

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Extraordinary Meeting of 10:30am Friday 28th March 2025

Minutes (as adopted 14.04.25) of Virtual meeting of Magor with Undy Town Council Held remotely via Zoom at 10.30 hours Friday 28th March 2025

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Carole Hopkins (Chair)	Yes
Deputy Mayor, Cllr Frances Taylor	Yes
Cllr Penny Kirkham	Yes
Cllr Victoria Hammett-Johnson	Yes
Cllr Paul Cawley	Yes
Cllr Dr Mario Bisi	Apology received (Conflicting appointments) accepted
Cllr M James	Apology received (Conflicting appointments) accepted
Cllr D James	Apology received (Conflicting appointments) accepted
Cllr Neeta Baicher	Yes
Cllr Catherine Baker	Apology received (Conflicting appointments) accepted
Officers	
William Lewis – Clerk/RFO	Yes
Rachel Jones – Business Support and Projects Officer	Yes
County Councillors	
John Crook	No
Angela Sandles	No
Public attendance	
In Person	N/A
Remotely via ZOOM	1 person

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 Order 3.3(e) and an individual member of the public shall not speak for more than 5 minutes. (Standing Order 3.3 (f).

One member of the public, present online declined the invitation of the Chair to address the meeting.

191 Chairs Announcements

191.1 To receive apologies for absence from Councillors.
Apologies received and reasons as detailed above

192 Declarations of Interest

192.1 To receive any declarations of interest in items on the agenda.
*Cllr Baicher declared an interest in Agenda item 6.1.
The Clerk provided advice that following consultation with One Voice Wales it was confirmed that there was no requirement for the member to declare in interest because she was present during the opening of electronic tenders at the Council Office.
Despite the provision of this advice Cllr Baicher maintained her wish to declare and took no part in the debating the business recorded at minute 196.1.*

193 Correspondence

193.1 To note and agree that correspondence relative to agenda items has been received by Council Members.
Members acknowledged receipt of correspondence.

194 Exclusion of Press & Public pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

194.1 To consider whether to exclude items 5.1 under Section 100A (4) Local Government Act 1972: the public can be excluded from a meeting where it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in one or more of the following paragraphs, Part (1) Schedule (12A) Local Government Act 1972, namely: Paragraph 1; Information relating to any individual. Paragraph 2; Information which is likely to reveal the identity of an individual.
And items 6.1 & 7.1 as the business to be transacted has commercial interest of others and is considered confidential, the disclosure of which would be prejudicial.

Resolution.

that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

195 Correspondence in respect of Clerks Audit Wales Report

195.1 To note correspondence has been received from elected members of the Town Council in respect of Agenda Item 6.1 of Ordinary Meeting of 09th December 2024 and agree actions as necessary.

Cllr Taylor informed meeting of correspondence of a private and confidential nature from Council Members which had been communicated to her as Vice Chair and the Chair. The items of correspondence in question intimates that legal advice has been sought in respect of the Agenda Item 6.1 of Monday 09th December 2024.

Resolution:

- a) **The sum of £3000 from Professional Fees budget was agreed to pay for legal services if so required.
Power to spend: Local Government Act 1972.**

- b) To seek and obtain legal advice at first opportunity in respect of potential risk to Council arising from any legal correspondence received by the Council in respect of Agenda Item 6.1 of 09th December 2024.
- c) To agree that Council seek the support from independent HR advisory service or consultancy in respect of the content of the correspondence served upon the Chair and Vice Chair of the Council in respect of Item 6.1 of 09th December 2024.

196 Undy Play Park Upgrade

196.1 To consider a report detailing the process following receipt of tenders in respect of the intended upgrade of play equipment within Undy Play Park at Undy Athletic Football Club and to agree the successful tender and any other actions necessary.

To note that Cllr Baicher who had declared an interest did not participate in this business.

Members were provided with proposals by 6 contractors for tender submitted via the Sell2Wales Portal.

Members commended the councils Business Support and Project Officer – Rachel Jones for her hard work in bringing this matter to the Council for this project to be proceeded with.

Resolution:

- a) **To award the contract for upgrade of Magor with Undy Town Council Play Park at Undy AFC to Eibe Play Limited from EMR designated budget line 4560-160**
Power to spend: Local Gov (Misc. Provisions) Act 1976 s.19
- b) **To introduce signage to identify Magor with Undy Town Council Play Park at Undy AFC, the provision of benches and a litter bin from relevant budget line.**
Power to spend: Local Gov (Misc. Provisions) Act 1976 s.19 and Litter Act 1983 s 5 & 6
- c) **To agree to arrangement of a Launch Event, any costs, if required, shall be from the Events Budget.**
Power to spend: Local Government Act 1972 s 145
- d) **To contemporaneously attend to arrangement of leasehold of the Play Park with Undy AFC.**
Power to spend: Local Government Act 1972 s145

197 Summer and Spring Planting 2025-2026

197.1 To note that Council advertised for tender on Council Facebook account, Council website and emails direct to contractors to consider quotation and associated information received to agree actions as necessary.

The Clerk informed the meeting that despite advertisement on Council website, Social Media and direct contact with service providers only one quotation had to date been received.

Members were advised that a budget of £8000 had been agreed for year 2025/26 and details of the quote received were provided to members in respect of the planting specification for the communities existing summer planting provisions and further details of the costings regarding the proposal to expand this project to include the provision of hanging baskets/troughs, fixings and succession planting. The projected cost is estimated at £5,600 and within budget.

Cllr Baicher felt that it was expensive and whether Volunteers/Councillors should be engaged in maintenance and watering.

Cllr Baicher gave her apologies and left meeting at 11.45-11.50am due to prior commitment.

Cllr Cawley suggested that an option of perennial seed sowing and that he would provide details of options to the Council Office.

Cllr Kirkham proposed the feasibility of a 'Community Planting Working Group 'made up from Councillors and volunteer residents.

Resolution:

It was agreed that Financial Regulation 10.3 was expedited and that Financial Regulation 11.1(g) shall be waived as Council has endeavoured meet obligations in respect of best value. Only one quotation, as in previous years been received and that Council shall contract with this service for the provision of planting requirements as specified.

Power to spend: Open Spaces Act 1906 ss9 & 10 and Local Gov Act 1972 s144 (2)

This Extraordinary Meeting was concluded at 12:06pm