

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Extraordinary Meeting of 11:00am Friday 21st March 2025

Minutes (as adopted 14.04.25) of Virtual meeting of Magor with Undy Town Council Held remotely via Zoom at 1100 hours Friday 21st March 2025

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Carole Hopkins (Chair)	Remotely via ZOOM
Deputy Mayor, Cllr Frances Taylor	Remotely via ZOOM
Cllr Penny Kirkham	Remotely via ZOOM
Cllr Victoria Hammett-Johnson	Remotely via ZOOM
Cllr Paul Cawley	Remotely via ZOOM
Cllr Dr Mario Bisi	Apologies (employment conflict) accepted
Cllr M James	Remotely via ZOOM
Cllr D James	Remotely via ZOOM
Cllr Neeta Baicher	
Cllr Catherine Baker	Apologies (employment conflict) accepted
Officers	
William Lewis – Clerk/RFO	Apologies
Rachel Jones – Business Support and Projects Officer	Remotely via ZOOM
County Councillors	
John Crook	Not in attendance
Angela Sandles	Not un attendance
Public attendance	
In Person	Not applicable
Remotely via ZOOM	1 person from start and another joined after commencement.

Public Open Forum

No representations were made or received.

There were no Councillor Declarations of Interest received.

187 Town Clerks CiLCA Qualification

187.1 To receive extract from Section 2 of CiLCA Portfolio Guide and agree actions necessary.

Council acknowledged the guidance of the SLCC in respect of study times that Councils could allow for the Clerk undertaking CiLCA qualification.

Cllr D James was supportive of this guidance and proposed that the Clerk should be able to diary out some protected study time to be taken during work hours together with study hours in his own time.

Cllr Taylor addressed Council and highlighted the current high workload of the Town Council Office. A prioritisation of workload will need to be established should Council agree to allow the Clerk hours of study time as part of the working week of the clerk due to impact on delivery of service. Council were requested to be mindful of the reduced office capacity consequent to agreement that the Clerk shall undertake study time for the CiLCA Qualification during his working hours and that Council should help members of the public understand the reduced capacity of the office during this period.

Cllr D James agreed that Council should collectively determine what projects we've got underway and prioritise need because it was her contention that Council were trying to take on too much and that while such actions is beneficial to our communities there was need to narrow things down in order to give time and the support to the Clerk to undertake the CiLCA qualification which would be hugely beneficial to both the council and the Clerk.

Resolution

**The Clerk is to diarise protected study time as detailed in CiLCA Portfolio guide as agreed by Council for the purpose of study time during the Clerks working hours.
Council to bring to a future meeting the projects and workload that needs to be re-evaluated and prioritised in respect of the reduction in capacity.**

188 One Voice Wales – Membership Renewal

188.1 To note that annual membership fee has increased by £58 from £1084 to £1142 for year 2025/26 and agree to renewal of membership.

Resolution

**Membership shall be renewed and cost shall be reconciled against designated budget line.
Power to Spend: Local Gov Act 1972 ss137 & 143**

189 Community Litter Pick and Spring Clean

189.1 To support the arrangement of a community litter-pick & spring clean and agree actions necessary.

Council discussed the timing and coordination of a Spring Litter Pick in light of earlier discussion with the workload of the office and reduced capacity.

Cllr Taylor clarified that in previous years it was Councillors and Volunteers that undertook the work and that the office involvement would be minimal. The office would be ensuring the event was covered on the Councils Liability Insurance and updating the Risk Assessment. Council were supportive of a Community Litter Pick but acknowledged that it may not take place in the Spring Months and the timing of the event would need to be negotiated with the Clerk.

Resolution

The Council will coordinate a Community Litter Pick later this year 2025/26. To be led by Councillors and Volunteers and supported by the office. The date of the event is to be set in agreement with the Clerk.

190 Additional Pedestrian Crossing Facility

190.1 To note the recent Road Traffic Incident on the B4245/Rockfield Grove and to consider writing to Monmouthshire Council to request additional pedestrian crossing be suitably located near Rockfield Grove bus stop and agree any other actions necessary.

Cllr Cawley informed Council that 12-14 years ago when the housing development was agreed a pedestrian crossing was supposed to be in place prior to the completion of the housing development. Cllr D James confirmed that this was also her recollection.

Council discussed the severity of the situation and wanting to support a crossing being installed.

Resolution

Town Council shall communicate with relevant office of Monmouthshire County Council in regard to feasibility of the introduction of a pedestrian crossing facility and are content to enter into a discussion regarding a suitable and proportionate financial contribution if required.

This Extraordinary Meeting was concluded at 11:40am