

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Ordinary Meeting of 19:00 hrs Monday 19th May 2025

Minutes of above meeting of Magor with Undy Town Council At Magor Baptist Church and remotely via Zoom Meetings Adopted 09.06.25 under resolution 27.3

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor	Apology received.
Deputy Mayor, Cllr Paul Cawley (Chair)	In Person
Cllr Penny Kirkham	In Person
Cllr Victoria Hammett-Johnson	In Person
Cllr Carole Hopkins	Apology received.
Cllr Dr Mario Bisi	In Person
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	
Angela Sandles	In Person & Joined via Zoom
Public attendance	
In Person	1 person for duration of Public Forum only (4 minutes)
Remotely via ZOOM	10

PUBLIC OPEN FORUM

In accordance with the Councils Standing Orders 3.3 a period of not more than 15 minutes for Members of the Public is provided to ask questions and make representations about business on this agenda. Persons who wish to make comment shall not speak for more 5 minutes and they will not take part in any debate.

- A member of the public in physical attendance referred to the unauthorised development at Whitewall. This person was advised that Council were aware that issues were being dealt with by external organisations.

The Chair asked if any person online wish to make any representation.
There were no responses.

11 Chairs Announcements

11.1 To receive apologies for absence from Councillors.

Apologies for absence of Mayor Frances Taylor and Cllr Carole Hopkins were accepted.

11.2 To receive any update and feedback in respect of meetings, functions, events or matters arising.
Chair referred to Cllr Taylors arrangement with Monmouthshire County Council in respect of the Community Spring Clean/Litterpick event on Saturday 07th June 2025.

12 Declarations of Interest

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

None received

13 Correspondence

13.1 To note that correspondence relative to agenda items has been received by Council Members.

Members acknowledged receipt of correspondence.

14 Minutes of Previous meetings

14.1 To adopt the draft minutes of the Ordinary Meeting of 19:00 hrs on 14th April 2025.

The Structure/format of minutes, details recorded in Public Open Forum, points of accuracy of minutes 198.3, 201.1 and 210.1, and chronology of an announcement by the Chair was raised by Cllr James.

7:08pm - Member of public interrupted meeting advising trees fallen across road and railway line at Whitewall.

Clerk did not agree with the observations of Cllr D James and Cllr Baker concerning detail recorded at POF, stating that they were observation and opinion and not matters of accuracy.

Cllr Bisi referred to Standing Orders regarding adoption and approval of minutes.

Councillor Hammett-Johnson left the meeting for a period to check reported emergency.

Meeting was suspended consequent to the emergency matter reported.

7.19pm Meeting resumed in absence of VHJ

Resolution:

That the adoption and approval of these minutes is deferred so as to afford the Clerk opportunity to consider the proposals of members.

14.2 To adopt the draft minutes of the Extraordinary Meeting of 19:00 hrs on 07th May 2025.

Cllr D James drew attention to the Public Open Forum of this meeting regarding matters only on the Agenda, comparing to the previous meeting of the 07th May 2025 and Chairs response to a contribution of a member of the public at the Public Open Forum.

Resolution:

Draft minutes of 07th May 2025 adopted and approved subject to inclusion of Chairs provision of a response during Public Open Forum.

15 Finances

- 15.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 30th April 2025. **(Appendix A).**

Two entries queried by members were answered satisfactorily by the Clerk.

Resolution:

Microsoft Excel Reconciliation report of bank accounting for month ending 30th April 2025 was received and agreed

- 15.2** To receive RBS Financial Software reconciliation reports for month ending 30th April 2025. **(Correspondence shared).** Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

Resolution:

RBS Financial Software reconciliation reports for month ending 30th April 2025 were received and agreed.

- 15.3** To note that the Clerk has submitted a challenge to HMRC in respect of the rates payable in respect of the MUGA portacabin. **(Correspondence shared)**

Members acknowledged that this challenge has been submitted and that HMRC have 12 months in which to respond.

16 MUTC Annual Report 2024/25

- 16.1** To receive and note Annual Report **(Correspondence shared)**

Resolved:

Members agreed that Annual Report is received and shall be published subject to the amendments proposed by members in regard to date of approval, the meetings attended by members and additions to current and future projects. That future Annual Reports meet accessibility compliance requirements.

