded and carried by show of hands.
Resolution:
The grant application of £1000 to Magor CiW PTFA to contribute to the fundraising event was approved.
Power to Spend: Local Government Act 1972. ss137/145
- 204.2** To receive a Local Support Grant Application from Ready Steady Go Charity at Undy Church and Community Hall to fund installation of safety flooring in the main hall.
- Cllr Bisi having declared a Personal Interest did not participate in this
- Council were disposed to award the grant but clarification shall be required in respect of the lawful power to do so as the building is owned by the Dioces and is leased to the charitable organisation 'Ready Steady Go'

Resolution:

This business is deferred to a future meeting of the Council and the Clerk shall conduct further enquiries to ensure lawful process is followed.

- 204.3** To receive a Local Support Grant Application from 01st and 2nd Magor Brownies to contribute funding for transport for Magor Brownies to travel to PGL Liddington Outward Bounds Centre in June 2025.

Resolved:

To approve a grant of £1000 for the 1st & 2nd Magor Brownies towards the travel costs as detailed

Power to Spend: Transport Act 1985 s106A & LGA1972 s137

- 205** **Town Council Support for continuation of Monmouthshire CC Youth Services provisions**

- 205.1** To note that the commissioned service provided by Monmouthshire CC has been in action since the summer of 2024 and to agree with its continuation in principal subject to provision of a successful review and report from Youth services.

Meeting was informed that some broad information has been circulated by Mon CC Youth Services regarding Severnside Youth provision during the previous year. That the Service Level Agreement with Mon CC Youth Services is in place and the details and potential costs shall be brought to a future meeting.

- 206** **Working Groups Updates.**

- 206.1** **Undy Play Park.**

Council was informed that earlier this day the Clerk, the Vice Chair of Undy AFC and the Playground Consultant of Eibe Play met at Undy AFC grounds and finalised issues regarding start date and vehicular access for construction materials. That following that meeting the contract has been signed.

Council were further appraised that enquiries had been commenced with solicitors in respect of the arrangement of leasehold between Magor with Undy Town Council and Undy AFC who are lawful owners of the land upon which the Playpark and Skateboard Park is situated.

- 206.2** **MUTC Newsletter**

There was acknowledgement of the work undertaken and a huge debt of thanks to the staff, Councillor Hammett-Johnson and members of the Council involved in the production of the Newsletter. Thanks to Sue at 'The Gate' for her assistance in receiving the May Fayre Magazines and the hard work of inserting the MUTC Newsletter into each. Thanks to the Magor Churchmen for delivery to the residents of Magor and Undy of the MUTC newsletter as in insert into their May Fayre Magazine.

- 206.3** **MUTC Noticeboards**

To note that this project is ongoing and that the office has conducted much research with companies who supply Noticeboards. The working group shall seek to find opportunity in May to meet and consider alternatives regarding materials and design, removal and relocating of certain Noticeboards before conducting survey and engaging in a public consultation.

- 207** **Consideration of Planning Consultations**

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

- 207.1** **DM/2025/00364 - Terra Firma, 1 The Greenlands, West End, Magor. Extension.**

Cllr Taylor having declared an interest left the meeting.

Resolved:

Council had no representations in regard to this consultation

Cllr Taylor returned to the Chair

207.2 DM/2025/00346 – Magor Services. Installation of EV charging bays.

Resolved:

Council had no representations in regard to this consultation

207.3 DM/2025/00326 – Renovation and extension.

Consultation relates to Pond House, Newport Road.

Chair asked if planning had responded to previous query about whether this property lies within the conservation area.

Cllr Cawley commented on support of Mon CC regarding material to be used for driveway.

Resolution.

Resolved:

Council support the conditions for hard material landscaping as proposed by Mon CC planning office.

The Clerk shall seek from Mon CC Planning confirmation of the property falling within Magor conservation area.

207.4 Monmouthshire County Council – planning applications training.

To appoint two representatives of the Council to attend training scheduled to for 5pm on Tuesday 29th April in the Council Chamber, County Hall.

Resolved.

Cllrs Cawley and Hammett Johnson having expressed interest were appointed to attend this training.

208 VE Day 80th Anniversary – Thursday 08th May 2025

208.1 To note that council have been engaging with partners to facilitate a short service at the War Memorial on Thursday 08th May 2025 in commemoration of VE Day and that any costs associated with this service shall be resourced from the Council Events budget.

Members discussed proposals and it was agreed that a short service shall be organised to take place at 1100 hrs on the 08th May 2025 at the War memorial in association with the Churches and Royal British Legion. Decorative flags shall be purchased. Refreshments may be provided.

Notices of the proposed service shall be displayed in addition to advertisement on Facebook.

A donation to RBL for wreath was agreed.

Resolution:

Arrangements shall be made for a service of commemoration for 80th Anniversary of VE Day. Costs to be reconciled against the 'Events' budget.

Power to Spend. Local Govt Act 1972 ss.144 & 145

209 Extension of the temporary closure of Footpaths 16 & 15, Magor with Undy

209.1 Vistry Homes would like to further extend the closure of Footpath 15 & 16, Magor with Undy by the maximum allowable amount of 6 months while works continue.

Resolution:

Council agreed that there would be no representations opposing the extension of this order.

210 Common Y Coed Plantation – remedial works.

210.1 To consider that remedial ground work and necessary maintenance is required and agree actions necessary.

Cllr Cawley who has particular knowledge of the Common y Coed Plantation provided an overview of the current condition of the grounds, trees, fences and hedgerows and of the works necessary to return the site to its former condition and that any works could not be commenced until September. Cllr Cawley also stated that visitors to the site had queried whether a picnic bench could be provided.

Chair requested that Cllr Cawley work with the Clerk and the Town Team to conduct an inspection of the site and draw up a specification of works to determine what elements could be undertaken by the Town Team and what would need to be undertaken by an external contractor.

Cllr D James questioned if the matter of the MUTC Land Registration of Common Y Coed with Monmouthshire County Council had been concluded and that Council should not commit to any remedial works until such has been confirmed.

Resolution:

As proposed, site inspections shall be conducted to provide a specification of works required with further consideration of the provision of a picnic bench and the Council Office shall pursue with Monmouthshire County Council the process of having the Land Registration to Magor with Undy Town Council before commitment to contracted works.

211 Future Full Council Meetings

211.1 To note that the Annual Statutory Meeting is scheduled for commencement at 1800 hrs on Monday 12th May 2025. Venue to be arranged.

Noted and agreed.

211.2 To agree a date for the Ordinary Meeting in May 2025

Resolved.

Ordinary Meeting shall be scheduled for Monday 19th May 2025 – Venue TBA