17 Working Groups Updates and Terms of reference.

- 17.1** To note and agree Terms of Reference for Dog Exercise Area WG **(Appendix B)**
Cllr Cawley touched upon the work undertaken to facilitate access to public space adjacent to Undy Primary School at Pennyfarthing Lane as requested by the Dog Exercise Working Group.

Resolved:

The proposed the 'Terms of Reference' for the Dog Exercise Area Working Group were agreed.

- 17.2** To note and agree Terms of Reference for Noticeboards WG **(Appendix C)**

Resolved:

he proposed the 'Terms of Reference' for the Noticeboards Working Group were agreed

- 17.3** To note and agree Terms of Reference for Public Amenities WG **(Appendix D)**

Resolved:

The proposed the 'Terms of Reference' for the Public Amenities Working Group were agreed.

- 17.4** To note and agree Terms of Reference for MUTC Branding Logo WG **(Appendix E)**

Cllr D James proposed some amendments to the Terms of Reference points which were acknowledged and agreed by members.

Resolved:

Subject to the amendments as proposed the 'Terms of Reference' for the Branding Logo Working Group were agreed.

17.5 To note and agree Terms of Reference for Undy Play Park WG (Appendix F)

Cllr D James proposed some amendments to the Terms of Reference points which were acknowledged and agreed by members.

Resolved:

Subject to the amendments as proposed the 'Terms of Reference' for the Undy Playpark Working Group were agreed.

18. MUCH update

18.1 To receive any update regarding the HUB

Cllr Kirkham informed the meeting that the M.U.C.H. financial accounts are now available online via the Charity Commission website.

That the next meeting of the MUCH trustees is on 20th May 2025 and further information may be brought to the next Council meeting.

19 Consideration of Planning Consultations

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

19.1 DM/2025/00556 - An agricultural shed made from a steel frame with tin green cladding or natural wood Yorkshire Boarding. Field to The East of Greenfield Causeway.

For noting only, as this is not a consultation but a courtesy notification advising of a proposed development.

The Chair announced that this item was for information only and not subject of the process of consultation.

20 Green Moor Lane Allotments

20.1 To receive a proposal from a tenant for consideration of the erection of a tenant's notice board together with details from the Clerk.

(Correspondence shared)

The Clerk informed the meeting of the offer of a tenant at Green Moor Lane erect a Noticeboard and produce tray at their expense for the benefit of themselves and the other tenants of Green Moor Lane. The Clerk proposed that rather than the tenant doing this that Council consider its provision and that this could also be provided at the other two allotment sites.

The Chair announced the return to the meeting of Cllr Hammett-Johnson and Business Support Officer Rachel Jones.

Members agreed that provision of such was a very good idea and debated the acquisition of suitable noticeboards that were fit for purpose and their installation in post-crete foundations at the three allotment sites.

It was proposed and seconded that we inform the tenant that Council consider it to be a very good idea and that Council shall fund this provision at the three allotment sites and bring back details and costings to the next Council Meeting.

Resolution:

Enquiries shall be made to source suitable allotment Notice Boards and provide details of costings for their acquisition and installation at the next Council Meeting.

21 Sycamore Terrace Allotments

21.1 To note that this site has proved problematic for letting due to ground concerns and to receive information from the Clerk in respect of future development.

The Clerk highlighted problems associated with letting plots at Sycamore Allotments.

It has been suggested that the vacant plots are developed into a Community Garden.

Members debated this in consideration of the allotment waiting list, benefits to community groups, schools and individuals.

Members agreed that this was a worthy project.

The Chair advised the meeting that at the at the moment of feasibility study. It's come from several sources and from members of the public.

Resolution:

Further enquiries and research shall be conducted and the matter brought back to Council at a future date.

22 Town Clerk Report May 2025 (For Information)

22.1 To receive and note the report of work undertaken by Town Council Staff and Members of the Town Council for the period 15th April 2025 to 14th May 2025. **(Appendix G)**
Members welcomed the addition of this information.

23 Next Ordinary Meeting

23.1 To note that the next Ordinary Meeting of the Town Council is scheduled for 1900 hrs on Monday 09th June 2025. **(Venue to be arranged)**

Meeting concluded at 20:15 hrs